Import Wizard (Maine)
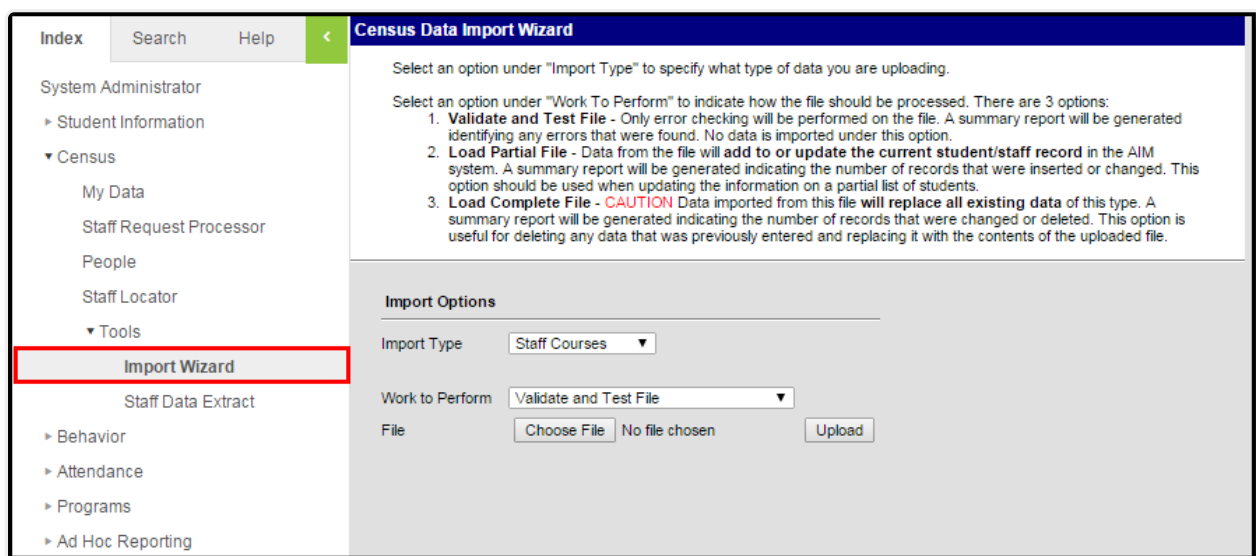
Last Modified on 12/14/2025 8:45 pm CST

Import Options | Import Layouts

This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

Tool Search: Import Wizard

The Import Wizard provides the ability to upload staff information from a previously saved file into Campus. This import will process the data included in the file based on the selected Work to Perform options.

Import Wizard

Import Options

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

Importing Data

1. Select the **Import Type** from the dropdown list.
2. If importing the Staff Demographic type, select the **End Assignments** checkbox if the district assignment records are to be ended for staff members who have an employment date in the import file.
3. Select the **Work to Perform** option. See the Work to Perform section for details on the available options.
4. Locate the file to import by using the **Browse** button. Follow the prompts that appear on the **File Upload** windows.
5. Once found, click the **Upload** button.
6. An **Import Results Summary** will appear in a new browser tab with a summary of the data

that was imported, noting any warnings or errors and how many records were inserts, changed or deleted.

Warning logic varies for each state. Files with warnings must be corrected before the data can be imported.

Results:
>   File Name: staffdata_staffdemo_0710.csv
>   Processing Started Time: Tue Jul 27 10:24:18 CDT 2010.
>   Processing Finished Time: Tue Jul 27 10:24:18 CDT 2010.
>   Total Time To Process File: 0.015 seconds.
>
>   0 Records Inserted.
>   0 Records Changed.
>   0 Records Deleted.

Error Count:280
Warning Count:0

Error Detail:

Line Number	Error Message
2	Missing required data in field 'SSN', column 4. Field is required.
2	Bad data length in field 'SSN', column 4. Field can be at most 9 characters and must be at least 9 characters. Value was null
2	Missing required data in field 'BirthDate', column 10. Field is required.
2	Bad data length in field 'BirthDate', column 10. Field can be at most 10 characters and must be at least 0 characters. Value was null
2	Bad data in field 'BirthDate', column 10. The specified value is not valid for the field 'BirthDate'. The expected format for this date field is: yyyy-MM
2	Bad data length in field 'ZipCode', column 22. Field can be at most 9 characters and must be at least 5 characters. Value was 4901
2	Bad data in field 'DistrictStartDate', column 26. The specified value is not valid for the field 'DistrictStartDate'. The expected format for this date fie
2	Bad data. Birthdate is not populated.

Import Wizard - Results Summary

Work to Perform

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

Option	Description
Validate and Test	This option does not import any data; it only performs an error check.
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 replace it with the content in this new file.

Work to Perform Options

Import Layouts

See the following for specific details on the imports for each Import Type:

- [Staff Demographic Import (Maine)](#)
- [Staff Assignment Import (Maine)](#)
- [Staff Course Import (Maine)](#)
- [Staff Credentials Import (Maine)](#)