

# Positive Attendance Import Wizard

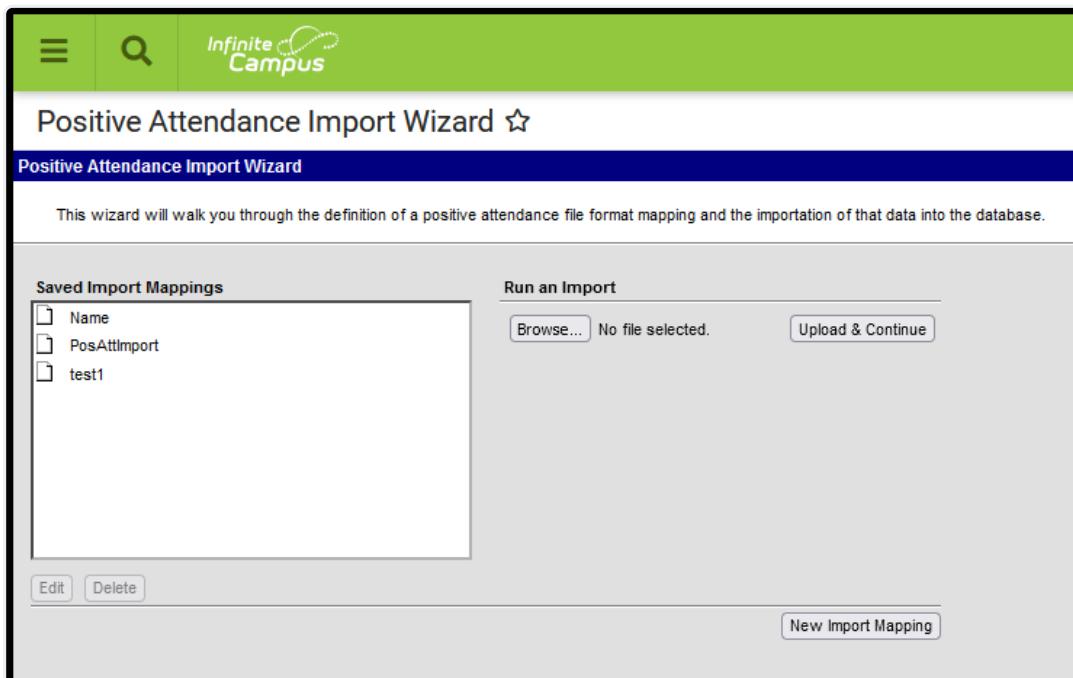
Last Modified on 02/03/2026 1:55 pm CST

## Tool Search: Positive Attendance Import Wizard

The Positive Attendance Import Wizard imports records from a separate Learning Management System (LMS) or other external source (Excel file, etc.). This wizard can be used daily, weekly, monthly or even on an irregular schedule.

This tool is not available for Kentucky users.

This wizard only imports positive attendance data; there is no option to update existing records. If positive attendance records need to be updated, use the [Attendance Wizard Positive Attendance](#) option or modify records from the student's [Attendance](#) record.



Positive Attendance Import Wizard ☆

Positive Attendance Import Wizard

This wizard will walk you through the definition of a positive attendance file format mapping and the importation of that data into the database.

Saved Import Mappings

- Name
- PosAttImport
- test1

Run an Import

Browse... No file selected.

See the [Positive Attendance Import Wizard Tool Rights](#) article for information about rights needed to use this tool.

The following import file Types are supported:

Format	Definition
<b>Fixed-Width</b>	This format is usually in the form of a file that has an allotted amount of space for each item. Column widths are static and characters may be padded to meet the formatting restrictions. Data is also left- or right-aligned. The file is often in a TextPad or NotePad document.
<b>Comma Delimited</b>	This format separates the data by commas. These files can often be opened in spreadsheet form, causing each comma separation to be a new column.
<b>TAB Delimited</b>	This format separates the data by using tabs.

Be aware of the following logic for the recording of time in Positive Attendance tools:

- Times must be in HH:MM format, either in military time or in 12 hour time format.
- Negative durations are not allowed:
  - Time In cannot be after the Time Out.
  - Time Out cannot be before the Time In.
- The total time entered must equal a value greater than zero (Time In cannot be the same as Time Out).
- The Time In and Time Out for a section may not overlap the Time In and Time Out for another record for the same section.
- The Time Out value for one record can be the same as the Time In value for a different record.
- In order to enter a total duration of 24 hours (1440 minutes), the user can enter 12:00 AM as the Time In and 12:00 AM as the Time Out. This is the only exception from the rule above.

## Create a New Import

1. Click the **New Import Mapping** button.
2. Enter the **Name** of the import file. This is the name of the import mapping and is visible from the Saved Import Mappings list. Names must be unique from other mappings.
3. Select the **Calendar** for which this data applies. Only calendars where the [Positive Attendance Preference](#) is set to Yes are included.
4. Select the **File Type** from the dropdown list.
5. Select the fields in the data file that map to **Student Identifiers**. At least one option needs to be selected. Options are:
  - State ID
  - Student Number
  - Person ID
  - Last Name, First Name, Birth Date
  - SSN
6. If the file includes headers, mark the **Yes** button. If there are no headers, mark the **No** button.
7. Location the import file by selecting the **Browse** button. Follow the instructions in the pop-up window for locating and opening the file.

8. When found, click the **Upload and Continue** button.

The screenshot shows the 'Positive Attendance Import Wizard' interface. On the left, a sidebar titled 'Saved Import Mappings' lists various import profiles. On the right, the 'Run an Import' section includes a 'Browse...' button, a message 'No file selected.', and a 'Upload & Continue' button. A red box highlights the 'New Import Mapping' button at the bottom right of the main window. A modal window titled 'Positive Attendance Import Wizard' is displayed, prompting for 'Step 1: Give the import a unique name, enter a selection for each option and upload a file to continue.' It contains fields for 'Name' (set to 'New Import File'), 'Calendar' (set to '13-14 ROBERT MCQUEEN HIGH SCHO'), 'File Type' (set to 'Fixed Width'), 'Student Identifier' (set to 'Student Number'), 'Header Selection' (radio buttons for 'Yes' and 'No' with 'Yes' selected), and a 'Browse...' button with the message 'No file selected.' A red box highlights the 'Upload & Continue' button at the bottom right of the modal. The text 'New Mapping Fields' is centered at the bottom of the modal window.

## Map Import Data Columns to Database Fields

The **Raw Data File Sample** frame displays columns from the import file. Users need to map the fields in the raw data file sample (the file that was uploaded) to appropriate fields in the user interface. Meaningful data items should be chosen here - last name, first name, student identifiers, etc.

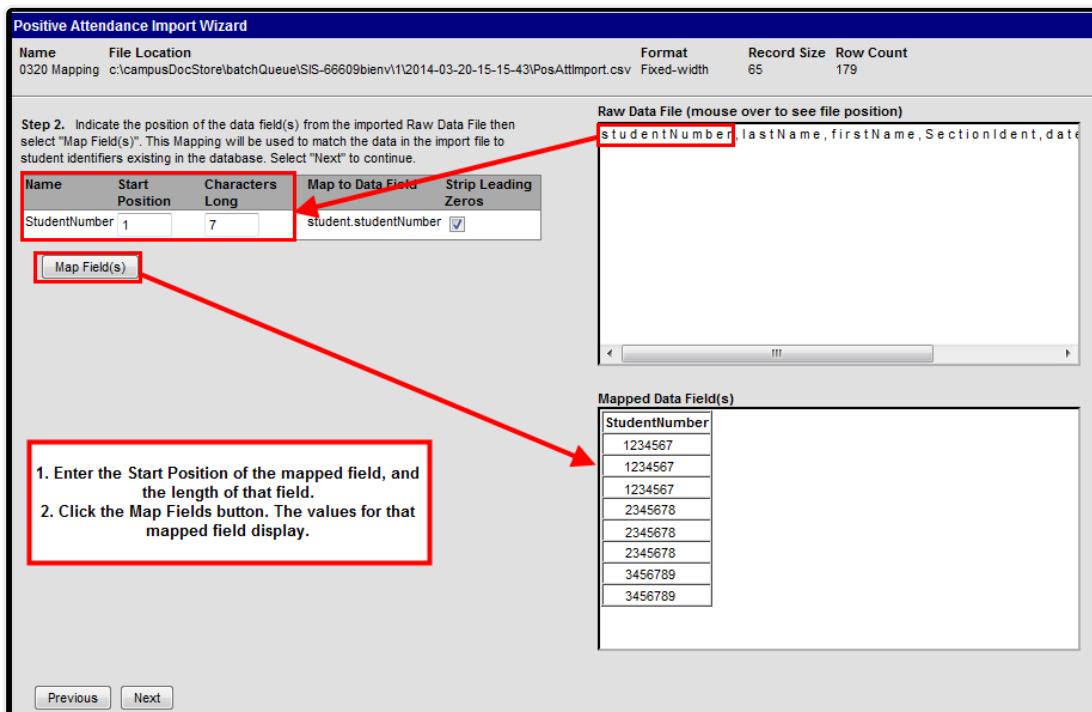
Options vary based on the selected File Type.

## If File Type is Fixed Width:

The list of imported fields displays in the Raw Data File box. Hover over these column names to see the file positions.

1. Enter the Start Position of the mapped field.
2. Enter the length of the mapped field in the Characters Long field.
3. If desired, mark the **Strip Leading Zeros** checkbox.
4. Click the **Map Field(s)** button. This displays the selected column in the **Mapped Data Field(s)** box.
5. Click the **Next** button.

To modify selected changes, click the Previous button and begin again.



The screenshot shows the 'Positive Attendance Import Wizard' step 2. The 'Raw Data File' section displays the file content: 'studentNumber,lastName,firstName,Section,ident,date'. The 'Mapped Data Field(s)' section shows a table with data. A red box highlights the 'Map to Data Field' column, and a red arrow points from the 'Map Field(s)' button to the 'Mapped Data Field(s)' table. A red box also highlights the 'Map Field(s)' button. A callout box with a red border contains the following instructions:

1. Enter the Start Position of the mapped field, and the length of that field.  
2. Click the Map Fields button. The values for that mapped field display.

StudentNumber
1234567
1234567
1234567
2345678
2345678
2345678
3456789
3456789

Fixed Width Column Mapping

## If File Type is Comma Delimited:

A bold number displays at the top of each column, for identification purposes. This number should be entered in the **Seq in Data File** field when the data from that column is mapped to Campus.

1. The value selected on the previous page to which the data maps displays on the left hand side of the screen. Enter the **Seq(quence) in the Data File** value for this column. A sample of the **Raw Data File** displays to the right.
2. If desired, mark the **Strip Leading Zeros** checkbox.
3. Click the **Map Field(s)** button. This displays the selected column in the **Mapped Data Field(s)** box.
4. Click the **Next** button.

To modify selected changes, click the Previous button and begin again.

Positive Attendance Import Wizard

Name	File Location	Format	Column Count	Row Count
ahs 022814	c:\campus\Doc\Store\batchQueue\IS-66609bienv1\2014-02-28-09-37-12\PosAttImport022814.csv	Comma Separated Values	10	16

Step 2. Indicate the position of the data field(s) from the imported Raw Data File then select "Map Field(s)". This Mapping will be used to match the data in the import file to student identifiers existing in the database. Select "Next" to continue.

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StudentNumber	1	student.studentNumber	<input type="checkbox"/>

**Map Field(s)**

1. Verify the value selected to match the student data on the previous screen displays.  
 2. Enter the Column Number of the matched data.  
 3. Click the Map Fields button. The fields to which it is mapped displays in the Mapped Data Fields box.

**Raw Data File**

1	2	3	4	5	6
studentNumber	studentName	firstname	courseNumber	sectionNumber	course
123456	Student	Alexandra	10633	1	GRAPH
123456	Student	Alexandra	7483	1	CBI LIF
123456	Student	Alexandra	7939	1	CBI COM
234567	Student	Amanda	10633	1	GRAPH
234567	Student	Amanda	7483	1	CBI LIF
234567	Student	Amanda	7939	1	CBI COM
345678	Student	Brooks	10633	1	GRAPH
345678	Student	Brooks	7483	1	CBI LIF

**Mapped Data Field(s)**

StudentNumber
123456
123456
123456
234567
234567
345678
345678
345678
456789

Previous Next

### Comma Delimited Column Mapping

#### If File Type is TAB Delimited:

A bold number displays at the top of each column, for identification purposes. This number should be entered in the **Seq in Data File** field when the data from that column is mapped to Campus.

1. The value selected on the previous page to which the data maps displays on the left hand side of the screen. Enter the **Seq(quence) in the Data File** value for this column. A sample of the **Raw Data File** displays to the right.
2. If desired, mark the **Strip Leading Zeros** checkbox.
3. Click the **Map Field(s)** button. This displays the selected column in the **Mapped Data Field(s)** box.
4. Click the **Next** button.

To modify selected changes, click the Previous button and begin again.

Positive Attendance Import Wizard

Name	File Location	Format	Column Count	Row Count
0321 Mapping	c:\campusDocStore\batchQueue\sis-66609bienv\1\2014-03-21-10-49-45\PosAttImport.txt	Tab Separated Values	7	179

Step 2. Indicate the position of the data field(s) from the imported Raw Data File then select "Map Field(s)". This Mapping will be used to match the data in the import file to student identifiers existing in the database. Select "Next" to continue.

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StudentNumber	1	student.studentNumber	<input checked="" type="checkbox"/>

**Map Field(s)**

1. Verify the value selected to match the student data on the previous screen displays.  
 2. Enter the Column Number of the matched data.  
 3. Click the Map Fields button. The fields to which it is mapped displays in the Mapped Data Fields box.

**Raw Data File**

1	2	3	4	5	6	7
studentNumber	lastName	firstName	SectionIdent	date	timeIN	timeOUT
123456	Student	Alexandra	10633-1	10132013	915	1000
123456	Student	Alexandra	10713-1	10192013	1250	300
123456	Student	Alexandra	5221-1	11022013	1640	1750
234567	Student	Amanda	10633-1	12012013	100	115
234567	Student	Amanda	10713-1	12112013	610	750
234567	Student	Amanda	7483-1	10132013	915	1000
345678	Student	Brooks	7939-1	10192013	1250	300
345678	Student	Brooks	3116-1	11022013	1640	1750

**Mapped Data Field(s)**

StudentNumber
123456
123456
123456
234567
234567
234567
345678
345678
345678
456789

Previous Next

TAB Delimited Column Mapping

## Map Imported Fields

1. Indicate which fields to map from the imported Raw Data File to a field in the database by choosing **Yes** or **No** to the following fields:
  - o Section
  - o Date
  - o Time In
  - o Time Out
2. Click the **Next** button.

## Set the Location

1. For each of the fields that are mapped, enter the column number in which they appear in the Raw Data File.
2. For values that are the same for all students (dates, section numbers), select the value for each entry by clicking the **Set Value** button. Click the **Save** button on the Field Map when finished.
3. Click the **Next** button when finished.

Positive Attendance Import Wizard

Name	File Location	Format	Column Count	Row Count
0320 Mapping	c:\campusDocStore\batchQueue\SIS-66609bienv\1\2014-03-20-15-15-43\PosAttImport.csv	Comma Separated Values	7	179

Step 4 For data that will be imported, indicate the location of the field in the Raw Data File. Select "Set Value" or "Set" to map each field from the imported Raw Data File to a field in the database.

For values that will be the same for all students, select or enter the values for each field.

\* Section  
Seq in Data File: 4 **Set Value**

\* Date  
Seq in Data File:

\* Time In  
Seq in Data File:

\* Time Out  
Seq in Data File:

**Field Map**

10633-1	10633 GRAPHIC DESG I - 1
10713-1	10713 AUTO TECH I - 2
5221-1	
7483-1	
7939-1	
3116-1	
1243-1	
2227-1	

**Cancel** **Save**

**Raw Data File**

1	2	3	4	5	6	7
studentNumber	lastName	firstName	SectionIdent	date	timeIN	timeOUT
2112016	ABEND	KALEB	10633-1	10132013	915	1000
2112016	ABEND	KALEB	10713-1	10192013	1250	300
2112016	ABEND	KALEB	5221-1	11022013	1640	1750
2098293	ABTS	HENRY	10633-1	12012013	100	115
2098293	ABTS	HENRY	10713-1	12112013	610	750
2098293	ABTS	HENRY	7483-1	10132013	915	1000
2098293	ABTS	HENRY	7939-1	10192013	1250	300
2075019	AGRELLA	CODY	3116-1	11022013	1640	1750

**Mapped Data Field(s)**

StudentNumber	Section	Date	Time In	Time Out
2112016	-	<no date format defined>	915	1000
2112016	-	<no date format defined>	1250	300
2112016	-	<no date format defined>	1640	1750
2098293	-	<no date format defined>	100	115
2098293	-	<no date format defined>	610	750
2098293	-	<no date format defined>	915	1000
2098293	-	<no date format defined>	1250	300
2075019	-	<no date format defined>	1640	1750
2501832	-	<no date format defined>	100	115

Setting Mapped Values

# Import Data

Review the selected options, verifying the mapped data fields and columns are correct. After reviewing the selected information, the data can now be imported.

1. Determine the **Import Mode** - either Test or Import.
2. Determine the **Output Format** - HTML or CSV (test only).
3. Choose the following:
  - If the **Import Mode** is **Test**, options are **Test** or **Batch Test**. Test displays results immediately; Batch Test uses [Batch Queue](#) functionality to determine when results are imported.
  - If the **Import Mode** is **Import**, options are **Import** or **Batch Import**. Import immediately imports the data; Batch Import uses [Batch Queue](#) functionality to determine when results are imported.

It is advised that the import be tested (select the **Test Import Mode**) before importing the data.

**Positive Attendance Import Wizard**

Name	File Location	Format	Column Count	Row Count
0320 Mapping	c:\campusDocStore\batchQueue\sis-66609bienv\1\2014-03-20-15-15-43\PosAttImport.csv	Comma Separated Values	7	179

Step 5. Verify the criteria for accuracy. To make changes, select "Previous" to return to the appropriate screen.

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.

**Student Identifier**

Name	Seq	Map to Data Field
StudentNumber	1	student.studentNumber

**Mapped Data**

Data Field	Seq in Data File
Section	4
Date	5
Time In	6
Time Out	7

**Raw Data File**

1	2	3	4	5	6	7
studentNumber	lastName	firstName	SectionIdent	date	timeIN	timeOUT
2112016	ABEND	KALEB	10633-1	10132013	915	1000
2112016	ABEND	KALEB	10713-1	10192013	1250	300
2112016	ABEND	KALEB	5221-1	11022013	1640	1750
2098293	ABTS	HENRY	10633-1	12012013	100	115
2098293	ABTS	HENRY	10713-1	12112013	610	750
2098293	ABTS	HENRY	7483-1	10132013	915	1000
2098293	ABTS	HENRY	7939-1	10192013	1250	300
2075019	AGRELLA	CODY	3116-1	11022013	1640	1750

**Mapped Data Field(s)**

StudentNumber	Section	Date	Tim In
2112016	10633 GRAPHIC DESG I - 1	<MONTH ERROR>	915
2112016	10713 AUTO TECH I - 2	<MONTH ERROR>	125
2112016	5221 ADV COND/WT TRN - 1	02/11/2013	164
2098293	10633 GRAPHIC DESG I - 1	01/12/2013	100
2098293	10713 AUTO TECH I - 2	11/12/2013	610
2098293	7483 CBI LIFE SCI 1 - 1	<MONTH ERROR>	915
2098293	7939 CBI COMPUTER LIT - 1	<MONTH ERROR>	125
2075019	3116 AP ENVIRON SCI - 1	02/11/2013	164

**Import Mode:**  Test  Import Test Batch Test

**Output Format:**  HTML  CSV - Test Only

**Import Mode:**  Test  Import Import Batch Import

Previous

### Importing Data

An Import Results Summary displays. This lists the import results and a count of errors and warnings. See the [Positive Attendance](#) article for a description of the [Time Validation](#) and [Saving and Import Logic](#) used.

**Import Results Summary - Import - Mozilla Firefox**

10.200.71.79/campus/attendance/positiveAttendance/importWizard/importResults.xls?x=adhoc.AdHocImport-importFile&updateOption=0&importMode=Import

**Positive Attendance Import Mapping: 0320 Mapping**

**Positive Attendance Import Results:**

117 Attendance Records Imported.  
117 Total Valid records.

**Error Count: 61**

**Error Detail:**

Line	Error Type	Error Message
3	exception	ERROR 3062 - Time In (12:50 PM) must be before Time Out (03:00 AM).
6	exception	ERROR 3066 - Invalid date in file. Check that the date is within the student's enrollment and roster record, and the section's placement.
8	exception	ERROR 3062 - Time In (12:50 PM) must be before Time Out (03:00 AM).

### Import Summary Results

The Import process is now complete.