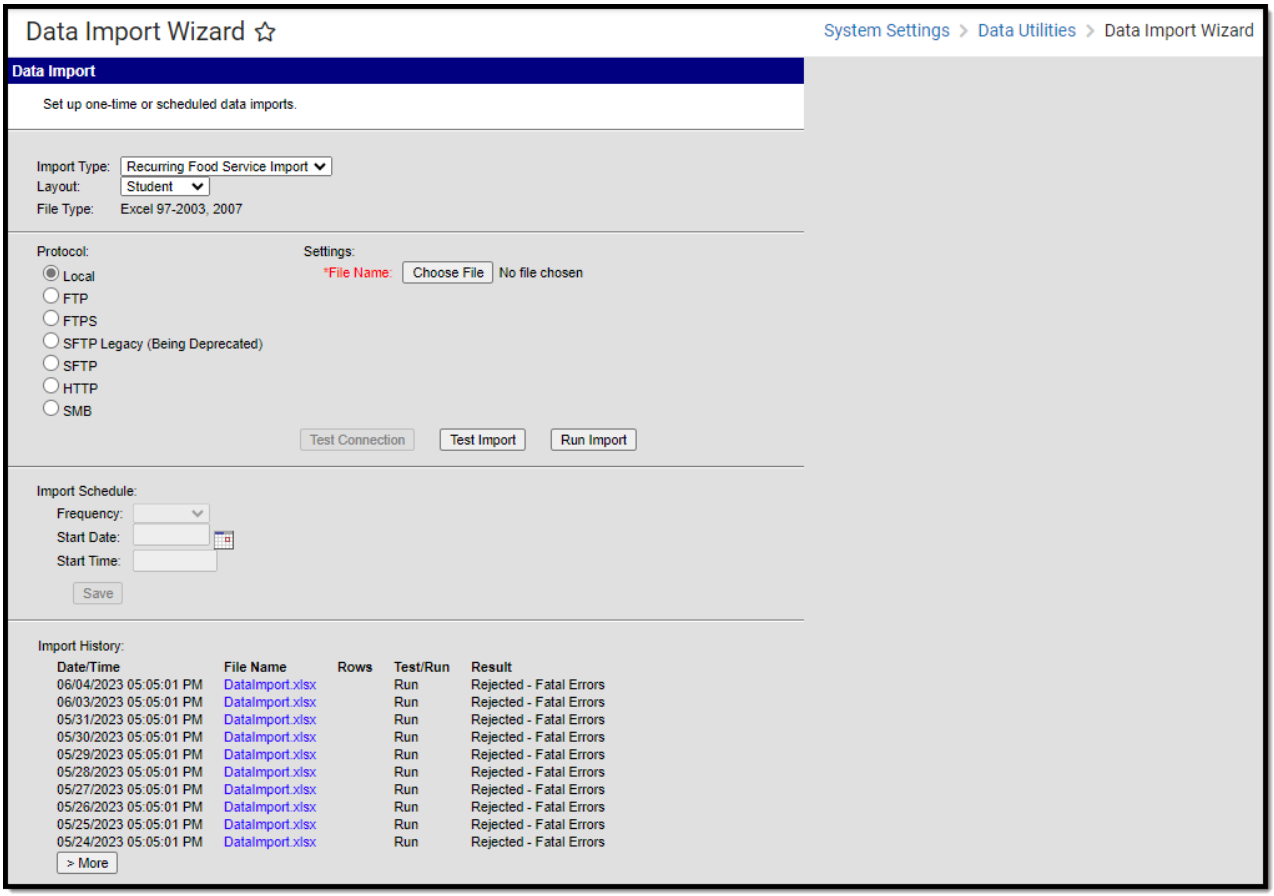
Data Import Wizard

Last Modified on 07/01/2026 10:43 am CDT

Tool Search: Data Import Wizard

The Data Import tool allows districts to import data from a third-party into Infinite Campus. Users can establish protocol settings and an import schedule so that files exported from the third-party system can be imported into Infinite Campus on an hourly, daily, weekly or monthly basis.

The Data Import Wizard is not a general tool for importing any data into Infinite Campus. This tool is a framework for running custom import modules written by Infinite Campus Technical Services. If you are interested in importing third-party data into Infinite Campus, an Authorized Contact at your school can open a Request Technical Services support ticket. Someone from Technical Services will contact you to gather requirements and design import layouts, then they will develop and install a custom import module. This Knowledge Base article describes how to run the Data Import Wizard after the custom development is complete.



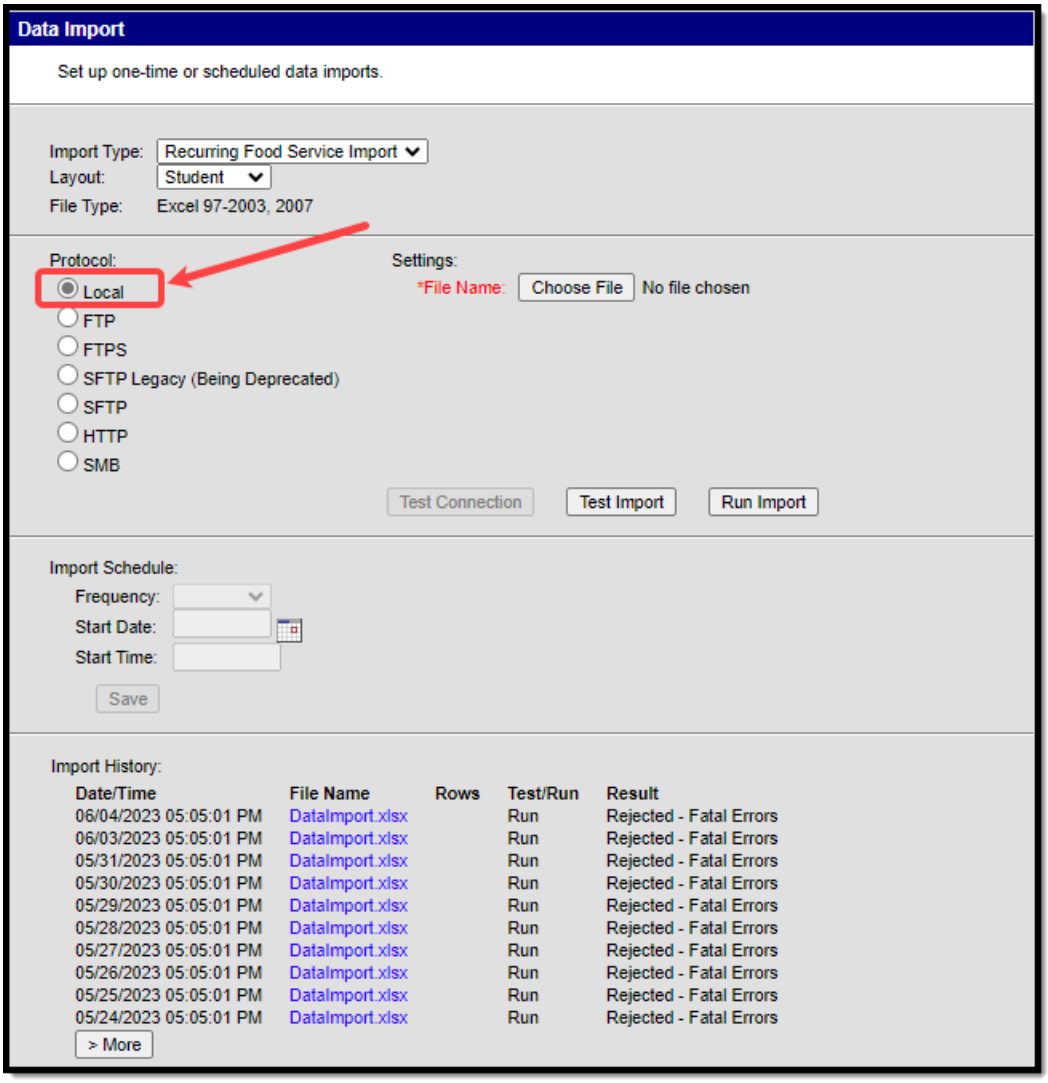
See the Data Import WIzard Tool Rights article for information on available tool rights.

Establish Import Settings

In order for files to be properly imported into Infinite Campus, settings must be established for a protocol.

Local

The Local Protocol option allows users to manually test and import a third-party data file. Imports cannot be scheduled with this option. Typically, this option is used to test and verify files exported by a third-party prior to scheduling them to run automatically using a different protocol, or to run them individually outside of a schedule.



To import a local file:

1. Select the **Import Type**.
2. Select the **Layout**.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **Local** protocol radio button.
5. Click the **Browse** button and select the file from a local hard drive or network. The selected file name will populate next to the **File Name** field.
6. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

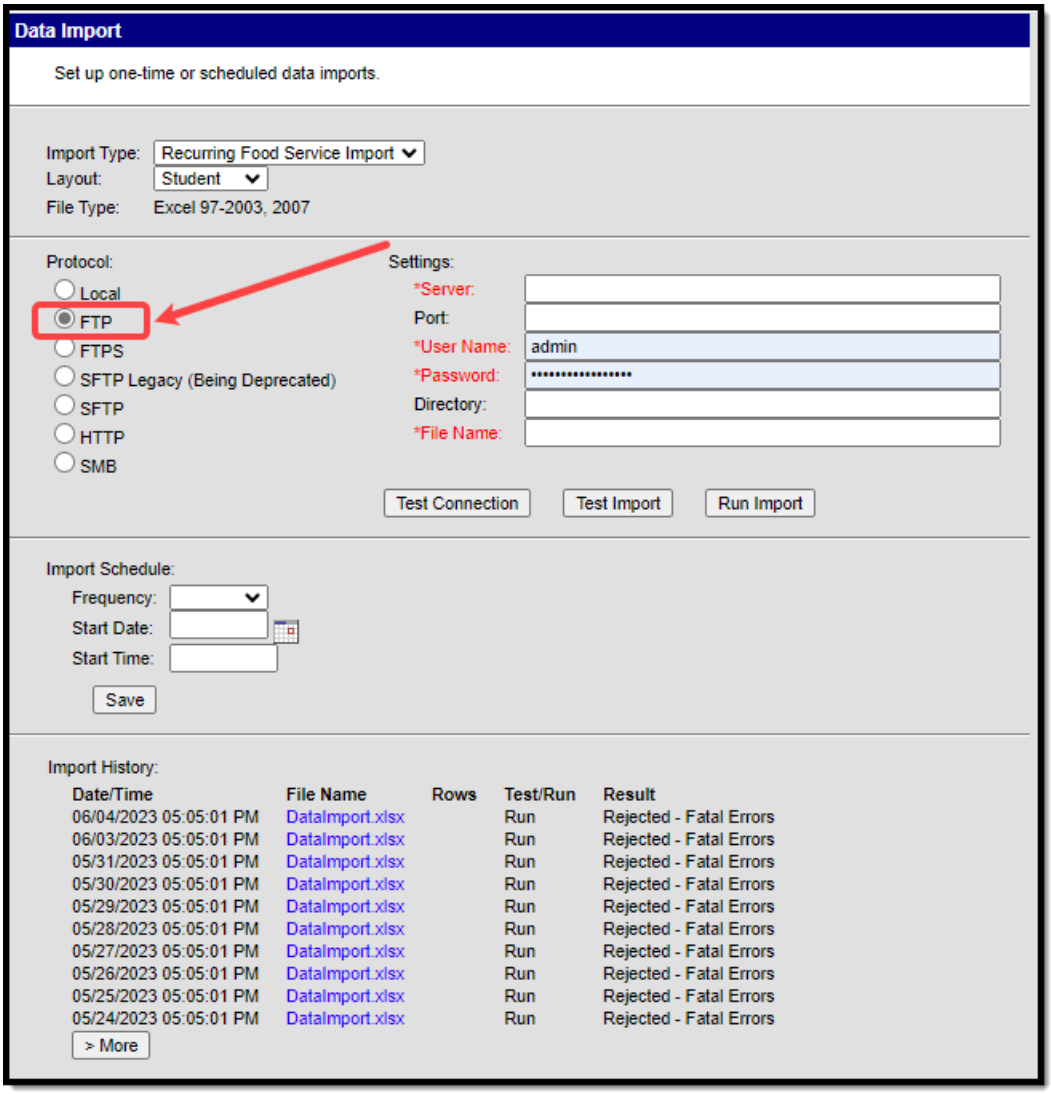
   This option is only a test and does not import data into any Infinite Campus database.

7. Once the connection and test data have been reviewed, select the **Run Import** button to import file data into Infinite Campus.
8. After data is imported, an Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

FTP

The File Transfer Protocol (FTP) can be used to establish a Infinite Campus-to-server connection for importing third-party data into the Infinite Campus database.

Users may create and save an Import Schedule to have files import automatically. See the Establishing an Import Schedule section for more details.



To import data via FTP:

1. Select the **Import Type**.
2. Select the **Layout**. See the Understanding File Layouts section for more information.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **FTP** protocol radio button.
5. Enter the address of the FTP server in the **Server** field.
    - Your third-party server must allow list Campus IPs so traffic can pass. For more information, see this article.
6. Enter the **Port** (if necessary).
7. Enter your **User Name** for the FTP server.
8. Enter your **Password** for the FTP server.
9. Enter the **Directory** where the file is stored (if necessary).
10. Enter the **File Name**. It is critical the name of the import file remains the same each time it is replaced on the server. This ensures the Data Import tool is able to properly identify it each time it is scheduled to import the file
11. Click the **Test Connection** button to ensure connection with Infinite Campus is correct.

Users are highly encouraged to test the connection prior saving Data Import settings.

12. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

    This option is only a test and does not import data into any Infinite Campus database.

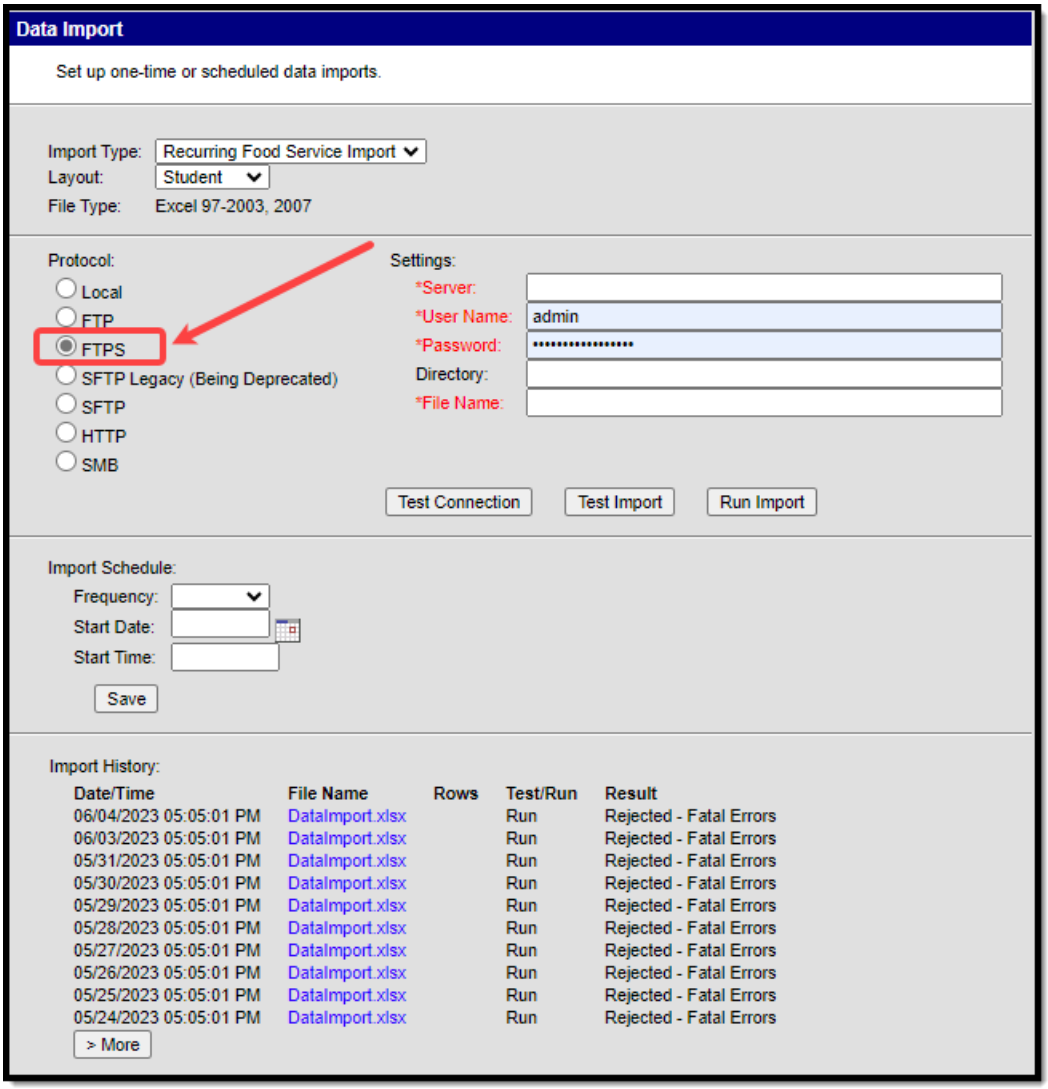
13. To import data into Infinite Campus immediately, select the **Run Import** button. An Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

For more information on Import Schedule options, see the Establishing an Import Schedule section.

FTPS

The File Transfer Protocol Secure (FTPS) is an extension of the File Transfer Protocol (FTP) that adds support for TLS cryptographic protocols which can be used to establish an Infinite Campus-to-server connection for importing third-party data into Infinite Campus.

Users may create and save an Import Schedule to have files import automatically. See the Establishing an Import Schedule Section section for more details.



To import data via FTPS:

1. Select the **Import Type**.
2. Select the **Layout**. See the Understanding File Layouts section for more information.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **FTPS** protocol radio button.
5. Enter the address of the FTPS server in the **Server** field.
    - Your third-party server must allow list Campus IPs so traffic can pass. For more information, see this article.
6. Enter your **User Name** for the FTPS server.
7. Enter your **Password** for the FTPS server.
8. Enter the **Directory** where the file is stored (if necessary).
9. Enter the **File Name**. It is critical the name of the import file remains the same each time it is replaced on the server. This ensures the Data Import tool is able to properly identify it each time it is scheduled to import the file.
10. Click the **Test Connection** button to ensure connection with Infinite Campus is correct.

Users are highly encouraged to test the connection prior saving Data Import settings.

11. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

    This option is only a test and does not import data into any Infinite Campus database.

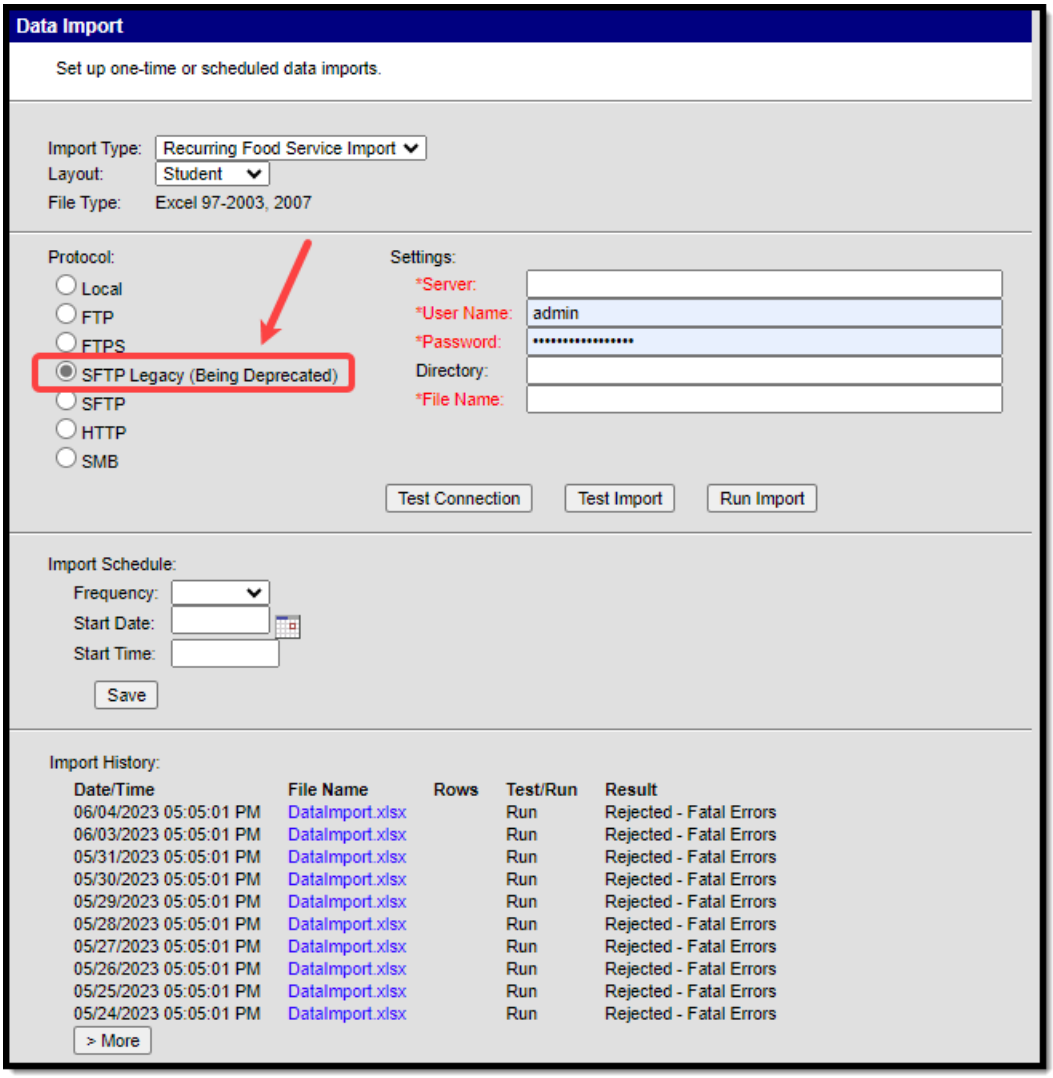
12. To import data into Infinite Campus immediately, select the **Run Import** button. An Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

For more information on Import Schedule options, the Establishing an Import Schedule section.

SFTP Legacy (Being Deprecated)

An updated SFTP library was added to the Data Import Wizard to ensure support of modern key exchange algorithms. If you used the SFTP protocol in the past, this is your current SFTP configuration. To avoid disruption and eventual removal of this configuration, you MUST transition to using the SFTP protocol option.

DO NOT USE THIS OPTION



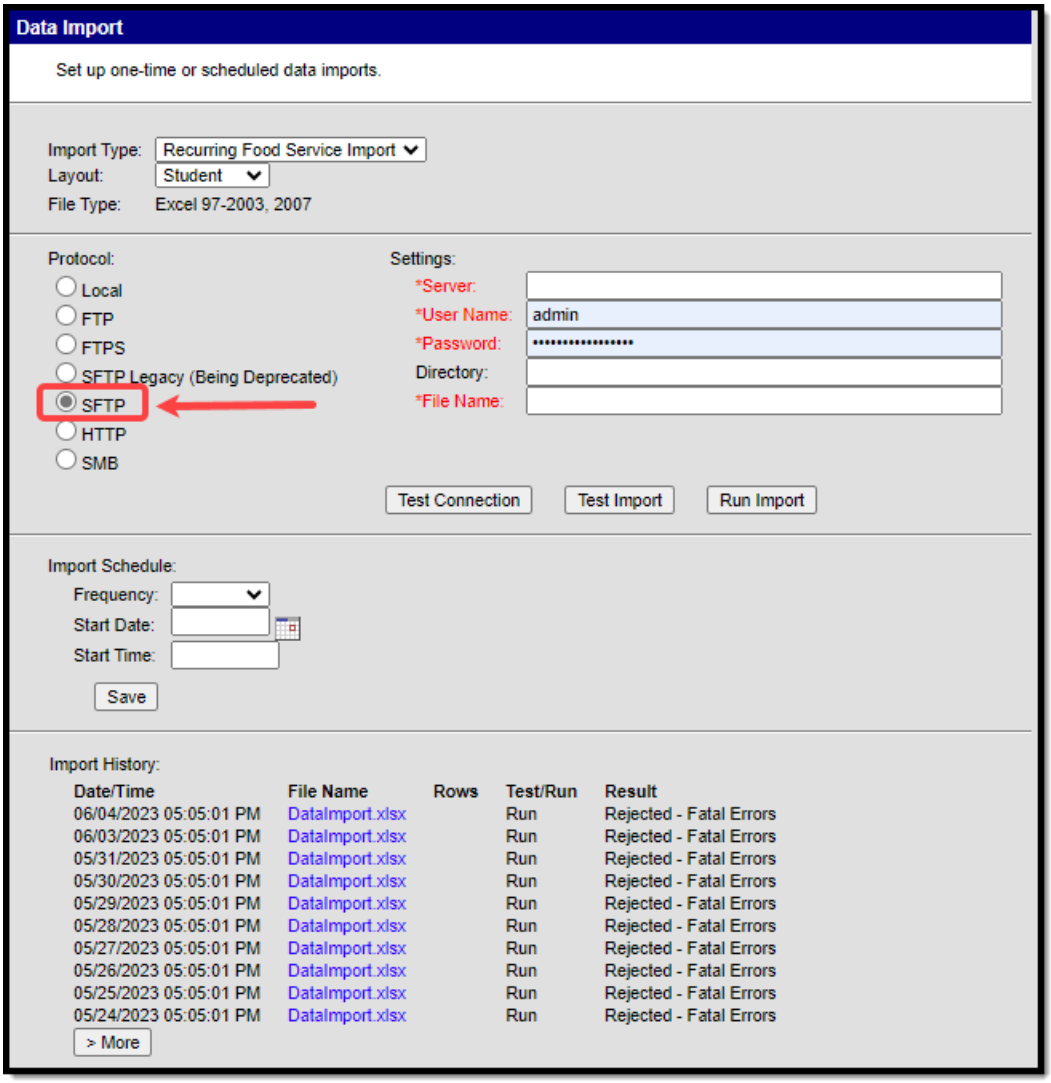
SFTP

An updated SFTP library was added to the Data Import Wizard to ensure the support of modern key exchange algorithms. The previous SFTP protocol remains within the tool as SFTP Legacy (Being Deprecated).

Existing SFTP configurations will continue to work in the old SFTP protocol; however, users will NEED to transition to the SFTP option to avoid disruption when SFTP Legacy is deprecated.

The SSH File Transfer Protocol (SFTP) can be used to establish a secure Infinite Campus-to-server data connection for importing third-party data into Infinite Campus.

Users may create and save an Import Schedule to have files imported automatically. See the Establishing an Import Schedule Section section for more details.



To import data via SFTP:

1. Select the **Import Type**.
2. Select the **Layout**. See the Understanding File Layouts section for more information.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **SFTP** protocol radio button.
    - Your third-party SFTP server must allow list Campus IPs so traffic can pass. For more information, see this article.
5. Enter the **Port** number. If left blank, a default value of 22 is used.
6. Enter the address of the SFTP server in the **Server** field.
7. Enter your **User Name** for the SFTP server.
8. Enter your **Password** for the SFTP server.
9. Enter the **Directory** where the file is stored (if necessary).
10. Enter the **File Name**. It is critical the name of the import file remains the same each time it is replaced on the server. This ensures the Data Import tool is able to properly identify it each time it is scheduled to import the file.
11. Click the **Test Connection** button to ensure the connection with Infinite Campus is correct.

Users are highly encouraged to test the connection prior to saving Data Import settings.

12. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

    This option is only a test and does not import data into any Infinite Campus database.

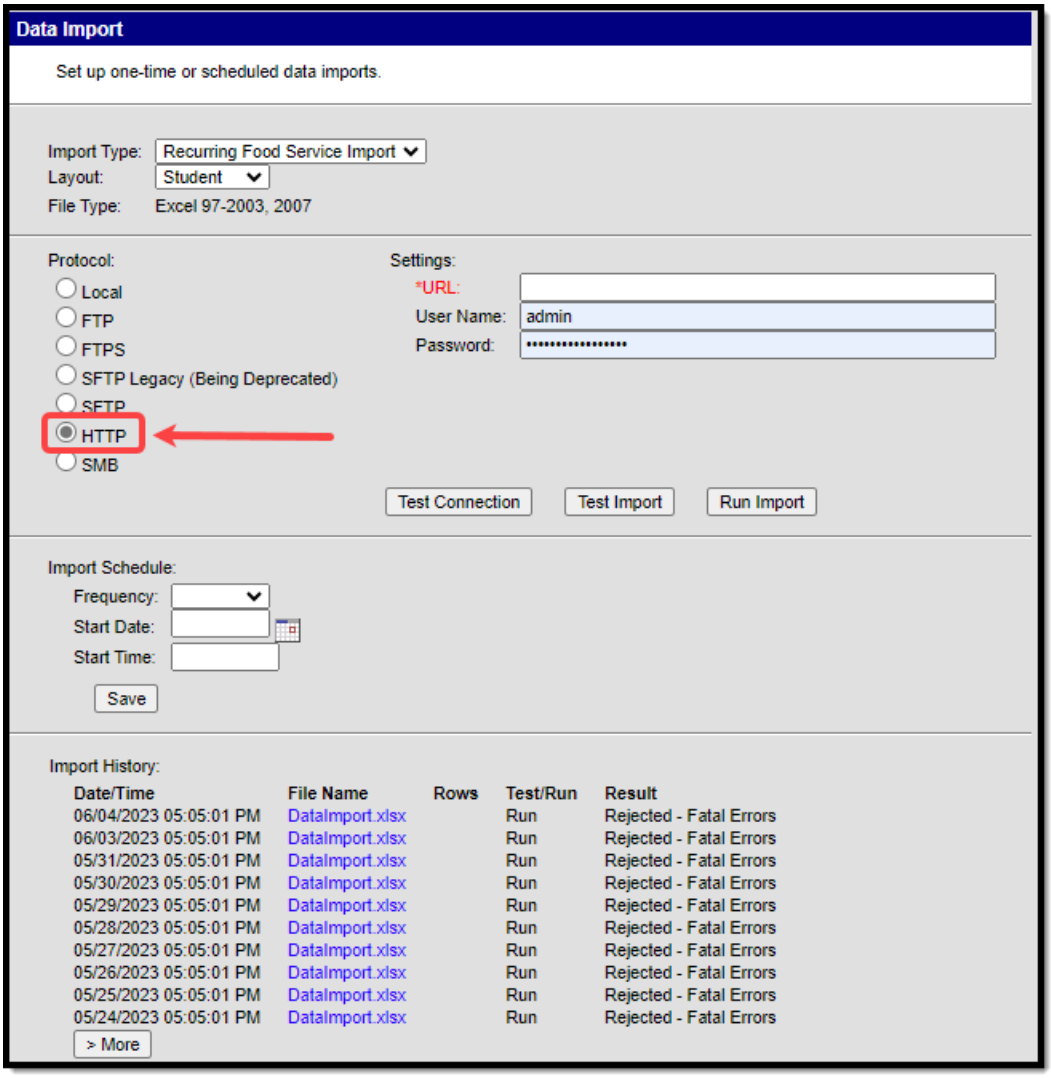
13. To import data into Infinite Campus immediately, select the **Run Import** button. An Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

For more information on Import Schedule options, the Establishing an Import Schedule section.

HTTP

The Hypertext Transfer Protocol (HTTP) can be used to establish an Infinite Campus-to-server connection for importing third-party data into Infinite Campus.

Users may create and save an Import Schedule to have files import automatically. See the Establishing an Import Schedule Section section for more details.



To import data via HTTP:

1. Select the **Import Type**.
2. Select the **Layout**. See the Understanding File Layouts section for more information.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **HTTP** protocol radio button.

> **NOTE:** Although this button is named HTTP, users may enter a URL beginning with HTTPS for a secure file transfer.

5. Enter the **URL** where the import file exists.
6. Enter your **User Name** for the HTTP server.
7. Enter your **Password** for the HTTP server.

8. Click the **Test Connection** button to ensure connection with Infinite Campus is correct.

> Users are highly encouraged to test the connection prior saving Data Import settings.

9. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

   This option is only a test and does not import data into any Infinite Campus database.

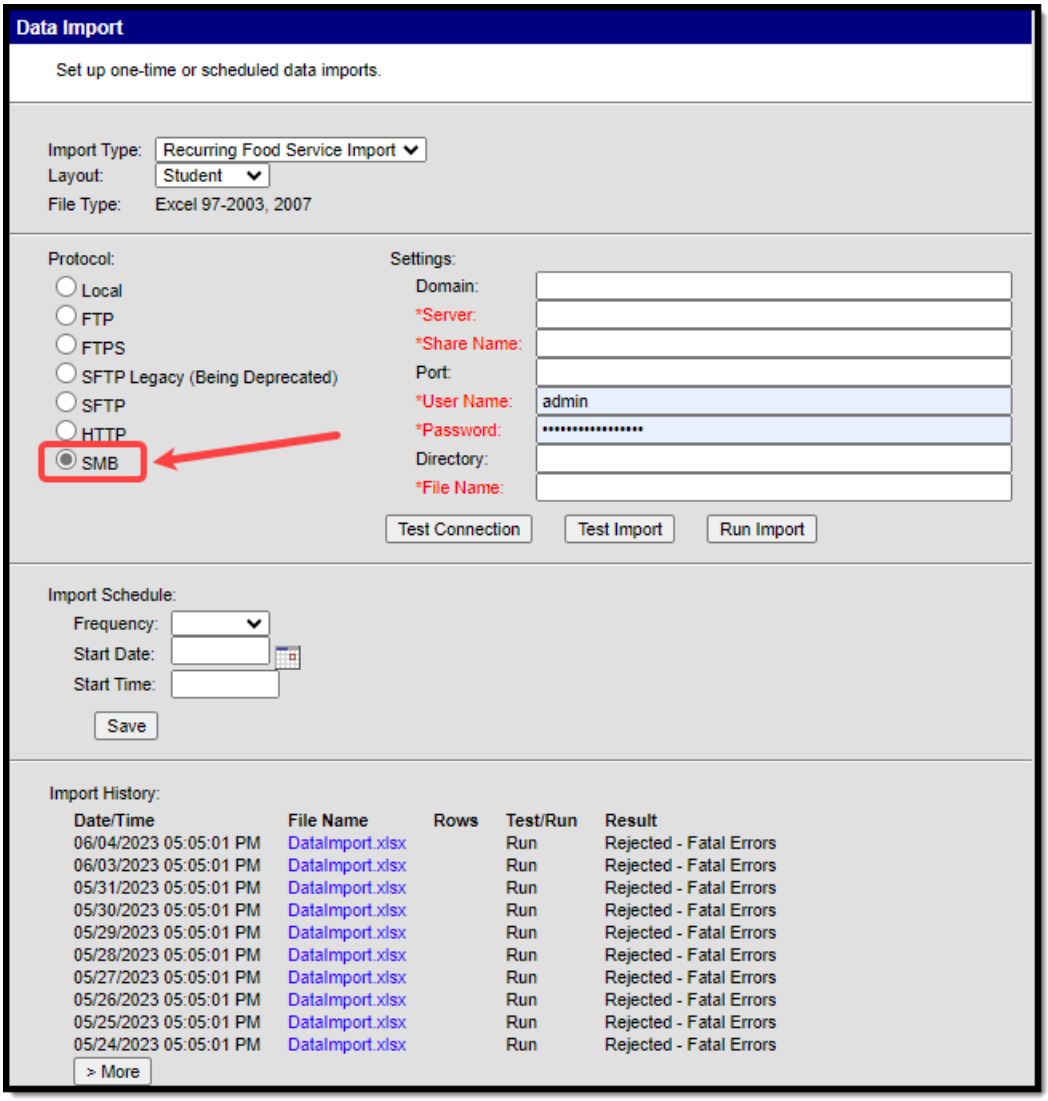
10. To import data into Infinite Campus immediately, select the **Run Import** button. An Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

For more information on Import Schedule options, the Establishing an Import Schedule section.

SMB

The Server Message Block (SMB) protocol can be used to establish an Infinite Campus-to-server connection for importing third-party data into Infinite Campus from a Windows file share.

Users may create and save an Import Schedule to have files import automatically. See the Establishing an Import Schedule Section section for more details.



To import data via SMB:

1. Select the **Import Type**.
2. Select the **Layout**. See the Understanding File Layouts section for more information.
3. The **File Type** is established during the initial implementation with Infinite Campus.
4. Select the **SMB** protocol radio button.
5. Enter the **Domain** hosting the server containing the import file.
6. Enter the address of the **Server**.
    - Your third-party server must allow list Campus IPs so traffic can pass. For more information, see this article.
7. Enter the **Port** (if necessary).
8. Enter your **User Name** for the domain and server.
9. Enter your **Password** for the domain and server.
10. Enter the **Directory** where the file is stored (if necessary).
11. Enter the **File Name**. It is critical the name of the import file remains the same each time it is replaced on the server. This ensures the Data Import tool is able to properly identify it each time it is scheduled to import the file.
12. Click the **Test Connection** button to ensure connection with Infinite Campus is correct.

Users are highly encouraged to test the connection prior saving Data Import settings.

13. Select the **Test Import** button to perform a test run of importing the data included within the file. A separate window will appear, displaying import results and any errors/warnings which may have occurred.

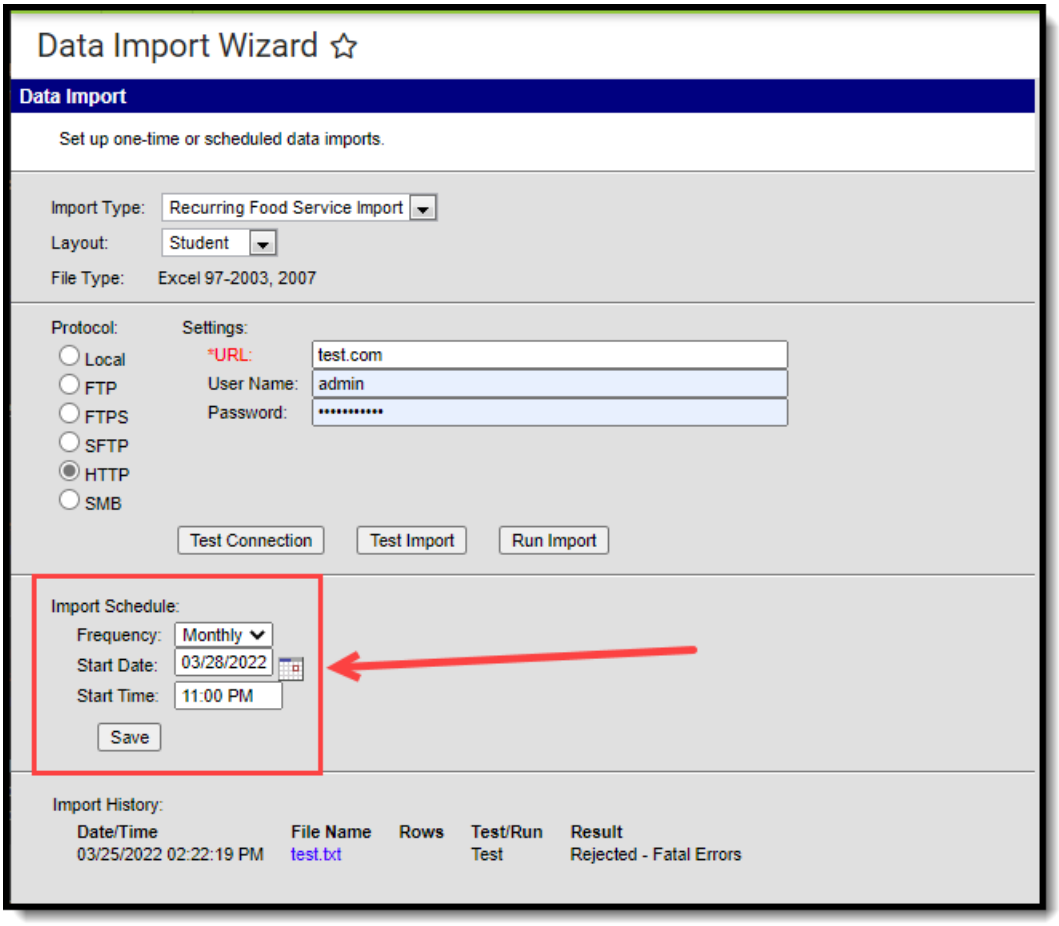
    This option is only a test and does not import data into any Infinite Campus database.

14. To import data into Infinite Campus immediately, select the **Run Import** button. An Import History log will appear within the Import History section, detailing what data was imported and any errors/warnings which may have occurred.

For more information on Import Schedule options, the Establishing an Import Schedule section.

Establish an Import Schedule

In order for third-party data to automatically update Infinite Campus on an hourly, daily, weekly or monthly basis, an Import Schedule must be established. The Import Schedule determines when and how frequently the data file is retrieved from the external system and imported into Infinite Campus.

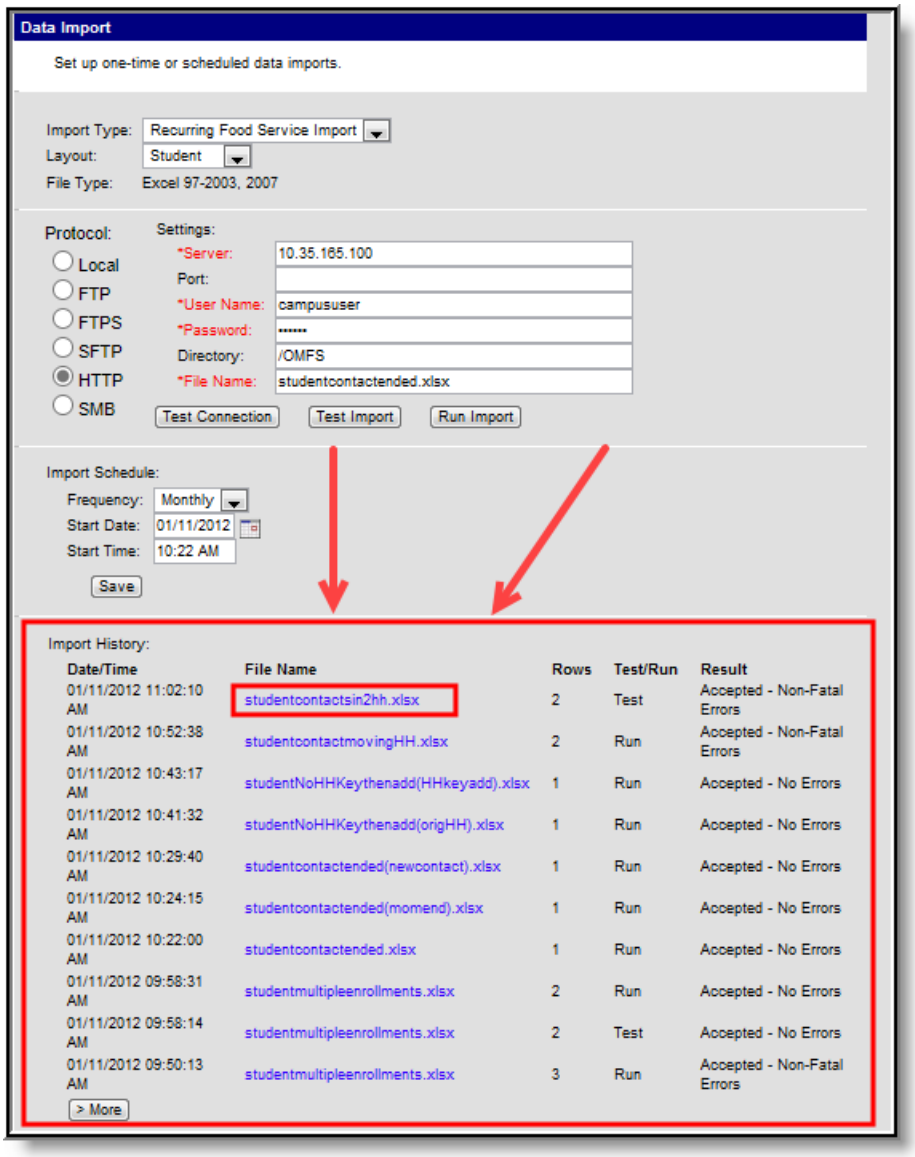


The **Frequency** determines how often the Data Import tool will import the file into Infinite Campus (Hourly, Daily, Weekly, Monthly).

The **Start Date** and **Start Time** fields indicate the first day and time in which data will be imported and is used as the starting point for establishing the import frequency (i.e., a Frequency of Daily with a Start Date of 01/11/2012 and a Start Time of 10:22 AM means the file will be imported on that date and time and every subsequent day at 10:22 AM).

Import History

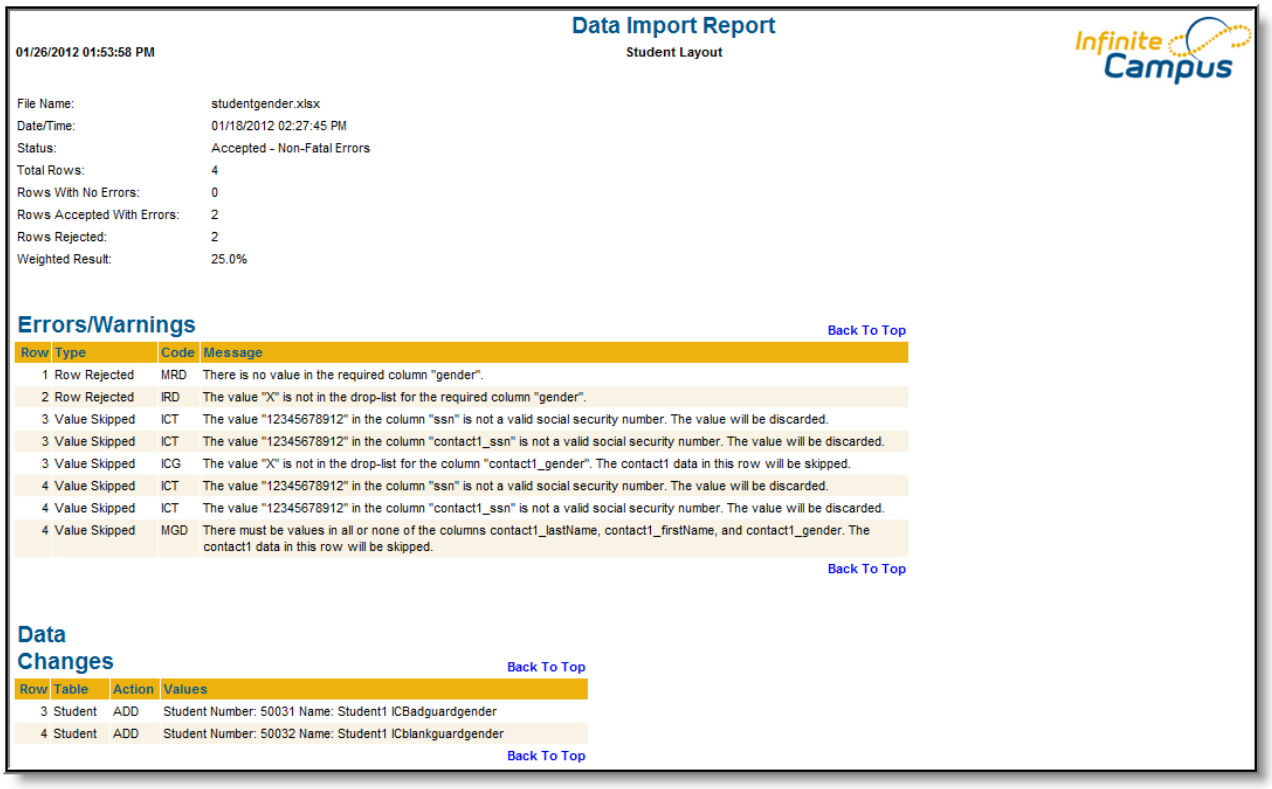
Every time a file is imported into Infinite Campus, a Data Import Report is created, detailing what information was changed within Infinite Campus as well as any errors/warnings produced by the file. The Import History section will show results for the last 50 data files imported. Data Import Reports for imports not included in the list of 50 remain archived in the Infinite Campus database.



Data Import Report

To view a Data Import Report, select the hyperlinked file name within the Import History section (see Image 9).

If the Result column (also shown in the Status field in the report) shows a value of *System Error!* this means an issue occurred on the Infinite Campus server and is not due to the import file. When this occurs users should attempt to import the file one or two more times and contact Infinite Campus if the error does not go away.



Data Import Report

01/26/2012 01:53:58 PM

Student Layout

File Name:	studentgender.xlsx
Date/Time:	01/18/2012 02:27:45 PM
Status:	Accepted - Non-Fatal Errors
Total Rows:	4
Rows With No Errors:	0
Rows Accepted With Errors:	2
Rows Rejected:	2
Weighted Result:	25.0%

Errors/Warnings

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Row	Type	Code	Message
1	Row Rejected	MRD	There is no value in the required column "gender".
2	Row Rejected	IRD	The value "X" is not in the drop-list for the required column "gender".
3	Value Skipped	ICT	The value "12345678912" in the column "ssn" is not a valid social security number. The value will be discarded.
3	Value Skipped	ICT	The value "12345678912" in the column "contact1_ssn" is not a valid social security number. The value will be discarded.
3	Value Skipped	ICG	The value "X" is not in the drop-list for the column "contact1_gender". The contact1 data in this row will be skipped.
4	Value Skipped	ICT	The value "12345678912" in the column "ssn" is not a valid social security number. The value will be discarded.
4	Value Skipped	ICT	The value "12345678912" in the column "contact1_ssn" is not a valid social security number. The value will be discarded.
4	Value Skipped	MGD	There must be values in all or none of the columns contact1_lastName, contact1_firstName, and contact1_gender. The contact1 data in this row will be skipped.

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Data Changes

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Row	Table	Action	Values
3	Student	ADD	Student Number: 50031 Name: Student1 ICBadguardgender
4	Student	ADD	Student Number: 50032 Name: Student1 ICblankguardgender

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The **Errors/Warnings** section describes all data within the import file rejected by the Data Import tool. See the and Messages section for detailed information about each potential code and message a user may receive.

The **Data Changes** section describes all data added or updated within Infinite Campus.

Errors/Warning Codes and Messages

The following table describes all Codes and Messages reported within the Data Import Report. Items within quotations indicate the space is filled with data specific to the import file (i.e., "number" means that part of the message is a number based on the import data).

Code	Description	Message
ADT	After Decimal Truncation	The column "column name" can hold up to "number" digits after the decimal point. The value "value" was truncated to fit the column.
BDT	Before Decimal Truncation	The column "column name" can hold up to "number" digits before the decimal point. The value "value" was discarded.
DSC	Duplicate Source Column	The file contains more than one column named "column name".
DUP	Duplicate Row	Duplicate of row "number".

Code	Description	Message
EDC	Extra Data Columns	The first row had "number" column names, but this row has "number" columns of data. The extra data will be discarded.
EF	Empty File	The file is empty.
EFE	Excel Formula Error	The column "column name" contains a formula with an error. The value will be discarded.
EFH	Excel Formula Error Header	Column "column name" of the header row contains a formula with an error.
EME	Exceeded Max Errors	More than "number" errors were found. The file has been rejected.
EOF	Unexpected End Of File	The file ended in the middle of a row. There might be a formatting error, or the upload may have been interrupted "number" rows were processed. Please check the file, and send it again if needed.
ESC	Extra Source Column	The column "column name" is not recognized.
FKV	Foreign Key Violation	The value in the column "column name" is not found in the "table name" table.
ICC	Invalid Character Count	A total of "number" non-printing characters were replaced with spaces.
ICT	Invalid Campus Type	The value "value" in the column "column name" is not a valid "type". The value will be discarded.
IDT	Invalid Data Type	The value "value" in the column "column name" is not valid for the data type "type". The value will be discarded.
IDV	Invalid Drop List Value	The value "value" is not in the drop-list for the column "column name". The value will be converted, but it will not work correctly in the Infinite Campus application.
IRD	Invalid Required Drop List Value	The value "value" is not in the drop-list for the required column "column name".
IRS	Invalid Rows To Skip Size	The number of rows to skip is more than the number of rows in the file.
KST	Key String Truncation	The keyed column "column name" can hold up to "number" characters. The value "value" is too long for the keyed column, and will be discarded.

Code	Description	Message
MCN	Missing Column Name	Column # "number" does not have a name.
MDC	Missing Data Columns	The first row had "number" column names, but this row only has "number" columns of data. The row will still be saved, the rest of the columns will be empty.
MFD	Missing Record Delimiter	The record delimiter is missing. This row was discarded.
MGD	Missing Required Group Data	There must be values in all or none of the columns "list of column names". The "table name" data in this row will be skipped.
MHR	Missing Header Row	The spreadsheet does not have a header row. Please include column names on the first row of the spreadsheet.
MLD	Missing Last Delimiter	The last row of the file does not have a record delimiter. The file was still processed, but please check the row counts. This could be a sign that the upload was interrupted.
MOC	Missing Optional Column	The optional column "column name" is missing. The file will still be processed.
MRC	Missing Required Column	The required column "column name" is missing.
MRD	Missing Required Data	There is no value in the required column "column name".
NDT	Not Delimited Text	This does not appear to be a delimited text file.
NEF	Not Excel File	This does not appear to be an Excel file.
NFW	Not Fixed Width	This does not appear to be a fixed width text file.
NPT	No Parent Table	The parent table "parent table" has not been loaded yet. For now, the "child table" table will be saved, but it will not be converted until the "parent table" table is loaded.
NT	Number Truncation	The column "column name" can hold up to "number" digits. The value "value" was discarded.

Code	Description	Message
RDC	Missing Required Data Columns	The first row has "number" column names, but this row only has "number" columns of data. This row will be skipped, because at least one of the remaining columns is required.
ST	String Truncation	The column "column name" can hold up to "number" characters. The value "value" was truncated to fit the column.