

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.

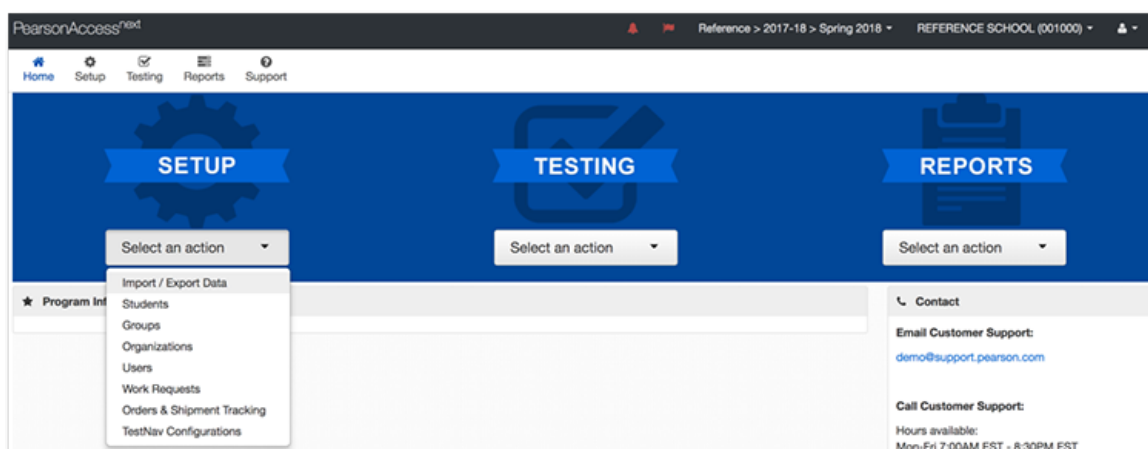
Data files and fields may vary by program. For details, see **Data File Descriptions** and **Data Field Descriptions**.

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**.

Import / Export Data

Tasks 0 Selected

Select Tasks Start

Find Files

Name starts with Search

Filters Clear Hide

Status

Select one or more

Type

Select one or more

No Results

☐	Request Date	Name	Type	Status
No results found.				

All Tasks
Import / Export Data
View File Details

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

Tasks for Importing and Exporting

Add Task Previous Task Next Task Exit Tasks

Import / Export Data

Type*

- ☒ Enrollment Transfer Export
- ☐ Enrollment Transfer Import
- ☐ Registration Reporting Group Export
- ☐ Registration Reporting Group Import
- ☐ Student Registration Export
- ☒ Student Registration Import
- ☐ User Export
- ☐ User Import
- ☐ User Reporting Group Export
- ☐ User Reporting Group Import

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

Import / Export Data

View File Details

Type*

Student Registration Import

File Layout Type

CSV

☒ Don't auto-create Test Sessions for online testing

Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

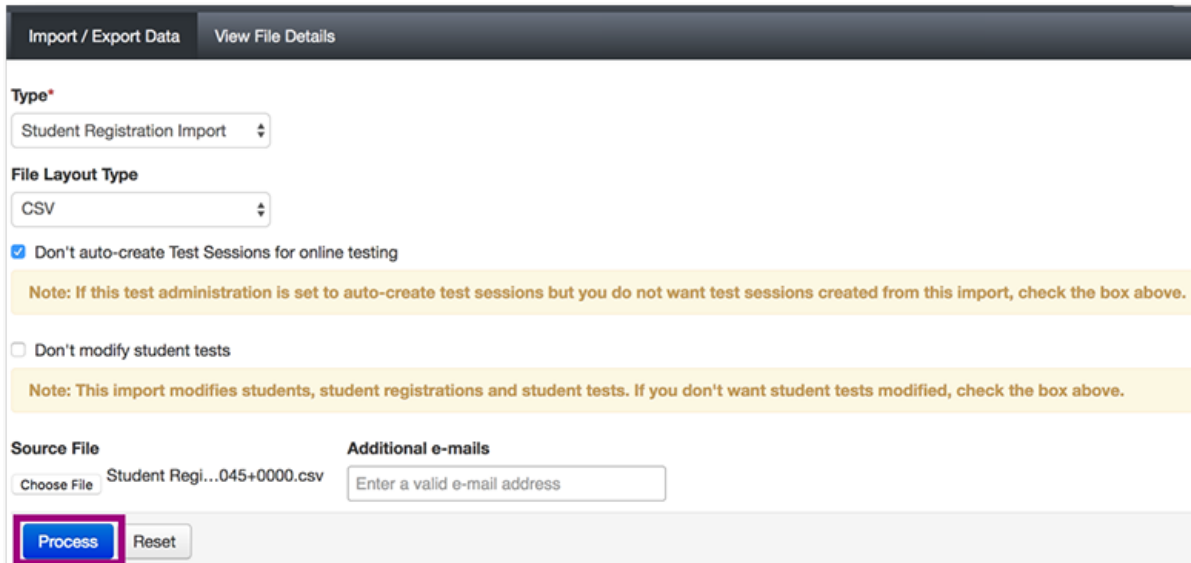
Source File

Choose File Student Regi...045+0000.csv

Additional e-mails

Process Reset

6. Click **Process**.



The screenshot shows a web interface for data import. At the top, there are two tabs: 'Import / Export Data' (active) and 'View File Details'. Below the tabs, the 'Type' dropdown is set to 'Student Registration Import'. The 'File Layout Type' dropdown is set to 'CSV'. There are two checkboxes: 'Don't auto-create Test Sessions for online testing' (checked) and 'Don't modify student tests' (unchecked). Below each checkbox is a yellow note box. The 'Source File' section shows a 'Choose File' button and the filename 'Student Regi...045+0000.csv'. The 'Additional e-mails' section has a text input field with the placeholder 'Enter a valid e-mail address'. At the bottom, there are two buttons: 'Process' (highlighted with a red border) and 'Reset'.

Import / Export Data View File Details

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Source File Additional e-mails

Choose File Student Regi...045+0000.csv Enter a valid e-mail address

Process Reset

Video

What's Next? (Optional)

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