

# Record Student Achievements – Excel



1

## Export Student Achievements to Excel

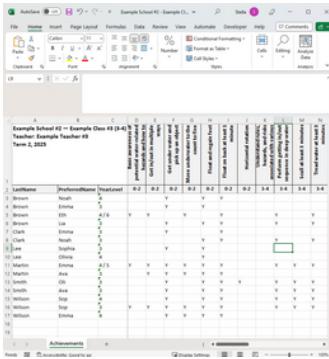
Go to Class Lookup under Provider tools (or Funder tools), or visit <https://wsfl.onrender.com/Classes>. Set your filters for Term, Calendar Year, and School(s), choose All Competencies or Water-based Competencies, then click Export > Export Achievements (Excel) to download the Excel file.

The screenshot shows the 'Filter Classes' page of the Edmentum platform. At the top, there are dropdown menus for 'Department', 'Grade Level', 'Subject', 'Language', 'Course Name', and 'Subject Area'. On the right, there are 'Profile' and 'Logout' links. Below the header, there's a search bar with placeholder text 'Search for a class or teacher'. A large blue button labeled 'Find Classes' is prominent. The main content area has two sections: 'Select a Class' and 'View All Competencies'. Under 'Select a Class', there are two rows of class information. Each row includes a 'Class Name', 'Teacher Name', 'Year Levels', and two buttons: 'View All Competencies' and 'View Water-Based Competencies'. The first row is for 'class1' taught by 'debra' in 6th grade. The second row is for 'Example Class' taught by 'Example Teacher' in 6th grade. The background features a stylized blue wave pattern.

2

## Record Student Achievements

You can now open your downloaded file in Excel and record achievements by entering Y in the appropriate cells. Choose scenarios by selecting their ID and view full scenarios on the Student Achievement page. Make sure not to change any student names or competency headers so the database can match them correctly.



3

## Uploading Excel

You can upload student achievements by navigating to the Upload Student Achievements page under Funder or Provider tools, or by visiting <https://wsfl.onrender.com/UploadAchievement>. Select a school, then choose the term and calendar year. If an alert appears, it usually means no class list has been uploaded yet, this must be completed first so that achievements can be exported and uploaded. Once the dropdowns are populated, select a class and proceed to upload the achievement file.

**Upload Student Achievements**

Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School

Select a school...

Term

Year	Term	
2025	Term 3	

Upload Student Achievements (CSV or Excel)

Choose File No file chosen

We'll parse and preview up to 200 rows below.

Preview file Clear

Cancel Upload to class

**Upload Student Achievements**

Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School

Example School #2

Term

Year	Term	
2025	Term 4	

No classes found for this School / Term / Year Upload a class list

Upload Student Achievements (CSV or Excel)

Choose File No file chosen

We'll parse and preview up to 200 rows below.

Preview file Clear

Cancel Upload to class

**Upload Student Achievements**

Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School

Example School #2

Term

Year	Term	
2025	Term 2	

Class

Select a class... Can't see your class? Upload a class list

Upload Student Achievements (CSV or Excel)

Choose File No file chosen

We'll parse and preview up to 200 rows below.

Preview file Clear

Cancel Upload to class

# Record Student Achievements – Excel



## File Upload

4

Next, upload your file, ensuring that any changes to the Excel sheet are saved first. For competency columns, values of 1, Y, or True will be treated as completed, and all other entries as not completed. For selected scenario columns, any values not in the range 1–4 will be treated as 0 (no scenario selected). After choosing your file, click Preview File. When processing is complete, a green preview-ready alert will appear, showing a sample of your data and any additional non-competency columns that were detected.

**Upload Student Achievements**  
Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School  
Example School #2

Term      Year  
Term 2      2025

Class  
Example Class #3 (3–4) — Example Teacher #3      Can't see your class? [Upload a class list.](#)

Upload Student Achievements (CSV or Excel)  
Choose File    Example School #2 - Example\_Achievements (T2 2025).xlsx      Preview file    Clear

Preview ready.  
Basic    Advanced

Lastname	PreferredName	YearLevel (0–4)	rescue hazards and how to make in different water situations	Get under water and move object in various ways	Get under water and pick up object in various ways	Float and turn back at various angles	Move object in various ways	Elast and turn back at various angles	Get under water and pick up object in various ways	Perform sequence of various water environments	Perform sequence of various water environments
Brown	Noah	4		Y		Y			Y		
Brown	Emma	3			Y		Y		Y		Y
Brown	Eth	4/5	Y	Y		Y		Y			
Brown	Us	3			Y		Y		Y		
Clark	Emma	3			Y		Y				
Clark	Sam	3				Y			Y		
Lee	Sophie	3		Y		Y		Y			Y
Lee	Olivia	4				Y			Y		
Martin	Emma	4/5	Y		Y	Y		Y			Y
Martin	Ava	3		Y	Y	Y		Y			Y
Smith	Ol	3		Y		Y		Y			Y
Smith	Ava	3			Y		Y		Y		Y
Wilson	Soph	4		Y		Y		Y			Y
Wilson	Soph	3	Y	Y	Y	Y	Y	Y			Y
Wilson	Emma	4		Y	Y	Y	Y	Y			

Showing 10 of 10 rows.

Received columns: PreferredName, LastName, YearLevel + 36 competency columns.

[Cancel](#)   [Upload Success](#)

## Upload to Class

5

Click Upload to Class. If all students in the file match the class list, you'll see a confirmation alert and the page will reload. If there's an error, it usually means a student's details were changed or an extra student was added. Check the class list using the provided link to confirm the details. For any other issues, complete the Report an Issue / Submit Feedback form at <https://wsfl.onrender.com/feedback>. Your achievements will be visible and checked when you view the class via

16 rows were processed successfully.

**Upload Student Achievements**  
Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School  
Select a school...

Term      Year  
Term 3      2025

Upload Student Achievements (CSV or Excel)  
Choose File    No file chosen      Preview file    Clear  
We'll parse and preview up to 200 rows below.

[Cancel](#)   [Upload to class](#)

Unable to process file — 10 rows were unsuccessful. Some uploaded students are not linked to this class, which is usually because an extra student was included who isn't on the current class list. [View the class list.](#)

**Upload Student Achievements**  
Choose a school, term, and year, pick a class, then upload a CSV or Excel file.

School  
Select a school...

Term      Year  
Term 3      2025

Upload Student Achievements (CSV or Excel)  
Choose File    No file chosen      Preview file    Clear  
We'll parse and preview up to 200 rows below.

[Cancel](#)   [Upload to class](#)