

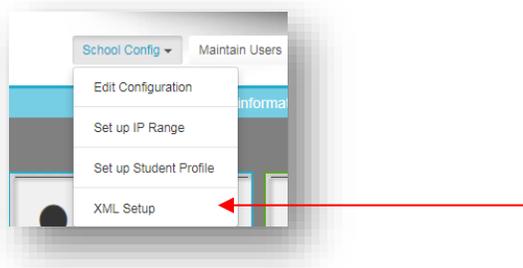


Xml Setup (Import Xml)

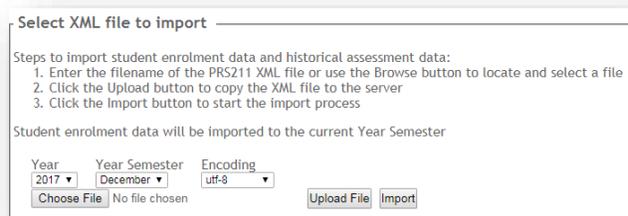
- 1 On the Home page select **School Config**



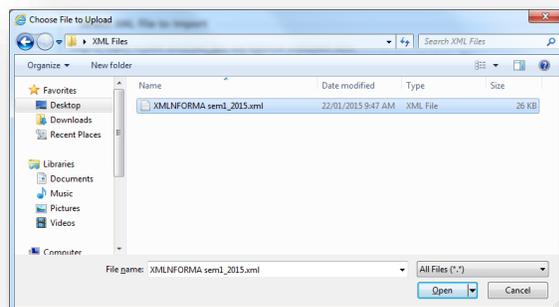
- 2 Select **XML Setup**



- 3 Click on **Choose File** and navigate to the location where the xml file was saved.



- 4 Choose the file and click Open.



- 5 The file pathway should then be displayed.

Select XML file to import

Steps to import student enrolment data and historical assessment data:

1. Enter the filename of the PRS211 XML file or use the Browse button to locate and select a file
2. Click the Upload button to copy the XML file to the server
3. Click the Import button to start the import process

Student enrolment data will be imported to the current Year Semester

Year: 2017 | Year Semester: June | Encoding: utf-8

Fixed PRS211_S...r_Results.XML

- 6 Click on the **Upload File** button to upload the xml file to the server.

A message confirming the upload should be displayed.

Select XML file to import

Steps to import student enrolment data and historical assessment data:

1. Enter the filename of the PRS211 XML file or use the Browse button to locate and select a file
2. Click the Upload button to copy the XML file to the server
3. Click the Import button to start the import process

Student enrolment data will be imported to the current Year Semester

Year: 2017 | Year Semester: June | Encoding: utf-8

No file chosen

Uploaded File name: Fixed PRS211_Student_and_Prior_Results.XML
File Size: 113537 Bytes
Content type: text/xml

Click on the **Import** button.

Click **OK** at the next screen.

All the information from the xml file will now be extracted and imported into nForma.

This process may take a few minutes depending on the amount of data to be processed.
Do you wish to continue?

7 VERIFY all ERRORS listed in RED

Student Upload was SUCCESSFUL, except for 2 student(s) listed below.

Number of students in XML = 170
Number of students imported = 168

Please check the details carefully and manually confirm the import of each student

Select XML file to import

Steps to import student enrolment data and historical assessment data:
1. Enter the filename of the PRS211 XML file or use the Browse button to locate and select a file
2. Click the Upload button to copy the XML file to the server
3. Click the Import button to start the import process

Student enrolment data will be imported to the current Year Semester

Year: 2015, Year Semester: June, Encoding: utf-8

Upload File, Import

Uploaded File name: 2014 xml.xml
File Size: 67680 Bytes
Content type: text/xml

Select Student(s)	Message
<input type="checkbox"/>	Student has changed First Name or Last Name or DOB in XML. First Name in xml is Ian, Last Name in xml is Sam, DOB in xml is 02 Jan,2007. First Name in system is Ian, Last Name in system is Soo, DOB in system is 02 Jan,2007
<input type="checkbox"/>	Student has changed First Name or Last Name or DOB in XML. First Name in xml is Mat, Last Name in xml is Go, DOB in xml is 28 Jul,2004. First Name in system is Mat, Last Name in system is Go, DOB in system is 28 Jul,2014

Import Selected Student(s), Close

Surname in the xml does not match the surname in nFormaWeb

DOB in the xml does not match the DOB in nFormaWeb.

Tick the check boxes if you want to import the XML information and overwrite the nFormaWeb details. Once ticked, click on the **“Import Selected Student(s)”** button to import the data.

If you’re unsure of what to do with a particular error, please contact the nForma helpdesk.

Possible errors may include:

- Incorrect First Name, Last Name, DOB
- Incorrect VSN e.g. a number greater or less than 9 characters or duplicated numbers other than 999999999. (VSNs must be fixed on the office administration package and the XML file regenerated and re-imported)

- 8 If there are NO errors, a confirmation message will appear, similar to the one displayed on the right.

The process for importing the xml is now complete.

