Import and Export – Student Names and Data

Super Star Network Version 6/6.5

Import/Export Data – use these tools to import student and class names into the program from a file and to export student data to a file. These features can be found at the top right hand side of the Super Star Admin tool. Use your shortcut/alias or Navigate to the SuperStarNetwork folder, then to Applications and find the file "SuperStar Admin". Launch the file by double clicking.

Clicking on the Import/Export Data button brings up the Import/Export Data dialog box.

Import – the import feature can be used to setup the program for a large number of students at one time. It can save you a great deal of time and save you from having to type the names of hundreds of students, but it will take some time to set up. **Before you click on the Import button you must prepare a tab delimited text file to be imported. The following are the requirements for the file:**

1. The file must be a tab delimited text file.
2. You can have one file or several files, it does not matter what you name them. Each file will be imported if it has the proper formatting.
3. The file requires a header record identifying the contents of each column. There are **three** required columns (they can be in any order):
   a. **program** - (Under the column heading program, you will enter the name of the program or programs you want to assign to that student. Use the program names without any spaces, example: Phonics1a not Phonics 1a (note added space). You must use our names as they display in our Program and Class Manger, which you access through our SuperStar Admin program. You can enter more than one program by typing a comma between the program names. You can add as many programs as you want, with each followed by a comma, no comma after the last program; Example: LettersNumbers,Phonics1a,Phonics1b,Phonics2a,Phonics2b,Phonics3a ,Phonics3b,Phonics1a_Spanish,Phonics1b_Spanish,Ingles1a
   b. **teacher** - (25 characters maximum) The name must start with a letter and use only alphanumeric chars, a space " ", a underscore "_", or a period ".". The teacher name will be used to created class names, in our documentation, if we refer to a "class"; we are referring to the teacher column. You can also use room numbers or any other way of identifying the group of students, but the column must be identified as "teacher". You can only assign 50 students to one class/teacher.
   c. **screen_name** – (14 characters maximum. Screen names over 14 characters will be truncated. The name must start with a letter and use only alphanumeric chars, a space " ", a underscore "_", or a period ".".)

Note: A screen name will be autocreated if left blank. If not provided then 'first_name' and/or 'last_name' will be combined to create the screen name.

4. Optional columns are:
   a. student_id,
   b. first_name,
   c. middle_name,
   d. and last_name.
   - These columns are stored in the database and included in a data export but are not used by the program.
   - Type the headers in exactly as shown. Use all lower case letters in the headers. The order of the headers does not matter. Screen names should be limited to 14 characters, if you use more, the name will be truncated on the Super Star page. Use an underscore to separate the First and Last Name in the screen_name column. See example spreadsheet below

program	student_id	first_name	middle_name	last_name	screen_name	teacher
Phonics1a	**056661**	**John**	**Lee**	**Smith**	**JohnSmith**	**Mrs. Tiny**
Phonics1a	**685662**	**Sally**	**Mae**	**Long**	**Sally_Long**	**Mrs. Tiny**
Phonics1a	**058663**	**Robert**	**Bob**	**Hart**	**Bob_Hart**	**Mrs. Tiny**

Importing the file:

5. Most users will use a spreadsheet program (such as Excel) to format the data, then save the file or export the file as a tab delimited text file.
6. It is probably a good idea to import a few students as a test before importing a large file.
7. Once you have prepared the file for importing, create an empty folder to use for the import and save the file you created into that folder.
   a. You can create one file or several files to be imported. It is very important that no other files be in the import folder. The import folder can be at any location on the server, we suggest that you keep it with our programs.
8. Then start the SuperStar Admin file and click on Import/Export Data found on the top menu, then click on Import. Navigate to the folder where your file is stored and click on OK. (**NOTE** – select the **folder, not the file**. The program will import all the files found in the folder you select. You can have more than one file.) Please wait patiently for the import to complete.
9. If the Import tool finds duplicate data it will report the data in a Results subfolder and generate an error file if needed. After importing a data file it

will also be moved to within the Results folder so that you can import additional files, if needed.

10. Tips for multiple program assignments – the file will import data for the programs, classes (teacher) and students that are found in the file you create. If you want to assign students to multiple programs you can:

    a. Use a comma between program names.

    b. You could use the SuperStar Admin tool to copy the class folder from one program to another program.

Below are some more sample tables:

program	student_id	first_name	last_name	screen_name	teacher
Phonics1a,Phonics1b, Phonics2a	**056661**	**John**	**Smith**	**JohnSmith**	**Mrs. Tiny**
Phonics1b	**056661**	**My**	**Student**	**My Student**	**Mrs. Tiny**
Phonics2b	**056661**			**John_Smith**	**Mrs. Tiny**
Phonics3b				**J_Smith**	**Mr. Smith**

- Only put the files you want to import into the program, in your import folder. If you have any other files in that folder the program will try to import them and an error will occur.

- For more detailed and updated instructions on how to use the import feature, visit our web site at http://www.helpme2learn.com/network.html.

- For tech support call 800-460-7001 - Mon-Fri 9am-5pm PST or email support@helpme2learn.com

Export – the export feature allows you to export all of your data. This might be helpful for backup or for importing the data into another program.

The export will generate a data file named Students_YYYYMMDD.txt where YYYY is the 4digit year, MM is the 2digit month, and DD is the 2digit date. This file can be found in the Server/Exports folder.

Here is a list of all the current Help Me 2 Learn program names for import:

LettersNumbers	Phonics3a
LettersNumbers_Spanish	Phonics3b
Phonics1a	LangArtsReview3a
Phonics1a_Spanish	LangArtsReview3b
Phonics1b	Math3
Phonics1b_Spanish	Math4
Phonics2a	
Phonics2a_Spanish	
Phonics2b	