

# Import Wizard (South Dakota)

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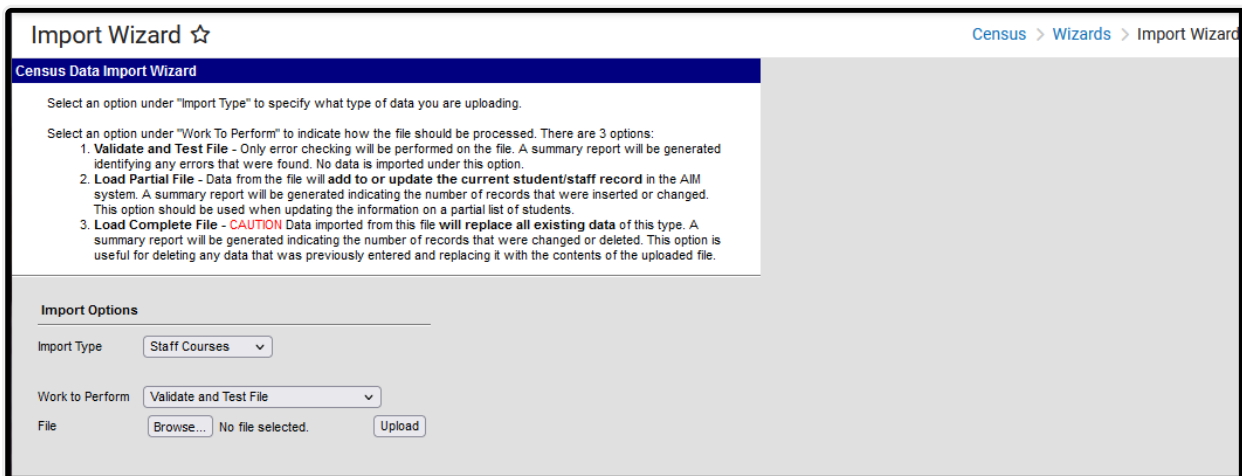
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Tool Search: Import Wizard

The South Dakota Import Wizard provides the ability to upload staff information into Campus from a properly formatted import file. This wizard will process the import data included in the file based on the option selected in the **Work to Perform** field. Files created by the [South Dakota Staff Data Extract](#) can be used in these imports.

This information is current as of the Campus.2323 (June 2023) release.

**This information is specific to South Dakota State Edition users.**



**Import Wizard** ☆ Census > Wizards > Import Wizard

**Census Data Import Wizard**

Select an option under "Import Type" to specify what type of data you are uploading.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- 1. Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- 2. Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
- 3. Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

**Import Options**

Import Type:

Work to Perform:

File:  No file selected.

*Census Data Import Wizard*

## Import Options

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

### Importing Data

1. Select the **Import Type** from the dropdown list. Options are "Staff Courses" and "Staff Credentials."
2. Select the **Work to Perform** option. See the [Work to Perform Options](#) section for details on the available options.
3. Locate the file to import using the **Browse** button. Follow the prompts that appear on the **File Upload** windows. Files in CSV and TSV formats can be imported.

4. Once a file is selected, click the **Upload** button.

An **Import Results Summary** report will appear in a new browser tab with a list of imported data. Warnings report errors and the number of updated records will be indicated.

Files with warnings should be corrected before any data is imported, but data with warnings can still be imported. When an error message appears, that data does need to be corrected before the import can be completed.

**Results:**  
 File Name: StaffDataExtractTes.csv.txt  
 Processing Started Time: Fri Jan 07 08:46:53 CST 2011.  
 Processing Finished Time: Fri Jan 07 08:46:53 CST 2011.  
 Total Time To Process File: 0.281 seconds.

0 Records Inserted.  
 0 Records Changed.  
 0 Records Deleted.

**Error Count:** 1075  
**Warning Count:** 0

**Error Detail:**

Line Number	Error Message	Content
2	Bad format. The expected number of columns is 12 , and this record contains 10.	2010 1 026098 57401 Stagecraft  FAD140 1
3	Bad format. The expected number of columns is 12 , and this record contains 10.	2010 1 026474 57116 Creative Writg  FAD130 1

*South Dakota Import Wizard Results Summary*

## Work to Perform Options

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

Option	Description
<b>Validate and Test</b>	This option does not import any data; it validates import records, checking for errors.
<b>Load Partial File</b>	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.
<b>Load Complete File</b>	Data imported will replace all existing data. This option should be used for deleting any data that was previously entered and replacing it with the content in the current import file.

**Census Data Import Wizard**

Select an option under "Import Type" to specify what type of data you are uploading.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

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**Import Options**

Import Type:

Work to Perform:  (dropdown menu open showing: Validate and Test File, Load Partial File, Load Complete File (Courses Only))

File:

*Work to Perform Options*

## Import Layouts

See the following for specific details on the imports for each option available in the **Import Type** field:

- [Staff Courses Import \(South Dakota\)](#)
- [Staff Credentials Import \(South Dakota\)](#)