Student Import Wizard

Creating a CSV from SEEMIS

|	Creating a CSV from SEEMIS	ID: SIW_SEEMIS_1 Version Number: 1.0 Date: 11/08/2017

Contents

Introduction

The instructions below explain how to create a CSV file from SEEMIS for importing into the library system.

This document is split into 2 parts, both are outlined below.

- **Part 1** – Designing the CSV File within SEEMIS

- **Part 2** – Preparing the CSV for Import
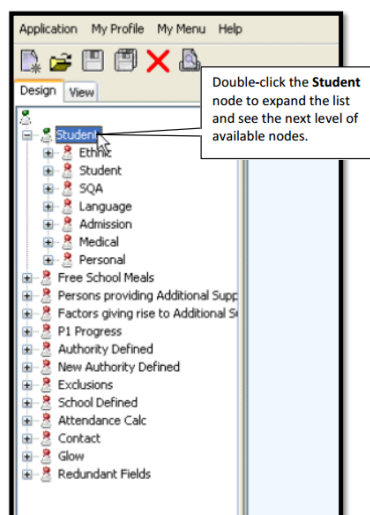
Part 1: Designing the CSV File within SEEMIS

1. Open the SEEMIS program and from the main horizontal bar running across the top of the window, click **Application** / **Reports** / **Custom Reports**
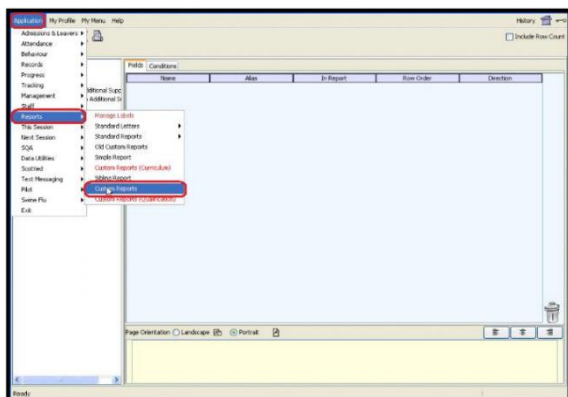
Ensure the system is currently in the **Design** tab.
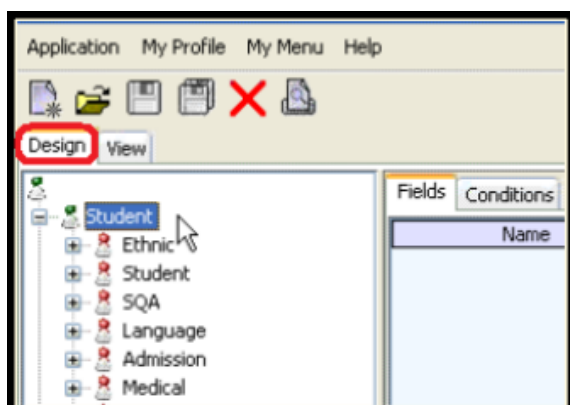
2. From the list running vertically on the left side of the screen, double-click on the **Student** node to expand the list of nodes that fall under it.

Double-click the second Student node to expand the list further and see the list of available fields for the prospective CSV file.

3. From this state, simply drag-and-drop the appropriate fields over to the blank wide space to the right of the list.

This icon will be shown around the mouse cursor whilst a given field is being *dragged-and-dropped*.

The fields are placed here in the order that they have been dragged-and-dropped.

Note how a preview of the CSV file is built up as fields are added.

4. The minimum required fields for Eclipse.net and Junior.net are as follows:
   - Date of Birth
   - Gender
   - Forename
   - Surname
   - Registration group
   - Year/Stage
   - Candidate Number

   These fields do not have to be added in any particular order. Please note that the **Candidate Number** field can be found in the **SQA** node (rather than the student node) as shown below.
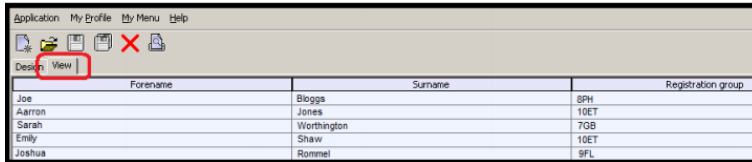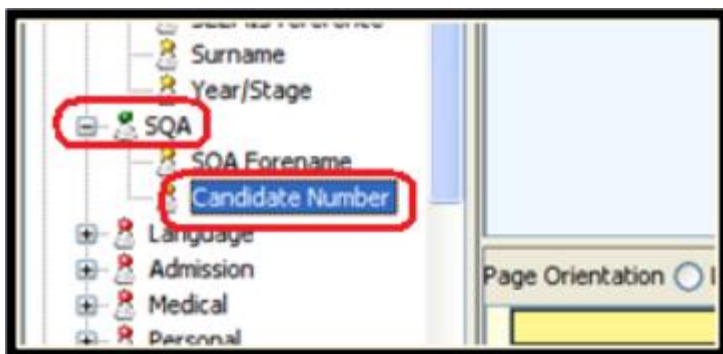

5. At this stage the preview at the foot of the screen should include all of the required fields and it is ready to be exported. Please double-check that the required fields have been *dragged-and-dropped* before proceeding to the next stage.

Part 2: Preparing the CSV for Import

The instructions in this part of the document explain how to copy the data from SEEMIS into a CSV.
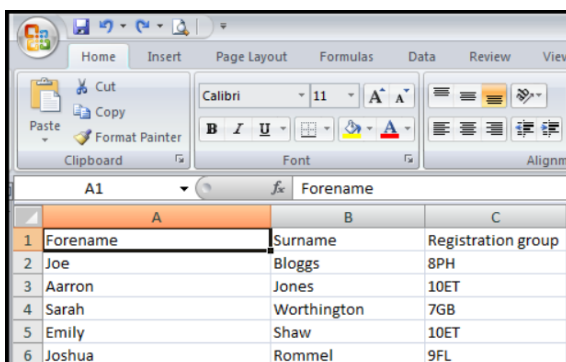
1. Continuing from the step above, click on the **View** tab in the SEEMIS program.

The student data will be show in a full screen view.

2. Click on any cell in the displayed grid and press Ctrl + A. This step will select all of the student data and the entire grid will be highlighted.

3. CTRL + C to copy all of the student data (nothing will appear to change on the screen).

4. Open a blank spreadsheet in Microsoft Excel and click on the first cell (usually this is cell 'A1'). If Excel is not available, please use any other spreadsheet-based application that can handle CSV files.

5. Press CTRL + V to paste the same student data into the spreadsheet. The data and layout will look very similar to what was displayed above.

6. In some cases you may have to manually assign the header names within the CSV File (this can be done during Step 7).


Save the file in **CSV** format.

7. Navigate to the folder where the CSV file was just saved, right-click on it and choose to open with **Notepad**. As some of the column headers from SEEMIS are not the same as the ones in the library system, you are required to change them as described in the table below.

SEEMIS Column Header	Change to
Date of Birth	DateOfBirth
Year/Stage	YearGroup
Registration Group	TutorGroup
Candidate Number	ManagementSystemID

The first row of your CSV file should now look like this:

DateOfBirth,Gender,Surname,Forename,YearGroup,TutorGroup,ManagementSystemID
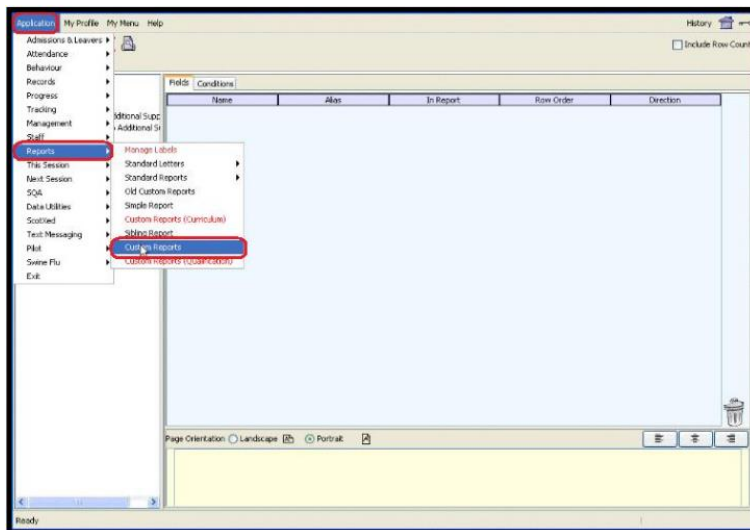
8. After completing these instructions you are now ready to move on to the next stage. Please note that when you come to import the CSV file, you should select the "WBLS" option when prompted.