

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

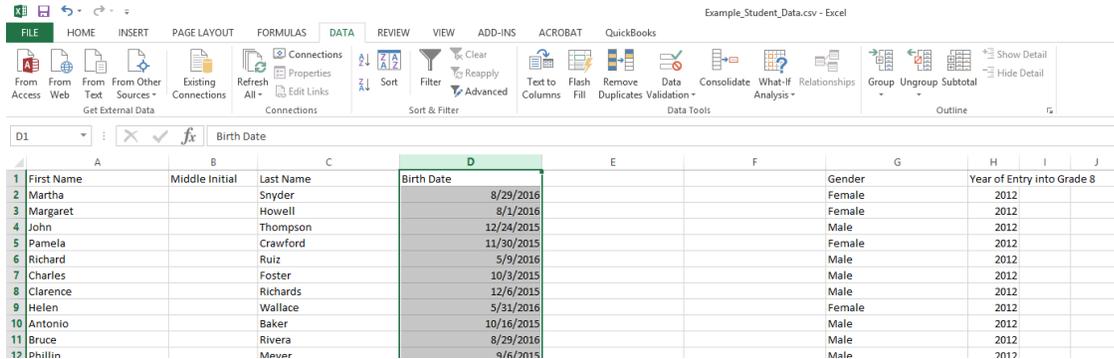
Get Your Student Information

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

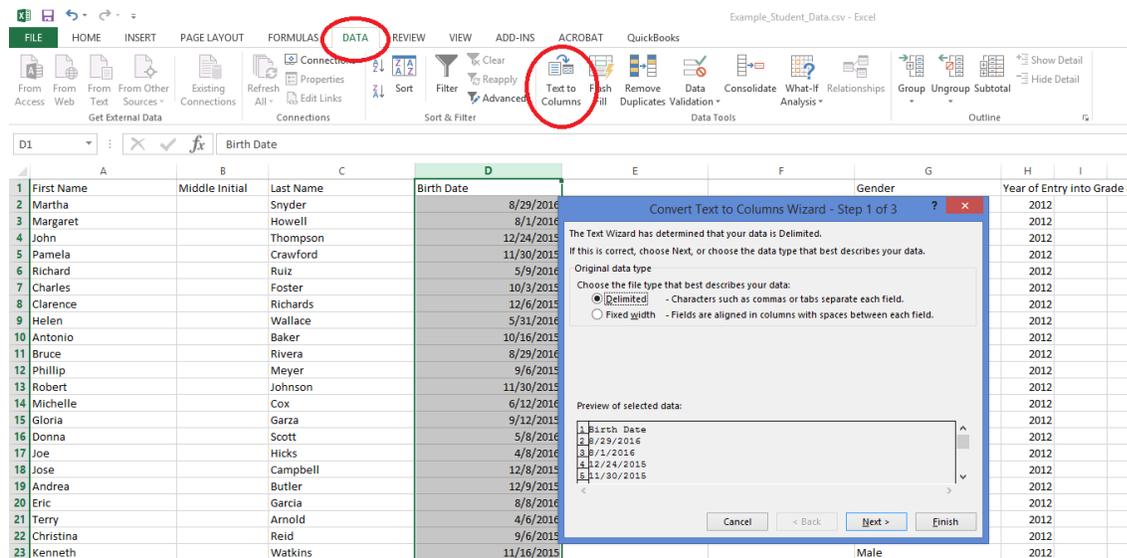
The template requires three columns for the birthdate information; Year, Month and Day. This will help you create them without having to manually type them for each student.

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



	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

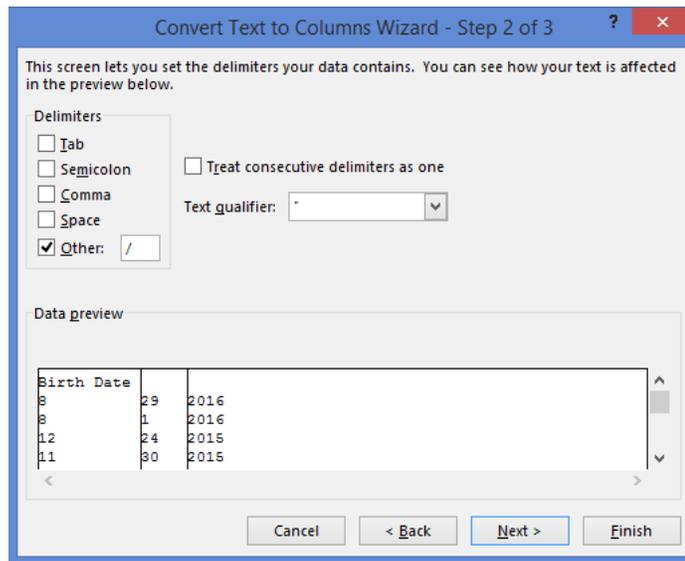
3. At the top go to 'Data' and select 'Text to Columns' (if your version of excel or program you open your file in does not look like this, see the troubleshooting section at the end of this guide)



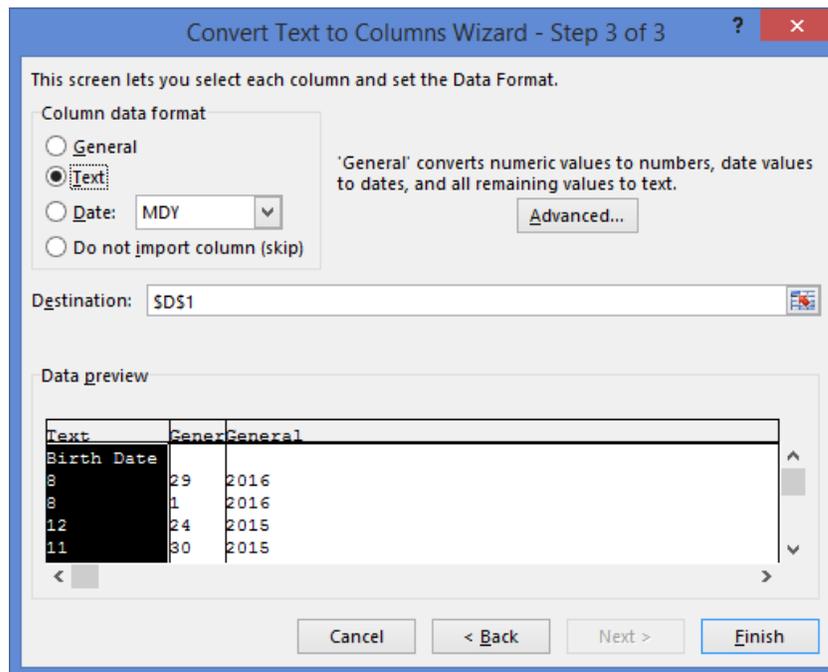
The screenshot shows the 'Convert Text to Columns Wizard - Step 1 of 3' dialog box. The 'Data' tab is selected in the ribbon, and the 'Text to Columns' button is circled. The dialog box shows 'Delimited' selected as the file type. The preview of selected data shows the birth date column with dates like 8/29/2016, 8/1/2016, 12/24/2015, etc.

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

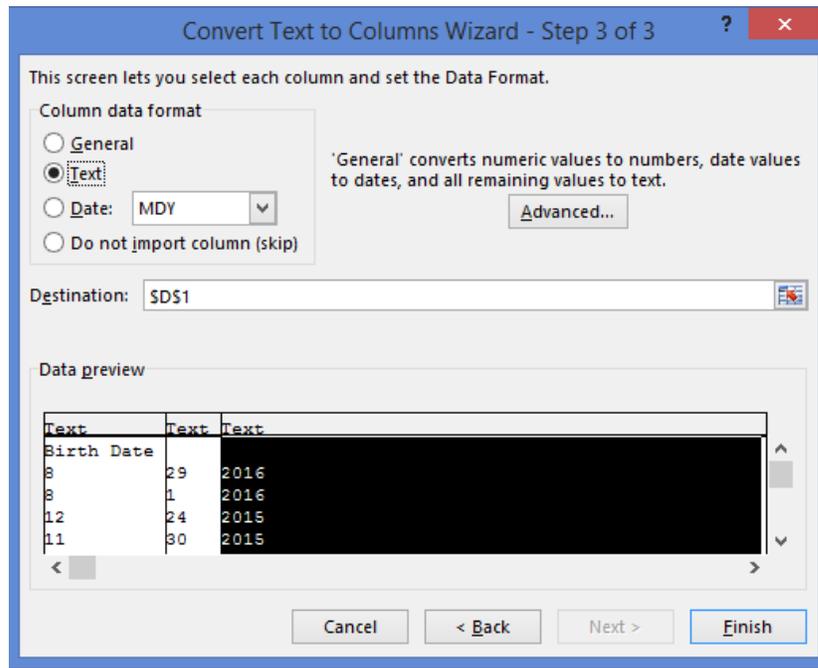
5. Change the 'Delimiters' to 'Other' and input the character that is separating the month day and year. In my case it is a '/', but yours may be a '-'. After you put in the separating character check the 'Data preview' box to ensure you now have three columns like I do in the following picture and then 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)

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!)*

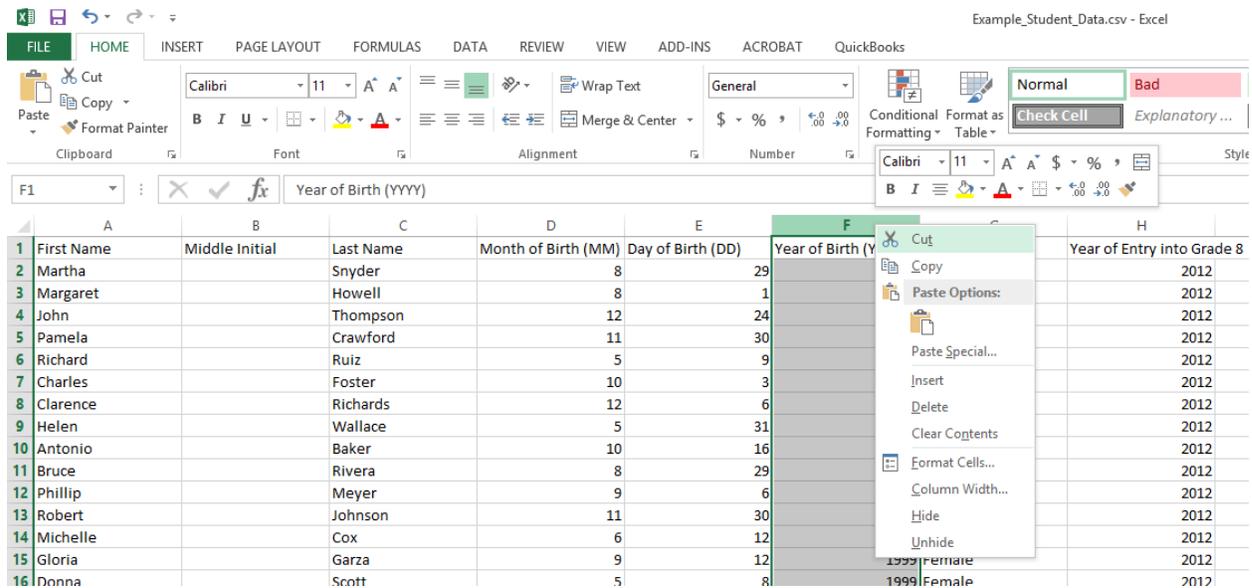
Example_Student_Data.csv - Excel

	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.)

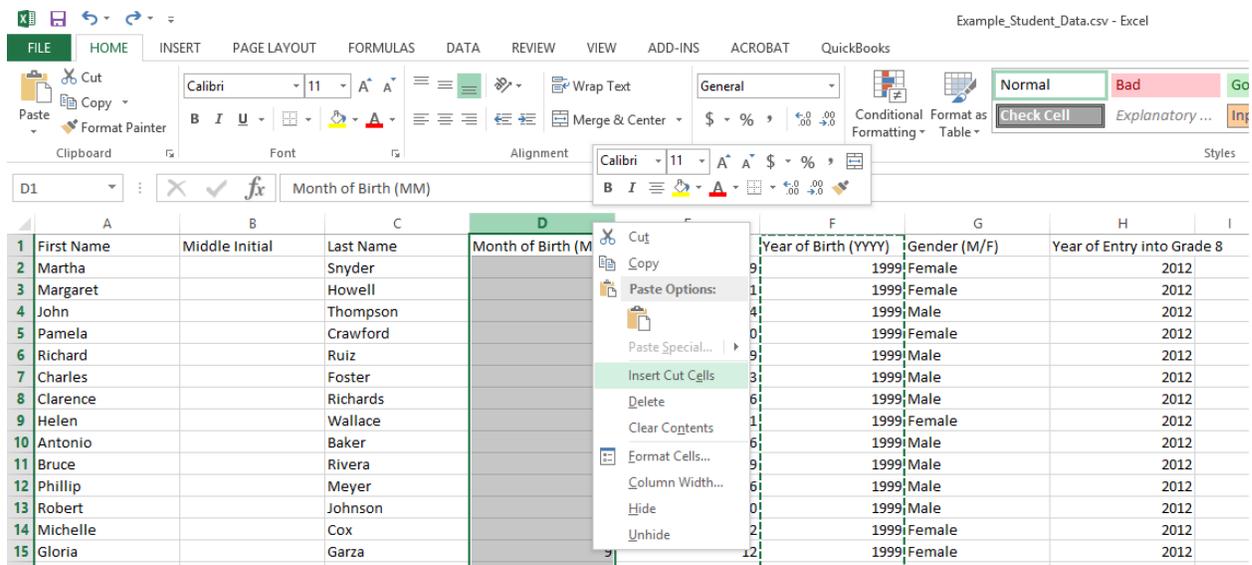
1. Select the column you need to move, right click on the letter of the column and choose 'Cut'



The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. The active cell is F1, containing the text 'Year of Birth (YYYY)'. A context menu is open over column F, with 'Cut' selected. 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 'HOME' tab selected. The active cell is D1, containing the text 'Month of Birth (MM)'. A context menu is open over column D, with 'Insert Cut Cells' selected. The spreadsheet data is as follows:

	A	B	C	D	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:

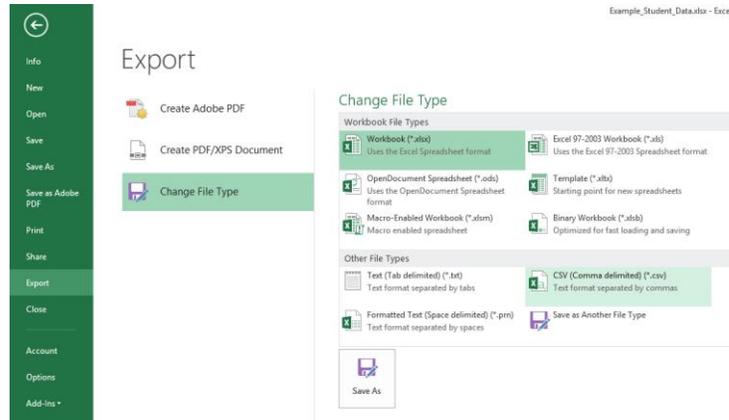
Example_Student_Data.csv - Excel

	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	

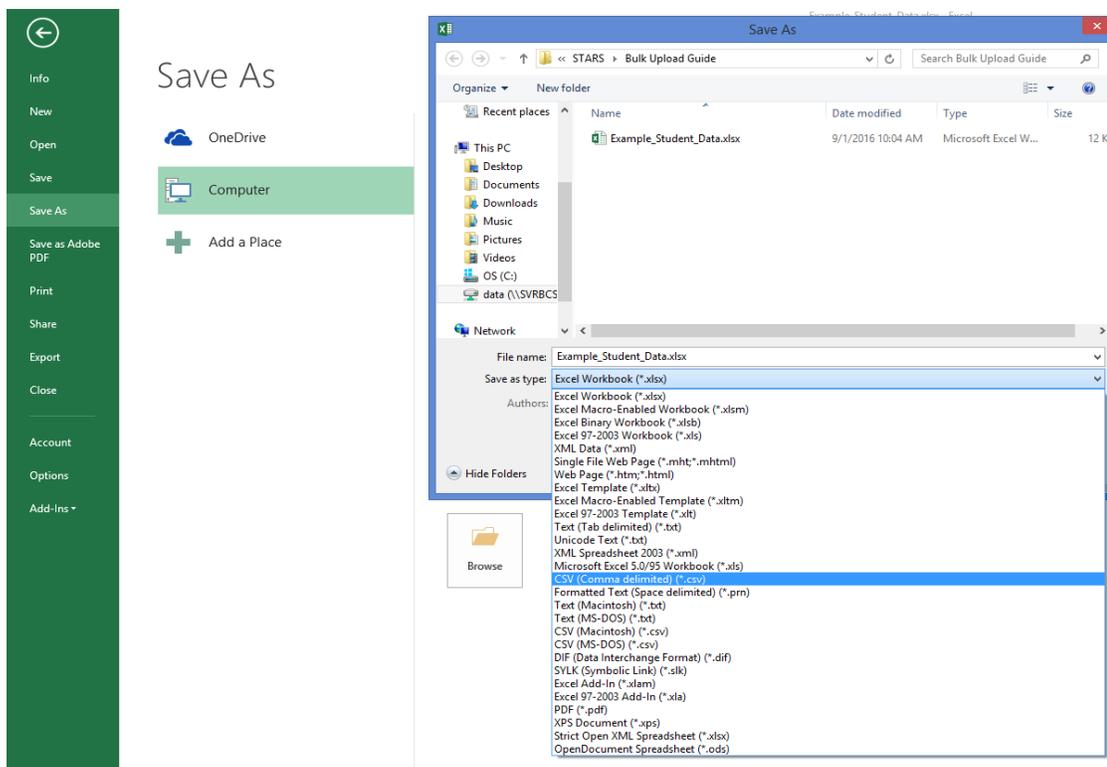
4. Repeat as necessary until your columns are in the same order as the 'Bulk Upload Template'

Final Steps

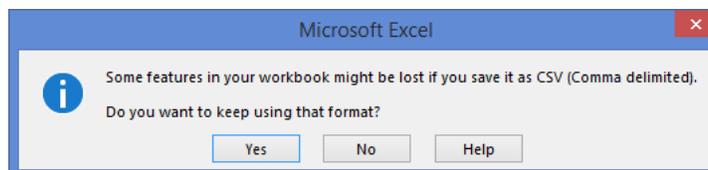
1. Double check that all the column headers are the same as the template in both name and position
2. Ensure the data in each column matches what is expected in the template (Female vs F, Mar vs 3, etc.)
3. Make sure the file is saved as a .csv file. There are a few different ways to do that, here are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