

Schools Online

Importing and Exporting Guide

South Australia

This manual guides school staff in the use of the Importing and Exporting facility in Schools Online system.



Government
of South Australia

SACE
Board of SA

South Australian Certificate of Education

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Data import overview

Schools Online allows you to import data from another administrative system. The files you can import **MUST BE IMPORTED IN THIS ORDER**.

Your import files must use a CSV (comma separated value) format.

South Australia

- Students (StudImp.dat*)
- Teachers (TchrImp.dat*)
- Classes (ClassImp.dat*)
- SACE Enrolments (EnrImp.dat*)
- VET Enrolments (VETRImp.dat*)
- CEA Data (CEAImp.dat*)

* These file names refer to EDSAS users only.

Important import information

- You can only import one file at a time.
- Do not attempt to have two imports running at the same time.
- We strongly recommend that imports should be performed by just one staff member with administrative rights to Schools Online.
- Always import students and teachers before classes and enrolments.
- If your student import file includes a student with a name identical to a student already in the database, the import will fail because the system will assume you are trying to create a duplicate. Remove the student from the import file and try again. If the second student is not a duplicate, you will need to enter that student manually through the **Create Student** screen.
- Make sure your **classes** exist before importing **SACE enrolments**.
- VET classes will be created for your VET enrolments during the import process.
- Administrative systems like EDSAS will save this file in the **C:\Temp**, **C:\WINNT\Temp** or **C:\Windows\Temp** directory on your hard disk.

Import warnings

If warnings are generated the valid records will be taken on and the invalid records will be rejected, these warnings will be reported via an error message log.

Examples of warnings are:

Students

- A student already exists on the database matching on surname, gender, date of birth and first character of given name.
- The student (identified using the SACE Board Registration number) belongs to another school.
- Student Code already used at the school (unique for school).
- A student's given name and/or surname contains non-printable characters.

Teachers

- The teacher for the class does not exist.

You may need to import your teachers before importing SACE classes.

Enrolments

- The student for a SACE enrolment does not exist on the database.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.
- The status of the enrolment is set to 'C' (Completed).

VET

- The student for a VET enrolment does not exist.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.

Data import example

There are times when the data you want to import into Schools Online from another administrative system needs to be checked and perhaps modified before importing it. The steps outlined in this section describe how the details of new Year 10 students (for example) can be imported into Schools Online from EDSAS, DUX, MAZE or another administrative system and examined in Excel.

Exporting from your administrative system

Data must be first exported from the other system. Each administrative system will have its own way of exporting data. Most often the export routine will create a text file with the individual fields separated by a tab or comma, and sometimes quote marks are used to surround each piece of data.

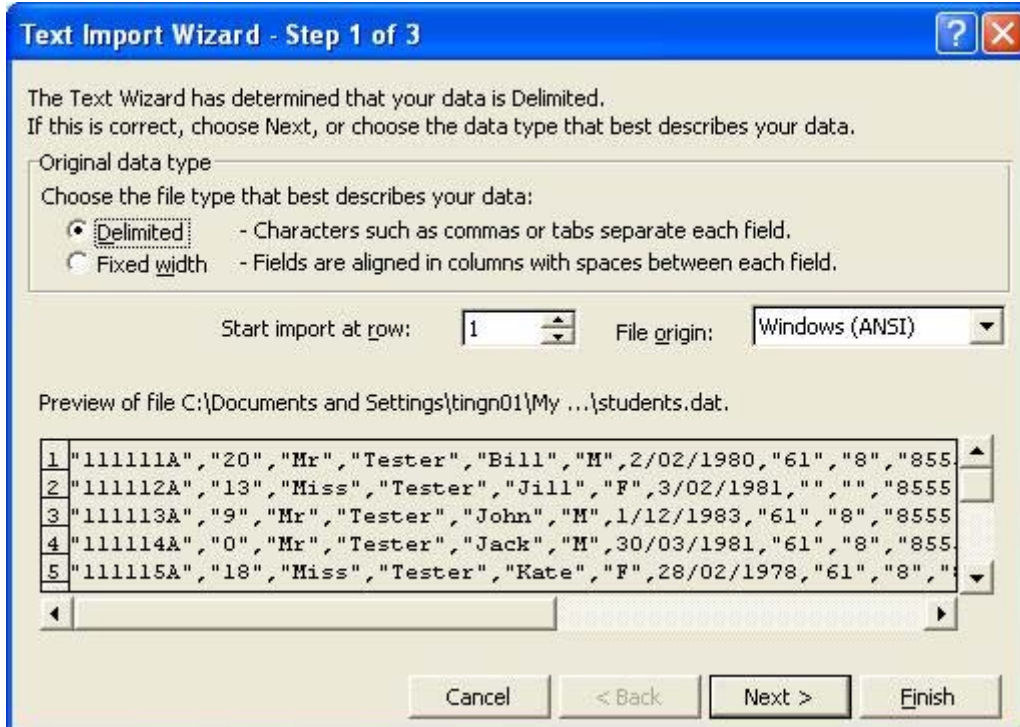
Checking the file format

When your export file has been created, you can open it in **Wordpad** or **Notepad** to check the data format. This can be done by locating the file in **Windows Explorer** and double-clicking the name of the file. It may open directly in your default text editor, or you may be prompted to select a text editor from a list.

You can make changes to individual items in the file through your text editor. Don't forget to save the changes. If the problems can't be fixed easily in your text editor, load **Excel** and open your export text file. Follow the prompts to tell Excel how to interpret the data.

Using the Excel import wizard

1. The first section of the file will be displayed in the window at the bottom of the **Text Import Wizard - Step 1 of 3** screen.



Data Exchange 1 Select Delimited or Fixed Width

2. When you view the section of your import file displayed in the bottom window of the first Import Wizard screen you will see that each piece of information (field) is surrounded by quotes (") and separated from the fields on either side by a comma (,). This indicates

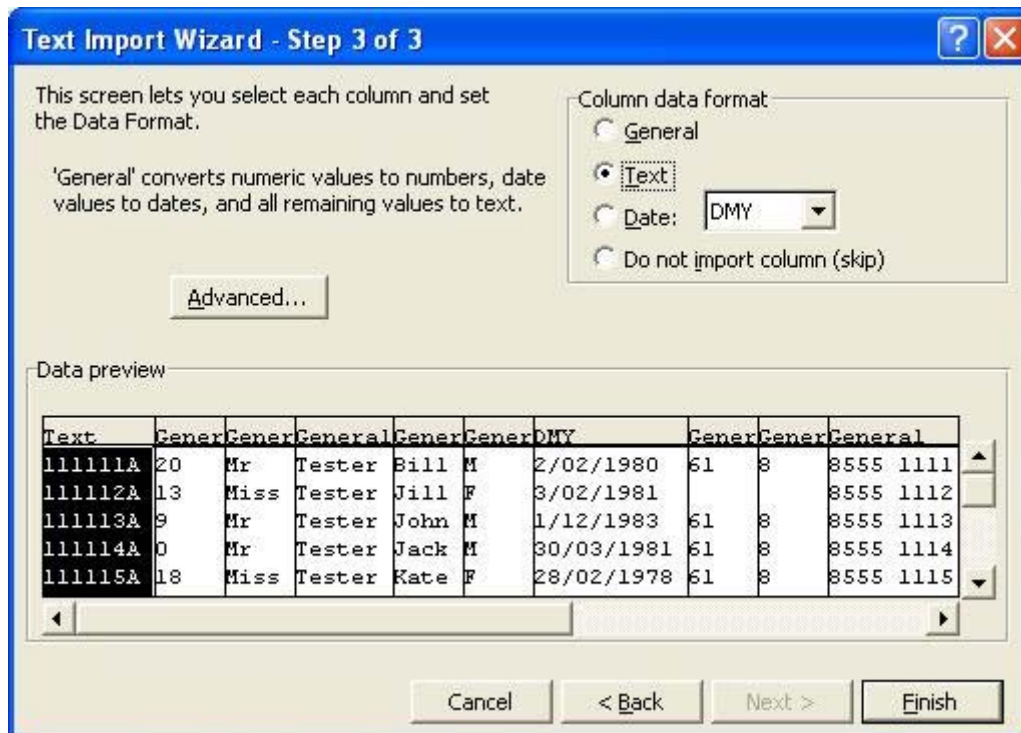
that the fields are **Delimited** (i.e. separated by commas, spaces, semi-colons, tabs or some other character), not fixed length fields.

- Choose **Delimited** from the Original data type list and click **Next** to move to the **Text Import Wizard - Step 2 of 3**.



Data Exchange 2 Choose the type of delimiter

- We have already seen from Data Exchange 2 that the data in the import file is delimited with commas, so select **Comma** from the **Delimiters** list. When you select an appropriate delimiter, lines will appear in the **Data preview** window to indicate how the data will be divided into cells in the spreadsheet.
- Choose an appropriate text qualifier from the list. (In this example, quotes surround each item of data, so " is chosen from the list.)
- Click Next to display the **Text Import Wizard - Step 3 of 3** screen.



Data Exchange 3 Convert Date and Numeric fields to Text format

All columns in the data file are formatted as General. Dates and numeric data with leading zeros MUST be formatted to Text.

- Highlight the first column containing a date or numeric data and click **Text** in the **Column data format** window at the top of the screen. Continue across the file until all date and numeric columns show **Text** instead of **General** at the top of the column.
- Click **Finish** to display your data in a Microsoft Excel spreadsheet.

Checking the file format in Excel

You can now view your data in an **Excel spreadsheet**.

| | C | D | E | F | G | H | I | J | K | L |
|----|------|--------|----------|---|------------|----|---|-----------|------------|---|
| 1 | Mr | Tester | Bill | M | 2/02/1980 | 61 | 8 | 8555 1111 | 1 Main St | |
| 2 | Miss | Tester | Jill | F | 3/02/1981 | | | 8555 1112 | PO Box 33 | |
| 3 | Mr | Tester | John | M | 1/12/1983 | 61 | 8 | 8555 1113 | 3 Main St | |
| 4 | Mr | Tester | Jack | M | 30/03/1981 | 61 | 8 | 8555 1114 | 4 Main St | |
| 5 | Miss | Tester | Kate | F | 28/02/1978 | 61 | 8 | 8555 1115 | 5 Main St | |
| 6 | Mr | Tester | Ryan | M | 6/05/1983 | 61 | 8 | 8555 1116 | 6 Main St | |
| 7 | Mr | Tester | Brandon | M | 6/08/1981 | | | 8555 1117 | PO Box 142 | |
| 8 | Mr | Tester | Bob | M | 20/06/1982 | 61 | 8 | 8555 1118 | 8 Main St | |
| 9 | Miss | Tester | Jane | F | 31/01/1982 | 61 | 8 | 8555 1119 | 9 Main St | |
| 10 | Miss | Tester | Miriam | F | 2/09/1983 | 61 | 8 | 8555 1120 | 10 Main St | |
| 11 | Miss | Tester | May | F | 19/03/1982 | 61 | 8 | 8555 1121 | PO Box 123 | |
| 12 | Mr | Tester | Hugh | M | 7/08/1982 | 61 | 8 | 8555 1122 | 12 Main St | |
| 13 | Miss | Tester | Julie | F | 3/02/1981 | | | 8555 1123 | 13 Main St | |
| 14 | Miss | Tester | Anne | F | 5/09/1980 | 61 | 8 | 8555 1124 | PO Box 111 | |
| 15 | Mr | Tester | Frank | M | 10/10/1981 | 61 | 8 | 8555 1125 | 15 Main St | |
| 16 | Mr | Tester | Sivan | M | 3/09/1982 | 61 | 8 | 8555 1126 | 16 Main St | |
| 17 | Mr | Tester | Jerell | M | 21/10/1982 | 61 | 8 | 8555 1127 | PO Box 125 | |
| 18 | Mr | Tester | Nicholas | M | 2/06/1982 | | | 8555 1128 | PO Box 124 | |
| 19 | Mr | Tester | Jerome | M | 3/06/1983 | | | 8555 1129 | 19 Main St | |

Data Exchange 4 The import data is displayed in an Excel spreadsheet

- It is important that the data in the spreadsheet is arranged in the same order as shown in the student import file format. A complete list of import and export file formats can be found in the Data Exchange section of Schools Online Help.
- Compare the order of the columns with the order of the fields shown in the student import file format list. (See Data Exchange 11 Students import file format on page 13.) If your file differs, change the order of the columns to match. (In the “Data Exchange 4” example, Surname (column D) comes before Given Names (column E). These columns need to be reversed.)

Making changes in the file format

To reverse the order of the Surname and Given Names fields:

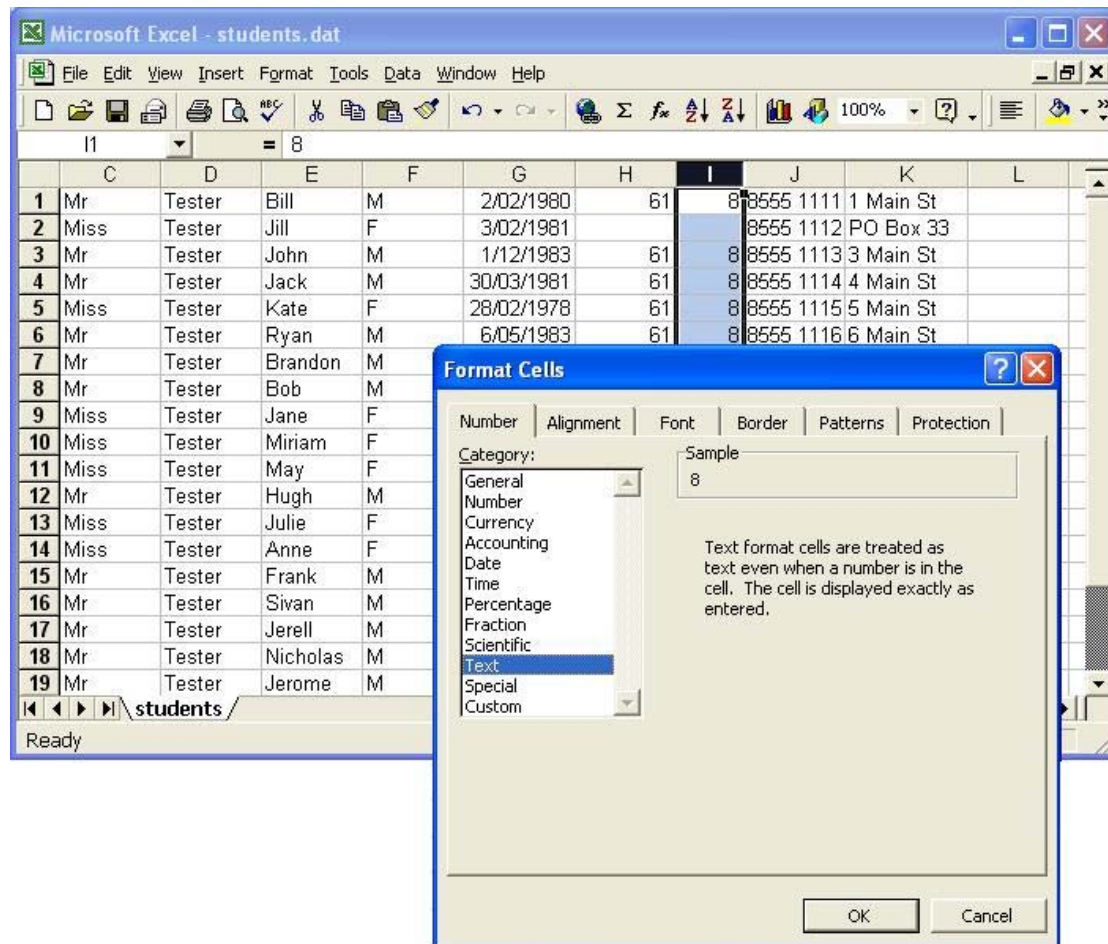
1. Insert a new column before the Surname column. To do this highlight the Surname column by clicking at the top of the column and choose **Insert** then **Column**. This will create a new empty column (column D).

| | C | D | E | F | G | H | I | J | K | L |
|----|------|---|--------|----------|---|------------|----|---|-----------|------------|
| 1 | Mr | | Tester | Bill | M | 2/02/1980 | 61 | 8 | 8555 1111 | 1 Main St |
| 2 | Miss | | Tester | Jill | F | 3/02/1981 | | | 8555 1112 | PO Box 33 |
| 3 | Mr | | Tester | John | M | 1/12/1983 | 61 | 8 | 8555 1113 | 3 Main St |
| 4 | Mr | | Tester | Jack | M | 30/03/1981 | 61 | 8 | 8555 1114 | 4 Main St |
| 5 | Miss | | Tester | Kate | F | 28/02/1978 | 61 | 8 | 8555 1115 | 5 Main St |
| 6 | Mr | | Tester | Ryan | M | 6/05/1983 | 61 | 8 | 8555 1116 | 6 Main St |
| 7 | Mr | | Tester | Brandon | M | 6/08/1981 | | | 8555 1117 | PO Box 14 |
| 8 | Mr | | Tester | Bob | M | 20/06/1982 | 61 | 8 | 8555 1118 | 8 Main St |
| 9 | Miss | | Tester | Jane | F | 31/01/1982 | 61 | 8 | 8555 1119 | 9 Main St |
| 10 | Miss | | Tester | Miriam | F | 2/09/1983 | 61 | 8 | 8555 1120 | 10 Main St |
| 11 | Miss | | Tester | May | F | 19/03/1982 | 61 | 8 | 8555 1121 | PO Box 12 |
| 12 | Mr | | Tester | Hugh | M | 7/08/1982 | 61 | 8 | 8555 1122 | 12 Main St |
| 13 | Miss | | Tester | Julie | F | 3/02/1981 | | | 8555 1123 | 13 Main St |
| 14 | Miss | | Tester | Anne | F | 5/09/1980 | 61 | 8 | 8555 1124 | PO Box 11 |
| 15 | Mr | | Tester | Frank | M | 10/10/1981 | 61 | 8 | 8555 1125 | 15 Main St |
| 16 | Mr | | Tester | Sivan | M | 3/09/1982 | 61 | 8 | 8555 1126 | 16 Main St |
| 17 | Mr | | Tester | Jerell | M | 21/10/1982 | 61 | 8 | 8555 1127 | PO Box 12 |
| 18 | Mr | | Tester | Nicholas | M | 2/06/1982 | | | 8555 1128 | PO Box 12 |
| 19 | Mr | | Tester | Jerome | M | 3/06/1983 | | | 8555 1129 | 19 Main St |

Data Exchange 5 Reversing two columns in the spreadsheet

- Cut the Given Names column (now column F) and paste the data into the new column (column D) in front of the Surname column (now column E).
- Delete the column that previously held the Given Names data (column F). Highlight the empty column and choose **Delete** from the **Edit** menu list. The columns are now reversed.

Further along the file I can see that the **State Phone Code** (column I) is shown as **8** (Data Exchange 6). We know it should be **08** so this means that this column was not set to **Text** in the **Excel Import Wizard**.



Data Exchange 6 Editing the format of a column

To set the cell format to 'text' for column I:

1. Highlight the column and choose **Cells** from the **Format** menu list.
2. Select **Text** from the list and click **OK** to apply the changes.

The screenshot shows a Microsoft Excel window titled "students.dat". The spreadsheet contains 19 rows of student data. Column I contains the value '8' for all rows, which has been moved to the left of the column, demonstrating text formatting. The status bar at the bottom shows "Ready", "Sum=136", and "NUM".

| | C | D | E | F | G | H | I | J | K | L |
|----|------|--------|----------|---|------------|----|---|-----------|------------|---|
| 1 | Mr | Tester | Bill | M | 2/02/1980 | 61 | 8 | 8555 1111 | 1 Main St | |
| 2 | Miss | Tester | Jill | F | 3/02/1981 | | | 8555 1112 | PO Box 33 | |
| 3 | Mr | Tester | John | M | 1/12/1983 | 61 | 8 | 8555 1113 | 3 Main St | |
| 4 | Mr | Tester | Jack | M | 30/03/1981 | 61 | 8 | 8555 1114 | 4 Main St | |
| 5 | Miss | Tester | Kate | F | 28/02/1978 | 61 | 8 | 8555 1115 | 5 Main St | |
| 6 | Mr | Tester | Ryan | M | 6/05/1983 | 61 | 8 | 8555 1116 | 6 Main St | |
| 7 | Mr | Tester | Brandon | M | 6/08/1981 | | | 8555 1117 | PO Box 142 | |
| 8 | Mr | Tester | Bob | M | 20/06/1982 | 61 | 8 | 8555 1118 | 8 Main St | |
| 9 | Miss | Tester | Jane | F | 31/01/1982 | 61 | 8 | 8555 1119 | 9 Main St | |
| 10 | Miss | Tester | Miriam | F | 2/09/1983 | 61 | 8 | 8555 1120 | 10 Main St | |
| 11 | Miss | Tester | May | F | 19/03/1982 | 61 | 8 | 8555 1121 | PO Box 123 | |
| 12 | Mr | Tester | Hugh | M | 7/08/1982 | 61 | 8 | 8555 1122 | 12 Main St | |
| 13 | Miss | Tester | Julie | F | 3/02/1981 | | | 8555 1123 | 13 Main St | |
| 14 | Miss | Tester | Anne | F | 5/09/1980 | 61 | 8 | 8555 1124 | PO Box 111 | |
| 15 | Mr | Tester | Frank | M | 10/10/1981 | 61 | 8 | 8555 1125 | 15 Main St | |
| 16 | Mr | Tester | Sivan | M | 3/09/1982 | 61 | 8 | 8555 1126 | 16 Main St | |
| 17 | Mr | Tester | Jerell | M | 21/10/1982 | 61 | 8 | 8555 1127 | PO Box 125 | |
| 18 | Mr | Tester | Nicholas | M | 2/06/1982 | | | 8555 1128 | PO Box 124 | |
| 19 | Mr | Tester | Jerome | M | 3/06/1983 | | | 8555 1129 | 19 Main St | |

Data Exchange 7 Export file is being prepared

The value **8** has now moved to the left of the column, demonstrating that it has been formatted to **Text**.

The cells having '8' as their value are missing the leading zero required for this text field. Change the first value from **8** to **08**. Press **Enter** to save the change then copy the new value down the whole column.

Further data file considerations

Missing Data

Create empty columns for missing data. If your file does not have some of the fields listed in the Students import file format, create columns to match. If these extra columns are indicated as **Optional (false)**, they may be left blank. If they are indicated as **Mandatory (true)**, they must contain data. Columns after **Year Level** may be omitted if your file does not include data beyond that field.

Data Accuracy

Check the accuracy of the data and make changes as necessary. Errors need to be corrected at this stage.

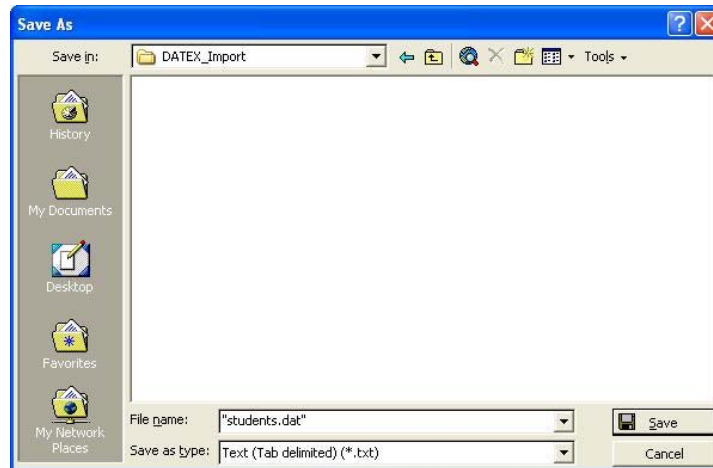
Date of Birth

Check the format of the **Date of Birth** column. If the format is not correct, students will be brought into Schools Online with a birth date of 1/1/1950. The column should be formatted to **Text** and the dates should show in the format **dd/mm/yyyy** (e.g. 02/05/1984).

Saving the file in Excel

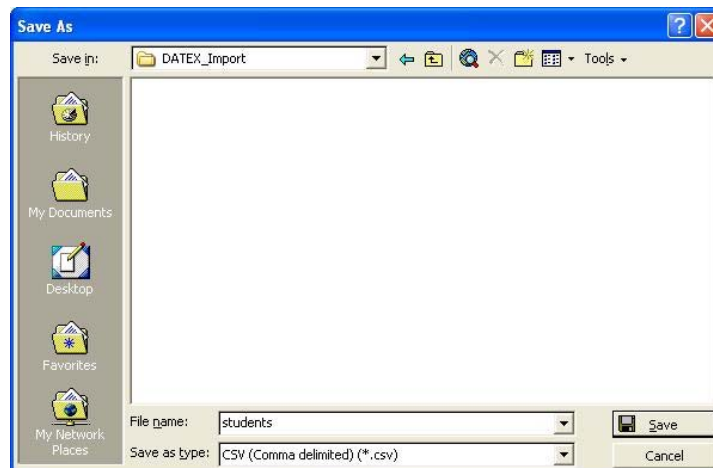
To save the edited data file from Excel:

1. Select **Save As** from the **File** menu to save the file. You will see the file name "**Students.dat**" or a repetition of the name of the file you opened in **Excel**.



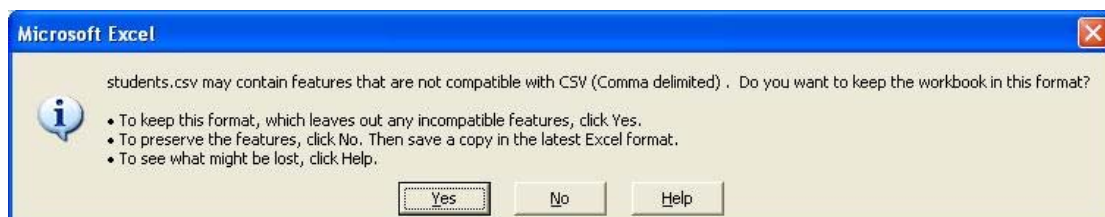
Data Exchange 8 Choose Save As

2. Remove the **quote marks** and **.dat** from the file name.
3. Click the down arrow to the right of the **Save as type** field and select **csv** (comma separated value) from the list.



Data Exchange 9 Select csv from the list of file types

4. Decide where you want to save the file and choose that location at the top of the screen.
5. Click on the **Save** button. A message will ask whether you want to save the file in **csv** format.



Data Exchange 10 Accept the csv format and save

6. Click on the **Yes** button.

Import file format

Students import file format

The following table (Data Exchange 11) lists fields, sizes and characteristics of students import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|----|-----------------------|------------|-----------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Char | True | School Number issued by the SACE Board. |
| 2 | Registration Number | 7 | Char | False | Unique SACE Board Student Identifier. |
| 3 | Student Code | 8 | Char | True | Assigned by school, unique within school. |
| 4 | Title | 4 | Char | False | For example Mr, Miss, Ms. |
| 5 | Given Names | 45 | Char | True | Mixed case |
| 6 | Family Name | 45 | Char | True | Mixed case |
| 7 | Gender | 1 | Char | True | M or F |
| 8 | Date of Birth | 10 | Char | True | ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyymmdd, yyyy/mm/dd (e.g. 28021985 or 02281985). HINT: Choose the correct format on the Import Data screen. |
| 9 | Phone Country Code | 3 | Char | False | If used, this must be a valid Telephone country code (e.g. 061 = Australia). |
| 10 | Phone Area Code | 4 | Char | False | (e.g. 08 = South Australia) All three parts of the phone code must be used, or none. |
| 11 | Local Phone Number | 10 | Char | False | 8-10 digits containing no spaces. |
| 12 | Street Address Line 1 | 30 | Char | True | Student address for documentation delivery |
| 13 | Street Address Line 2 | 30 | Char | False | Only to be used if required. |
| 14 | Street Address Line 3 | 30 | Char | False | Only to be used if required. |
| 15 | Suburb | 45 | Char | True | Will be converted to upper case. |
| 16 | State | 3 | Char | True | Use OS for overseas addresses. |
| 17 | Post Code | 4 | Char | True | Use OSOS for overseas addresses. |
| 18 | Home Group | 8 | Char | False | Assigned by student's contact school. |
| 19 | Year Level | 2 | Char | False | 8, 9, 10, 11, 12, 13, or valid EDSAS Census Year Level. |
| 20 | Street Address Line 4 | 30 | Char | False | Only to be used if required. |
| 21 | TAFE ID | 10 | Char | False | Unique TAFE Student Identifier |
| 22 | ED ID | 13 | Char | False | Applies to EDSAS and Dux. Null for other school admin systems. |
| 23 | Ab/Tr Ind | 1 | Char | False | 'Y', 'N' or blank |
| 24 | Email address | 100 | Char | False | Student's email address (where available) |

Data Exchange 11 Students import file format

Teachers import file format

The following table (Data Exchange 12) lists the fields, sizes and characteristics of the teachers import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|----|-----------------------------|------------|-----------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Char | True | School Number issued by the SACE Board. |
| 2 | Teacher Code | 8 | Char | True | Assigned by school, unique within school. |
| 3 | Family Name | 30 | Char | True | The teacher's surname. |
| 4 | Initials | 4 | Char | True | First character of each of the teacher's given names. |
| 5 | Title | 4 | Char | True | The teacher's title. |
| 6 | Type | 1 | Char | True | Set to 'T' to indicate teacher |
| 7 | Teacher Registration Number | 50 | Char | False | The number allocated by the Teachers Registration Board. |
| 8 | Email Address | 100 | Char | False | The teacher's email address. |
| 9 | Given Names | 50 | Char | False | The teacher's first name(s). |
| 10 | Date of Birth | 10 | Char | False | The teacher's date of birth. Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmdyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd. |
| 11 | Gender | 1 | Char | False | The teacher's gender. One of 'M' (Male) or 'F' (Female). |

Data Exchange 12 Teachers import file format

Classes import file format

The following table (Data Exchange 13) lists the fields, sizes and characteristics of the classes import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|----|-----------------------|------------|-----------|-----------------------------|-------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Char | True | School Number issued by the SACE Board |
| 2 | Year | 4 | Integer | True | ccyy (e.g. 2013) |
| 3 | Stage | 1 | Integer | True | 1 or 2 |
| 4 | SACE Code | 3 | Char | True | SACE Subject Code (e.g. BIG) |
| 5 | Credits | 2 | Integer | True | 10 or 20 |
| 6 | Class Number | 2 | Integer | True | Class number assigned by the teaching school (01 to 98 inclusive) |
| 7 | Program Variant | 1 | Char | False | A to Z |
| 8 | Semester | 1 | Integer | True | 1 or 2 |
| 9 | Teacher Code | 8 | Char | True | Assigned by school, unique within school |
| 10 | School Class Code | 10 | Char | False | Assigned by school, unique within school |
| 11 | Results Due | 1 | Char | True | J (June) or D (December) |

Data Exchange 13 Classes import file format

SACE Enrolments import file format

The following table (Data Exchange 14) lists the fields, sizes and characteristics of the SACE enrolments import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|----|--------------------------|------------|-----------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Integer | True | School Number issued by the SACE Board |
| 2 | Registration Number | 7 | Char | False | Unique SACE Board Student Identifier. |
| 3 | Student Code | 8 | Char | True | Assigned by school, unique within school |
| 4 | Year | 4 | Integer | True | ccyy (e.g. 2013) |
| 5 | Semester | 1 | Integer | True | 1 or 2 |
| 6 | Stage | 1 | Integer | True | 1 or 2 |
| 7 | SACE Code | 3 | Char | True | SACE Subject Code (e.g. BIG) |
| 8 | Credits | 2 | Integer | True | 10 or 20. |
| 9 | Enrolment Number | 2 | Integer | False | If this is not set, a new enrolment is assumed. |
| 10 | Results Due | 1 | Char | True | J (June) or D (December) |
| 11 | Program Variant | 1 | Char | False | A to Z |
| 12 | Teaching School Number | 3 | Integer | True | The school at which the subject is taught. |
| 13 | Assessment School Number | 3 | Integer | True | The school at which the subject is assessed. |
| 14 | Class Number | 2 | Integer | True | Class number assigned by the teaching school (01 to 98 inclusive) |
| 15 | Enrolment Status | 1 | Char | True | C (Completed), D or X (Deleted), P (Proposed), E or F (Enrolled), or W (Withdrawn). Must be in upper case. |
| 16 | Repeat Indicator | 1 | Char | False | Defaults to 'N' if not set. Set to Y if repeating the subject – only applies to Stage 1 enrolments. |
| 17 | School Class Code | 10 | Char | False | Class identifier, unique within the school. |
| 18 | Stage 1 Grade | 1 | Char | False | A, B, C, D or E. Only applies to SACE Stage 1 enrolments. Note: Grades of P and/or N may also be valid for enrolments. |
| 19 | Partial Credits | 2 | Integer | False | Functionality not yet implemented. |
| 20 | ED ID | 13 | Integer | False | Applies to EDSAS and Dux. Null for other school administration systems. |

Data Exchange 14 SACE Enrolments import file format

VET Enrolments import file format

The following table (Data Exchange 15) lists the fields, sizes and characteristics of the VET enrolments import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|----|-------------------------------------|------------|-----------|-----------------------------|----------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Integer | True | School Number issued by the SACE Board |
| 2 | Registration Number | 7 | Char | False | SACE Registration Number |
| 3 | Student Code | 8 | Char | True | Assigned by school, unique within school |
| 4 | Commencement Date | 10 | Date | True | dd/mm/ccyy (e.g. 16/02/2013) |
| 5 | Enrolment Number | 3 | Integer | True | Positive integer or 0 for embedded, -1 for standalone |
| 6 | VET Module Number | 3 | Integer | False | |
| 7 | VET Module ID | 15 | Char | True | National or State Competency Code (e.g. CPCCSH3005A) |
| 8 | Result | 1 | Char | True | Valid AVETMISS Result (e.g. P, O or F) |
| 9 | When Changed | 10 | Date | False | dd/mm/ccyy (e.g. 16/02/2013) |
| 10 | Who Changed | 10 | Char | False | Identifies the user responsible for the last modification to the VET Enrolment record. |
| 11 | Enrolment Year | 4 | Integer | False | ccyy (e.g. 2013) |
| 12 | Stage | 1 | Integer | False | 1 or 2 |
| 13 | SACE Code | 3 | Char | False | SACE Subject Code (e.g. BIG) |
| 14 | Credits | 2 | Integer | False | e.g. 10 or 20 |
| 15 | Semester | 1 | Integer | False | 1 or 2 |
| 16 | Variant | 1 | Char | False | A to Z |
| 17 | Class Code | 10 | Char | False | Assigned by school, unique within school |
| 18 | Results Due | 1 | Char | False | J (June) or D (December) |
| 19 | Registered Training Organisation ID | 10 | Char | True | RTO Code |
| 20 | Certificate ID | 10 | Char | True | Qualification Code |
| 21 | School Apprenticeship Flag | 1 | Char | True | Y or N |
| 22 | Result Date | 10 | Date | False | dd/mm/ccyy (e.g. 16/02/2013) |

Data Exchange 15 VET Enrolments import file format

If the VET Competency is to be embedded (Field #5 with a positive integer or 0), fields #11 to #18 become mandatory (true).

CEA Data import file format

The following table (Data Exchange 16) lists the fields, sizes and characteristics of the CEA data import file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | REQUIRED OR MANDATORY FIELD | INFORMATION |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Integer | True | School Number issued by the SACE Board. |
| 2 | Registration Number | 7 | Char | False | SACE Registration Number. |
| 3 | Student Code | 8 | Char | True | Assigned by school, unique within school. |
| 4 | ED ID | 13 | Char | False | Applies to EDSAS and Dux only. Null/blank for data from other school administration systems. |
| 5 | CEA Type e.g. (a) Approved Learning Program (b) Exemption | 4 | Char | True | A code that identifies which of the ways a student can comply with the Act. |
| 6 | CEA Category e.g. If engaged in an: Approved Learning Program: Secondary, University, TAFE. Apprenticeship: MECS Class, RTO Training, Other. Exemption: Employment, Home Schooling, Other | 10 | Char | True | A code that identifies which CEA category has been assigned to the young person. A complete listing of the categories that apply to each of the CEA types will need to be imported into the school administrative systems from Schools Online. To help with understanding, some examples of Categories for each type are shown. |
| 7 | Deleted Indicator | 1 | Char | False | 'Y' or Null. 'Y' indicates that the record was created in error and should be excluded from reporting. |
| 8 | Start Date | 10 | Char | True | The commencement data of the CEA type (compliance with the act). Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd. |
| 9 | End Date | 10 | Char | False | The end date of the CEA type (compliance with the act). Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd. |

Data Exchange 16 CEA Data import file format

Exporting data

Schools Online allows you to export your data and view each data file on screen or save the file to disk. You can then import the data into another administrative software system. The export files you can generate are:

- Classes (ClassExp.dat)
- SACE Enrolments (EnrExp.dat)
- Subjects (SubjExp.dat)
- Students (StudExp.dat)
- Teachers (TchrExp.dat)
- VET Results (VETRExp.dat)
- CEA Data (CEADData.dat)
- CEA Reference Data (CEARExp.dat)

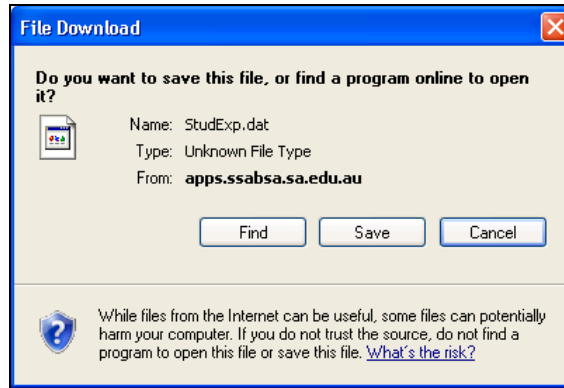
Saving an exported file from Schools Online

Schools Online allows you to export your data and view each data file on screen or save the file. You can then import the data into another administrative software system.

This procedure may appear differently on your screen if you are using a browser (and version) other than Microsoft Internet Explorer 9 and Mozilla Firefox.

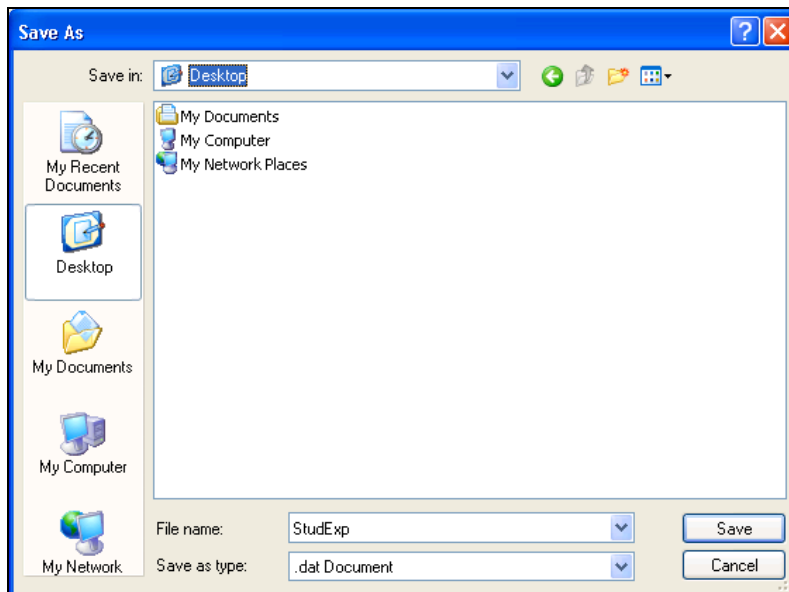
Microsoft Internet Explorer 9

1. When the data has been extracted, you will be prompted and should choose to **Save** the file.



Data Exchange 17 Internet Explorer File Download prompt

2. As you chosen to save the file, you will be prompted to select a location for the file.



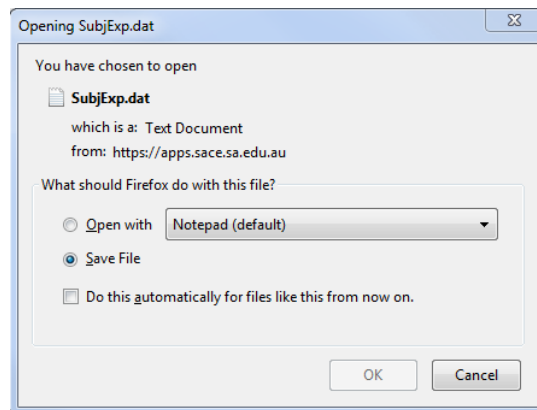
Data Exchange 18 Internet Explorer file download Save As prompt

3. Once you have selected by navigating to the most appropriate location to save the file click **Save**.

The file has now been saved in the location selected and ready to be imported into another administrative system.

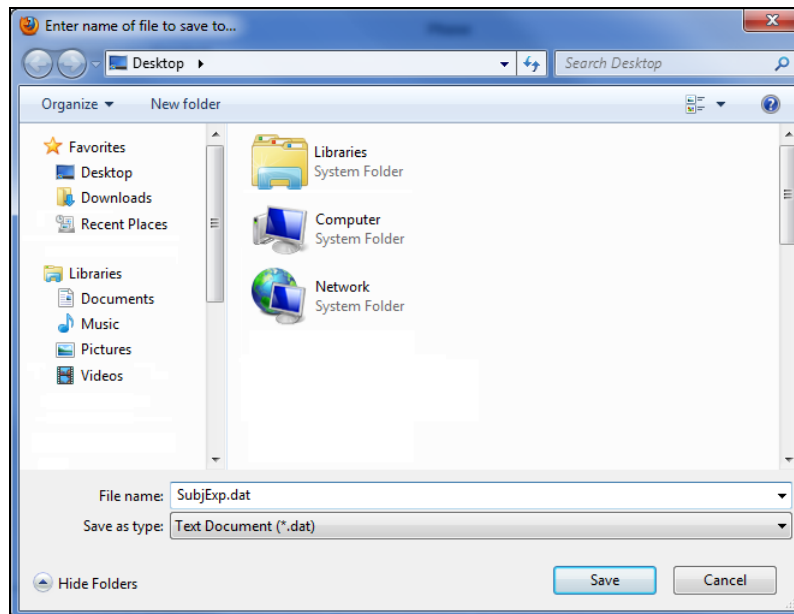
Mozilla Firefox

1. When the data has been extracted, you will be prompted and should choose to **Save File** and then click on **OK**.



Data Exchange 19 Firefox file download prompt

2. As you chosen to save the file, you may be prompted to select a location for the file.



Data Exchange 20 Firefox file download Save to prompt

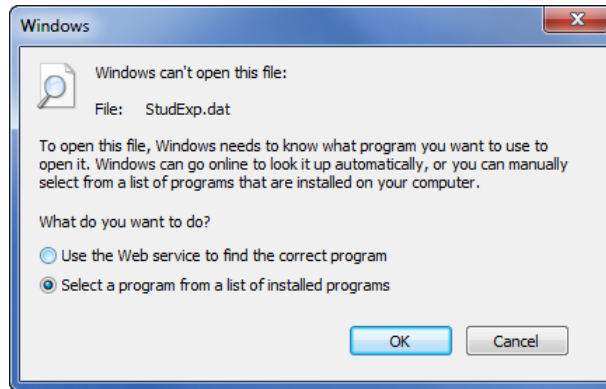
3. Once you have selected by navigating to the most appropriate location to save the file click **Save**.

The file has now been saved in the location selected and ready to be imported into another administrative system.

Opening a 'dat' file exported from Schools online

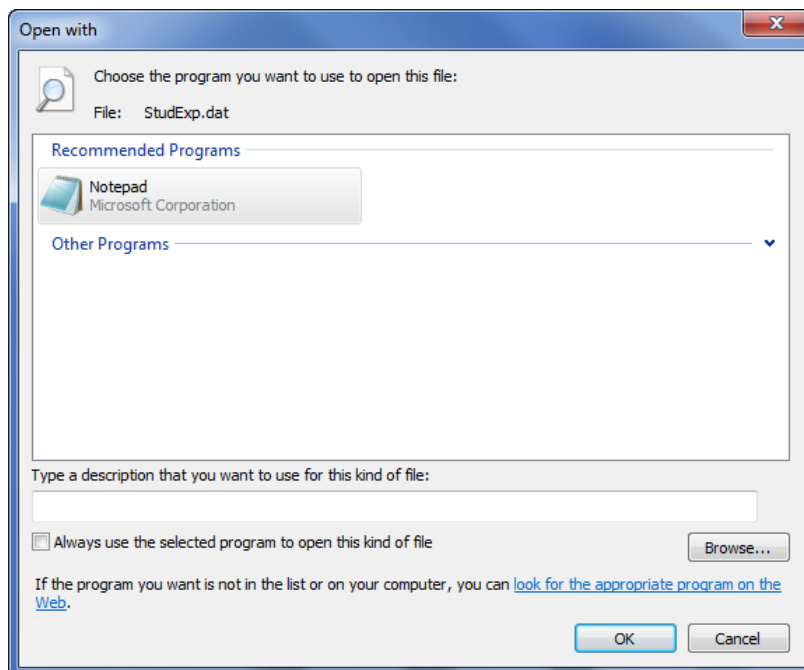
Most computers have file association so when you double click on a '.docx' file it will open **Microsoft Word** and that document will load. Files known as 'dat' file normally have no association and you will need to follow the instructions below to see the contents.

1. Double click on the 'dat' file and it will try to open the file with the associated program but by default 'dat' files have no associated program.



Data Exchange 21 Windows can't open this file

2. Select the option to **Select a program from a list of installed programs** and then click on **OK**. A list of the programs installed on your computer will be displayed in the **Open with** window.



Data Exchange 22 Open With

3. Select a program from the list. It is suggested you use **Notepad**, **WordPad** or **Microsoft Excel** unless you have a reason for choosing another program.

Export file formats

Students export file format

The following table (Data Exchange 23) lists the fields, sizes and characteristics of the Students export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|--------------------------|------------|-----------|---------------------------------------------------------------------------------------------|
| 1 | Registration | 7 | Char | SACE Registration Number composed of 6 digits and one check character. (e.g. 123456H) |
| 2 | Surname | 45 | Char | Student's surname |
| 3 | Given Names | 45 | Char | Student's first name(s) |
| 4 | Title | 4 | Char | For example Mr, Miss, Ms |
| 5 | Address Line 1 | 30 | Char | Student's address for documentation delivery. |
| 6 | Address Line 2 | 30 | Char | Field will be empty unless data provided. |
| 7 | Address Line 3 | 30 | Char | Field will be empty unless data provided. |
| 8 | Address Line 4 | 30 | Char | Field will be empty unless data provided. |
| 9 | Suburb | 45 | Char | Student's suburb unless an overseas student. |
| 10 | Post Code | 4 | Char | Student's postcode unless an overseas student. |
| 11 | State | 3 | Char | Student's state unless an overseas student. |
| 12 | Date of Birth | 10 | Date | Possible format options: ddmmyyyy, dd/mm/yyyy, mmdyyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd |
| 13 | Gender | 1 | Char | M or F |
| 14 | Contact School | 3 | Char | School Number issued by the SACE Board |
| 15 | Status | 1 | Char | E (Enrolled), C (Completed), D (Deleted) |
| 16 | Date Completed | 10 | Date | Blank until the candidate has completed. |
| 17 | Date Registered | 10 | Date | Date the student registered with the SACE. |
| 18 | When Created | 10 | Date | Date the student record was created. |
| 19 | Who Created | 10 | Char | Identifies the user responsible for registering the student. |
| 20 | When Changed | 10 | Date | Date of last modification to the student record. |
| 21 | Who Changed | 10 | Char | Identifies the user responsible for the last modification to the student record. |
| 22 | 571 Visa | 1 | Char | Valid values: Y or N |
| 23 | HEES Declaration | 1 | Char | Valid values: Y or N |
| 24 | Institutions Declaration | 1 | Char | Valid values: Y or N |
| 25 | Media Declaration | 1 | Char | Valid values: Y or N |
| 26 | Student Code | 8 | Char | Assigned by school, unique within school |
| 27 | Certificate Printed | 1 | Char | Valid values: Y or N |
| 28 | Comp Comp Subject | 1 | Char | Stage 1 compulsory subjects completed. Valid values 'Y' or 'N'. |
| 29 | Comp Num Units | 1 | Char | 22 SACE units have been completed. Valid values 'Y' or 'N'. |
| 30 | Comp Pattern | 1 | Char | All Stage 1 requirements have been met. Valid values 'Y' or 'N'. |
| 31 | Active Ind | 1 | Char | Valid values 'Y', 'N' or blank |
| 32 | Adult Ind | 1 | Char | Valid values: Y, N, or Blank |
| 33 | EDHO Number | 13 | Char | EDSAS student identifier. Blank for other school admin systems. |
| 34 | Phone Country Code | 3 | Integer | e.g. 061 |
| 35 | Phone Area Code | 4 | Integer | e.g. 08 |
| 36 | Phone Number | 10 | Integer | 8-10 digits containing no spaces. |
| 37 | Reg Slip Printed | 1 | Char | Valid values 'P', 'N', 'U' and blank. |
| 38 | Home Group | 8 | Char | Assigned by student's contact school. |
| 39 | Year Level | 2 | Char | 10, 11, 12, 13, SL, etc |

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|--------------------------------|------------|-----------|---------------------------------------------------------------------------------------------------------------------------|
| 40 | Ab/Tr Descent | 1 | Char | Valid values 'A', 'T', 'N', 'B', blank. Collected from the student registration slip. |
| 41 | Country Born | 2 | Char | Code that identifies the country in which the student was born. Collected from the student registration slip. |
| 42 | Language at Home | 2 | Char | Code that identifies the language spoken at home by the student. Collected from the student registration slip. |
| 43 | Other Lang Occ | 2 | Char | Code that identifies any other language spoken occasionally by the student. Collected from the student registration slip. |
| 44 | Other Lang Often | 2 | Char | Code that identifies any other language often spoken by the student. Collected from the student registration slip. |
| 45 | Years in Australia | 2 | Integer | Number of years student has been living in Australia. |
| 46 | ESB | 2 | Char | Valid values 'EG', 'NE' and 'NA'. |
| 47 | TAFE ID | 10 | Char | TAFE identifier. Blank if not supplied by the contact school. |
| 48 | ED ID | 13 | Char | Applies to EDSAS and Dux. Blank for other school admin systems. |
| 49 | Email address | 100 | Char | Optional. Student's email address. |
| 50 | Eligible for Modified Subjects | 1 | Char | Identified whether the student is eligible for modified subjects. |

Data Exchange 23 Students export file format

Teachers export file format

The following table (Data Exchange 24) lists the fields, sizes and characteristics of the Teachers export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|---|-----------------------|------------|-----------|-------------------------------------------------------|
| 1 | Contact School Number | 3 | Char | School Number issued by the SACE Board |
| 2 | Teacher Code | 8 | Char | Assigned by school, unique within school |
| 3 | Family Name | 30 | Char | The teacher's surname. |
| 4 | Initials | 4 | Char | First character of each of the teacher's given names. |
| 5 | Title | 4 | Char | The teacher's title. |
| 6 | Type | 1 | Char | 'T' to indicate teacher |

Data Exchange 24 Teachers export file format

Classes export file format

The following table (Data Exchange 25) lists the fields, sizes and characteristics of the Classes export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|-----------------------|------------|-----------|-------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Char | School Number issued by the SACE Board |
| 2 | Year | 4 | Integer | ccyy (e.g. 2013) |
| 3 | Stage | 1 | Integer | Valid values: 1 or 2 |
| 4 | SACE Code | 3 | Char | Valid SACE Subject Code (e.g. BIG - Alpha-Numeric) |
| 5 | Credits | 2 | Integer | 10 or 20. |
| 6 | Class Number | 2 | Integer | Class number assigned by the teaching school (01 to 98 inclusive) |
| 7 | Program Variant | 1 | Char | Is characters A to Z only or is otherwise blank. |
| 8 | Semester | 1 | Integer | Valid values: 1 or 2 |
| 9 | Teacher Code | 8 | Char | Teacher identifier |
| 10 | School Class Code | 10 | Char | Assigned by school, unique within school |
| 11 | Results Due | 1 | Char | J (June) or D (December) |
| 12 | Accession Number | 8 | Char | Unique Assessment Plan Approval Number |

Data Exchange 25 Classes export file format

SACE Enrolments export file format

The following table (Data Exchange 26) lists the fields, sizes and characteristics of the SACE Enrolments export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|--------------------------|------------|-----------|------------------------------------------------------------------------------------------------------------------------|
| 1 | Registration Number | 7 | Char | SACE Student Number composed of 6 digits and one check character. (e.g. 123456H) |
| 2 | Enrolment Number | 2 | Integer | The number assigned to the student's enrolment by the SACE Board. |
| 3 | Stage | 1 | Integer | Valid values: 1 or 2 |
| 4 | SACE Code | 3 | Char | Valid SACE Subject Code (e.g. BIO - Alpha-Numeric) |
| 5 | Credits | 2 | Integer | 10 or 20. |
| 6 | Year | 4 | Integer | ccyy (eg. 2013) |
| 7 | Semester | 1 | Integer | Valid values: 1 or 2 |
| 8 | Results Due | 1 | Char | J (June) or D (December) |
| 9 | Teaching School Number | 3 | Char | School Number issued by the SACE Board |
| 10 | Class Number | 2 | Integer | Class number assigned by the teaching school (01 to 98 inclusive) |
| 11 | Program Variant | 1 | Char | Valid values: A to Z |
| 12 | Assessment School Number | 3 | Char | School Number issued by the SACE Board |
| 13 | Repeat Indicator | 1 | Char | Valid values: Y or N |
| 14 | Enrol Date | 10 | Date | Date format: dd/mm/yyyy |
| 15 | Enrolment Status | 1 | Char | E (Enrolled), W (Withdrawn), D (Deleted), G (Granted), C (Completed) |
| 16 | When Created | 10 | Date | Date format: dd/mm/yyyy |
| 17 | Who Created | 10 | Char | Identifies the user responsible for creating the enrolment. |
| 18 | When Changed | 10 | Date | Date format: dd/mm/yyyy |
| 19 | Who Changed | 10 | Char | Identifies the user responsible for the last modification to the enrolment record. |
| 20 | Levelled Result | 1 | Char | V (OA), S (SA), R (RA), N (RNM) |
| 21 | When Completed | 5 | Integer | The year that the enrolment was completed + start semester. eg. 20131 |
| 22 | Eligibility Indicator | 1 | Char | Valid values: Y or N or blank. Only applies to language subjects. |
| 23 | Student Code | 8 | Char | Student identifier, unique within the school. |
| 24 | Contact School Number | 3 | Char | School Number issued by the SACE Board |
| 25 | Exam Centre | 3 | Char | School Number issued by the SACE Board |
| 26 | Pairing Indicator | 2 | Integer | Historic field - used for pairing single unit Stage 2 enrolments. |
| 27 | Achievement Score | 2 | Integer | Integer, between 0 and 20 |
| 28 | School Score | 2 | Integer | Integer, between 0 and 20 |
| 29 | Speed | 5 | Float | A numeric with floating precision where -1 equates to NULL |
| 30 | HEES | 4 | Float | Scaled achievement score. Valid values between 0.0 and 20.0. |
| 31 | School Level | 1 | Char | Historic field - result supplied by the school. Only applies to Stage 2 levelled result type subjects. |
| 32 | School Grade | 2 | Char | Grade supplied by the school - only applies to Stage 2 enrolments. |
| 33 | School Class Code | 10 | Char | Assigned by school, unique within school |
| 34 | ED ID | 13 | Char | Applies to EDSAS and Dux. Blank for other school admin systems. |
| 35 | Stage 1 Grade | 1 | Char | A, B, C, D or E. Only applies to SACE Stage 1 enrolments. Note: Grades of P and/or N may also be valid for enrolments. |
| 36 | Partial Credits | 2 | Integer | Functionality not yet implemented. |

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|--------------|------------|-----------|---------------------------------------------------------------|
| 37 | Results Type | 1 | Char | L = Levelled Result, S = Scored G = Graded, N = Non-Graded |

Data Exchange 26 SACE Enrolments export file format

Subjects export file format

The following table (Data Exchange 27) lists the fields, sizes and characteristics of the Subjects export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|---|-----------------------|------------|-----------|----------------------------------------------------------------------------------------------------------|
| 1 | Stage | 1 | Integer | Valid values: 1 or 2 |
| 2 | SACE Code | 3 | Char | Valid SACE Subject Code (e.g. BIG - Alpha-Numeric) |
| 3 | Credits | 2 | Integer | 10 and 20. |
| 4 | Expiry Date | 10 | Date | Date format: dd/mm/yyyy |
| 5 | Subject Name | 128 | Char | Name of the SACE subject |
| 6 | Descriptor | - | Text | Detailed subject information |
| 7 | Subject Type | 1 | Char | 'P' = PES, 'S' = SAS, 'A' = PAS |
| 8 | New SACE subject flag | 1 | Char | 'Y' or 'N'. Used to identify whether a subject is a current SACE or new SACE subject (for 2010 onwards). |
| 9 | Result Type | 1 | Char | L = Levelled Result, S = Scored G = Graded, N = Non-Graded |

Data Exchange 27 Subjects export file format

VET Results export file format

The following table (Data Exchange 28) lists the fields, sizes and characteristics of the VET Results export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|----|-----------------------|------------|-----------|----------------------------------------------------------------------------------------|
| 1 | Contact School Number | 3 | Integer | School Number issued by the SACE Board |
| 2 | Student Code | 8 | Char | Assigned by school, unique within school |
| 3 | VET Year | 4 | Integer | ccyy (e.g. 2013) |
| 4 | Enrolment Number | 3 | Integer | Positive Integer |
| 5 | VET Module Number | 3 | Integer | |
| 6 | VET Module ID | 12 | Char | National or State Competency Code (e.g. CPCCSH3005A) |
| 7 | Result | 1 | Char | Valid AVETMISS Result (e.g. P, O or F) |
| 8 | When Changed | 10 | Date | Date format: dd/mm/yyyy |
| 9 | Who Changed | 25 | Char | Identifies the user responsible for the last modification to the enrolment record. |
| 10 | Registration Number | 7 | Char | SACE Board student Number composed of 6 digits and one check character. (e.g. 123456H) |
| 11 | Enrolment Year | 4 | Integer | ccyy (e.g. 2013) |
| 12 | Stage | 1 | Char | Valid values: 1 or 2 |
| 13 | SACE Code | 3 | Char | Valid SACE Subject Code (e.g. BIG - Alpha-Numeric) |
| 14 | Credits | 2 | Integer | e.g. 10 or 20. |
| 15 | Semester | 1 | Integer | Valid values: 1 or 2 |
| 16 | Variant | 1 | Char | Valid values: A to Z |
| 17 | Class Code | 8 | Char | Assigned by school, unique within school |
| 18 | Results Due | 1 | Char | J (June) or D (December) |

Data Exchange 28 VET Results export file format

CEA Reference data export file format

The following table (Data Exchange 29) lists the fields, sizes and characteristics of the CEA Reference data export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|---|-------------|------------|-----------|--------------------------------------------------------------------------------------------------------------------|
| 1 | Code Type | 4 | Char | The code will identify a CEA type. (Values to be confirmed). |
| 2 | Code | 10 | Char | Code used to identify a CEA Category available under the CEA Type identified in field 1. (Values to be confirmed). |
| 3 | Description | 50 | Char | A description of the CEA Type/CEA Category. |

Data Exchange 29 CEA Reference data export file format

CEA export file format

The following table (Data Exchange 30) lists the fields, sizes and characteristics of the CEA export file format for South Australia.

| # | NAME | MAX LENGTH | DATA TYPE | INFORMATION |
|---|---------------------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Contact School Code | 3 | Char | School Code issued by the SACE Board. |
| 2 | Registration Number | 7 | Char | Unique SACE Board Student Identifier. |
| 3 | Student Code | 8 | Char | Student identifier, assigned by the school, unique within the school. |
| 4 | ED ID | 13 | Char | Applies to EDSAS and Dux. Blank for other school administrative systems. |
| 5 | CEA Type | 4 | Char | Identifies which of the 2 ways a student can comply with the Act. (e.g. ALP, Exemption, Non-participation) |
| 6 | CEA Category | 10 | Char | A complete listing of the categories that apply to each of the 3 CEA types will need to be imported into other school administrative systems from Schools Online. |
| 7 | Deleted Indicator | 1 | Char | 'Y' or Null. 'Y' = logically deleted. |
| 8 | Start Date | 10 | Char | The commencement date of the CEA type (compliance with the act). Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyyymmdd or yyyy/mm/dd. |
| 9 | End Date | 10 | Char | The end date of the CEA type (compliance with the act). Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyyymmdd or yyyy/mm/dd. |

Data Exchange 30 CEA data export file format