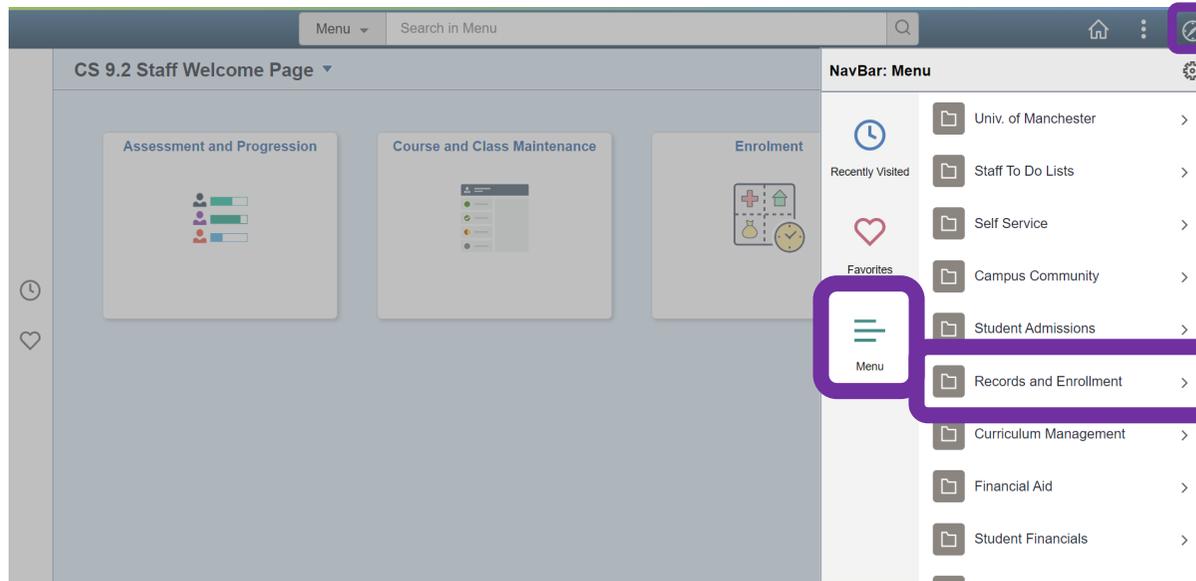


Instructions for School colleagues to upload student HEAR data for prizes and awards



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Instructions for School colleagues to upload student HEAR data for prizes and awards

 New Window

HEAR Batch Upload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

HEAR Batch Upload ID =

HEAR File Type =

Description begins with

Batch Status =

User ID begins with

Created Datetime =

Case Sensitive

Find an Existing Value | Add a New Value

 New Window

HEAR Batch Upload

HEAR Batch Upload ID

Find an Existing Value | Add a New Value

Instructions for School colleagues to upload student HEAR data for prizes and awards

CS 9.2 Staff Welcome Page

HEAR Batch Upload

New Window Personalize Page

Batch - Basic Details

Batch Number: 0 Created By: mwwssf2
Status: Newly Created Created Datetime: 03/13/2023 3:13PM

*File Type:

*Description:

File Name:

*Upload Option: Step 1: Import CSV File

Go Help

Save Notify Add Update/Display

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

Description field > add the title of the Prize/Award/Activity

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.

Next, change the Upload Option Field to 'Step 2: Validate Data' and click . The status should now show as 'OK'.

Finally, change the Upload Option Field to 'Step 3: Submit Data' and click . The status should now show as 'Success' and the data will be uploaded.