Import and Export Data

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.

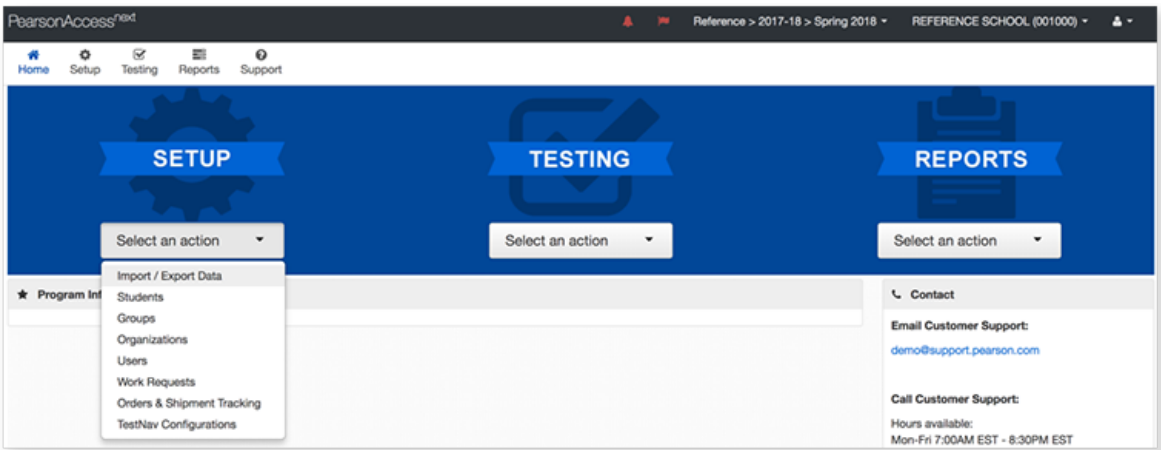
Data files and fields may vary by program. For details, see ***Data File Descriptions*** *and* ***Data Field Descriptions.***

Prerequisites

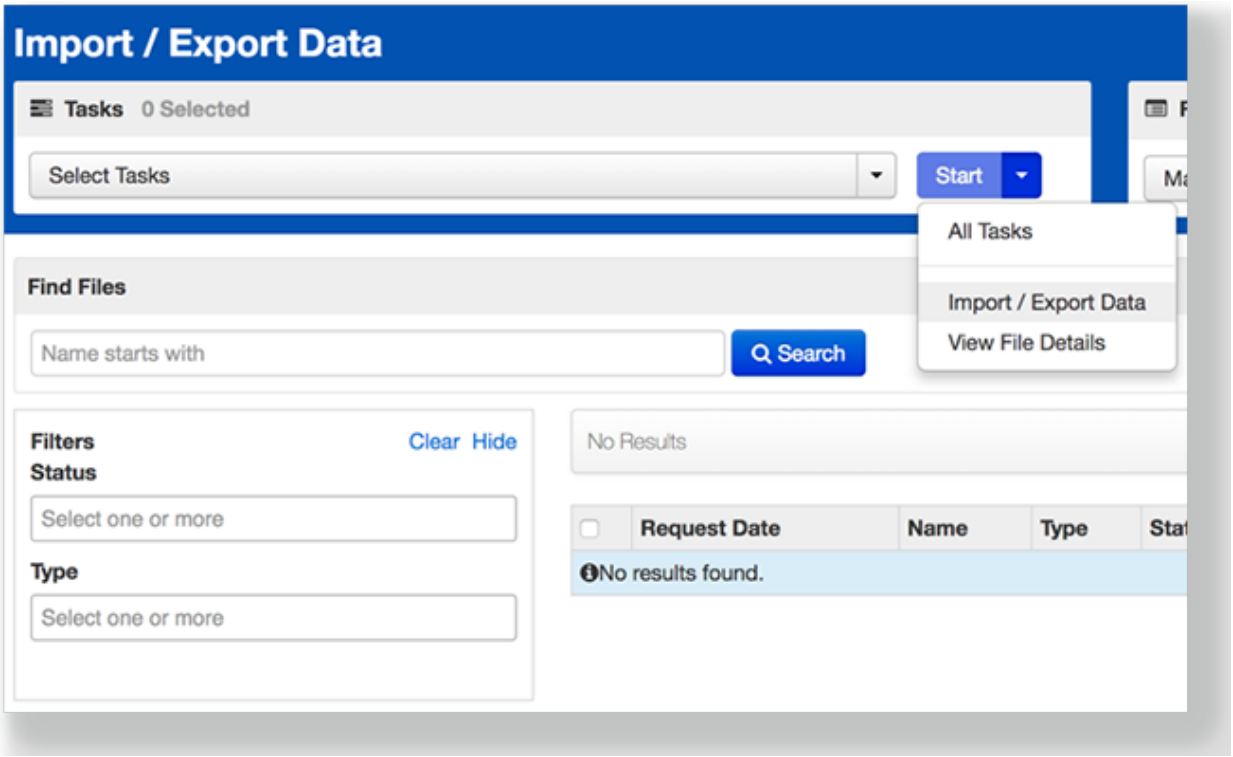
Your program works with Pearson to clearly define data file content and layout. Authorized users import data files using organization-specific instructions on file formats and data.

Step-by-Step

1. From **Setup,** select **Import / Export Data**.

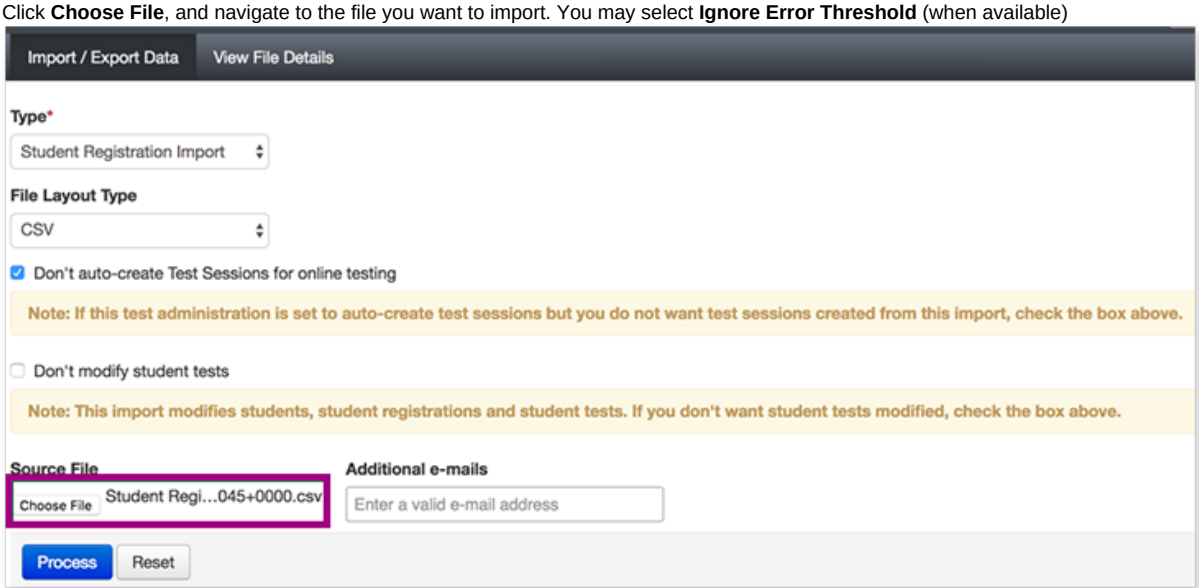


2. Click **Start** and select **Import / Export Data**.

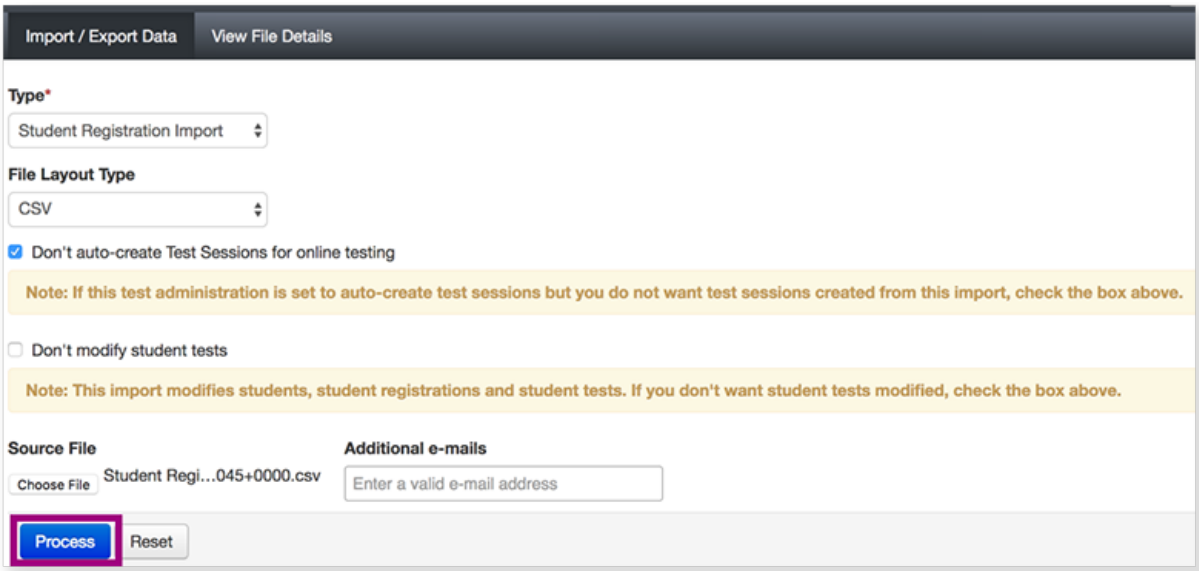


3. Select the type of file you want to import or export.

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**.



Video

What's Next? (Optional)

Review the files in the **Errors** section. Make necessary changes, and repeat the steps to import data.