

CTESTAR® Student Import CSV File Format

The Student Import File is a CSV (Comma Separated Value) formatted text file. The first line defines the fields, which may be in any order. The following lines provide the data. It should be noted that not all versions support the *StudentName* field.

Field Name	Description	Example	Max Length
StudentId	The unique student identification number.	123456789	16 chars
StudentName	Student's complete name listed as "last-name, first-name middle-name". Not all versions support this field.	Smith, John Q., III	32 chars
StudentNameFirst	Student's first name	John	Notes
StudentNameLast	Student's last name	Smith III	Notes
StudentNameMiddle	Student's middle name or middle initial	Q	Notes
EntryDate	Date student entered the program	09/01/08	N/A
ExitDate	Date student is expected to complete the program	06/01/09	N/A
CourseNumber	Course number identifying the program from student management system. This may include a section identifier if required.	12345	N/A
CourseName	Descriptive name for the course which the teacher will recognize.	Welding	N/A
StudentUIC	Currently Ignored		

StudentId. The student id from the school's student management system should be provided. It should be a user-friendly way to uniquely identify the student. It is printed on some of the reports, and should help identify otherwise identically named students. This number should be unique for each student.

StudentName. The student name provided as a single field. If the *StudentName* field is provided, then the *StudentNameFirst*, *StudentNameLast*, and *StudentNameMiddle* fields are **not** required. If the *StudentName* field is not provided, then these other fields are required. Furthermore, if the separate first, last, and middle fields are provided, care must be taken to insure that the constructed student name will not overflow the field space. When appropriate reports such as the *Student Certificate* are generated, the program will reverse the name components to present the name correctly. By providing last name first, the program will sort the students correctly when they are displayed on the screen. Note: Not all versions of CTESTAR® support this field.

StudentNameFirst, StudentNameLast, and StudentNameMiddle. These fields are only required if the *StudentName* field is not provided. Care should be taken to insure that the name constructed from them does not overflow the student name field. The name is constructed by appending a comma and a space to the last name. Then the first name is appended. If the middle name is not empty, another comma and space are appended followed by the middle name. If the middle name is exactly one character long, a period is appended to it.

EntryDate. The date the student entered the program. This is usually the first day of the school year. The format is: mm/dd/yy.

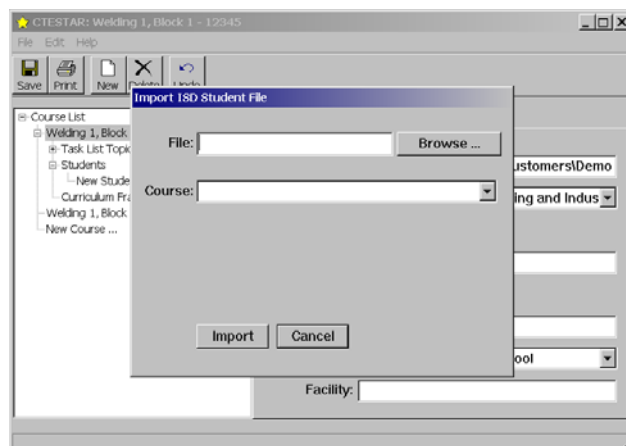
ExitDate. The date the student is expected to exit the program. This is usually the last day of the school year. The format is : mm/dd/yy.

CourseNumber. The number that uniquely identifies this course in the student management system. This number is not stored within the program. It is used to assist the teacher in selecting the correct set of students. This number may include a section number, in which case the user will need to import students from each section separately.

CourseName. The name that describes this course in the student management system. This name is not stored within the program. It is used to assist the teacher in selecting the correct set of students.

StudentUIC. This field is currently ignored by the program; however, in the future may be used to provide the state-wide unique student identifier.

One master file may be provided for all courses. When the user goes to import students, the program reads the entire file through to build a list of courses. This list of numbers is based upon the *CourseNumber* and *CourseName* fields. A drop down list is then presented to permit the teacher to select the appropriate set of students. When the *Import* button is clicked, the students from that course are imported. Consequently, if the *CourseNumber* field includes a section identifier, the teacher will need to import each section individually. When a set of students is imported, they are added to the students that are already in the course.



Sample File 1

Note that in the following example, all of the field names are on one text line, which has been broken here only to fit the text for display purposes. This list of fields should also be the first line of the file.

```
StudentNameFirst,StudentNameLast,StudentNameMiddle,StudentId,EntryDate,
ExitDate,CourseNumber,CourseName
AARON,STUBBING,L,500787,09/01/04,06/01/05,7880 3,Welding 2
ANDREW,PETERS,L,715757,09/01/04,06/01/05,7250 4,CISCO
ANDY,BRADLEY, ,781587,09/01/04,06/01/05,1234 5,Welding 1
ANDY,SMITH, ,500668,09/01/04,06/01/05,7860 3,Welding 1
ANNE,TAYLOR,H,701045,09/01/04,06/01/05,7880 2,Welding 2
ANTHONY,BIRD,J,703798,09/01/04,06/01/05,7250 4,CISCO
ANTONIO,GRAY,T,398774,09/01/04,06/01/05,7880 3,Welding 2
BEN,CARROLL,C,773760,09/01/04,06/01/05,7250 4,CISCO
BEN,LEE JR,E,399619,09/01/04,06/01/05,7860 4,Welding 1
BRADLEY,MILLER, ,709562,09/01/04,06/01/05,7880 2,Welding 2
CHRIS,CLARK,N,769590,09/01/04,06/01/05,7250 4,CISCO
CINDY,RHODES,S,729607,09/01/04,06/01/05,7250 4,CISCO
COREY,WOODSEN,D,500669,09/01/04,06/01/05,7880 3,Welding 2
DAVID,BROWN,J,710672,09/01/04,06/01/05,7250 4,CISCO
DEE,MCDOWELL,L,399618,09/01/04,06/01/05,7860 3,Welding 1
DON,BURT,D,704383,09/01/04,06/01/05,1234 5,Welding 1
EMMANUEL,LONG,D,701023,09/01/04,06/01/05,1234 5,Welding 1
ERIC,KILNER, ,709621,09/01/04,06/01/05,1234 5,Welding 1
GARY,SCHERMER,D,718484,09/01/04,06/01/05,7250 4,CISCO
HOWARD,ANDERSON,E,500909,09/01/04,06/01/05,7860 3,Welding 1
JAMES,MCELROY,E,775801,09/01/04,06/01/05,7250 4,CISCO
JEFF,MAPLE,D,711136,09/01/04,06/01/05,7250 3,CISCO
JON,SAMSON,C,500788,09/01/04,06/01/05,1234 5,Welding 1
JOSEPH,PHIPPS,L,781853,09/01/04,06/01/05,7860 3,Welding 1
LYNN,FLEMMING, ,781773,09/01/04,06/01/05,7860 4,Welding 1
MARC,NEELEY,T,712246,09/01/04,06/01/05,7860 4,Welding 1
MARK,DAVIS,D,398977,09/01/04,06/01/05,7860 4,Welding 1
MARK,LEE,A,727246,09/01/04,06/01/05,7250 4,CISCO
MARTY,COLEMAN, ,701984,09/01/04,06/01/05,7860 4,Welding 1
MICHAEL,HAGAR,L,500680,09/01/04,06/01/05,7880 3,Welding 2
MITCH,KELLER,P,503150,09/01/04,06/01/05,7250 4,CISCO
NATE,SAMPLE,A,733518,09/01/04,06/01/05,7250 4,CISCO
PATRICK,LANE,D,793611,09/01/04,06/01/05,1234 5,Welding 1
PHILLIP,PETERSON,E,718523,09/01/04,06/01/05,7250 4,CISCO
RANDY,HOWE,T,500663,09/01/04,06/01/05,7860 3,Welding 1
RHONDA,BRAYER,A,708884,09/01/04,06/01/05,7250 4,CISCO
ROBIN,WIND,A,705285,09/01/04,06/01/05,7250 3,CISCO
RONALD,BRUCKER II,E,793613,09/01/04,06/01/05,7880 3,Welding 2
RUSS,SUMMERS,L,764663,09/01/04,06/01/05,7250 4,CISCO
STEPHEN,GOOD,N,715181,09/01/04,06/01/05,7250 3,CISCO
TONY,KIRK,A,749664,09/01/04,06/01/05,7250 4,CISCO
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Sample File 2

The list of fields should be the first line of text in the file.

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StudentName,StudentId,EntryDate,ExitDate,CourseNumber,CourseName
"STUBBING, AARON L.",500787,09/01/04,06/01/05,7880 3,Welding 2
"PETERS, ANDREW L.",715757,09/01/04,06/01/05,7250 4,CISCO
"BRADLEY, ANDY",781587,09/01/04,06/01/05,1234 5,Welding 1
"SMITH, ANDY",500668,09/01/04,06/01/05,7860 3,Welding 1
"TAYLOR, ANNE H.",701045,09/01/04,06/01/05,7880 2,Welding 2
"BIRD, ANTHONY J.",703798,09/01/04,06/01/05,7250 4,CISCO
"GRAY, ANTONIO T.",398774,09/01/04,06/01/05,7880 3,Welding 2
"CARROLL, BEN C.",773760,09/01/04,06/01/05,7250 4,CISCO
"LEE JR, BEN E.",399619,09/01/04,06/01/05,7860 4,Welding 1
"MILLER, BRADLEY",709562,09/01/04,06/01/05,7880 2,Welding 2
"CLARK, CHRIS N.",769590,09/01/04,06/01/05,7250 4,CISCO
"RHODES, CINDY S.",729607,09/01/04,06/01/05,7250 4,CISCO
"WOODSEN, COREY D.",500669,09/01/04,06/01/05,7880 3,Welding 2
"BROWN, DAVID J.",710672,09/01/04,06/01/05,7250 4,CISCO
"MCDOWELL, DEE L.",399618,09/01/04,06/01/05,7860 3,Welding 1
"BURT,DON D.",704383,09/01/04,06/01/05,1234 5,Welding 1
"LONG, EMMANUEL D.",701023,09/01/04,06/01/05,1234 5,Welding 1
"KILNER, ERIC",709621,09/01/04,06/01/05,1234 5,Welding 1
"SCHERMER, GARY D.",718484,09/01/04,06/01/05,7250 4,CISCO
"ANDERSON, HOWARD E.",500909,09/01/04,06/01/05,7860 3,Welding 1
"MCELROY, JAMES E.",775801,09/01/04,06/01/05,7250 4,CISCO
"MAPLE, JEFF D.",711136,09/01/04,06/01/05,7250 3,CISCO
"SAMSON,JON C.",500788,09/01/04,06/01/05,1234 5,Welding 1
"PHIPPS, JOSEPH L.",781853,09/01/04,06/01/05,7860 3,Welding 1
"FLEMMING, LYNN",781773,09/01/04,06/01/05,7860 4,Welding 1
"NEELEY, MARC T.",712246,09/01/04,06/01/05,7860 4,Welding 1
"DAVIS,MARK D.",398977,09/01/04,06/01/05,7860 4,Welding 1
"LEE, MARK A.",727246,09/01/04,06/01/05,7250 4,CISCO
"COLEMAN, MARTY",701984,09/01/04,06/01/05,7860 4,Welding 1
"HAGAR, MICHAEL L.",500680,09/01/04,06/01/05,7880 3,Welding 2
"KELLER, MITCH P.",503150,09/01/04,06/01/05,7250 4,CISCO
"SAMPLE, NATE A.",733518,09/01/04,06/01/05,7250 4,CISCO
"LANE, PATRICK D.",793611,09/01/04,06/01/05,1234 5,Welding 1
"PETERSON, PHILLIP E.",718523,09/01/04,06/01/05,7250 4,CISCO
"HOWE, RANDY T.",500663,09/01/04,06/01/05,7860 3,Welding 1
"BRAYER, RHONDA A.",708884,09/01/04,06/01/05,7250 4,CISCO
"WIND, ROBIN A.",705285,09/01/04,06/01/05,7250 3,CISCO
"BRUCKER II, RONALD E.",793613,09/01/04,06/01/05,7880 3,Welding 2
"SUMMERS, RUSS L.",764663,09/01/04,06/01/05,7250 4,CISCO
"GOOD, STEPHEN N.",715181,09/01/04,06/01/05,7250 3,CISCO
"KIRK, TONY A.",749664,09/01/04,06/01/05,7250 4,CISCO
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