

Import Wizard (South Dakota)

Last Modified on 10/22/2022 10:36 am CDT

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This information is specific to South Dakota State Edition users.

PATH: *Census > Tools > Import Wizard*

The South Dakota Import Wizard provides the ability to upload staff information into Campus from a properly formatted import file. This wizard will process the import data included in the file based on the option selected in the **Work to Perform** field. Files created by the [South Dakota Staff Data Extract](#) can be used in these imports.

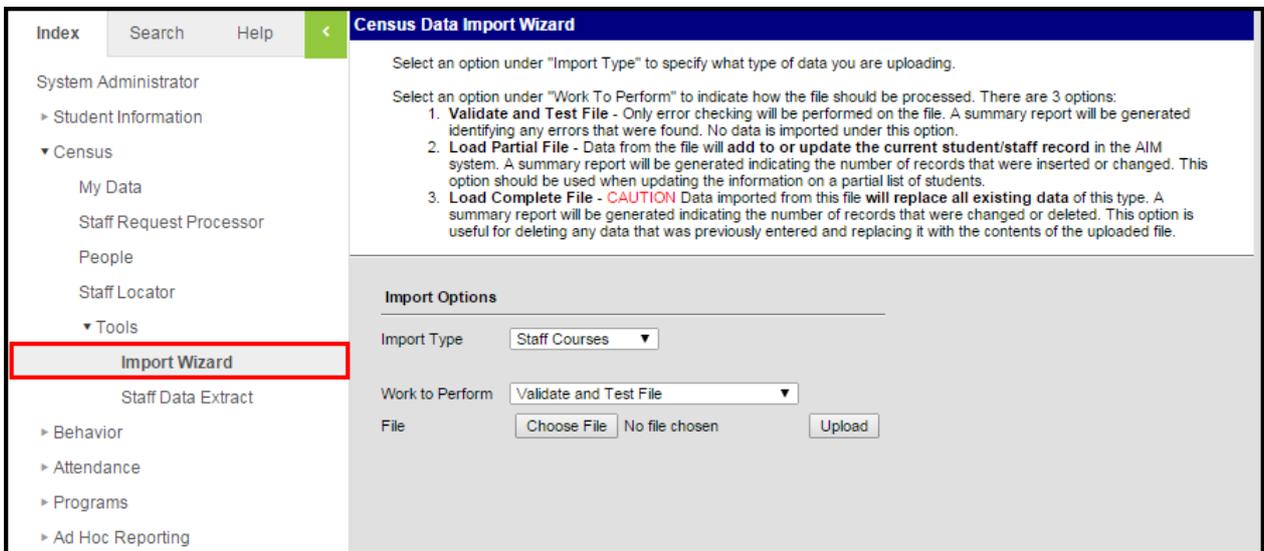


Image 1: South Dakota Import Wizard

Import Options

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

Importing Data

1. Select the **Import Type** from the dropdown list. Options are "Staff Courses" and "Staff Credentials."
2. Select the **Work to Perform** option. See the [Work to Perform Options](#) section for details on the available options.
3. Locate the file to import using the **Browse** button. Follow the prompts that appear on the **File**

Upload windows. Files in CSV and TSV formats can be imported.

- Once a file is selected, click the **Upload** button.

An **Import Results Summary** report will appear in a new browser tab with a list of imported data. Warnings report errors and the number of updated records will be indicated.

Files with warnings should be corrected before any data is imported, but data with warnings can still be imported. When an error message appears, that data does need to be corrected before the import can be completed.

Results:
 File Name: StaffDataExtractTes.csv.txt
 Processing Started Time: Fri Jan 07 08:46:53 CST 2011.
 Processing Finished Time: Fri Jan 07 08:46:53 CST 2011.
 Total Time To Process File: 0.281 seconds.

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

Error Count: 1075
Warning Count: 0

Error Detail:

Line Number	Error Message	Content
2	Bad format. The expected number of columns is 12 , and this record contains 10.	2010 1 026098 57401 Stagecraft FA0140 1
3	Bad format. The expected number of columns is 12 , and this record contains 10.	2010 1 026474 57116 Creatve Wrtg FA0130 1

Image 2: South Dakota Import Wizard - Results Summary

Work to Perform Options

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

Option	Description
Validate and Test	This option does not import any data; it validates import records, checking for errors.
Load Partial File	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.
Load Complete File	Data imported will replace all existing data. This option should be used for deleting any data that was previously entered and replacing it with the content in the current import file.

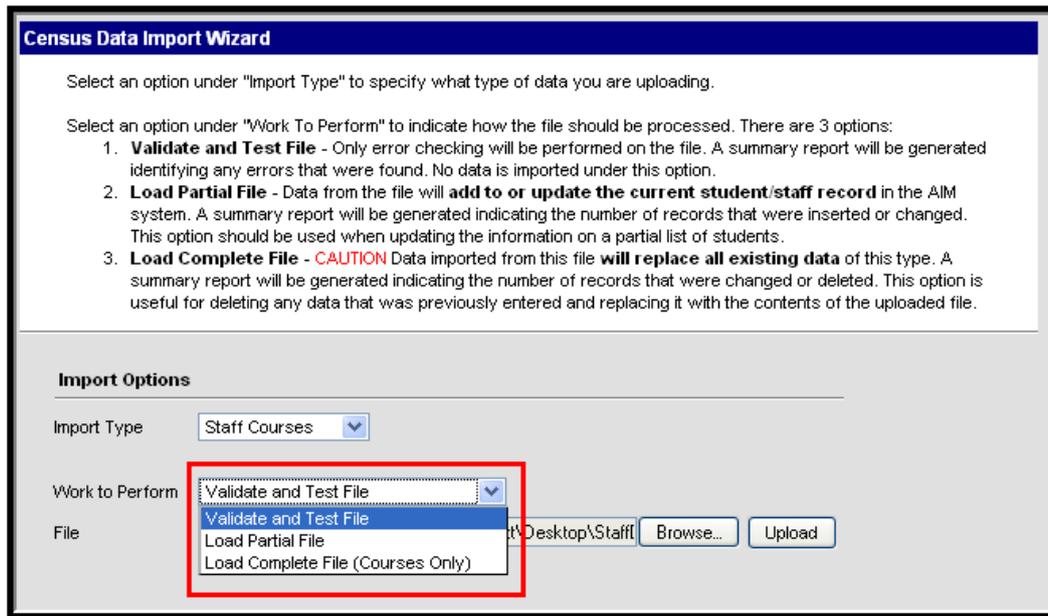


Image 3: Work to Perform Options

Import Layouts

See the following for specific details on the imports for each option available in the **Import Type** field:

- [Staff Courses Import \(South Dakota\)](#)
- [Staff Credentials Import \(South Dakota\)](#)