

STARS Bulk Upload Guide

Updated September 2016



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

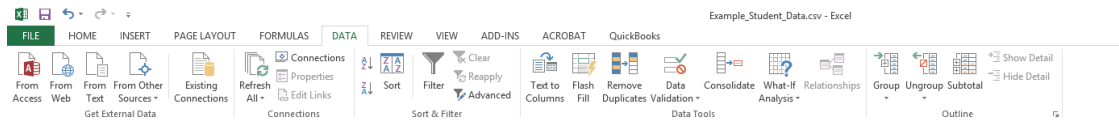
Get Your Student Information

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.

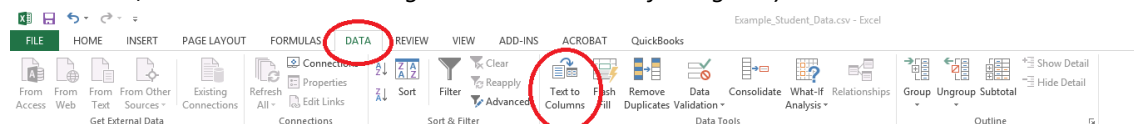
1. Add two blank columns after the Birthdate column
2. Select the entire column of birthdates by clicking on the letter above it



Example_Student_Data.csv - Excel

	A	B	C	D	E	F	G	H	I	J
1	First Name	Middle Initial	Last Name	Birth Date			Gender		Year of Entry into Grade 8	
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	5/9/2016			Male		2012	
7	Charles		Foster	10/3/2015			Male		2012	
8	Clarence		Richards	12/6/2015			Male		2012	
9	Helen		Wallace	5/31/2016			Female		2012	
10	Antonio		Baker	10/16/2015			Male		2012	
11	Bruce		Rivera	8/29/2016			Male		2012	
12	Phillip		Meyer	9/6/2015			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)



Example_Student_Data.csv - Excel

	A	B	C	D	E	F	G	H	I	J
1	First Name	Middle Initial	Last Name	Birth Date			Gender		Year of Entry into Grade 8	
2	Martha		Snyder	8/29/2016					2012	
3	Margaret		Howell	8/1/2016					2012	
4	John		Thompson	12/24/2015					2012	
5	Pamela		Crawford	11/30/2015					2012	
6	Richard		Ruiz	5/9/2016					2012	
7	Charles		Foster	10/3/2015					2012	
8	Clarence		Richards	12/6/2015					2012	
9	Helen		Wallace	5/31/2016					2012	
10	Antonio		Baker	10/16/2015					2012	
11	Bruce		Rivera	8/29/2016					2012	
12	Phillip		Meyer	9/6/2015					2012	
13	Robert		Johnson	11/30/2015					2012	
14	Michelle		Cox	6/12/2016					2012	
15	Gloria		Garza	9/12/2015					2012	
16	Donna		Scott	5/8/2016					2012	
17	Joe		Hicks	4/8/2016					2012	
18	Jose		Campbell	12/8/2015					2012	
19	Andrea		Butler	12/9/2015					2012	
20	Eric		Garcia	8/8/2016					2012	
21	Terry		Arnold	4/6/2016					2012	
22	Christina		Reid	9/6/2015					2012	
23	Kenneth		Watkins	11/16/2015			Male		2012	

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1 Birth Date
2 8/29/2016
3 8/1/2016
4 12/24/2015
5 11/30/2015

Cancel < Back Next > Finish

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 >':

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab
☐ Semicolon
☐ Comma
☐ Space
☒ Other: /

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Birth Date	29	2016
8	1	2016
12	24	2015
11	30	2015

Buttons: Cancel, < Back, Next >, Finish

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 to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$D\$1

Data preview

Text	General	General
Birth Date	29	2016
8	1	2016
12	24	2015
11	30	2015

Buttons: Cancel, < Back, Next >, Finish

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

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ **Text**
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

[Advanced...](#)

Destination: \$D\$1

Data preview

Text	Text	Text
Birth Date		
8	29	2016
8	1	2016
12	24	2015
11	30	2015

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*)

Example_Student_Data.csv - Excel

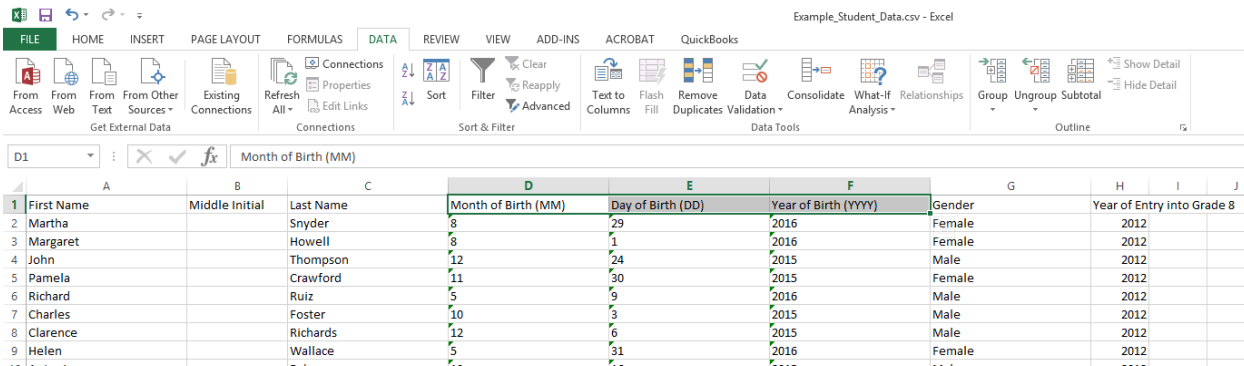
	A	B	C	D	E	F	G	H	I	J
1	First Name	Middle Initial	Last Name	Birth Date			Gender	Year of Entry into Grade 8		
2	Martha		Snyder	8/29		2016	Female	2012		
3	Margaret		Howell	8/1		2016	Female	2012		
4	John		Thompson	12/24		2015	Male	2012		
5	Pamela		Crawford	11/30		2015	Female	2012		
6	Richard		Ruiz	5/9		2016	Male	2012		
7	Charles		Foster	10/3		2015	Male	2012		
8	Clarence		Richards	12/6		2015	Male	2012		
9	Helen		Wallace	5/31		2016	Female	2012		

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!)*



	A	B	C	D	E	F	G	H	I	J
1	First Name	Middle Initial	Last Name	Month of Birth (MM)	Day of Birth (DD)	Year of Birth (YYYY)	Gender	Year of Entry into Grade 8		
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	5	9	2016	Male	2012		
7	Charles		Foster	10	3	2015	Male	2012		
8	Clarence		Richards	12	6	2015	Male	2012		
9	Helen		Wallace	5	31	2016	Female	2012		

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'

The screenshot shows the Microsoft Excel interface with the 'Example_Student_Data.csv' file open. The 'HOME' tab is selected in the ribbon. The active cell is F1, which contains the text 'Year of Birth (YYYY)'. A right-click context menu is open over column F, with the 'Cut' option highlighted. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	First Name	Middle Initial	Last Name	Month of Birth (MM)	Day of Birth (DD)	Year of Birth (YYYY)		Year of Entry into Grade 8
2	Martha		Snyder	8	29			2012
3	Margaret		Howell	8	1			2012
4	John		Thompson	12	24			2012
5	Pamela		Crawford	11	30			2012
6	Richard		Ruiz	5	9			2012
7	Charles		Foster	10	3			2012
8	Clarence		Richards	12	6			2012
9	Helen		Wallace	5	31			2012
10	Antonio		Baker	10	16			2012
11	Bruce		Rivera	8	29			2012
12	Phillip		Meyer	9	6			2012
13	Robert		Johnson	11	30			2012
14	Michelle		Cox	6	12			2012
15	Gloria		Garza	9	12			2012
16	Donna		Scott	5	8			2012

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'

The screenshot shows the Microsoft Excel interface with the 'Example_Student_Data.csv' file open. The 'HOME' tab is selected in the ribbon. The active cell is D1, which contains the text 'Month of Birth (MM)'. A right-click context menu is open over column D, with the 'Insert Cut Cells' option highlighted. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
1	First Name	Middle Initial	Last Name	Month of Birth (MM)		Year of Birth (YYYY)	Gender (M/F)		Year of Entry into Grade 8
2	Martha		Snyder			1999	Female		2012
3	Margaret		Howell			1999	Female		2012
4	John		Thompson			1999	Male		2012
5	Pamela		Crawford			1999	Female		2012
6	Richard		Ruiz			1999	Male		2012
7	Charles		Foster			1999	Male		2012
8	Clarence		Richards			1999	Male		2012
9	Helen		Wallace			1999	Female		2012
10	Antonio		Baker			1999	Male		2012
11	Bruce		Rivera			1999	Male		2012
12	Phillip		Meyer			1999	Male		2012
13	Robert		Johnson			1999	Male		2012
14	Michelle		Cox			1999	Female		2012
15	Gloria		Garza			1999	Female		2012

3. This is the result:

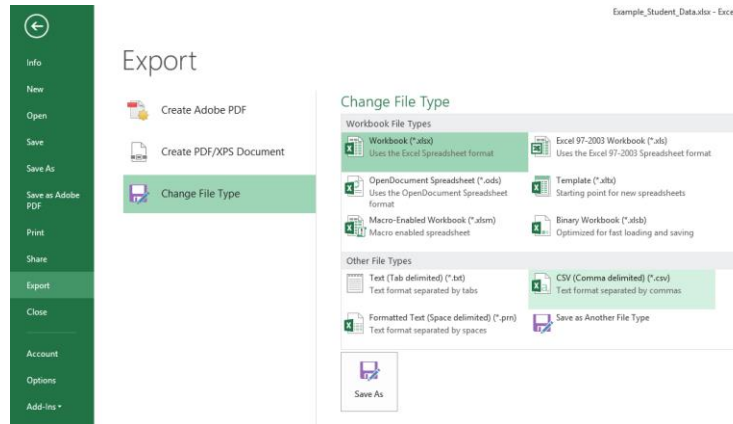
Example_Student_Data.csv - Excel

	A	B	C	D	E	F	G	H	I
1	First Name	Middle Initial	Last Name	Year of Birth (YYYY)	Month of Birth (MM)	Day of Birth (DD)	Gender (M/F)	Year of Entry into Grade 8	
2	Martha		Snyder	1999	8	29	Female	2012	
3	Margaret		Howell	1999	8	1	Female	2012	
4	John		Thompson	1999	12	24	Male	2012	
5	Pamela		Crawford	1999	11	30	Female	2012	
6	Richard		Ruiz	1999	5	9	Male	2012	
7	Charles		Foster	1999	10	3	Male	2012	
8	Clarence		Richards	1999	12	6	Male	2012	
9	Helen		Wallace	1999	5	31	Female	2012	

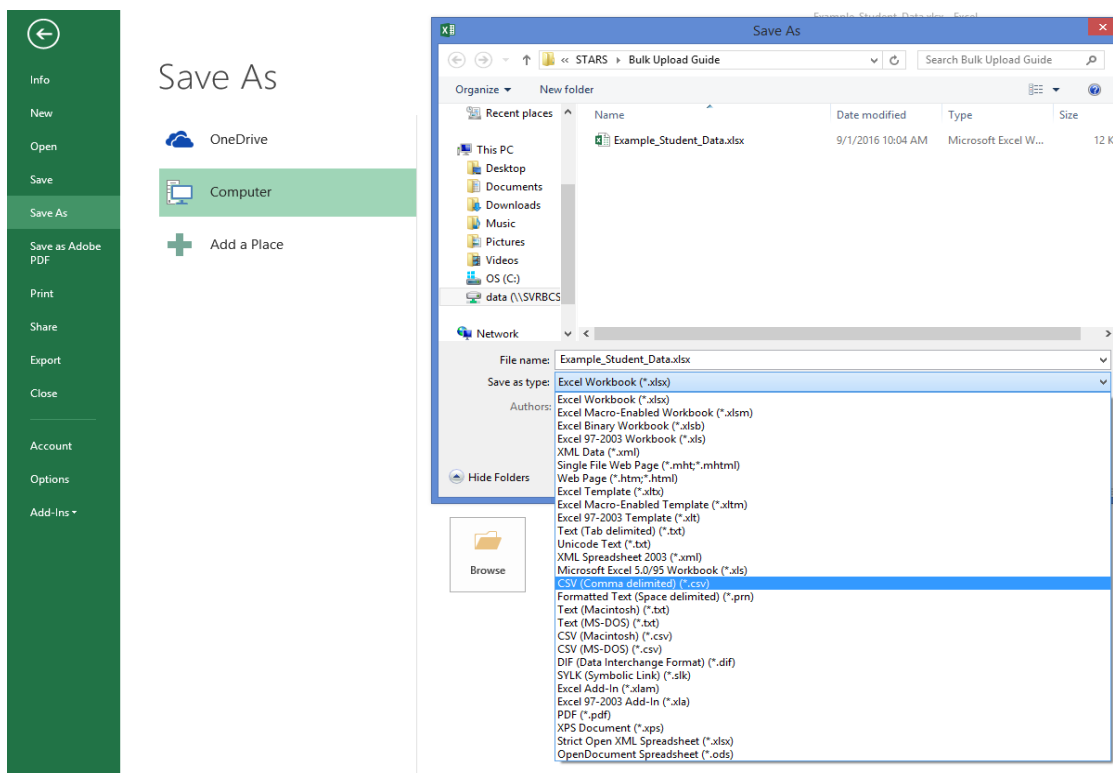
4. Repeat as necessary until your columns are in the same order as the 'Bulk Upload Template'

Final Steps

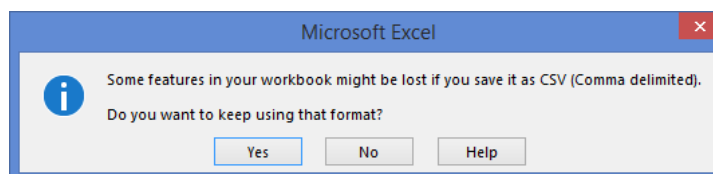
1. Double check that all the column headers are the same as the template in both name and position
2. Ensure the data in each column matches what is expected in the template (Female vs F, Mar vs 3, etc.)
3. Make sure the file is saved as a .csv file. There are a few different ways to do that, here are 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.