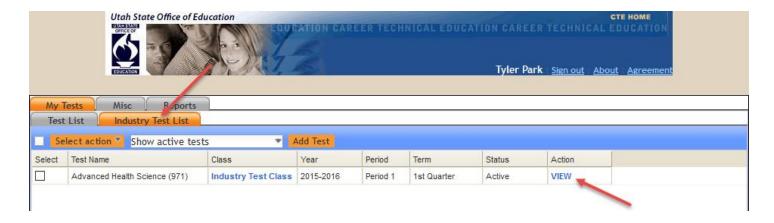# Industry Exams – Student List Import

Step by step instructions for importing a list of students to an Industry Exam

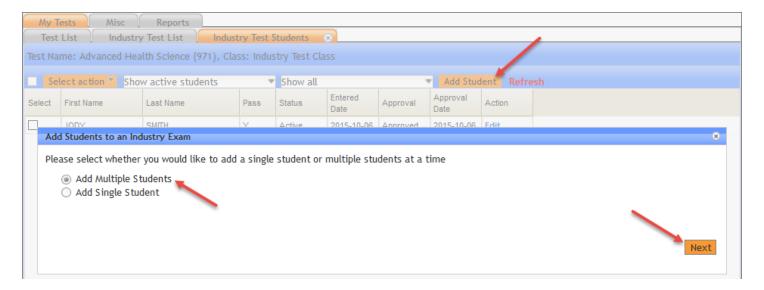◈ Login to the system from www.precisionexams.com/usoe and select Teacher Login

◈ Once logged in, navigate to the 'Industry Test List' tab. If you have not already created a new Industry Exam, do that now, and then click 'VIEW' next to the Industry Exam you want to imports students into.
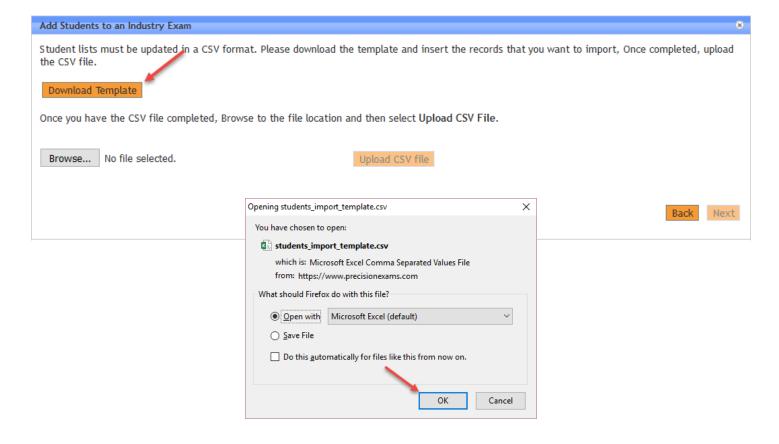
◈ Once you are viewing the list of students for the test you want to edit, click 'Add Student'
  ○ You will see two options. You can still add students one at a time using the exact same functionality as before, or there is a new option to 'Add Multiple Students'.
  ○ Select the option to 'Add Multiple Students' and then click 'Next'

◈ You are now presented with the add student screen. Student lists must be uploaded in a Comma Separated Values format, or CSV. Programs such as Microsoft Excel, Open Office and others can edit and create this type of file.
◈ We supply an empty template CSV file, because the list of students has to be entered using this specific format. Click 'Download Template' to download and open the template file.

◈ Once you have the template file downloaded and opened on your computer, you can begin to edit the file. The following is a screen-shot using Microsoft Excel as an editor.

	A	B	C	D	E	F	G
1	FIRST_NAME	LAST_NAME	PASS	DATE_OF_BIRTH	GENDER	STUDENT_ID	CURRENT_CLASS_LEVEL
2							
3							
4							
5							
6							
7							

◈ The fields listed are as follows:
  o First Name
  o Last Name
  o Pass
    ▪ Either a capital Y or a capital N
  o Date of Birth
    ▪ Should be in the format of MM/DD/YYYY
  o Gender
    ▪ Either a capital M or a capital F
  o StudentID
  o Current Class Level
    ▪ Acceptable responses for this field are:
      • Freshman
      • Sophomore
      • Junior
      • Senior

◈ Fill out the form by either typing the information, or by copying and pasting the information from another source. When completed, you should have something that looks like this

	A	B	C	D	E	F	G
1	FIRST_NAME	LAST_NAME	PASS	DATE_OF_BIRTH	GENDER	STUDENT_ID	CURRENT_CLASS_LEVEL
2	John	Smith	Y	1/1/1998	M	123456	Freshman
3	Mary	Jones	Y	2/1/1997	F	123457	Sophomore
4	Scott	Thompson	Y	6/5/1996	M	1234568	Junior
5							
6							
7							

◈ Once you have the student data entered, save this file somewhere convenient on your computer, like for example, your Desktop. Then log back into the system to import the file.

- ⬥ Step 1: Click 'Browse' to locate the CSV file on your computer.
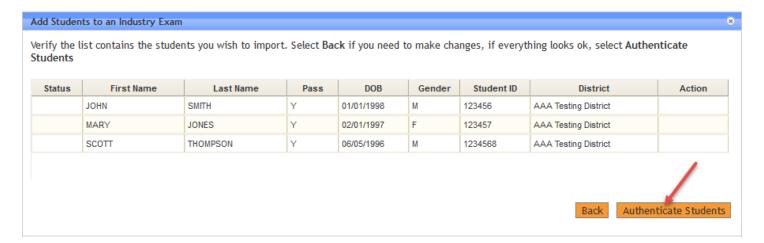- ⬥ Step 2: Click on 'Upload CSV File'
- ⬥ Step 3: If the file was uploaded successfully, you will see that message displayed. If there was a problem detected with the file, there will be an error message displayed.
  - ○ The error message will tell you what row of the file it had a problem with
- ⬥ Once the message says that the file was uploaded successfully, click 'Next'

Add Students to an Industry Exam ⊗

Student lists must be updated in a CSV format. Please download the template and insert the records that you want to import, Once completed, upload the CSV file.

[Download Template]

Once you have the CSV file completed, Browse to the file location and then select **Upload CSV File**.

[Browse...]   test_import.csv   [Upload CSV file] **2**

✅ File Uploaded Successfully. **3**
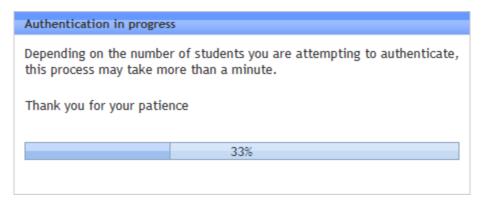   Select Next to Review

4
[Back] [Next]

- ⬥ You will now see a list of all the students that were in your uploaded file. This is simply a check for you to see if the correct file was uploaded. If you want to make changes to the file you uploaded, click 'Back' If the data is accurate, click 'Authenticate Students'

Add Students to an Industry Exam ⊗

Verify the list contains the students you wish to import. Select **Back** if you need to make changes, if everything looks ok, select **Authenticate Students**

Status	First Name	Last Name	Pass	DOB	Gender	Student ID	District	Action
	JOHN	SMITH	Y	01/01/1998	M	123456	AAA Testing District	
	MARY	JONES	Y	02/01/1997	F	123457	AAA Testing District	
	SCOTT	THOMPSON	Y	06/05/1996	M	1234568	AAA Testing District	

[Back] [Authenticate Students]

◈ All students on the list will attempt authentication. For review, authentication is where we take the FIRST_NAME, LAST_NAME, DATE_OF_BIRTH and GENDER and send this information to the USOE for verification. This process may take some time depending on how may records you have uploaded.

Authentication in progress

Depending on the number of students you are attempting to authenticate, this process may take more than a minute.

Thank you for your patience

| | 33% | |

◈ Once authentication is complete, a screen will appear showing you the results. Any students who authenticated successfully will show a green checkmark ✔ and one that did not will show a yellow triangle ⚠ .

   o You have the option of editing the records that have the yellow triangle on them by clicking on the pencil icon ✏ . You can edit some of the details on the record in an attempt to get that record to authenticate. Remember that the only data that is used for authentication is FIRST_NAME, LAST_NAME, DATE_OF_BIRTH and GENDER

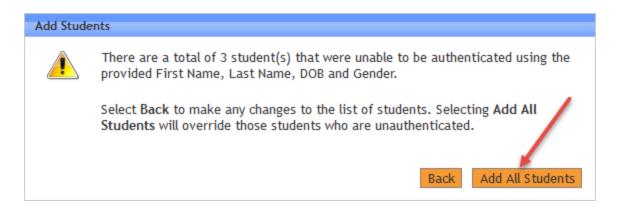   o You can also delete the record from the import altogether, by clicking on the delete icon ✖

Add Students to an Industry Exam

Verify the list contains the students you wish to import. Select **Back** if you need to make changes, if everything looks ok, select **Add Students**

①

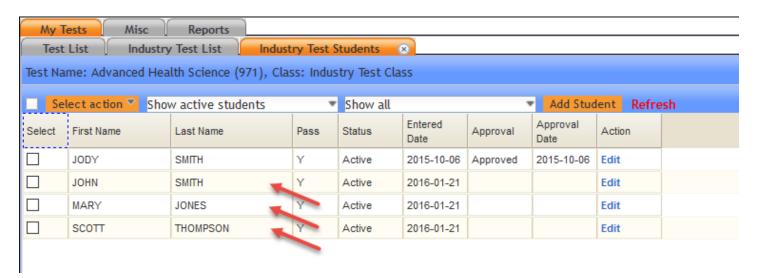| Status	First Name	Last Name	Pass	DOB	Gender	Student ID	District	Action
✔	JOHN	SMITH	Y	01/01/1998	M	123456	AAA Testing District	✏ ✖
✔	MARY	JONES	Y	02/01/1997	F	123457	AAA Testing District	✏ ✖
⚠	SCOTT	THOMPSON	Y	06/05/1996	M	1234568	AAA Testing District	✏ ✖

②

Back   Add Students

◈ When you are finished editing your students and are happy with the authentication, you can click on 'Add Students'

    o It is not required to get every single student to authenticate before adding them to the Industry Exam. You will receive a warning if you have any students that are not authenticated.

◈ Once the students are added, then will show up on the Industry Test Student List screen just as if you had added them one at a time.

◈ If you have any questions, please feel free to contact our customer support team!

Technical Support

For technical support, please contact: support@precisionexams.com

For immediate assistance, please call: *(801)-653-9356*