

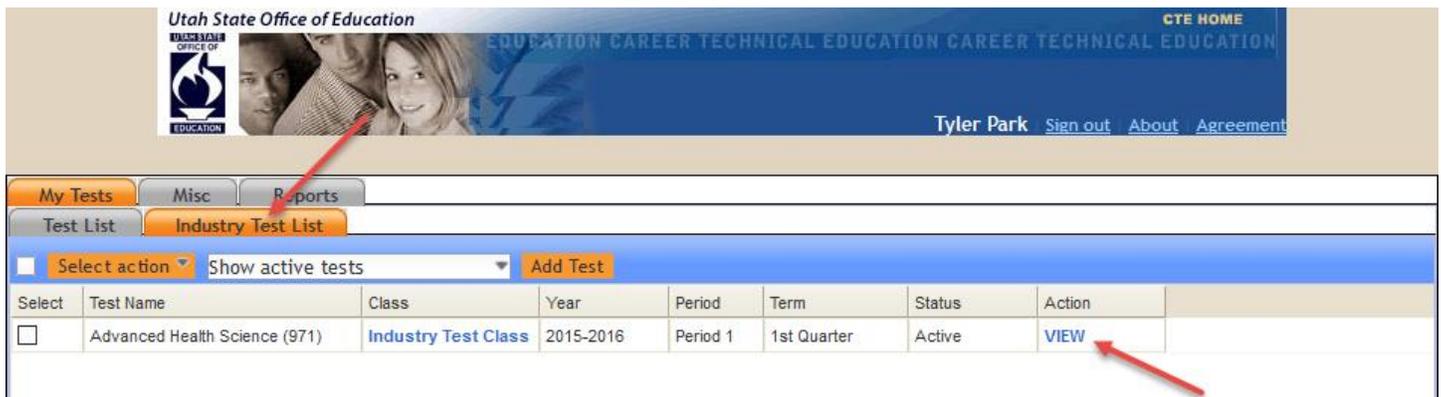
# Industry Exams – Student List Import

Step by step instructions for importing a list of students to an Industry Exam

- ◆ Login to the system from [www.precisionexams.com/usoe](http://www.precisionexams.com/usoe) and select Teacher Login



- ◆ Once logged in, navigate to the 'Industry Test List' tab. If you have not already created a new Industry Exam, do that now, and then click 'VIEW' next to the Industry Exam you want to imports students into.



- ❖ Once you are viewing the list of students for the test you want to edit, click 'Add Student'
  - You will see two options. You can still add students one at a time using the exact same functionality as before, or there is a new option to 'Add Multiple Students'.
  - Select the option to 'Add Multiple Students' and then click 'Next'

The screenshot shows a web interface for adding students. At the top, there are tabs for 'My Tests', 'Misc', and 'Reports'. Under 'My Tests', there are sub-tabs for 'Test List', 'Industry Test List', and 'Industry Test Students'. The main content area shows 'Test Name: Advanced Health Science (971), Class: Industry Test Class'. Below this is a table with columns: Select, First Name, Last Name, Pass, Status, Entered Date, Approval, Approval Date, and Action. A row is visible with 'IODY SMITH' and 'Active'. A modal dialog titled 'Add Students to an Industry Exam' is open, asking to select between 'Add Multiple Students' (selected) and 'Add Single Student'. A 'Next' button is at the bottom right of the dialog. Red arrows point to the 'Add Student' button in the background and the 'Add Multiple Students' radio button in the dialog.

- ❖ You are now presented with the add student screen. Student lists must be uploaded in a Comma Separated Values format, or CSV. Programs such as Microsoft Excel, Open Office and others can edit and create this type of file.
- ❖ We supply an empty template CSV file, because the list of students has to be entered using this specific format. Click 'Download Template' to download and open the template file.

The screenshot shows the 'Add Students to an Industry Exam' dialog box. It contains the following text: 'Student lists must be updated in a CSV format. Please download the template and insert the records that you want to import, Once completed, upload the CSV file.' Below this text is a 'Download Template' button. Further down, it says 'Once you have the CSV file completed, Browse to the file location and then select Upload CSV File.' There is a 'Browse...' button with 'No file selected.' and an 'Upload CSV file' button. 'Back' and 'Next' buttons are at the bottom right. A red arrow points to the 'Download Template' button.

The screenshot shows a file dialog box titled 'Opening students\_import\_template.csv'. It displays the file 'students\_import\_template.csv' which is a 'Microsoft Excel Comma Separated Values File' from 'https://www.precisionexams.com'. The 'Open with' dropdown is set to 'Microsoft Excel (default)'. There are radio buttons for 'Open with' (selected), 'Save File', and a checkbox for 'Do this automatically for files like this from now on.' 'OK' and 'Cancel' buttons are at the bottom. A red arrow points to the 'OK' button.



- Once you have the template file downloaded and opened on your computer, you can begin to edit the file. The following is a screen-shot using Microsoft Excel as an editor.

	A	B	C	D	E	F	G
1	FIRST_NAME	LAST_NAME	PASS	DATE_OF_BIRTH	GENDER	STUDENT_ID	CURRENT_CLASS_LEVEL
2							
3							
4							
5							
6							
7							

- The fields listed are as follows:

- First Name
- Last Name
- Pass
  - Either a capital Y or a capital N
- Date of Birth
  - Should be in the format of MM/DD/YYYY
- Gender
  - Either a capital M or a capital F
- StudentID
- Current Class Level
  - Acceptable responses for this field are:
    - Freshman
    - Sophomore
    - Junior
    - Senior

- Fill out the form by either typing the information, or by copying and pasting the information from another source. When completed, you should have something that looks like this

	A	B	C	D	E	F	G
1	FIRST_NAME	LAST_NAME	PASS	DATE_OF_BIRTH	GENDER	STUDENT_ID	CURRENT_CLASS_LEVEL
2	John	Smith	Y	1/1/1998	M	123456	Freshman
3	Mary	Jones	Y	2/1/1997	F	123457	Sophomore
4	Scott	Thompson	Y	6/5/1996	M	1234568	Junior
5							
6							
7							

- Once you have the student data entered, save this file somewhere convenient on your computer, like for example, your Desktop. Then log back into the system to import the file.



- ❖ Step 1: Click 'Browse' to locate the CSV file on your computer.
- ❖ Step 2: Click on 'Upload CSV File'
- ❖ Step 3: If the file was uploaded successfully, you will see that message displayed. If there was a problem detected with the file, there will be an error message displayed.
  - The error message will tell you what row of the file it had a problem with
- ❖ Once the message says that the file was uploaded successfully, click 'Next'

**Add Students to an Industry Exam**

Student lists must be updated in a CSV format. Please download the template and insert the records that you want to import, Once completed, upload the CSV file.

[Download Template](#)

Once you have the CSV file completed, Browse to the file location and then select **Upload CSV File**.

test\_import.csv

**File Uploaded Successfully.** Select Next to Review

- ❖ You will now see a list of all the students that were in your uploaded file. This is simply a check for you to see if the correct file was uploaded. If you want to make changes to the file you uploaded, click 'Back' If the data is accurate, click 'Authenticate Students'

**Add Students to an Industry Exam**

Verify the list contains the students you wish to import. Select **Back** if you need to make changes, if everything looks ok, select **Authenticate Students**

Status	First Name	Last Name	Pass	DOB	Gender	Student ID	District	Action
	JOHN	SMITH	Y	01/01/1998	M	123456	AAA Testing District	
	MARY	JONES	Y	02/01/1997	F	123457	AAA Testing District	
	SCOTT	THOMPSON	Y	06/05/1996	M	1234568	AAA Testing District	



- ◇ All students on the list will attempt authentication. For review, authentication is where we take the FIRST\_NAME, LAST\_NAME, DATE\_OF\_BIRTH and GENDER and send this information to the USOE for verification. This process may take some time depending on how many records you have uploaded.

**Authentication in progress**

Depending on the number of students you are attempting to authenticate, this process may take more than a minute.

Thank you for your patience

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- ◇ Once authentication is complete, a screen will appear showing you the results. Any students who authenticated successfully will show a green checkmark ✓ and one that did not will show a yellow triangle ⚠.
  - You have the option of editing the records that have the yellow triangle on them by clicking on the pencil icon ✎. You can edit some of the details on the record in an attempt to get that record to authenticate. Remember that the only data that is used for authentication is FIRST\_NAME, LAST\_NAME, DATE\_OF\_BIRTH and GENDER
  - You can also delete the record from the import altogether, by clicking on the delete icon ✖

**Add Students to an Industry Exam** ✕

Verify the list contains the students you wish to import. Select **Back** if you need to make changes, if everything looks ok, select **Add Students**

Status	First Name	Last Name	Pass	DOB	Gender	Student ID	District	Action
✓	JOHN	SMITH	Y	01/01/1998	M	123456	AAA Testing District	✎ ✖
✓	MARY	JONES	Y	02/01/1997	F	123457	AAA Testing District	✎ ✖
⚠	SCOTT	THOMPSON	Y	06/05/1996	M	1234568	AAA Testing District	✎ ✖

Back
Add Students



- ◇ When you are finished editing your students and are happy with the authentication, you can click on ‘Add Students’
  - It is not required to get every single student to authenticate before adding them to the Industry Exam. You will receive a warning if you have any students that are not authenticated.

**Add Students**

 There are a total of 3 student(s) that were unable to be authenticated using the provided First Name, Last Name, DOB and Gender.

Select **Back** to make any changes to the list of students. Selecting **Add All Students** will override those students who are unauthenticated.

- ◇ Once the students are added, then will show up on the Industry Test Student List screen just as if you had added them one at a time.

My Tests		Misc		Reports				
Test List	Industry Test List	Industry Test Students <span style="float: right;">x</span>						
Test Name: Advanced Health Science (971), Class: Industry Test Class								
<input type="checkbox"/>	Select action	Show active students	Show all	<input type="button" value="Add Student"/>	<input type="button" value="Refresh"/>			
Select	First Name	Last Name	Pass	Status	Entered Date	Approval	Approval Date	Action
<input type="checkbox"/>	JODY	SMITH	Y	Active	2015-10-06	Approved	2015-10-06	<a href="#">Edit</a>
<input type="checkbox"/>	JOHN	SMITH	Y	Active	2016-01-21			<a href="#">Edit</a>
<input type="checkbox"/>	MARY	JONES	Y	Active	2016-01-21			<a href="#">Edit</a>
<input type="checkbox"/>	SCOTT	THOMPSON	Y	Active	2016-01-21			<a href="#">Edit</a>

- ◇ If you have any questions, please feel free to contact our customer support team!

## Technical Support

For technical support, please contact: [support@precisionexams.com](mailto:support@precisionexams.com)

For immediate assistance, please call: (801)-653-9356

