

Data Import Wizard Tool Rights

Last Modified on 12/08/2025 11:07 am CST

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.

See the [Data Import Wizard](#) article for details on using the Data Import Wizard.

Data Import Wizard ☆

System Settings > Data Utilities > Data Import Wizard

Data Import

Set up one-time or scheduled data imports.

Import Type: Recurring Food Service Import

Layout: Student

File Type: Excel 97-2003, 2007

Protocol:

☒ Local
 ☐ FTP
 ☐ FTPS
 ☐ SFTP Legacy (Being Deprecated)
 ☐ SFTP
 ☐ HTTP
 ☐ SMB

Settings:

*File Name: No file selected.

Test Connection

Test Import

Run Import

Import Schedule:

Frequency:

Start Date:

Start Time:

Save

Import History:

Date/Time	File Name	Rows	Test/Run	Result
08/13/2024 09:10:49 AM	ICStudentEmail.csv		Test	System Error
08/13/2024 09:02:44 AM	ICStudentEmail.csv		Test	System Error
11/21/2023 07:00:08 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/20/2023 07:00:04 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/19/2023 07:00:11 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/15/2023 07:00:04 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/14/2023 07:00:09 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/13/2023 07:00:04 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/12/2023 07:00:03 PM	DataImport.xlsx		Run	Rejected - Fatal Errors
11/11/2023 07:00:04 PM	DataImport.xlsx		Run	Rejected - Fatal Errors

> More

Data Import Wizard

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Data Import Wizard. • Browse for a file and upload it. • Test the Import. • Run the Import. • View the Data Import Report. 	<ul style="list-style-type: none"> • Set the Import Schedule. • Enter settings for the import - server information, user name, etc. • Enter details about the Import Schedule. • Test the Connection. 	<ul style="list-style-type: none"> • N/A 	N/A

Suggested User Groups

Typically, users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See [User Groups and Suggested Roles](#) for more information.