

Uploading Student Data

Bursari[®] 

5 Easy Steps to Upload Student Data

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Export Student Data

2

Click “Student Data” to begin Upload

3

Select Your Student File and Upload

4

Map Student Data Fields to **Bursari**[®]

5

Review Uploaded Student Data File

1

Export Student Data

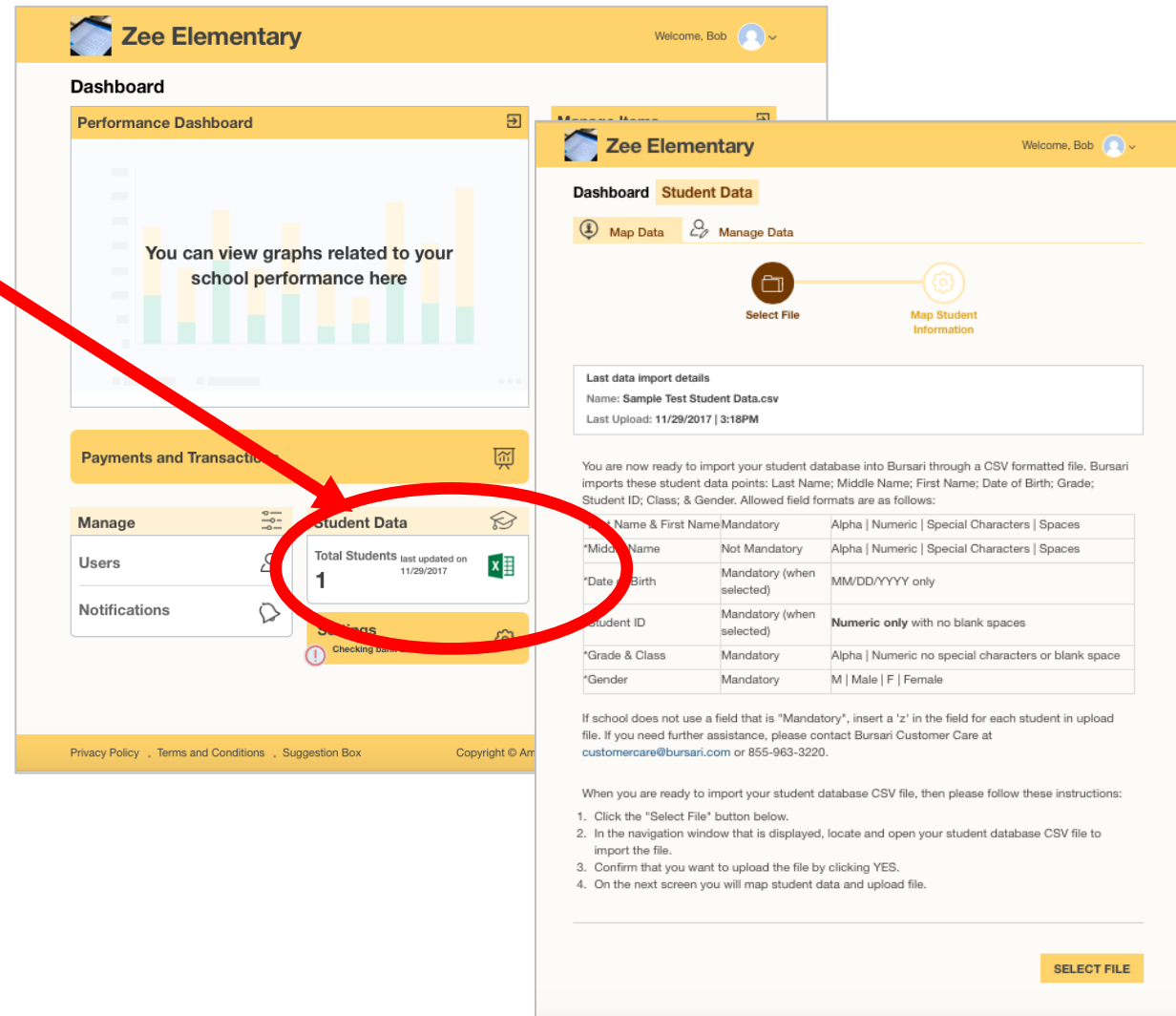
- Prepare Student Data from your existing Student Information System
- Fields should include
 - Student Name
 - Date of Birth
 - Student ID
 - Grade
 - Class
 - Gender
- Export data into CSV file

	A	B	C	D	E	F	G
1	First Name	Last Name	Date of Birth	Grade	Class	Gender	Middle Name
2	Art	Zook	1/1/12	K		1 m	z
3	Barb	Young	1/1/12	K		2 Female	z
4	Carl	Xray	1/1/12	PREK3	am	Male	z
5	Denise	White	1/1/12	PREK4	pm	f	z
6	Edward	Vice	1/1/12		1	0 m	z
7	Francis	Uma	1/1/12		2	0 Female	z
8	Greg	Time	1/1/12		3	0 Male	z
9	Harriet	Sound	1/1/12		4	0 f	z
10	Ian	Red	1/1/12		5	0 Male	z
11							
12							
13	FIELD		MANDATORY			FORMAT ALLOWED	
14	First Name		YES			Alpha, Numeric, Special Character, Spaces	
15	Last Name		YES			Alpha, Numeric, Special Character, Spaces	
16	Date of Birth		YES (when selected)			MM/DD/YYYY only	
17	School ID		YES (when selected)			Numeric only with no spaces	
18	Grade		YES			Alpha, Numeric, no special characters and no spaces	
19	Class		YES			Alpha, Numeric, no special characters and no spaces	
20	Gender		YES			M, Male, F, Female (upper case or lower case)	
21	Middle Name		YES			Alpha, Numeric, Special Character, Spaces (cannot be blank if not middle name, enter the letter z or x if blank)	
22							

2

Click “Student Data” to begin Upload

- Click Student Data to begin
- Prepare to Import Student Data File
 - Student Name
 - Date of Birth
 - Student ID
 - Grade
 - Class
 - Gender



The screenshot shows the Zee Elementary dashboard. The 'Student Data' section is highlighted with a red circle and a red arrow pointing to it. The 'Student Data' section displays 'Total Students: 1' and a 'SELECT FILE' button. Below the dashboard, there is a detailed view of the 'Student Data' section, including a 'Map Student Information' button and a table of import details.

Last data import details
 Name: Sample Test Student Data.csv
 Last Upload: 11/29/2017 | 3:18PM

You are now ready to import your student database into Bursari through a CSV formatted file. Bursari imports these student data points: Last Name; Middle Name; First Name; Date of Birth; Grade; Student ID; Class; & Gender. Allowed field formats are as follows:

Field	Requirement	Allowed Formats
*Last Name & First Name	Mandatory	Alpha Numeric Special Characters Spaces
*Middle Name	Not Mandatory	Alpha Numeric Special Characters Spaces
*Date of Birth	Mandatory (when selected)	MM/DD/YYYY only
*Student ID	Mandatory (when selected)	Numeric only with no blank spaces
*Grade & Class	Mandatory	Alpha Numeric no special characters or blank space
*Gender	Mandatory	M Male F Female

If school does not use a field that is "Mandatory", insert a 'z' in the field for each student in upload file. If you need further assistance, please contact Bursari Customer Care at customercare@bursari.com or 855-963-3220.

When you are ready to import your student database CSV file, then please follow these instructions:

1. Click the "Select File" button below.
2. In the navigation window that is displayed, locate and open your student database CSV file to import the file.
3. Confirm that you want to upload the file by clicking YES.
4. On the next screen you will map student data and upload file.

SELECT FILE

3

Select Your Student File and Upload

- Select prepared Student Data file
- Confirm you want to Upload Student Data file

The image shows a composite of two screenshots. The top screenshot is from an iCloud Drive interface, showing a file named "New School Student Data" selected. The bottom screenshot is from the Zee Elementary web application, showing a "Student Data" dashboard with an "Upload file" dialog box. The dialog box contains a warning icon and the text: "The file you have selected contains 9 students, are you ready to upload it?". Below the text are "NO" and "YES" buttons. The background of the web interface shows instructions for importing student data, including a table of field formats and a "SELECT FILE" button at the bottom right.

Last data import details
 Name: Sample Test Student Data.csv
 Last Upload: 11/29/2017 3:18PM

You are now ready to import your student database into E imports these student data points: Last Name; Middle Na Student ID; Class; & Gender. Allowed field formats are as follows:

*Last Name & First Name	Mandatory	Alpha Nur
*Middle Name	Not Mandatory	Alpha Nur
*Date of Birth	Mandatory (when selected)	MM/DD/YY
*Student ID	Mandatory (when selected)	Numeric o
*Grade & Class	Mandatory	Alpha Nur
*Gender	Mandatory	M Male F

If school does not use a field that is "Mandatory", insert a '2' in the field for each student in upload file. If you need further assistance, please contact Bursari Customer Care at customer care@bursari.com or 855-963-3220.

When you are ready to import your student database CSV file, then please follow these instructions:

1. Click the "Select File" button below.
2. In the navigation window that is displayed, locate and open your student database CSV file to import the file.
3. Confirm that you want to upload the file by clicking YES.
4. On the next screen you will map student data and upload file.

Upload file

The file you have selected contains 9 students, are you ready to upload it?

NO YES

SELECT FILE

4

Map Student Data Fields to Bursari®

- Map fields from Student Data file with Bursari®
- Confirmation that file has been uploaded

Zee Elementary Welcome, Bob

Dashboard Student Data

Map Data Manage Data

Select File Map Student Information

We have processed your student database CSV file and identified its data fields (columns). Bursari data fields are on left. Match your fields (columns) to Bursari's by clicking on the down arrow [V] at the end of each school row and select the related column from school file. Match only for fields uploaded from your file.

System Column Names	Your Column Names
First Name	First Name
Middle Name	Middle Name
Last Name	Last Name
Date of Birth	Date of Birth
Grade (e.g. 1 for first grade)	Grade
Student ID	
Class (e.g. subcategory for class)	Class
Gender	Gender

BACK

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Zee Elementary Welcome, Bob

Dashboard Student Data

Map Data Manage Data

Map Data

The data from your file New School Student Data.csv has been imported successfully. Thank You!
Please click on the Manage Data tab to view your current Student Data.

OK

First Name	FIRST NAME
Middle Name	Middle Name
Last Name	Last Name
Date of Birth	Date of Birth
Grade (e.g. 1 for first grade)	Grade
Student ID	
Class (e.g. subcategory for class)	Class
Gender	Gender

BACK SUBMIT

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5

Review Uploaded Student Data File

- Review details of Student Data that was uploaded into

Bursari

- From Dashboard, see the count of students loaded.

The screenshot displays the Zee Elementary Bursari dashboard. The top navigation bar includes the school logo, the name 'Zee Elementary', and a user greeting 'Welcome, Bob'. The main content area is divided into two sections: 'Student Data' and 'Performance Dashboard'.

Student Data Section:

- Buttons: 'Map Data', 'Manage Data', and 'ADD STUDENT'.
- Table with columns: Last Name, First Name, Date of Birth, Grade, Class, Gender.

Last Name	First Name	Date of Birth	Grade	Class	Gender
Red	Ian	01/01/2012	5	0	Male
Sound	Harriet	01/01/2011			
Time	Greg	01/01/2011			
Uma	Francis	01/01/2011			
Vice	Edward	01/01/2011			
White	Denise	01/01/2011			
Xray	Carl	01/01/2011			
Young	Barb	01/01/2011			
Zook	Art	01/01/2011			

Performance Dashboard Section:

- Text: 'You can view graphs related to your school performance here'.
- Graph: A bar chart showing performance data.
- Summary Card: 'Total Students: 9, last updated on 11/30/2017'.
- Settings: 'Checking bank accou...'.

Manage Items Section:

- Text: 'Currently there are no items to display'.
- Button: 'Add New Item'.