

# 15 Import

There are 2 different types of files that can be validated and imported on this screen: Test files, and Student Information files.

- If the user is a teacher, they are able to import tests created and exported from Version 4. Note: they are unable to import students' results, only the test(s).
- If the user is a School Administrator or MoE Administrator, they are able to validate and import student data ast files on this screen, which they have received from their SMS vendor.

Notes:

- The import file must include **all** the school's current students, classes and student-class associations. You **should not** use the import function to import *some* classes/students.

The process by which a school administrator acquires student data ast files from their SMS Vendor is not covered in this document, as it is outside of e-asTTle functionality.

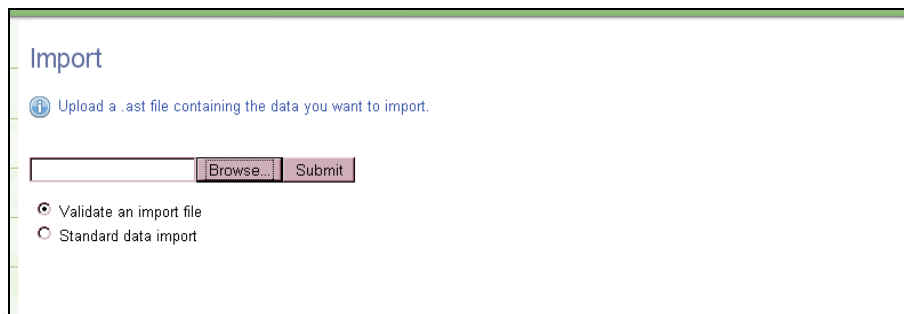


Figure 78. Import

## 15.1 Import a Test

A Teacher is able to import a test created in Version 4. Note: they are unable to import any students' results, only the test.

1. Identify where the .ast file the user exported from asTTle Version 4 is located.
2. Click the **Browse..** button.
3. Navigate to the location where the file is saved. Select the filename and click **Open**. The file name will appear in the text box that is on the screen.
4. Make sure the **Standard data import** option is checked.
5. Click **Submit**.
6. If the file has been imported successfully, a message will appear in the Information Panel and the test's details will be listed.
7. Click on **View Existing Tests** in the Left Menu to access the test.

## 15.2 Validate a Student Data File

A School Administrator or MoE Administrator can *validate* a data file containing student and group data. A user should validate a data file before importing it, to ensure that the file meets the e-asTTle Upload Specification.

1. Identify where the .ast data file is located.
2. Click the **Browse..** button.

3. Navigate to the location where the file is saved. Select the filename and click **Open**. The file name will appear in the text box that is on the screen.
4. Make sure the **Validate an import file** option is checked.
5. Click **Submit**.
6. If the file has passed all validation, a message will appear in the Information Panel telling the user that the file was successfully validated. Otherwise, the user will receive an error, in which case, they should contact their SMS Vendor.

### 15.3 Import a Student Data File

A School Administrator or MoE Administrator can *import* a data file containing student and group data.

NB: Before importing the data file, the user should validate it, to ensure that the file meets the e-asTTle Upload Specification.

1. Identify where the .ast data file is located.
2. Click the **Browse..** button.
3. Navigate to the location where the file is saved. Select the filename and click **Open**. The file name will appear in the text box that is on the screen.
4. Make sure the **Standard data import** option is checked.
5. Click **Submit**.
6. If the file has been imported successfully, a message will appear in the Information Panel and the import file's details will be listed. Otherwise, the user will receive an error, in which case, they should contact their SMS Vendor.
7. If the user is a School Administrator, they can click on **Manage Student** in the Left Menu to access the details of the student and/or group information they have imported.

#### What effect does importing a Student Data file have on Students and Groups that have been created manually?

- A student that has been added *manually* by an Administrator, through the Manage Students screens, can be changed by a Student Data file, if it is included in the file.
- A Group that has been created *manually* by a Teacher or administrator through the Manage Group screens will *not* be effected by importing a student data file.

#### Can imported Students/Classes be changed manually?

- A student that has been uploaded into e-asTTle via the Student Data File, *can* be edited manually by an Administrator, through the Manage Students screens.

A Class/Group that has been uploaded into e-asTTle via the Student Data File, *can* be edited manually through the Manage Group screens. Any changes will be removed if the changes are not reflected in the import file.