x2VOL Student Import Tool Overview

Student Import

This import tool is available to staff users with the role of Administrator and provides a self-service solution for importing NEW student accounts. The import feature is designed to facilitate the importing of NEW rosters containing NEW student profile data.

- Please refrain from importing existing student profiles containing new or old data as this may result in an undesired result.

User Role Requirements: Administrator
Location of Import Tool: Manager > Campus Manager > Import Students
Accepted Excel File Type: .xlsx

Step 1:

Prepare the import file with student data
Download the "Template_Student Import File HERE!

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Student ID	Email	Birthdate	Groups	Goals	
2					M/D/YYYY or M/YYYY	Ex: Class of 2025, NHS 2022-2023	Only fill in if you have optional goals.	
3								
4	Required							
5	Optional							
6								

Please note for a successful import, ALL Fields that show as REQUIRED below MUST be populated.

The column headers are listed below with instructions on how to populate each field.

Last Name – REQUIRED*
First Name – REQUIRED*
Student ID – REQUIRED* - You may use Email address here also if Student ID is not available. Be sure, if using numeric ID, that it is formatted as a Number (not General).
Email – REQUIRED*
Birthdate – REQUIRED* (Accepted Formats: M/D/YYYY or M/YYYY)
Groups – REQUIRED*- Group name MUST match letter for letter as created in your x2VOL Groups & Goals page.
Goals – OPTIONAL - Goal name MUST match letter for letter as created in your x2VOL Groups & Goals page (***This is not needed if your goal settings are set to "Yes - Automatically assign all students in this group to this goal." Do not delete the column header, just leave rows blank and keep "Goals" in Row 1 for a successful import***)

Within the Excel template, you can hover over the red triangles in the column headers to access additional tips.

IMPORTANT – Do not change the formatting or spelling of the header (Row 1) on this file. If you edit the contents in Row 1, your import will not be successful.

Step 2:

Login to x2VOL as an Administrator and navigate to the Campus Manager page within the Manager drop down. From there, click on "Import Students". This will direct you to the "Import New Student Roster" page.

Step 3:

Select "Choose File" to select your student import file.

Step 4:

Choose your Import Type:

Full Import: Use this option to add new students into x2VOL.

Assign Groups/Goals Only: Use this option to add existing students into a group and/or goal.

Select the Import Settings:

- *Approve Students* confirms that the site will recognize and trust the imported student accounts when they are registered and activated within your account.
- *Approve Group Joins* means that your students will be added to their groups without the need to verify their membership.
- *Analyze Only* runs your import as a SCAN only. Checking this box will <u>NOT</u> import the file but will run a test checking for duplicated and/or missing information. This is a critical step that will ensure that you are not missing information, duplicating data in the file or in x2VOL already.

Step 5:

Import Students with "*Analyze Only*" checked:

Once you have chosen your file <u>AND</u> selected the Full Import type <u>AND</u> selected the three Import Settings, click the green "Import Students" button.

After the file is processed, you will see Import Results appear at the bottom of the page.
- If you do not get these results, it is likely that the format of your import file has been changed. Copy your data into a fresh student import template and retry the import.

Check the orange "Rows Skipped" and the corresponding rows to identify any errors in your file. This is why we run the import on "*Analyze Only*" before we import the data into x2VOL. Next to each row, you will see an error message that explains the issue. It can be missing, improperly formatted, or duplicated data that needs to be resolved.

○ Full Import   ○ Assign Groups/Goals Only

☑ Approve Students

☑ Approve Group Joins

☑ Analyze Only

Import Students   Cancel

Import Results

File processing completed sucessfully

2 rows processed

0 rows added

0 rows updated

2 rows skipped

Row 2 - StudentID is required

Row 3 - Last Name is required

Step 6:

Import your File with "*Analyze Only*" unchecked:

Once you are ready to run the import live, meaning that your file is free of any errors. You must CHOOSE the FILE again then deselect "Analyze Only" and click the green "Import Students" button again to run the import live into your x2VOL account.

A successfully imported file should have "0" rows skipped and look like the example below:

x2VOL

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Now the import of new students is complete, and your students can register to x2VOL!