

[admin](#), [student data](#)

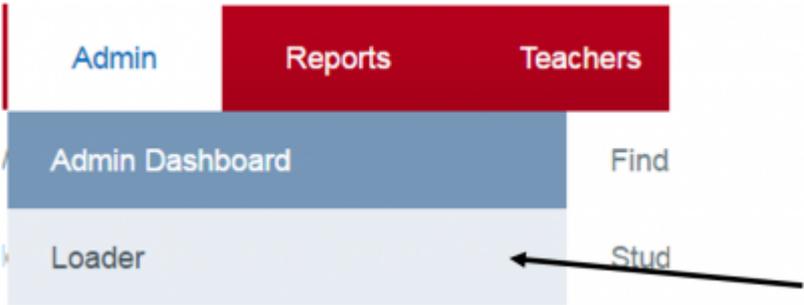
Loader

 **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.

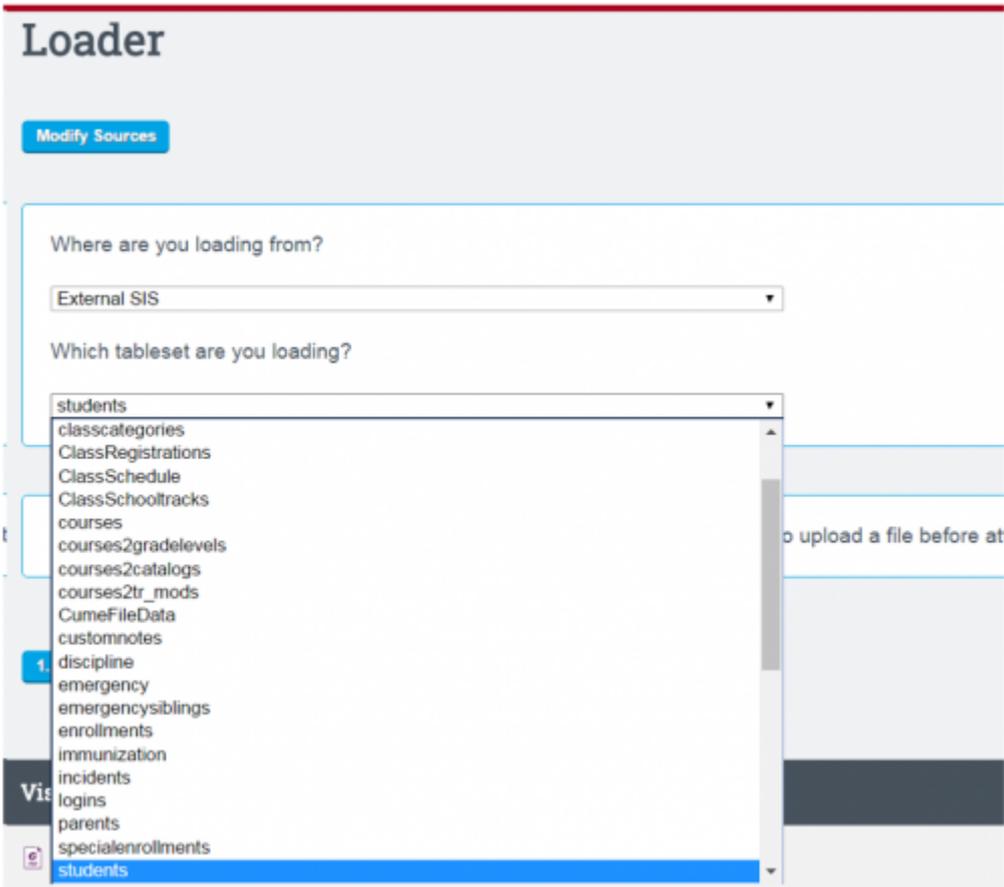
 **Important Notes:**

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

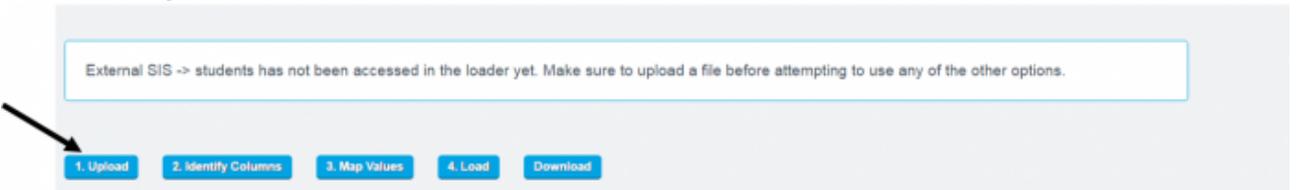
- Go to **Admin > Loader:**



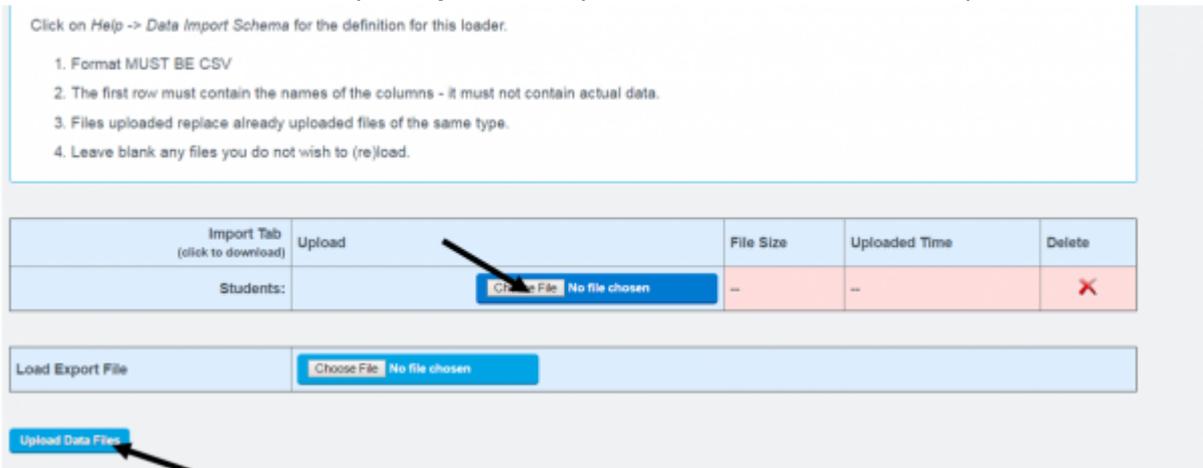
- Choose Where are you loading from (typically External SIS) and the tableset you wish to load:



- Click on **1.Upload:**



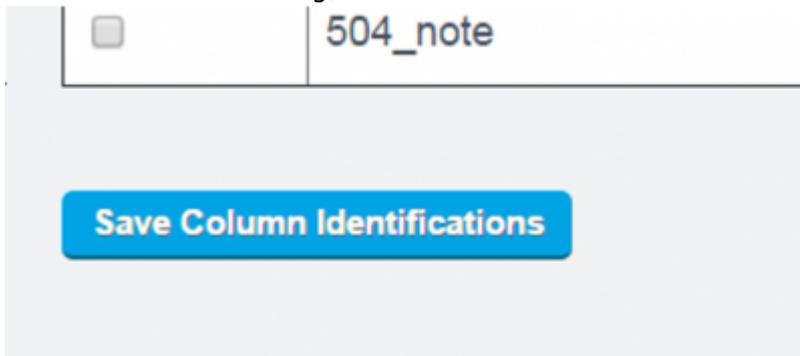
- Click on “Choose File” to upload your .csv spreadsheet, Then click on “Upload Data Files”.



- 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.casemanagerstaff_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)	
<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 Reass Date (students_504_info.reass_review_day)	
<input type="checkbox"/>		Subordinate (students_subordinate.subordinate)	

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



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

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

#	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) <input type="text" value="galt"/>	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_level1" ▶ students.fatedlevel

Apply Conversion Filters

#	Value	Map To	Field Type	Null OK?	Default	Instances Found
1	Decline to State	Decline to State	integer	NO	15	6,065 record(s)

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

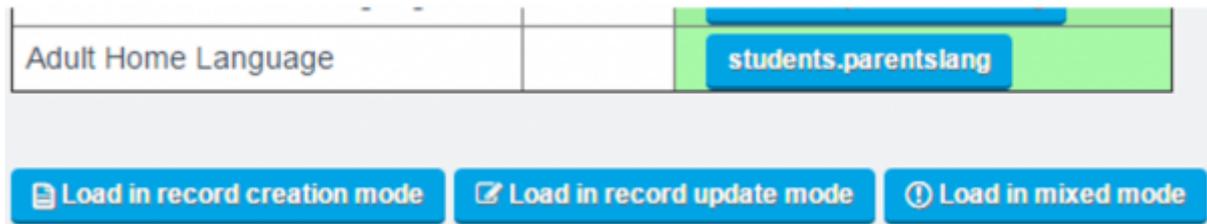
Sample data from CSV:

#	legacy_id	local_id	Lastname	Firstname	middlename	suffix	aka_lastname	aka_firstname	aka_middlename	aka_suffix	ssid	mailing
1	117323	117323	Kirkwood-Yates	Duncan	St John						1065313833	9559 Ml
2	117480	117480	Montoya	Morgan	Nathanael						7065280326	710 Eki
3	121772	121772	Moulton	Benjamin	Luke						1065284943	P.O. Box
4	125054	125054	Ognessant	Nicholas	Michael						5065314502	1123 Rl
5	130275	130275	Jensen	Sarah	Nichole						9065289431	1690 Cr
6	130486	130486	Hunt	Kendra	Moanna						9065294381	504 Prr
7	130506	130506	Haduca	Sierra	Alexous						2065291615	7136 Dr
8	131107	131107	Swift	Grant	S						3065319077	2380 To
9	132310	132310	Bealy	Janaye	M						6051076470	779 Las
10	134371	134371	Davis	Torin Sebast	Cruz						2065320325	245 Nul
11	137173	137173	Strader	Christian	Nicholas						3065314037	6301 Pk
12	138031	138031	Maughan	Julie	N						8065314178	11756 Iv
13	139556	139556	Conner	Madeline	Payan						8065326778	7535 Vn
14	142154	142154	Time	Brandon	Charles						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)



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

Overview of Loader Buttons:



- **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!

From: <https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link: <https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:loader:loader&rev=1490201385>

Last update: **2017/03/22 16:49**