



### Uploading Student Records from CSV File

Schools using a student administration system that provides an option to export student data to a CSV file in the format required by the Western Australian Department of Education can use this file to automatically generate the aggregate enrolments using the departments Student Census system. This document explains how the student records can be loaded into the Student Census system. Instructions for creating the CSV file to be loaded must be obtained from the school's student administration system software provider, and are not included in the following instructions.

### Importing CSV Enrolments

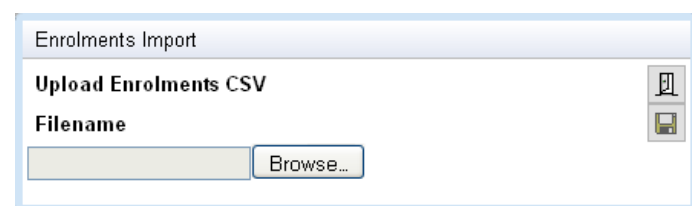
After logging in to the Student Census system the options shown in Figure 1 are available in the menu on the left of the screen. Select the 'Import CSV Enrolments' option to load the student records.

Figure 1 – Menu Options



Click the 'Browse' button in the 'Enrolments Import' dialogue window (as shown in Figure 2) to locate the file containing the student records.

Figure 2 – Selecting File



Use the 'File Upload' dialogue window (see Figure 3) to browse to the location of the file and select the file to be uploaded. Once the file is selected, click the 'Open' button.

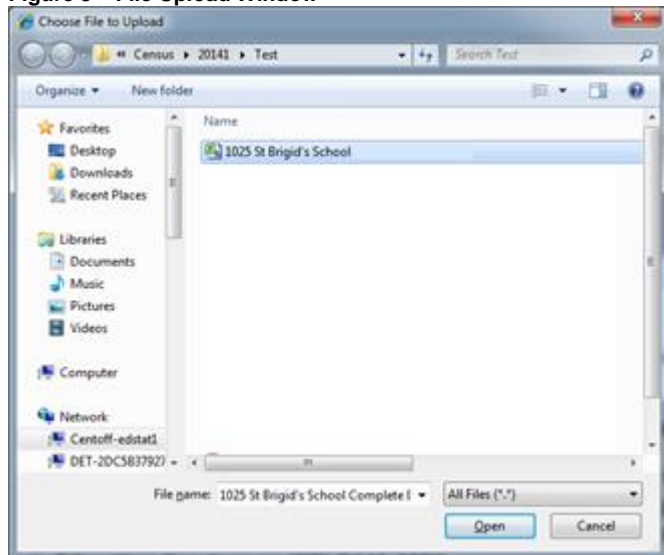
The location of the file and the file name that has been selected will appear in the 'Enrolments Import' window as shown in Figure 4. Click on the disk icon to commence uploading the file to the Student Census system.

If the upload is unsuccessful, a table with errors and warnings will be displayed and can be printed. All errors need to be resolved and warnings (if data is confirmed as correct), can be accepted.

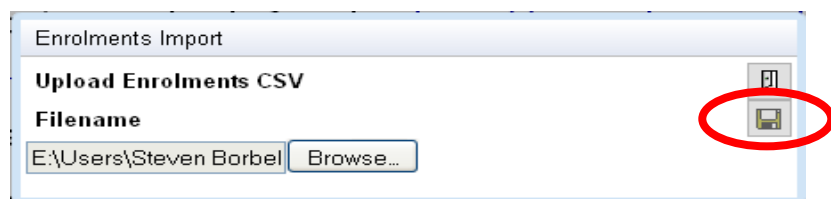
If the upload is successful and no errors or warnings are found within the student records file a summary of the aggregate numbers will be presented as shown in Figure 5. To accept these values, click on the 'Save' button. This completes the CSV upload process.

Any subsequent uploads of a CSV file will overwrite the data from previous uploads (with the exception of year levels not being included in subsequent upload – see the Aggregate Data Not Overwritten section for details).

**Figure 3 – File Upload Window**



**Figure 4 – File Selected**



**Figure 5 – Summary of Aggregate Enrolments**

Enrolment validation successful.

Year Group	Gender	Total Students	Total Indigenous Students	Age At 1st July	FTE
KIN	F	7	1	4	0.4
KIN	M	9	1	4	0.4
PPR	F	16	5	5	
PPR	M	9	1	5	
PPR	M	1	0	6	
Y01	F	10	1	6	
Y01	M	11	2	6	
Y02	F	6	0	7	
Y02	M	14	2	7	
Y02	M	1	0	8	

Do you wish to save the uploaded enrolments?

Save Cancel

**ALLOW UP TO A FEW MINUTES FOR YOUR DATA TO BE UPLOADED CLICK ON THE REFRESH BUTTON TO VIEW YOUR DATA**

Ungraded		
Secondary		
Secondary	-	-
TOTAL	-	-



### Resolving Upload Error Messages

If the student records file contains invalid values (e.g. student record with missing postcode or invalid year level) an error message will be displayed and the data will not be loaded into the Student Census system.

The example in Figure 6 shows that the second and third records have caused the upload to fail, and provides a reason for the failures.

Figure 6 – Example of Error Messages

**ERRORS**

The following ERRORS need to be corrected in order to proceed with the csv upload process.

Aliesha Doe has failed validation: 4001 is not a valid intake school for Y07.  
 Bailey Joe has failed validation: 4201 is not a valid intake school for Y07.  
 Clara Boe has failed validation: 4179 is not a valid intake school for Y07.  
 Connor Green has failed validation: 4500 is not a valid intake school for Y07.  
 Jackson Grey has failed validation: 8001 is not a valid intake school for Y07.  
 Michael Lui has failed validation: The intake school with school code 5322 for Y07 did not have census details for 2013.

**WARNINGS**

The following WARNINGS once confirmed as correct can be accepted by clicking the 'Accept Warnings' button below to complete the csv upload process.

Jamie Gween [DATE OF BIRTH] has a validation warning: Date of birth of '30062005' translates to an age of 7, which is not between 8 and 10 (Y03).  
 Lena Plane [DATE OF BIRTH] has a validation warning: Date of birth of '30062004' translates to an age of 8, which is not between 9 and 11 (Y04).

Printable Version
Cancel

To resolve the errors causing the upload to fail:

1. Click the Printable Version button. Once printed, click the Cancel button.
2. Correct the records in the school's student administration system.
3. Export the student records creating a correct version of the CSV file.
4. Repeat the upload process.

### Known Issues with Uploading CSV Enrolments File

Several issues relating to server connectivity and features of the Student Census system may affect the upload process.

#### Schools that have multiple groups of PKG or KIN

If students can attend 0.4, 0.5, 0.6 of whatever combination, there are limitations when producing the MAZE enrolment csv file. This can now be worked around using the 'Kindergarten Details' download facility. The csv file that is downloaded can have the FTE and Pre-Comp Sessions adjusted to reflect the attending patterns. Ensure the file remains in csv format before attempting to upload again. Ensure the last 2 columns are completed reflecting typical hours attended and actual attendance eg. 15 hours typical, 15 hours (assuming 100%) attendance. Once uploaded the attendance can be manually adjusted.

#### Timing Out

If the Student Census screen is left open in the web browser for more than 20 minutes without any activity the connection may be timed out. This is to prevent users from leaving the computer unattended and allowing unsupervised access to the Census System.

Once timed out it is recommended that the web browser software is closed and restarted before logging into the Census System again. Data will not be lost if a time out occurs.

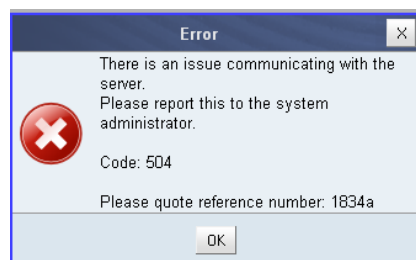
#### Server Connection Issues

There is an issue with the CSV upload being disrupted before completed. This can occur when the file has been selected to upload but the process is taking too long. If this occurs a message similar to that in Figure 7 will be displayed.

This type of error is usually a temporal issue. It is recommended that the error message be closed and an attempt to reload the file is made. If the same error message appears, log out of the Student Census system, close the web browser, and attempt the process again after waiting several minutes.

If the error persists contact the Department's Customer Service Centre on 9264 5555 for metro callers, 1800 012 828 for regional callers or e-mail [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au).

**Figure 7 – Server problems**



### **Aggregate Data Not Overwritten**

If a CSV file is uploaded and some errors are discovered in the aggregate enrolments a subsequent upload of the (corrected) CSV file will overwrite the previous aggregate enrolments.

However, the original aggregate enrolments will not be overwritten if the original enrolments contained records for students in a year level that has no records associated with that year level in the subsequent upload file. For example, the original upload file contained students with a year level of year 7. After viewing the aggregate enrolments, it was realised that these students should be in year 8, as the school has no students in year 7. This error is corrected and the second upload file has no year 7 students. In this case the aggregate values for the year 7 students will remain from the previous upload.

This is a 'feature' of the Student Census system incorporated to allow schools to upload a portion of the student enrolments via the CSV file (e.g. only the kindergarten student data), but still allow aggregate enrolments to be entered for other year levels.

If this issue arises the aggregate enrolments for the incorrect year level can be updated as required (e.g. aggregate enrolments for year 7 in the above example set to zero).

### **School with Multiple Campuses**

If a school has multiple campuses, each with a separate student administration system, but has a single school code issued by the Western Australian Department of Education all enrolments must be placed in a single CSV file containing the required school code. This will not apply to schools where each campus has a different code.

To concatenate the CSV files:

1. Open both files with Excel.
2. Copy the records from one of the files (excluding the header row containing the column/field names) and paste into the other file.
3. Select the 'School Code' column and select the Edit|Replace option from the menu (or hold the CTRL key and the H key).
4. Type the school code of the campus into the 'Find what' text field in the 'Find and Replace' dialogue.
5. Type the school code of the main school into the 'Replace with' text field.
6. Click the 'Replace All' button.
7. Select the 'School Name' column and select the Edit| Replace option from the menu (or hold the CTRL key and the H key).
8. Type the campus name in the 'Find what' text field.
9. Type the name of the main school into the 'Replace with' text field.
10. Click the 'Replace All' button.
11. Save the file. Do not save as an Excel file (i.e. XLS extension).

This file is ready to be loaded into the Student Census system.

For all queries regarding the State census requirements, please log a call with the Customer Service Centre (CSC) on 9264 5555 for metro callers, 1800 012 828 for regional callers or e-mail [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au). Please advise the Customer Service Representative your name along with your school's name and suburb when calling.

### **Using Macintosh Computers**

In some cases, the CSV file created when using a Macintosh computer is not created with the required record structure. The data are included in the file but can not be read by the Online Student Census System. If you are not able to load a file created using a Macintosh contact the Department's Customer Service Centre on 9264 5555 for metro callers, 1800 012 828 for regional callers or e-mail [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au). The file will need to be modified by census staff so it can be loaded correctly.

### ***Common Errors***

#### **Incorrect School Code**

Note that the Online Census System requires the school code to match that used by the Department of Education. This school code will be in the range 1000 to 1999 for all private schools. A common error is to use the CEO (or other association) school code when creating the CSV file. This will prevent the file from loading.