# BC SCHOOL SPORTS STARS BULK UPLOAD GUIDE



## When can the bulk upload feature be used?

The bulk upload **can** be used at the start of each school year for the following:

- Uploading your grade 8 students
- Uploading your grade 9 students for those schools whose grade configuration starts at grade 9

The bulk upload feature **cannot** be used for:

- Students that transfer to your school <u>after</u> the first day of grade 9
- International students

If you are unsure when you can use the bulk upload feature, please contact the BCSS staff.

### Overview

This guide will help you format your student information from My ED so that you can easily upload your students each year. There is no harm adding students to STARS that might never play school sports during their high school years.

### 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 from My ED and open it. Delete any columns that have information that is <u>not</u> included in the 'Bulk Upload Template'. If the birthdate is formatted as one column of information, follow the steps listed in '<u>Split</u> <u>the Birthdate Column</u>', otherwise move on to '<u>Match the Template</u>'.

#### 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

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2 Martha		Snyder	8/29	/2016		Female	2012	
3 Margaret		Howell	8/1	/2016		Female	2012	
4 John		Thompson	12/24	/2015		Male	2012	
5 Pamela		Crawford	11/30	/2015		Female	2012	
6 Richard		Ruiz		/2016		Male	2012	
7 Charles		Foster		/2015		Male	2012	
8 Clarence		Richards		6/2015		Male	2012	
9 Helen		Wallace		/2016		Female	2012	
10 Antonio		Baker	10/16	6/2015		Male	2012	
11 Bruce		Rivera	8/29	/2016		Male	2012	
12 Phillin		Mever	9/6	5/2015		Male	2012	

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)

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	Margaret		Howell	8/1/2016	The Text Wizard has determined t	that your data is Delimited.		2012	
	lohn		Thompson	12/24/2015		choose the data type that best desc	ribes your data	2012	
	Pamela		Crawford	11/30/2015	Original data type	choose and goe man best best	nocy your outur	2012	
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	Helen		Wallace Baker	5/31/2016 10/16/2015				2012	
-	Antonio		Rivera	8/29/2016				2012	
	Bruce			9/6/2016				2012	
	Robert		Meyer Johnson	9/6/2015				2012	
	Michelle		Cox	6/12/2015				2012	
_	Gloria		Garza	9/12/2015	Preview of selected data:			2012	
	Donna		Scott	5/8/2015	1 Birth Date		^	2012	
7 1			Hicks	4/8/2016	2 8/29/2016 3 8/1/2016			2012	
	lose		Campbell	12/8/2010	4 12/24/2015	2012			
	Andrea		Butler	12/9/2015	511/30/2015	2012			
	Eric		Garcia	8/8/2016	. C.		>	2012	
	Terry		Arnold	4/6/2016				2012	
	Christina		Reid	9/6/2015		Cancel < Back	Next > Einish	2012	
-	Kenneth		Watkins	5/0/2013				2012	

- 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 >':

Co	onvert Text to Columns Wizard - Step 2 of 3 ? ×
This screen lets you se in the preview below.	t the delimiters your data contains. You can see how your text is affected
Delimiters Jab Semicolon Comma Space Other: /	Treat consecutive delimiters as one Text gualifier:
Data <u>p</u> review	
Birth Date 8 29 8 1 12 24 11 30	2016 2016 2015 2015
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

- 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.

Convert Text	t to Columns Wizard - Step 3 of 3 💦 🕴 🗙
This screen lets you select each col Column data format General Date: MDY Do not import column (skip)	umn and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text. <u>A</u> dvanced
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	Cancel < <u>B</u> ack Next > <u>Einish</u>

b. Once yours is set up like this, you can select 'Finish'

Convert Text	to Columns Wizard - Step 3 of 3 💦 📍 🗙
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7. Your document should now look similar to the one below

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2	Martha			Snyder		8		29			2016		Femal	e		2012	2	
3	Margaret			Howell		8		1			2016		Femal	e		2012	1	
4	John			Thompson		12		24			2015		Male			2012	1	
5	Pamela			Crawford		11		30			2015		Femal	e		2012	1	
6	Richard			Ruiz		5		9			2016		Male			2012	2	
7	Charles			Foster		10		3			2015		Male			2012	2	
	Clarence			Richards		12		6			2015 Ma		Male	Male		2012		
_	Helen			Wallace		5		31					Femal	Female		2012		
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#### 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 all

headers match the template.

- No data needs to be entered in the middle initial column, but the column must be included even if there is no information in that column.
- Use initial only in the gender column M/F

• The month and day of birth must be a two-digit number (01/01/2022)

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1 First	t Name		Middle Initial	Last Name		Month of I	Birth (MM)	Day	of Birth (	DD)	Y	ear of Birth (	YYYY)	Gender		Y	ear of Ent	ry into Gr	ade 8
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3 Ma	rgaret			Howell		8		1			2	016		Female			2012		
4 Joh	n			Thompson		12		24			20	015		Male			2012		
5 Par	nela			Crawford		11		30			20	015		Female			2012		
6 Ric	hard			Ruiz		5		9			2	016		Male			2012		
7 Chi	arles			Foster		10		3			2	015		Male			2012		
8 Cla	rence			Richards		12		6			20	015		Male			2012		
9 He	en			Wallace		5		31			2	016		Female			2012		
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### **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
- 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)'



 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'

	Microsoft Excel
0	Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format? Yes No Help

#### Uploading to STARS needs to be done by BCSS staff

Once the bulk upload template has been saved to your computer **don't reopen. New** for the 2022 school year, schools will no longer be able to upload their bulk upload, the CSV file must be emailed to <u>info@bcschoolsports</u> and BCSS staff will upload the students for you. This will ensure faster approval of your students.