

admin, student data

# Loader



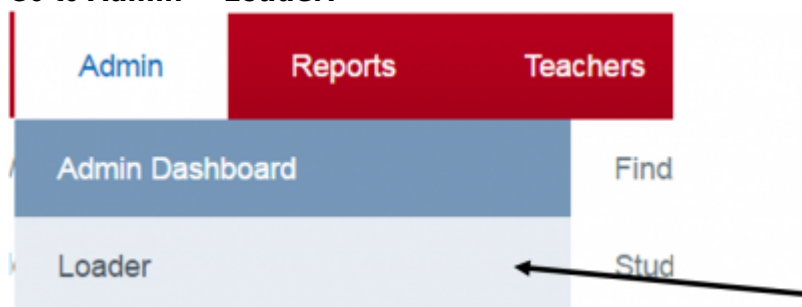
**Disclaimer:** School Pathways is not responsible for any misuse of this loader feature. If you overwrite student data, you will need to contact us immediately for programmer assistance - the charge to correct errors completed by your staff is \$150 per hour, and a statement of work will need to be signed prior to our programmers recovering your data.



## Important Notes:

- **One** worksheet per loader table
- Files must be saved as a **.csv** before uploading

- Go to **Admin > Loader:**



- Choose Where are you loading from (typically External SIS) and the tableset you wish to load:

## Loader

[Modify Sources](#)

Where are you loading from?

External SIS

Which tableset are you loading?

students

classcategories  
ClassRegistrations  
ClassSchedule  
ClassSchooltracks  
courses  
courses2gradelevels  
courses2catalogs  
courses2tr\_mods  
CumeFileData  
customnotes  
discipline  
emergency  
emergencysiblings  
enrollments  
immunization  
incidents  
logins  
parents  
specialenrollments  
students

to upload a file before at

- Click on **1.Upload:**

External SIS -> students has not been accessed in the loader yet. Make sure to upload a file before attempting to use any of the other options.

[1. Upload](#) [2. Identify Columns](#) [3. Map Values](#) [4. Load](#) [Download](#)

- Click on "Choose File" to upload your .csv spreadsheet, Then click on "Upload Data Files".

Click on Help -> Data Import Schema for the definition for this loader.

1. Format MUST BE CSV
2. The first row must contain the names of the columns - it must not contain actual data.
3. Files uploaded replace already uploaded files of the same type.
4. Leave blank any files you do not wish to (re)load.

Import Tab (click to download)	Upload	File Size	Uploaded Time	Delete
Students:	<a href="#">Choose File</a> No file chosen	--	--	

Load Export File [Choose File](#) No file chosen

[Upload Data Files](#)

- Match your column names to School Pathways field names (this can also be accessed by click on the 2. Identify Columns tab)

Local ID?	CSV Column Name	School Pathways Field Name	Field Search
<input type="checkbox"/>	legacy_id	Student Legacy ID (students.number)	legacy
<input type="checkbox"/>	local_id	Local Student ID (students.id)	
<input type="checkbox"/>	lastname	Last Name (students.lastname)	
<input type="checkbox"/>	firstname	First Name (students.firstname)	
<input type="checkbox"/>	middlename	Middle Name (students.middlename)	
<input type="checkbox"/>	suffix	Suffix (students.suffix)	
<input type="checkbox"/>	aka_lastname	-- IGNORE --	
<input type="checkbox"/>	aka_firstname	-- IGNORE --	
<input type="checkbox"/>	aka_middlename	504 Accommodations (students_504_info.accommodations)	
<input type="checkbox"/>	aka_suffix	504 Case Manager (students_504_info.casemanagestaff_id)	
<input type="checkbox"/>	ssid	504 Coordinator (students_504_info.staff_id)	
<input type="checkbox"/>	mailingstreet	504 Determining Criteria (students_504_info.section504_criteria_id)	
<input type="checkbox"/>	mailingcity	504 Disability (students_504_info.impairment)	
<input type="checkbox"/>	mailingstate	504 Last Modified By (students_504_info.lastupdatedby_t)	
<input type="checkbox"/>	mailingzip	504 Last Modified Timestamp (students_504_info.lastupdatedby_ts)	
<input type="checkbox"/>		504 Local ID (students_504_info.id)	
<input type="checkbox"/>		504 Major Life Activity Affected (students_504_info.activity_affected)	
<input type="checkbox"/>		504 Notes (students_504_info.note)	
<input type="checkbox"/>		504 Nurse Staff (students_504_info.nursestaff_id)	
<input type="checkbox"/>		504 Plan Date (students_504_info.plan_day)	
<input type="checkbox"/>		504 Plan End Date (students_504_info.plan_end_day)	
<input type="checkbox"/>		504 Plan Type (students_504_info.section504_plantypes_id)	
<input type="checkbox"/>		504 Release Date (students_504_info.next_review_day)	
<input type="checkbox"/>		subsidizedtransportation (students_504_info.subsidizedtransportation)	

- When finished matching, click on **“Save Column Identifications”**

☐ 504\_note

Save Column Identifications

Any field in Red needs something corrected - click on the field name to access the errors:

Color Key

Direct ID map

Column not checked

All values pass

Some values fail

Students		
Column name in CSV	Local ID?	Identified field in database
Legacy ID		students.number
Local ID #	No	students.id
Last Name		students.lastname
First Name		students.firstname
Middle Name		students.middlename
SSID #		students.st_number
Mailing Address Street		students.mailingstreet
Mailing Address City		students.mailingcity
Mailing Address State		students.mailingstate
Mailing Address Zip		students.mailingzip
Street		students.street1
City		students.city
State		students.state
Zip		students.zip
County		students.county
District of Residence		students.distofresidence

If the map to value is a dropdown, you can click on “Guess List” to help identify field names quicker:

Mapping: students."Primary Race" ▶ students.ethcode

Show All Values

Guess List

Mark all unmapped fields "SKIPIT"

#	Value	Map To	Field Type	Null OK?	Default	Instances Found
1	Galt unified school district	NOT MAPPED	integer	YES		1 record(s)
2	Center Unified School District	NOT MAPPED	integer	YES		1 record(s)
3	Alameda County	NOT MAPPED	integer	YES		1 record(s)
4	sutter cava	Sutter County Office of Education (Sutter County)	integer	YES		1 record(s)
5	Catholic Diocese of Sacramento	NOT MAPPED	integer	YES		1 record(s)
6	Crescent View Charter school	NOT MAPPED	integer	YES		1 record(s)
7	Eureka School District	NOT MAPPED	integer	YES		1 record(s)
8	Redding School District	Redding Elementary (Shasta County)	integer	YES		1 record(s)
9	San Juan Unified School District	San Juan Unified (Sacramento County)	integer	YES		1 record(s)
10	Sylvan	Sylvan Union Elementary (Stanislaus County)	integer	YES		1 record(s)

You can also type into the search box to the right of each map to name to find names:

#	Value	Map To	Field Type	Null OK?	Default	Instances Found
1	Galt unified school district	Galt Joint Union High (Sacramento County)	integer	YES		1 record(s)
2	Center Unified School District	NOT MAPPED	integer	YES		1 record(s)

When finished matching, click on "Save Value Mapping":

School Pathways Data Loader

Mapping: students."parent\_edu\_level" ▶ students.fatedlevel

Show All Values

Guess List

Mark all unmapped fields "SKIPIT"

1. None

2. None

3. None

#	Value	Map To	Field Type	Null OK?	Default	Instances Found
1	Decline to State	Decline to State	integer	NO	15	8,985 record(s)

Save Value Mapping

The bottom of the page (3. Map Values tab) will show you a summary of what you're mapping to:

Sample data from CSV:

#	legacy_id	local_id	Lastname	Firstname	middlename	suffix	aka_lastname	aka_firstname	aka_middlename	aka_suffix	ssid	mailing		
1	117323	117323	117323	NULL	Kirkwood-Yates	Kirkwood-Yates	Duncan	Duncan	St John	St John		1065313833	1065313833	9559 M
2	117480	117480	117480	NULL	Montoya	Montoya	Morgan	Morgan	Nathanael	Nathanael		7065280326	7065280326	710 E
3	121772	121772	121772	NULL	Moulton	Moulton	Benjamin	Benjamin	Luke	Luke		1065284943	1065284943	P.O. Box
4	125054	125054	125054	NULL	Ognissanti	Ognissanti	Nicholas	Nicholas	Michael	Michael		5065314502	5065314502	1123 R
5	130275	130275	130275	NULL	Jensen	Jensen	Sarah	Sarah	Nichole	Nichole		9065289431	9065289431	1090 Cr
6	130486	130486	130486	NULL	Hunt	Hunt	Kendra	Kendra	Moanna	Moanna		9065294381	9065294381	504 P
7	130506	130506	130506	NULL	Haduca	Haduca	Sierra	Sierra	Alexous	Alexous		2065291615	2065291615	7136 Cr
8	131107	131107	131107	NULL	Swift	Swift	Grant	Grant	S	S		3065319077	3065319077	2380 To
9	132310	132310	132310	NULL	Beatty	Beatty	Janaye	Janaye	M	M		6051076470	6051076470	779 Las
10	134371	134371	134371	NULL	Davis	Davis	Torin Sebast	Torin Sebast	Cruz	Cruz		2065320325	2065320325	245 Nat
11	137173	137173	137173	NULL	Strader	Strader	Christian	Christian	Nicholas	Nicholas		3065314037	3065314037	6301 P
12	138031	138031	138031	NULL	Maughan	Maughan	Julie	Julie	N	N		8065314178	8065314178	11756 b
13	139556	139556	139556	NULL	Conner	Conner	Madeline	Madeline	Payan	Payan		8065326778	8065326778	7535 V
14	142154	142154	142154	NULL	Time	Time	Brandon	Brandon	Charles	Charles		4065281100	4065281100	1080 Ju

When ready to load, choose one of the following:

1. Load Table in Insert Mode (this is for brand new records only)

2. Load Table in Update Mode (this is for updating records that are already in the system)
3. Load Table in Mixed Mode (this is if you are loading a mix of updates and new data)

Adult Home Language		students.parentslang
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Load in record creation mode Load in record update mode Load in mixed mode

Once the loader has completed, you can check your data in the SIS.

## Overview of Loader Buttons:

Source	1. Upload	2. Identify Columns	3. Map Values	4. Load	Download	Loader Tools	Finalize Import	Logins
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- **Download:** Click this to download your most recent load.
- **Finalize Import:** If you are loading the same exact data into another scope, you can use the Finalize Import area to pull your files and upload into the new scope.
- **Loader Tools: IMPORTANT** - when you click on any of the tools, they will automatically run. DO NOT use these unless you are absolutely certain you want to run them!

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