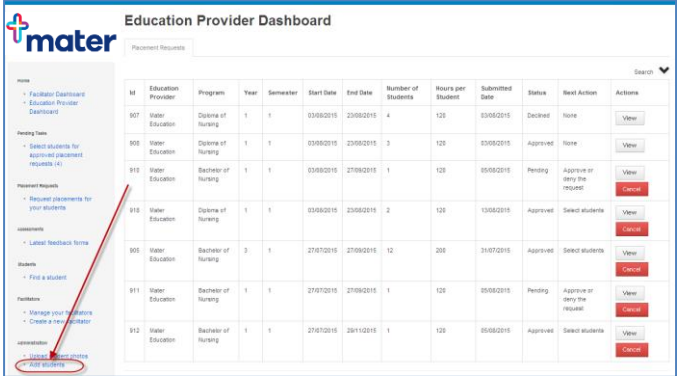



EPre-05 – Education Provider Reference Sheet – Uploading Student Details.

Steps	Action	What it looks like
1.	<p>To upload student's details to SPOT, click on the Add students link.</p>	
2.	<p>In the Upload Students screen, first select the student fields you wish to upload for this group of students. The mandatory fields needed to create a student's profile are:</p> <ul style="list-style-type: none"> - Student Number - Email Address - First Name - Last Name <p>If you wish to upload other details such as immunisation details and other placement pre-requisites, tick the fields you want to upload (<i>Note: All students in this group must have ALL selected details entered</i>).</p> <p>Then select the correct option from the drop down list for the:</p> <ul style="list-style-type: none"> - Education Provider the students are enrolled with, - Discipline the students are studying, - Program this group of students are studying (<i>Note: Students studying different programs must be uploaded in separate batches</i>). 	
3.	<p>Troubleshooting 1: Program or Student Field not available in the list</p> <p>If a <i>Program</i> or <i>Student Field</i> that you wish to choose is not displayed in the drop down field, this will be because the <i>Program</i> or <i>Student Field</i> has not been created</p> <p>Contact your System Administrator to add it or, if you have Administrator access, refer to ARef-05 - How to Administer Disciplines and ARef-07 - How to Administer Student Fields</p>	

4. To upload students you'll need to copy and paste their details from a formatted excel sheet into SPOT. In Row 1, type in or copy/paste the Student Fields you've chosen in step 3 in the order they appear in the **Student Fields** list. Each other row are a single student's details. Every field must be filled out.

	A	B	C	D	E	F	G	H
1	StudentNumber	EmailAddress	FirstName	LastName	HepatitisB	MedicalConditions	BlueCardNumber	Criminal History Check
2	2222222	spot.student1@hotmail.co.uk	Stu	Dentone	2/01/2011	Diabetic	1111111	2/01/2011
3	3333333	spot.student2@hotmail.co.uk	Stu	Denttwo	2/01/2011	Nil	1111112	2/01/2011
4	4444444	spot.student3@hotmail.co.uk	Stu	Dentthree	2/01/2011	Nil	1111113	2/01/2011
5	5555555	spot.student4@hotmail.co.uk	Stu	Dentfour	2/01/2011	Epileptic	1111114	2/01/2011
6	6666666	spot.student5@hotmail.co.uk	Stu	Dentfive	2/01/2011	Nil	1111115	2/01/2011

5. Once all of the student details are entered, simply select all of the student details **minus the headings**, copy and paste them into the space provided in SPOT.

Criminal History Check

Education provider:

Program:

Student Number	Email	First Name	Last Name	Hepatitis B	Medical Conditions	Blue Card Number	Criminal History Check
2222222	spot.student1@hotmail.co.uk	Stu	Dentone	2/01/2011	Diabetic	1111111	2/01/2011
3333333	spot.student2@hotmail.co.uk	Stu	Denttwo	2/01/2011	Nil	1111112	2/01/2011
4444444	spot.student3@hotmail.co.uk	Stu	Dentthree	2/01/2011	Nil	1111113	2/01/2011
5555555	spot.student4@hotmail.co.uk	Stu	Dentfour	2/01/2011	Epileptic	1111114	2/01/2011
6666666	spot.student5@hotmail.co.uk	Stu	Dentfive	2/01/2011	Nil	1111115	2/01/2011



6. Clicking the **Upload** button will display the results of the students uploaded.
- If there are any errors in the file a Red message will display and an **Error** to show any row with incorrect details. Hovering your cursor on the **Error** will display a reason and which fields need to be corrected.
- You will need to update the missing or incorrect data and then re-upload the details by redoing step 5.

Results

3 of the records were invalid due to errors.

Status	First Name	Last Name	Student Number	Email Address	Program	Hepatitis B	Medical Conditions	Blue Card Number	Criminal History Check
Error				spot.student1@hotmail.co.uk			Diabetic	1111111	
Updated				spot.student2@hotmail.co.uk	Diploma of Nursing	2/01/2011	Nil	1111112	2/01/2011
Error				spot.student3@hotmail.co.uk		2/01/2011		1111113	2/01/2011
Created	Stu	Dentfour	5555555	spot.student4@hotmail.co.uk	Diploma of Nursing	2/01/2011	Epileptic	1111114	2/01/2011
Error	Stu	Dentfive	6666666	spot.student5@hotmail.co.uk		2/01/2011	Nil		2/01/2011

Summary

Errors

- Hepatitis B is either missing or in the wrong format.
- Criminal History Check is either missing or in the wrong format.

7. Once all the data is in the correct format, a Green message will display. Any students that already have profiles in SPOT will display as **Updated** while any new students will display as **Created**.

Results

A total of 5 students were either created or updated.

Status	First Name	Last Name	Student Number	Email Address
Updated	Stu	Dentone	2222222	spot.student1@hotmail.co.uk
Updated	Stu	Denttwo	3333333	spot.student2@hotmail.co.uk
Updated	Stu	Dentthree	4444444	spot.student3@hotmail.co.uk
Updated	Stu	Dentfour	5555555	spot.student4@hotmail.co.uk
Created	Stu	Dentfive	6666666	spot.student5@hotmail.co.uk