STARS Bulk Upload Guide

Overview

This guide will help you format your student information so that you can easily upload your students each year. We are using Excel 2013, most excel versions are very similar, but if you run into problems see our troubleshooting section at the end of the guide to help you with any version or program specific differences.

Get the Bulk Upload Template

1. Login to STARS

2. On your school page go to 'New Student Imports'

3. Click 'Download a template'

4. This will be used in our final step to make sure our headings are exactly what they need to be

# Format Your Student Information

Get Your Student Information

Download your student information and open it. Delete any columns that have information that is not included in the 'Bulk Upload Template'. If the birthdate is formatted as one column of information, follow the steps listed in 'Split the Birthdate Column', otherwise move on to 'Match the Template'.

Split the Birthdate Column

The template requires three columns for the birthdate information; Year, Month and Day. This will help you create them without having to manually type them for each student.

1. Add two blank columns after the Birthdate column

2. Select the entire column of birthdates by clicking on the letter above it

3. At the top go to 'Data' and select 'Text to Columns' *(if your version of excel or program you open your file in does not look like this, see the troubleshooting section at the end of this guide)*

4. Make sure 'Delimited' is selected and click 'Next >'

5. Change the 'Delimiters' to 'Other' and input the character that is separating the month day and year. In my case it is a '/', but yours may be a '-'. After you put in the separating character check the 'Data preview' box to ensure you now have three columns like I do in the following picture and then go to 'Next >':
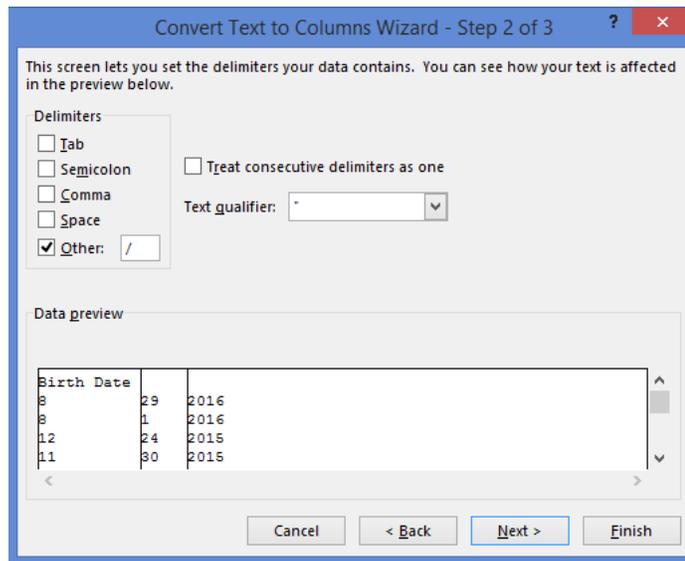
6. Make sure the 'Column data format' for each column is 'Text'.
    a. You can click in the 'Data preview' box to select each column and make the changes.
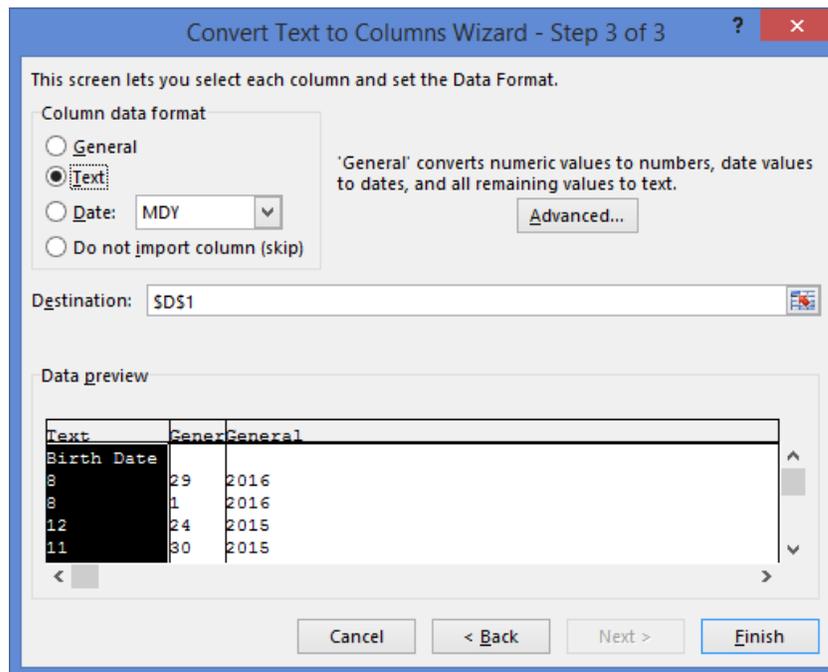
b. Once yours is set up like mine, you can select 'Finish'

7. Your document should now look similar to the one below *(if it doesn't, see the troubleshooting section at the end of the guide)*
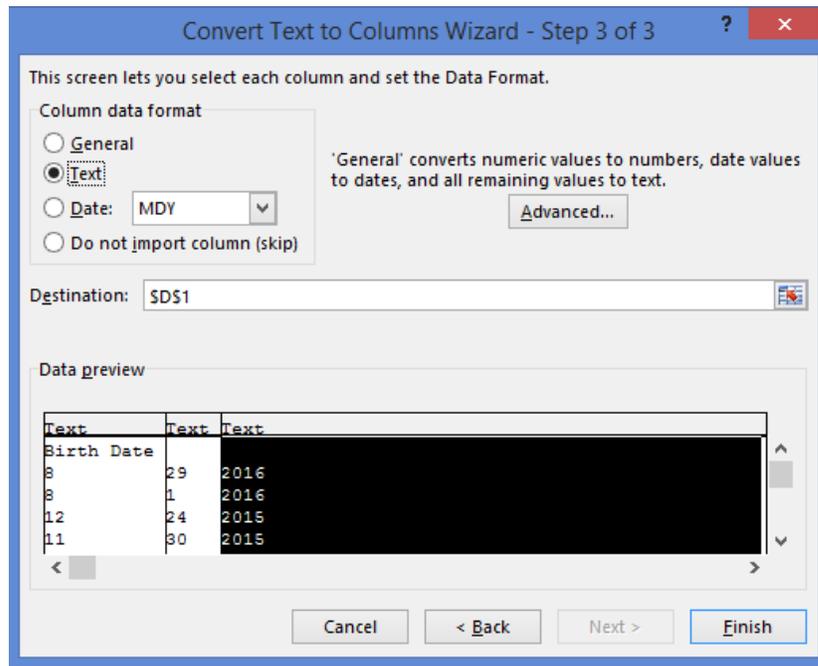
Match the Template

Format Header Names

The bulk upload feature in STARS only accepts .csv documents that have headers exactly matching the template.

1. Rename the headers to be the same as what is in the 'Bulk Upload Template' that was downloaded earlier. It's recommended to copy and paste to ensure they are identical. *(Gender was not changed in this guide, be sure to change all headers to match the template!)*

Format Header Positions

Move the columns to match the order they are in the template. *(You may need to move different columns, but the same process can be applied to any column.)*

1. Select the column you need to move, right click on the letter of the column and choose 'Cut'

2. Right click on the letter of the column you would like to insert the column that was selected in the last step and select 'Insert Cut Cells'

3. This is the result:

4. Repeat as necessary until your columns are in the same order as the 'Bulk Upload Template'

Final Steps

1. Double check that all the column headers are the same as the template in both name and position

2. Ensure the data in each column matches what is expected in the template (Female vs F, Mar vs 3, etc.)

3. Make sure the file is saved as a .csv file. There are a few different ways to do that, here are two:

   a. Under File->Export->Change File Type Select 'CSV (Comma delimited) (*.csv)'
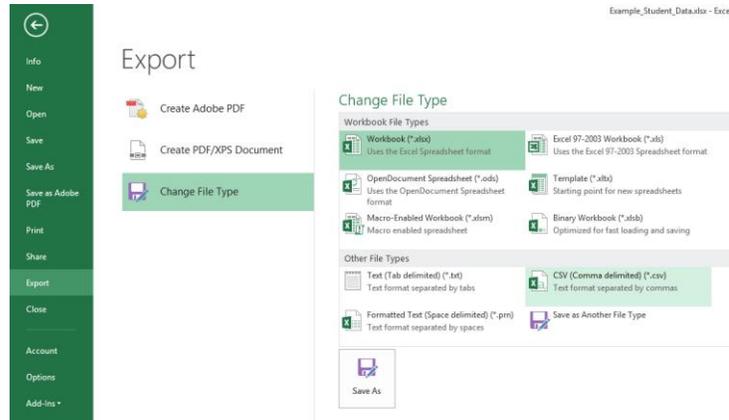
   b. Under Save As->Browse, click on the 'Save as type' dropdown and select CSV (Comma delimited)
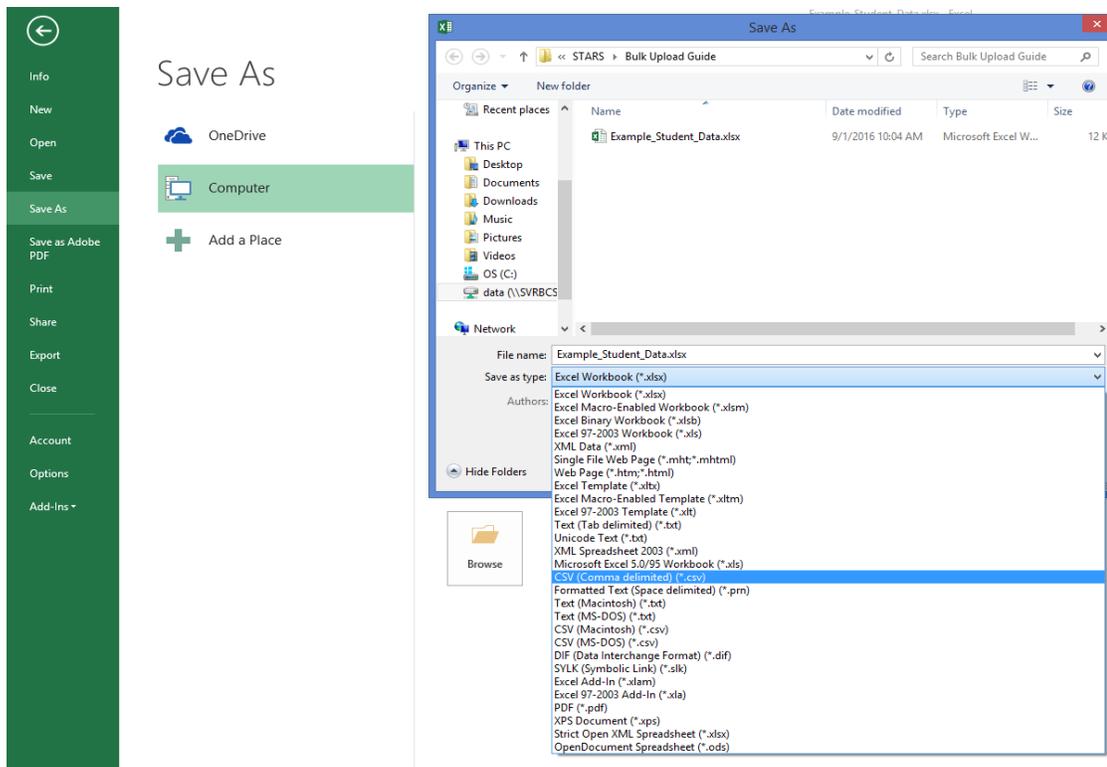
   c. You will likely get a popup like the one below. Select 'Yes'
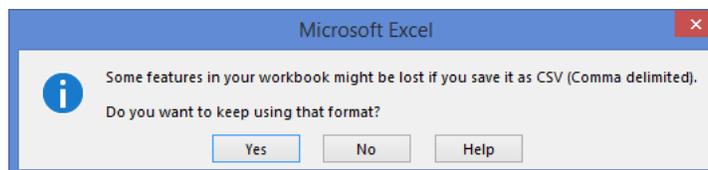
Troubleshooting

'There's already data here. Do you want to replace it?'

This will pop up after you try to separate the birthdate from one column to three if there are no blank columns to the right of it. Go back to Step 1 Part B.

My problem isn't in this guide

Please email info@bcschoolsports.ca with the problem you are having. If you can, include a screenshot of your data and/or the error you are receiving and we will be happy to help you. We can then add the solution into this guide for the benefit of everyone.