

## Uploading Student Completion Data (Activities) to CS

Log in to CS, navigate Records and Enrolment > HEAR > Processes > Batch Upload > Add a New Value > Add

This brings you to screen where you upload the data:

The screenshot shows a web form titled "Batch - Basic Details". The form contains the following fields and controls:

- Batch Number:** 0
- Status:** Newly Created
- File Type:** A dropdown menu with a blue arrow pointing down.
- Description:** A text input field.
- File Name:** A text input field.
- Created By:** 5865289
- Created Datetime:** 07/04/2010 15:29
- Upload Option:** A dropdown menu with "Step 1: Import CSV File" selected.
- Buttons:** "Go", "Help", "Save", "Notify", "Add", and "Update/Display".

Within File type field > dropdown menu > select Activities (or Prizes and Awards)

Within the Description field > enter the title of the Activity e.g. Volunteering for projects with the Elderly 50+

Within Upload Option Field select 'Step 1: Import CSV File', click Go and select the CSV file you have created within MS Excel. This needs to include the Academic Institution ID (UMANC), Student ID Number, Activity ID and Academic Year ID. Please note that before importing the file you must ensure all column headings have been deleted or it will not upload into CS.

Data should be uploaded onto screen with 'New' showing within the status field.

Within Upload Option Field select 'Step 2: Validate Data' and click Go. The status should now show as 'OK'.

Within Upload Option Field select 'Step 3: Submit Data' and click Go. The status should now show as 'Success' and the data will be uploaded.