

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 after 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

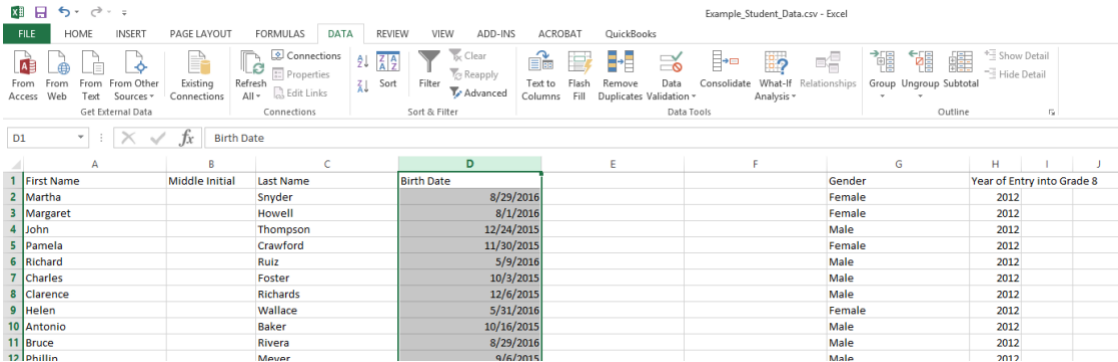
Get Your Student Information

Download your student information from My ED and open it. Delete any columns that have information that is 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](#)'.

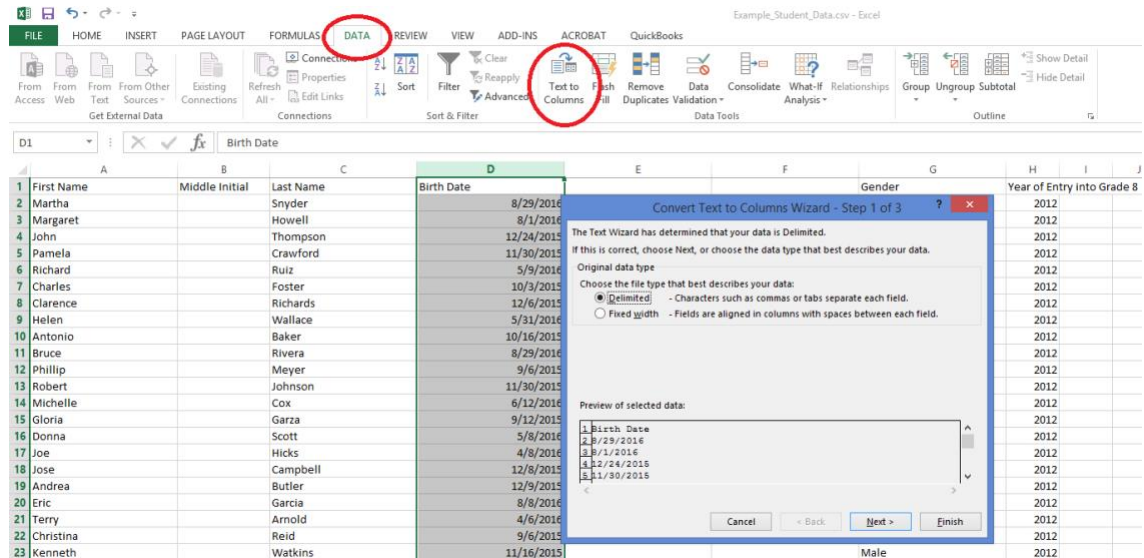
Split the Birthdate Column

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.

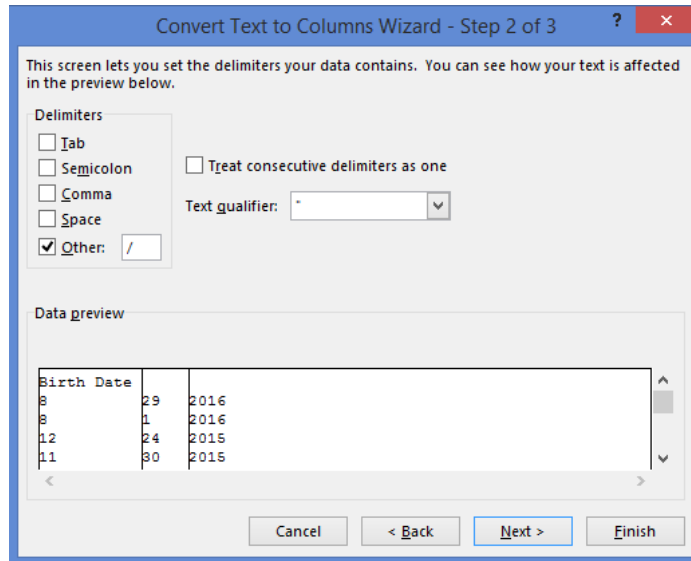
1. Add two blank columns after the Birthdate column
2. Select the entire column of birthdates by clicking on the letter above it



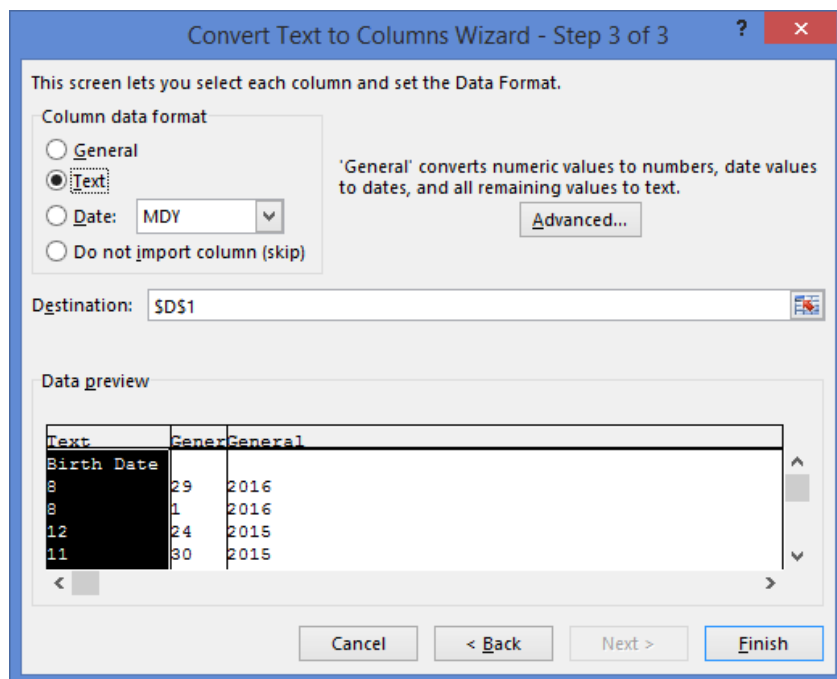
3. At the top go to 'Data' and select 'Text to Columns' (if your version of excel or program you open your file in does not look like this, see the troubleshooting section at the end of this guide)



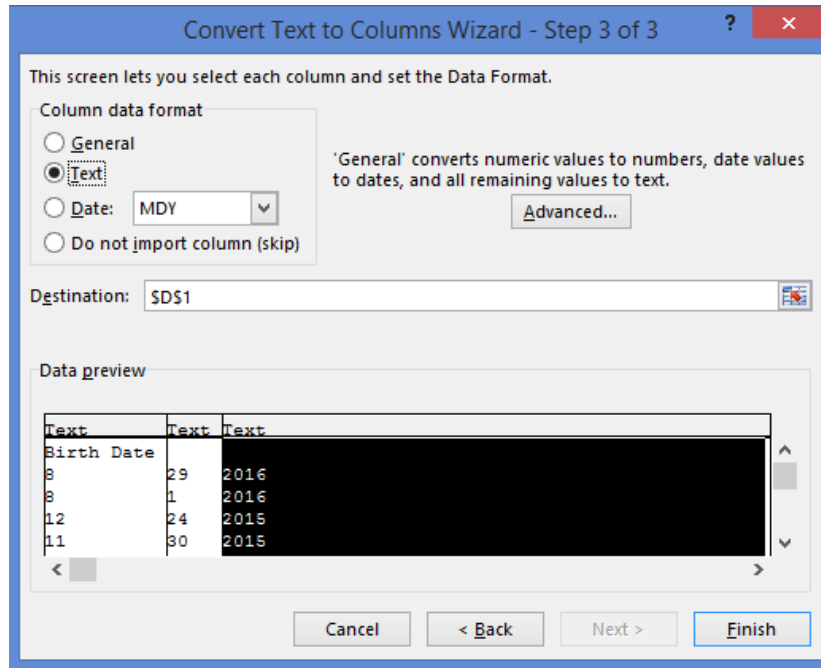
4. Make sure 'Delimited' is selected and click 'Next >'
5. Change the 'Delimiters' to 'Other' and input the character that is separating the month day and year. In my case it is a '/', but yours may be a '-'. After you put in the separating character check the 'Data preview' box to ensure you now have 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 this, you can select 'Finish'



7. Your document should now look similar to the one below

| 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.

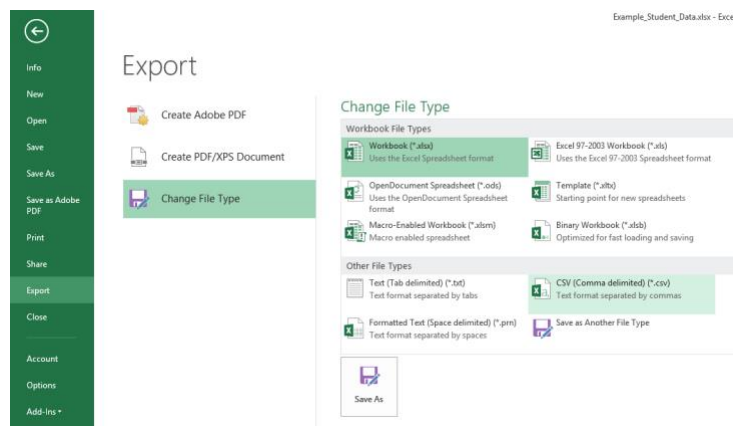
1. Rename the headers to be the same as what is in the 'Bulk Upload Template' that was downloaded earlier. It's recommended to copy and paste to ensure all headers match the template.
 - No data needs to be entered in the middle initial column, but the column must be included even if there is no information 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)

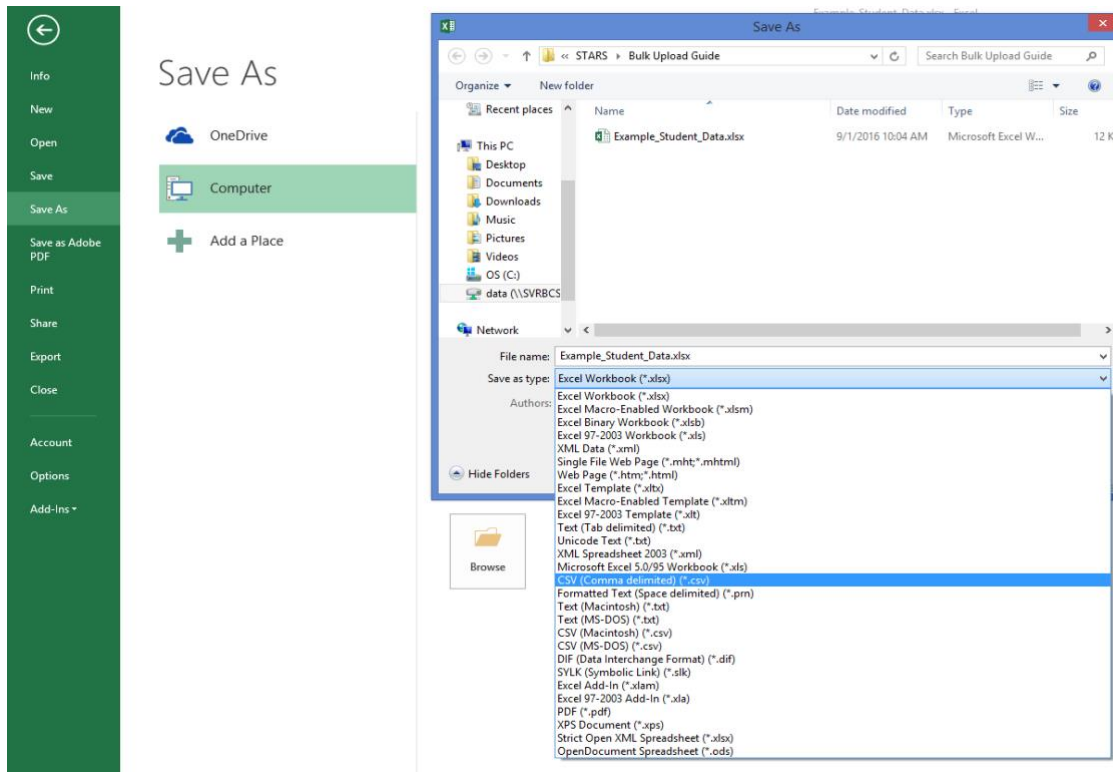
| | A | B | C | D | E | F | G | H | I | J |
|---|------------|----------------|-----------|---------------------|-------------------|----------------------|--------|----------------------------|---|---|
| 1 | First Name | Middle Initial | Last Name | Month of Birth (MM) | Day of Birth (DD) | Year of 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 | | |
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Final Steps

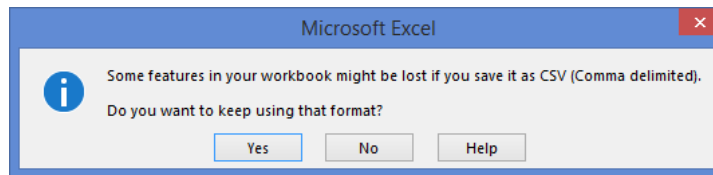
1. Double check that all the column headers are the same as the template in both name and position
2. Ensure the data in each column matches what is expected in the template
3. Make sure the file is saved as a .csv file. There are a few different ways to do that, here are two:
 - a. Under File->Export->Change File Type Select 'CSV (Comma delimited) (*.csv)'



- 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'



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 info@bcschoolsports and BCSS staff will upload the students for you. This will ensure faster approval of your students.