

Import and Export Data

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#) [Effects](#) [What's Next?](#)

Search

Pearson recommends *importing* or *exporting/re-importing* files that contain large amounts of data. Users can, then, access this data to update existing records and/or add new records.

Data files and fields may vary by program. For details, see [Data File Descriptions](#) and [Data Field Descriptions](#).

Prerequisites

Your program works with Pearson to clearly define data file content and layout.

Authorized users import data files using organization-specific instructions on file formats and data.




Step-by-Step

You can choose to read or watch the instructions below.





Read It

(Click  to view image)

1. From **Setup**, select **Import / Export Data**. 
2. Click **Start** and select **Import / Export Data**. 
3. Select the type of file you want to import or export. 
4. Type or select the necessary details that apply.

Depending on the file type, you may see options to extract specific data in the reports. You can see the selected export options in the Parameter section of the view file details.

5. Click **Choose File**, and navigate to the file you want to import. You may select **Ignore Error Threshold** (when available). 
6. Click **Process**. 



Watch It

Effects

The system automatically sends an import-complete notification to designated email address, if previously provided.

After you import a file, you see it on the **Import / Export Data** page.

▼ Status definitions...

Status	What it means	Action
Complete	File successfully imported.	No further action needed.

What's Next? (Optional)

▼ If you experience issues...

Review the files in the **Errors** section.

Make necessary changes, and repeat the steps to import data.

[Back to the top](#)

Pending	File is processing.	Wait until processing is complete.
Complete with issues	File uploaded with some content issues.	Use View File Details for information on files and error records. Make any necessary changes and up

✓ After you import/export, you can view file details...

Such as, when the action occurred, if it was successful, who performed the action, etc.

1. From **Setup**, select **Import / Export Data**.
2. Select the checkbox next to the file (s) you want to know more about.
3. Select the task **View File Details**, and click **Start**.
4. View listed details about the selected file(s).
5. To download the file, click **Download File**.