How To Bulk Import Students Into CrownSIS

Bulk importing student data into CrownSIS is a straightforward process that allows school administrators to efficiently manage large numbers of students. This guide walks you through the steps to add or update student records in the CrownSIS system using the bulk import feature.

Accessing the Student Bulk Data Import

1. **Navigate to Tools** : Begin by logging into your CrownSIS portal. From the main dashboard, locate and click on the “Tools” option in the navigation menu.
2. **Select Student Bulk Data Import** : Within the Tools section, find and click on “Student Bulk Data Import.” You will be presented with two options:
   - **Bulk import new students to the database**
   - **Bulk update existing student records**

Adding New Students

Step 1: Download the Data Import Template

If you wish to add more students, click on **“Bulk import new students to the database”**. This will initiate the first step, where you will be prompted to download the data import template. This template serves as a guide for entering the student data correctly.



If you have created custom categories and custom fields within the student record, this template will also include those fields.



Step 2: Fill Out the Template

Open the downloaded template and fill in the necessary student information. Make sure to follow the template structure carefully to ensure that the data aligns with the fields required by CrownSIS. This typically includes details such as student names, ID numbers, grades, and other relevant information.

Step 3: Upload the Data Sheet

Once you have completed the data sheet, return to the CrownSIS portal and upload the file. The system will process the file and recognize the fields contained in the sheet.



Step 4: Field Mapping Confirmation

The CrownSIS system will automatically map the fields from your uploaded file to the appropriate fields in the system. Review the mapping to ensure that everything is correct. If any discrepancies are found, you may need to adjust the field mappings.



Step 5: Import the Student Data

After confirming the field mappings, proceed with the import by clicking the option to start the import process. The system will begin importing the student data into the database.



Step 6: Review Import Report

If any errors occur during the import process, the data will be rejected, and you will be notified. To view details about any errors, click on **“View Report”**. This report will list the students whose data was not imported successfully. You can download this list for further review and correction.



Updating Existing Student Records

To update existing student records, follow the similar steps outlined above but select **“Bulk update existing student records”** instead of the option to add new students. This allows you to modify existing student data without creating duplicate records.

Step 1: Export Current Student List

To update existing student records, click on **“Bulk update existing student records”**. The system will prompt you to export the current list of students in an Excel format. This file will include an internal GUID column, which is crucial for the update process.



Note: Do not delete the GUID column, as it uniquely identifies each student record and is essential for the system to update the records correctly. Only 100 student records can be updated at a time. If you have more than 100 students, delete those rows before uploading the file. Fill in or update data in the desired fields and upload the file.

Step 2: Update the Data

Open the exported file and make the necessary updates to the student data. Ensure that the GUID column remains intact and unchanged.

Step 3: Upload the Updated File

Once you have made the required changes, save the file and upload it back into the CrownSIS system.

Step 4: Map the Fields

The system will prompt you to map the fields in your updated file to the fields in the CrownSIS system. Carefully review the mapping to ensure accuracy.



Step 5: Verify the Mapping

In the next step, verify the field mapping. This is your chance to double-check that all fields are correctly aligned with the system.



Step 6: Start Importing the Updated Data

Proceed to import the updated data by clicking the start import option. The system will process the updates and apply them to the existing student records.

Step 7: Review Import Report

If any student data couldn’t be updated due to errors, this information will be shown in the **“View Report”** section. You can download this report to see which records encountered issues and require further action.



By following these steps, you can efficiently manage student data in CrownSIS, whether you are adding new students or updating existing records. This streamlined process saves time and reduces the potential for data entry errors.

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