

# Staff Evaluation Import (Massachusetts) [.2219 - .2231]

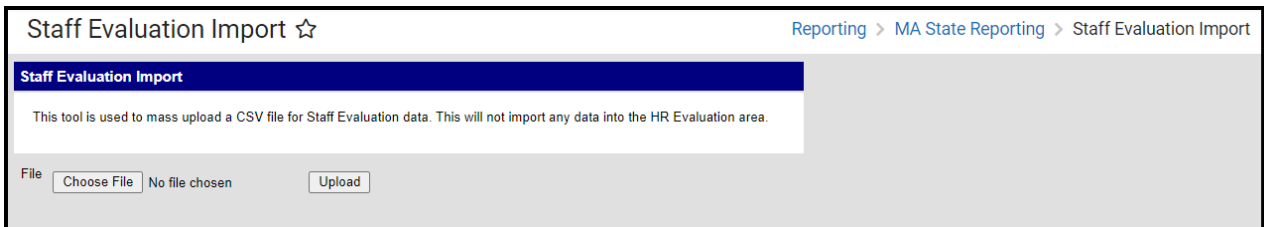
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You are viewing a previous version of this article. See [Staff Evaluation Import \(Massachusetts\)](#) for the most current information.

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Tool Search: Staff Evaluation Import

The Staff Evaluation Import allows you to mass import staff evaluation data and avoid the need to enter this data for each individual staff member.



## Importing a File

1. Click **Choose File** to select a file to be imported. **The file MUST match the column order defined in the Upload Layout table below and cannot include any additional columns.**
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many records were successfully imported and any errors which occurred based on incorrect or null data.

## Validations/Errors

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded. Expand the table below to view each possible validation/error.

▶ [Click here to expand...](#)

## Upload Layout

Below is the layout the CSV **must** follow along with a description for each field and where imported data will appear and be stored within Infinite Campus.

**Example Staff Eval CSV File Template:** [Staff Eval Import Template.csv](#) 

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
1	PersonID	Internal DB identifier  Value must match for import to occur, else error	internal identifier (Census > People > Demographics)  Person.personID	Numeric
2	StaffStateID	Indicates the staff's MEPID as given by state.	Census > People > Demographics > Staff State ID  Person.staffStateID	Alphanumeric
3	LocalStaffID	Indicates the staff's local ID as given by district.	Census > People > Demographics > Local Staff Number  Person.staffNumber	Alphanumeric
4	LastName	Indicates the staff member's last name.	Census > People > Demographics > Last Name  Identity.lastName	Alphanumeric
5	MiddleName	Indicates the staff member's middle name.	Census > People > Demographics > Middle Name  Identity.middleName	Alphanumeric
6	FirstName	Indicates staff first name	Census > People > Demographics > First Name  Identity.firstName	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
7	EndYear	<p>Indicates the end year of the evaluation range.</p> <p>Import to Year field</p> <p>If an evaluation already exists for the given year/person ID combination, update all the fields in the evaluation with the values in the import file.</p> <p>If null, receive error</p>	<p>Census &gt; Staff Eval &gt; Year</p> <p>StaffEval.endYear</p>	Number
8	EvaluationDate	<p>Indicates date of the evaluation.</p> <p>Import to Evaluation Date field</p> <p>If null, receive error</p> <p>If invalid format (MM/DD/YYYY), receive error</p>	<p>Census &gt; Staff Eval &gt; Evaluation Date</p> <p>StaffEval.evaluationDate</p>	Date - MM/DD/YYYY
9	EvaluationCycleName	<p>Indicates name of the evaluation cycle.</p> <p>Import to Evaluation Cycle field</p> <p>If value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; Evaluation Cycle Name</p> <p>StaffEval.evaluationCycleName</p>	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
10	SR28DistrictLevelProfTeacher	<p>Indicates if a staff member is a district level professional teacher or not.</p> <p>Import to SR28 District Level Prof. Teacher field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR28 District Level Prof. Teacher</p> <p>StaffEval.professionalTeacher</p>	Alphanumeric
11	SR29OverallEvalScore	<p>Indicates the overall score for the evaluation.</p> <p>Import to SR29 Overall Eval Score field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR29 Overall Eval Score</p> <p>StaffEval.holisticScore</p>	Alphanumeric
12	SR30Standard1Eval	<p>Indicates the evaluation score for the first standard in the evaluation.</p> <p>Import to SR30 Standard 1 Eval field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR30 Standard 1 Eval</p> <p>StaffEval.evaluationPart1Score</p>	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
13	SR31Standard2Eval	<p>Indicates the evaluation score for the second standard in the evaluation.</p> <p>Import to SR31 Standard 2 Eval field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR31 Standard 2 Eval</p> <p>StaffEval.evaluationPart2Score</p>	Alphanumeric
14	SR32Standard3Eval	<p>Indicates the evaluation score for the third standard in the evaluation.</p> <p>Import to SR32 Standard 3 Eval field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR32 Standard 3 Eval</p> <p>StaffEval.evaluationPart3Score</p>	Alphanumeric
15	SR33Standard4Eval	<p>Indicates the evaluation score for the fourth standard in the evaluation.</p> <p>Import to SR33 Standard 4 Eval field If the value does not match an available value, receive error</p>	<p>Census &gt; Staff Eval &gt; SR33 Standard 4 Eval</p> <p>StaffEval.evaluationPart4Score</p>	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
6	EvalRecommendation	Indicates the evaluation recommendation.  Import to Eval Recommendation field	Census > Staff Eval > Eval Recommendation  StaffEval.evaluationRecommendationCode	Alphanumeric