BC Student Email Import

May 2020 v1.0

Version History

Version	Date	Description
1.0	May 03, 2020	Initial document created

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1.0   Introduction

The **BC Student Email Import** will help district users to mass load both student primary and alternate email addresses.

This document contains instructions for the creation of the upload file

Records in the import file are validated based on following criteria:

- District ID matches the District ID in MyEducation BC (Independent School ID is 200)
- Pupil number is active and primary to your school
- Primary email contains both an @ symbol and a (.)
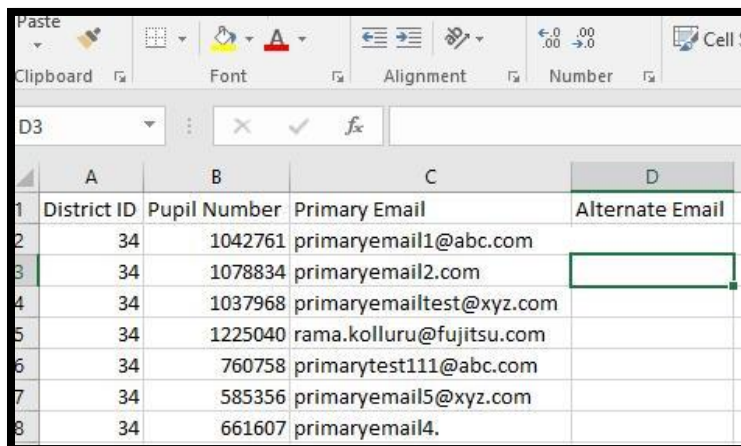- Alternate email address contains both an @ symbol and a (.)

Notes: Students can change the Primary email address in the user preferences. Student alternate email addresses can be added to a field set for viewing in School and Staff view.

2.0   Prepare .CSV File for Import

In this section of the document we will focus on preparing .csv file for importing into the application by using BC Student Email Import tool

2.1 Preparation of Import File

1. Create a .CSV file with any name
2. File must include 4 columns
3. Columns:
   a. Column 1: District ID (required)
   b. Column 2: Pupil Number (required)
   c. Column3: Primary email address (required)
   d. Column 4: alternate email address (optional)
4. Save as .csv file with headers

	A	B	C	D
1	District ID	Pupil Number	Primary Email	Alternate Email
2	34	1042761	primaryemail1@abc.com	
3	34	1078834	primaryemail2.com	
4	34	1037968	primaryemailtest@xyz.com	
5	34	1225040	rama.kolluru@fujitsu.com	
6	34	760758	primarytest111@abc.com	
7	34	585356	primaryemail5@xyz.com	
8	34	661607	primaryemail4.	