

## How to create and import a Bulk Learner Upload comma-separated value (CSV) file

### Creating the CSV file:

- The Bulk Upload – Learners Only CSV template is located within the Organisation Administrator’s View webpage. Refer to the ‘Related Downloads’ section: <http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Glossary/The-Organisation-Administrators-view>. Below is a view of the CSV file template. The mandatory fields are in **blue**:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS	1								
2	<Insert EDUMIS No.>											
3	SECTION	Learner	ROWS	<Number of Learners>								
4	UID1	<Insert SMS No.>	<Insert NSN No.>	<Insert Surname>	<Insert First Name(s)>	<Insert Gender F/M>	<Insert DOB dd/mm/yyyy>	<Insert Learner Email>	<Insert Ethnicity 1>	<Insert Ethnicity 2>	<Insert Ethnicity 3>	<Insert First Language English TRUE/FALSE>
5												

- Below is an example of information entered into a working CSV file:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS	1								
2		1234										
3	SECTION	Learner	ROWS	8								
4	UID1	99126872	527844648	Leary	Cameron	M	1/01/1988	cleary@demo.com	111	511	611	TRUE
5	UID2	99077894	525874561	O'Sullivan	Jack	M	2/01/1988	josullivan@demo.com	111			TRUE
6	UID3	99388794	527894576	Kenyon	Jordan	F	3/01/1988	jkenyon@demo.com	431			FALSE
7	UID4	99884301	526348979	Mackie	Kiera	F	4/01/1988	kmackie@demo.com	111	431		TRUE
8	UID5	99944820	524784796	Brown	Elliot	M	5/01/1988	ebrown@demo.com	111			TRUE
9	UID6	99100645	528794631	Murphy	Tom	M	6/01/1988	tmurphy@demo.com	412		126	TRUE
10	UID7	99342325	521236458	Blake	Libby	F	7/01/1988	lblake@demo.com	111	123		FALSE
11	UID8	99867400	527786496	Fraser	Alexander	M	8/01/1988	afraser@demo.com	361			TRUE
12												

### Note:

- Circled in **blue** above is the EDUMIS number field, the Learner NSN numbers, their names, genders, dates of birth and Ethnicity 1. These are all mandatory fields.
- Circled in **green** above are examples of optional fields; Learner (SMS) numbers, email addresses, further ethnicities and English as first language. These fields *may* be entered but are not required for the Bulk Upload to run.

3. **IMPORTANT:** In the image displayed below, circled in **red** on the left is the list of UID ('User Identification') entries. This equates to the list of Learners to be entered and uploaded. The actual **number** of these Learners must also be specified (refer to the number 8 also circled in red). These are all mandatory fields. The UIDs of each bulk upload file must always begin with UID1 and increase accordingly (as below):

	A	B	C	D	E	F	G	H	I	J	K	L
1	SECTION	Organisation	ROWS		1							
2		1234										
3	SECTION	Learner	ROWS		8							
4	UID1	99126872	527844648	Leary	Cameron	M	1/01/1988	<a href="mailto:cleary@demo.com">cleary@demo.com</a>	111	511	611	TRUE
5	UID2	99077894	525874561	O'Sullivan	Jack	M	2/01/1988	<a href="mailto:josullivan@demo.com">josullivan@demo.com</a>	111			TRUE
6	UID3	99388794	527894576	Kenyon	Jordan	F	3/01/1988	<a href="mailto:jkenyon@demo.com">jkenyon@demo.com</a>	431			FALSE
7	UID4	99884301	526348979	Mackie	Keira	F	4/01/1988	<a href="mailto:kmackie@demo.com">kmackie@demo.com</a>	111	431		TRUE
8	UID5	99944820	524784796	Brown	Elliot	M	5/01/1988	<a href="mailto:ebrown@demo.com">ebrown@demo.com</a>	111			TRUE
9	UID6	99100645	528794631	Murphy	Tom	M	6/01/1988	<a href="mailto:tmurphy@demo.com">tmurphy@demo.com</a>	412	123	126	TRUE
10	UID7	99342325	521236458	Blake	Libby	F	7/01/1988	<a href="mailto:lblake@demo.com">lblake@demo.com</a>	111	124		FALSE
11	UID8	99867400	527786496	Fraser	Alexander	M	8/01/1988	<a href="mailto:afrazer@demo.com">afrazer@demo.com</a>	361			TRUE
12												

4. Remember, when saving a comma-separated value file within Excel, be sure to assign the CSV file extension over the default XLS or the file will not be in a recognisable format to upload to the Assessment Tool.

**Note:** Creating the Bulk Learner CSV file process is detailed above. Comma-separated value files can also be used to import Bulk Learners & Groups (without Educators). Another alternative is Bulk Learners, Groups & Educators. For a sample upload file, please refer to:

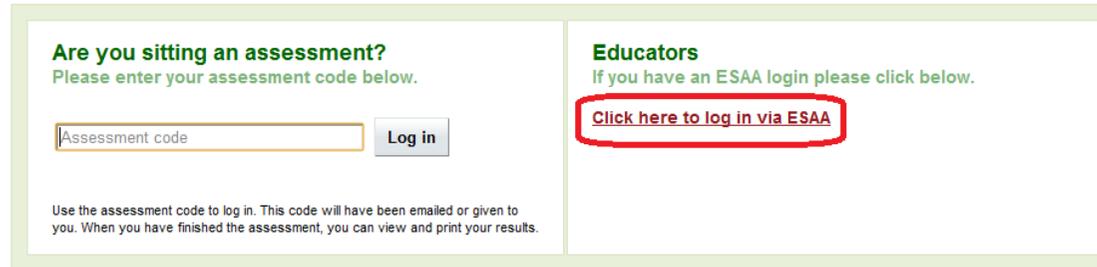
<http://literacyandnumeracyforadults.com/Assessment-Tool-Support/Glossary/The-Organisation-Administrators-view> for the 'Related Downloads' link:

CSV (808 B)	Bulk Upload - Learners & Groups (.csv template)
 PDF (358 kB)	How to create and import Bulk Learners & Groups Upload CSV file
CSV (353 B)	Bulk Upload - Learners Only (.csv template)
 PDF (316 kB)	How to create and import Bulk Learners Upload CSV file

You will need a PDF reader to view these files. [Download Adobe Acrobat](#)

## Importing the CSV file to the Assessment Tool:

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:



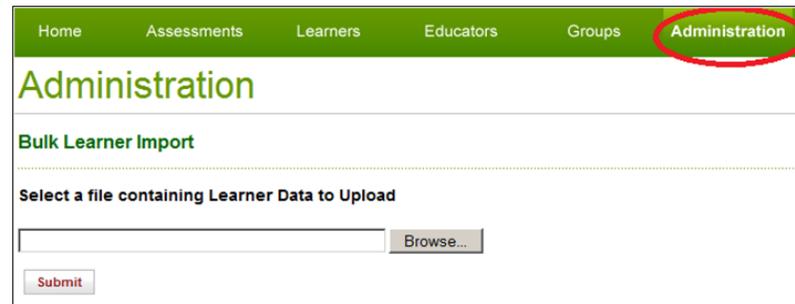
**Are you sitting an assessment?**  
Please enter your assessment code below.

Use the assessment code to log in. This code will have been emailed or given to you. When you have finished the assessment, you can view and print your results.

**Educators**  
If you have an ESAA login please click below.

2. Click on the Administration tab, displaying the field for uploading Learner data:



Home Assessments Learners Educators Groups **Administration**

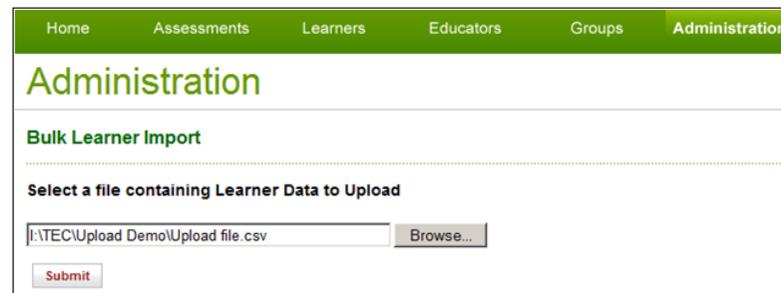
## Administration

### Bulk Learner Import

Select a file containing Learner Data to Upload

3. Browse to select the CSV file to upload and click Submit:



Home Assessments Learners Educators Groups Administration

## Administration

### Bulk Learner Import

Select a file containing Learner Data to Upload

4. Upon successful CSV file importation, a one line summary will be displayed (as circled in **red** below):



5. **Note:** If the file did not upload successfully, an error message will appear in red font advising which field(s) prohibited the file from importing. The CSV file will require adjustment. Please contact the Assessment Tool Service Desk at [assessforadults@nzcer.org.nz](mailto:assessforadults@nzcer.org.nz) if you require further assistance.