

# Uploading Student Data (CBT & PBT)

## Student Data Upload (SDU) File Layout

The following table will guide you through the fields, requirements, and restrictions of the Student Data Upload (SDU) file.

**Related Resources:** Student Data Upload template found on Avocet.

*Previous customers are strongly recommended to use the SDU Rollover file to load students.*

**Please note: If a leading zero needs to be included for a State District Code, State School Code, or a Student ID, please use an apostrophe at the beginning of the data field (') to keep the zero intact. (For example, '012345.) Please see the end of this section for directions on retaining lead-in zeros.**

Column	Field Name	Description	Length	Required?	Valid Values	Edit Comments/ Questions
A	Update indicator	Update Indicator	1	No	Blank, U, D, N	Blank: New student record, U: Update record, D: Delete record, N: No change
B	State	State postal abbreviation	2	Yes	AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, AS, DC, FM, GU, MH, MP, PW, PR, VI	2 character state or US territory abbreviation. Uppercase letters only. Example: Iowa = IA, Texas = TX
C	State District Code	District CDS Code	20	Yes	0-9, A-Z, a-z, - (dash)	Remove leading, trailing spaces and normalize all embedded blanks to one blank.  NCES Link: <a href="http://nces.ed.gov/globallocator/">http://nces.ed.gov/globallocator/</a>  <b>This code <u>must</u> match the corresponding fields on the Org File. Use of spaces will prevent student uploads!</b>

D	State School Code	School CDS Code	20	Yes	0-9, A-Z, a-z, - (dash)	Remove leading, trailing spaces and normalize all embedded blanks to one blank.  NCES Link: <a href="http://nces.ed.gov/globallocator/">http://nces.ed.gov/globallocator/</a>  <b>This code <u>must</u> match the corresponding fields on the Org File. Use of spaces will prevent student uploads!</b>
E	ACT High School Code	The ACT or College Board CEEB Code	10	No	0-9	Leave blank for grades 3-8
F	State Student ID	State ID	20	Yes (see comments)	A-Z, a-z, 0-9, - (dash)	Either State Student ID or Local ID must be populated. <b>DO NOT USE Social Security Number!</b>
G	Local ID	Local ID	20	Yes (see comments)	A-Z, a-z, 0-9, - (dash)	Either State Student ID or Local ID must be populated. <b>DO NOT USE Social Security Number!</b>
H	First Name	Student's first name	35	Yes	A-Z, a-z, - (dash), ' (apostrophe), (, ), and space.	Normalize spaces (remove leading, trailing and consecutive spaces).
I	Last Name	Student's last name	35	Yes	A-Z, a-z, - (dash), ' (apostrophe), (, ), and space.	Normalize spaces (remove leading, trailing and consecutive spaces).
J	Middle Initial	Student's middle initial	1	No	A-Z, a-z	<b>First letter</b> of middle name only. The file upload <b>will fail</b> if anything other than the first letter of a student's middle name is used!
K	DOB	Date of Birth	10	Yes	mm/dd/yyyy, m/d/yyyy or mm/d/yyyy or m/dd/yyyy	
L	Gender	Student's gender	1	Yes	F, M	F: Female M: Male
M	Actual Grade	Actual grade student is currently enrolled	2	Yes	0-12	
N	English Testing Grade	English Testing Grade	2	No	0-10, blank	Use if student is testing at grade other than their actual enrolled level
O	Reading Testing Grade	Reading Testing Grade	2	No	0-10, blank	Use if student is testing at grade other than their actual enrolled level
P	Math Testing Grade	Math Testing Grade	2	No	0-10, blank	Use if student is testing at grade other than their actual enrolled level
Q	Science Testing Grade	Science Testing Grade	2	No	0-10, blank	Use if student is testing at grade other than their actual enrolled level

R	Writing Testing Grade	Writing Testing Grade	2	No	0-12, blank	Use if student is testing at grade other than their actual enrolled level
S	Class or Group 1	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
T	Class or Group 2	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
U	Class or Group 3	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
V	Class or Group 4	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
W	Class or Group 5	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
X	Class or Group 6	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
Y	Class or Group 7	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).

Z	Class or Group 8	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AA	Class or Group 9	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AB	Class or Group 10	Enables grouping of students in any way that the user desires. By teacher, class, level, etc.	50	No	A-Z, a-z, 0-9, special characters . (period), - (dash), ' (apostrophe) and space	Normalize spaces (remove leading, trailing and consecutive spaces).
AC	Hispanic or Latino	Hispanic or Latino	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AD	American Indian / Alaska Native	American Indian / Alaska Native	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AE	Asian	Asian	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AF	Black/African American	Black/African American	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AG	Native Hawaiian / Other Pacific Islander	Native Hawaiian / Other Pacific Islander	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AH	White	White	1	No	Y, N, blank	Y=Yes, N=No, X=Prefer not to respond, blank=not provided
AI	Migrant	Migrant	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AJ	Economically Disadvantaged	Economically Disadvantaged	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AK	IEP	IEP	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AL	ELL	ELL	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AM	Section 504	Section 504	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AN	Other Accoms Plan	Other Accoms Plan	1	No	Y, blank	Y=Yes, blank=Prefer not to respond
AO	Gifted	Gifted and Talented	1	No	Y, blank	Y=Yes, blank=unknown or prefer not to respond
AP	Homeless	Homeless	1	No	Y, blank	Y=Yes, blank=unknown or prefer not to respond
AQ	Parent in Military	Parent in Military	1	No	Y, blank	Y=Yes, blank=unknown or prefer not to respond

AR	In Foster Care	In Foster Care	1	No	Y, blank	Y=Yes, blank=unknown or prefer not to respond
AS	Teacher Email 1	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AT	Teacher Email 2	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AU	Teacher Email 3	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AV	Teacher Email 4	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AW	Teacher Email 5	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AX	Teacher Email 6	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AY	Teacher Email 7	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
AZ	Teacher Email 8	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
BA	Teacher Email 9	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), .(period), 0-9, _(underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.

BB	Teacher Email 10	Email address of teacher	60	No	x@x.xxx format, allowed characters A-Z, a-z, - (dash), . (period), 0-9, _ (underscore), @	Associates teacher with student, adds user with Educator portal permissions if not registered in portal. Admin must send invitation from portal to enable access.
BC	Pearson Student Code	Pearson Student Number	10	No		System generated. Leave blank for initial load.

## Uploading Student Data Files

Successfully importing your Student Data Upload (SDU) file is the first step in managing student data for the purpose of updating Personal Needs Profiles (PNPs), creating Test Sessions, ensuring the timely delivery of materials for paper testing, and receiving the most complete possible Individual and Group Reports.

To upload Student Data Files to the ACT Aspire Portal, please follow the step-by-step instructions listed below:

1. Follow the Selecting and Switching Organizations instructions to choose the organization to which you wish to upload associated students.
2. Hover over “Students” on the menu ribbon and select “Import Student Data”.
3. On the Student Profile Imports screen, click the blue Import Students button, locate the SDU file you wish to upload (*the file may be either a .xlsx, .xls, or .csv file*), and select Open. The selected file will then be uploaded, validated, and saved in the Portal.
4. Refresh the Student Profile Imports page to view processing results. Please note that the file format *must* meet the SDU template requirements provided by ACT Aspire in order to successfully upload your Student Data. (The SDU template may be found on Avocet.)

## Student Data Upload Error Resolutions

The steps below instruct users through the resolution process if the Student Data Upload fails when attempting to upload the file to the ACT Aspire Portal.

1. Download the results file by clicking on the blue download icon under the Action header in the Portal.
2. Open this file after it has downloaded. Once in Excel, click Sort and Filter toward the top right of the worksheet. (You will need to enable editing to do this.) Sort by Error Message (Column B) alphabetically. This will bring the errors to the top of the worksheet:

	A	B
1	Update Indicator	Error Message
2		A student with same Student Id available in
3		Invalid First Name
4		Invalid State School Code
5		Last Name is a Required Field
6	N	Success
7	N	Success
8	N	Success

3. The Error Message column will list the conflict for each row that failed to upload. Rows with already valid data will read “Success” in this field.

4. Correct the invalid data in each row according to this message. (I.e., Invalid First Name, Invalid State Code, etc.)
5. After the corrections have been made, delete the entire Error Message column.
6. Save this file locally.
7. Re-upload the file into the Portal.
8. If all the corrections have been made and no conflict remains, the SDU should clear as a “Success” on the Portal site.

See the table below for a list of possible SDU Error Messages and their resolutions. If the solution is not immediately obvious, this should help you identify and fix the problem.

Message	Meaning	Resolution
Invalid Template	The file's data fields do not match the expected layout or header row is missing.	Check the header on the spreadsheet to make sure it matches the layout for the type of data being loaded.
Success	Student loaded successfully	No further action required.
A student with same Student Id available in the given Tenant	The student ID is already in use by a student that has been loaded	Verify the student ID and correct if necessary or remove duplicate entry.
Invalid State District Code	The district code does not match that provided in the Org file	Remove any special characters other than - (dash), make sure the code matches that provided in the Org file
Invalid First Name	The student's first name contains invalid characters or is too long	Remove any special characters other than – (dash); ' (apostrophe); , (comma); or space. Make sure the name is 35 characters or fewer.
Invalid Last Name	The student's first name contains invalid characters or is too long	Remove any special characters other than – (dash); ' (apostrophe); , (comma); or space. Make sure the name is 35 characters or fewer.
Invalid ACT High School Code	The code contains invalid characters or is too long	Remove any special characters, leave blank for grades 3-8.
School Code is a Required Field	State School code is missing	Insert the school code that was provided in the Org file. (Also located next to the organization/district name in the Portal.)
Actual Grade is a Required Field	Student's grade is missing	Enter the student's grade level.
First Name is a Required Field	Student's first name is missing	Enter the student's first name.
Last Name is a Required Field	Missing student's last name	Enter the student's last name.
The student record found under different organization with District (xxxxx) - School (xxxx)	The student's record is showing at a different school.	Use the transfer feature to move the student record to the new school.

### The Update Indicator Column

When a cell is empty in Column A, the system will add the data in the other columns in the row to the system, assuming there are no errors. This is used when adding new students to the system.

### Other Possible Update Indicators:

- N means “No Change”. This informs the system to make no changes to this row in the file. The system will ignore this row when validating and no changes will be made in the

system.

- U means “Update”. This informs the system to apply an update to the student’s information. This would be used when changes have been made to a student entry that has already been uploaded into the system.
- D means “Delete”. This informs the system to delete the student. A student can be deleted if he or she has not taken or is not in the process of taking a test.

Once a user corrects all errors and adds the correct Update Indicator flag, the Error Message column must be deleted; then the file must be saved and re-uploaded.

## Adding Students Manually

Follow the following steps to manually upload students individually using the built-in Portal functionality for single student uploads.

1. Hover over “Students” on the menu ribbon.
2. Select “Add Student” from the dropdown menu.
3. Complete the required entries marked with a red asterisk (\*):

**Add Student** Save

**Organization Details**

State : IA      District Code : 70001      School : HIGH SCHOOL 1 (1002)

**Student Profile Info**

First Name \* :  First Name      Middle Initial :  Middle Initial      Last Name \* :  Last Name

Student Id \* :  UP TO 20 CHARACTER      Date of Birth \* :  mm/dd/yyyy      Gender \* :  Male  Female

**Student Grade Info**

Grade \* :  Select One ▼

Testing Grade :

English :  Select One ▼      Math :  Select One ▼      Reading :  Select One ▼

Science :  Select One ▼      Writing :  Select One ▼

4. Click “Save” to add the student to the Portal.

## Deleting Students from the Portal

Students can be deleted from the Portal only if they are not part of an active test session. The best time to delete a student is either before testing, or after Rollover has occurred via the Reverse Student Data Upload (SDU) File.

Students can be deleted manually, or by using the Reverse SDU File feature (see next section for details).

To manually delete a student from the Portal:



1. Hover over “Students” on the dashboard menu ribbon.
2. Select “Find Students” from the dropdown menu.
3. On the Find Students page, search for the student(s) that you would like to delete.
4. On the search results page, select the checkbox(es) next to the student(s) that you would like to delete.
5. Click the “Action” icon, and then the “Delete” option from the dropdown menu to delete the student(s):



## Reverse Student Data Upload (SDU) File

Users can perform a “reverse student data upload” where a current student roster will be extracted into a spreadsheet for editing. This extract will download to your computer as a .csv file. A user may open this file, make edits to the student data, and then re-upload the file to make all student data changes take effect.


Please note the following important details:


It is important to update column A (“Update Indicator”) with the appropriate letter depending on the update action you would like to take:

- D = Delete an existing record
- U = Update an existing record
- N = Do Nothing with this record (the Portal will ignore the record)
- Leaving the field blank will add a new record

The file should be saved locally and uploaded as an .xlsx file

There are two actions that can be taken from the Student Profile Imports screen after uploading a reverse-SDU file:

**Student Upload Status:** (  ) Select this icon to view the results of the import. A popup window with a pie chart will appear. The pie chart will list the four statuses (Updated, Deleted, New, and Error) and the number of students for each status. A file import can still read as “Success” in the Status column and contain errors within the file. For this reason, users should always check the Student Upload Status icon

**Download File:** (  ) Clicking this icon will create a downloadable Excel file with an added “Errors” column that identifies successfully added records and records with errors that were not imported.

## Retaining Lead-in Zeros

If your State District Code, State School Code, State Student ID or Local ID has lead-in zeros, please follow these instructions when opening your rollover file.

1. Open a blank Excel document.
2. From the “Data” tab, select “Get External Data From Text”.
3. Locate your file and select “Import”.
4. Select “Delimited” in Step 1 of the Text Import Wizard popup.
5. Select “Comma” in Step 2.
6. Click on the column header in the “Data Preview” section. Then select “Text” from the “Column Data Format” box.
7. Repeat these steps for any fields with the lead-in zero.