

# Census Staff Import Wizard

Last Modified on 10/22/2022 9:46 am CDT

Localized information is available for the following states:

- [Maine](#)
- [South Dakota](#)

**PATH:** *Census > Census Tools > Import Wizard*

The Import Wizard provides the ability to upload staff information from a previously saved file into Campus. This import will process the data included in the file based on the selected Work to Perform options.

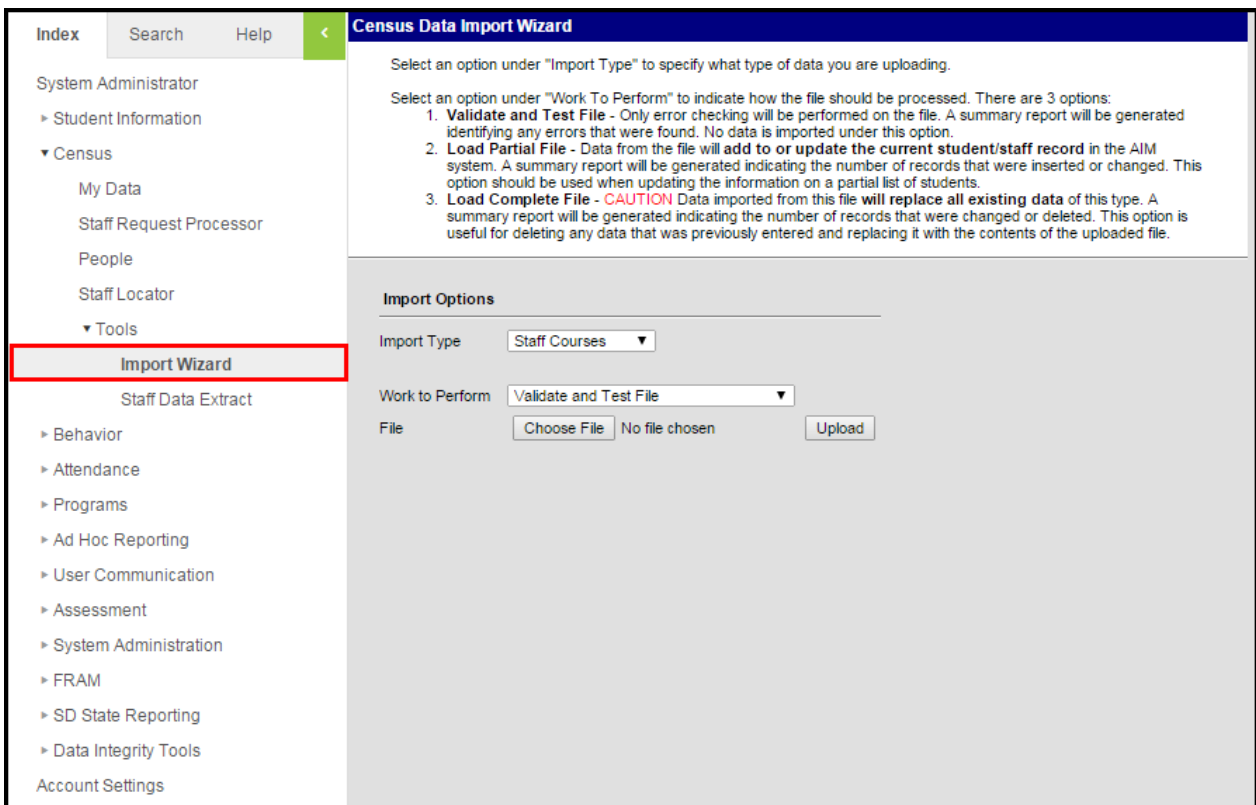


Image 1: Import Wizard

When importing course section information, if there are existing Primary Teachers, they will become Secondary Teachers. The imported teacher will become the Primary Teacher.

The available Import Types vary for each state. Following is a list of the Import Types and the states in which they apply.

Import Types	State
Staff Demographics	Maine
Staff Assignment	Maine
Staff Courses	Maine Kentucky (State Edition Only) South Dakota (State Edition Only) Montana (State Edition Only) BIE
Staff Credentials	Maine Kentucky (State Edition Only) South Dakota (State Edition Only) Montana (State Edition Only) BIE
Section Rosters	All States

## Import Options

The following information provides instruction on importing a file and selecting the appropriate Work to Perform option.

### Importing Data

1. Select the **Import Type** from the dropdown list.
2. Select the **Work to Perform** option. See the [Work to Perform](#) section for details on the available options.
3. Locate the file to import by using the **Browse** button. Follow the prompts that appear on the **File Upload** windows.
4. Once found, click the **Upload** button.
5. An **Import Results Summary** will appear in a new browser tab with a summary of the data that was imported, noting any warnings or errors and how many records were inserts, changed or deleted.

Warning logic varies in each state. Files with warnings must be corrected before the data can be imported.

```

Results:
  File Name: staffdata_staffdemo_0710.csv
  Processing Started Time: Tue Jul 27 10:24:18 CDT 2010.
  Processing Finished Time: Tue Jul 27 10:24:18 CDT 2010.
  Total Time To Process File: 0.015 seconds.

  0 Records Inserted.
  0 Records Changed.
  0 Records Deleted.

Error Count:280
Warning Count:0

Error Detail:
Line
Number  Error Message
2      Missing required data in field 'SSN', column 4. Field is required.
2      Bad data length in field 'SSN', column 4. Field can be at most 9 characters and must be at least 9 characters. Value was null
2      Missing required data in field 'BirthDate', column 10. Field is required.
2      Bad data length in field 'BirthDate', column 10. Field can be at most 10 characters and must be at least 0 characters. Value was null
2      Bad data in field 'BirthDate', column 10. The specified value is not valid for the field 'BirthDate'. The expected format for this date field is: yyyy-MM
2      Bad data length in field 'ZipCode', column 22. Field can be at most 9 characters and must be at least 5 characters. Value was 4901
2      Bad data in field 'DistrictStartDate', column 26. The specified value is not valid for the field 'DistrictStartDate'. The expected format for this date fie
2      Bad data Birthdate is not populated
  
```

Image 2: Import Wizard - Results Summary

## Work to Perform

The option selected in this dropdown list determines what happens to the data included in the uploaded file. The following options are available:

Option	Description
<b>Validate and Test</b>	This option does not import any data; it only performs an error check.
<b>Load Partial File</b>	Data from the file will add to or update current records. This option should be used when updating the information on a partial list of staff.
<b>Load Complete File</b>	Data imported will replace all existing data. This option should be used for deleting any data that was previously entered and replace it with the content in this new file.

### Census Data Import Wizard

Select an option under "Import Type" to specify what type of data you are uploading.

**Staff Demographic Import Only:** Select the End Assignments checkbox if the district assignment records are to be ended for staff members that have an employment end date in the import file.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

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**Import Options**

Import Type: Staff Demographics ▾

End Assignments:

Work to Perform: Validate and Test File ▾

File: Validate and Test File  
Load Partial File  
Load Complete File (Courses Only)

Image 3: Work to Perform Options