

Xml Setup (Import Xml)

1 On the Home page select School Config School Config Maintain Users Assign Teachers To Home Groups Maintain Students / Class List

2 Select XML Setup



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

tens to imp	ort student enrolment data and historical assessment data:
1. Enter 1	he filename of the PRS211 XML file or use the Browse button to locate and select a file
2. Click t	he Upload button to copy the XML file to the server
3. Click t	ne Import button to start the import process
student enro	lment data will be imported to the current Year Semester
	N 6
Year	Year Semester Encoding
2017 -	December V utt-8 V
Choose F	Ile No file chosen Upload File Import

4 Choose the file and click Open.



5 The file pathway should then be displayed.

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 Year Semester Encoding 2017 ▼ June Upload File Import	Select XML file to import	
Student enrolment data will be imported to the current Year Semester Year Year Semester 2017 ▼ June ▼ Choose File Fixed PRS211_Sr_Results.XML Upload File	 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 	
Year Year Semester Encoding 2017 ▼ June ▼ utf-8 ▼ Choose File Fixed PRS211_Sr_Results.XML Upload File Import	Student enrolment data will be imported to the current Year Semester	
	Year Year Semester Encoding 2017 ▼ June ▼ utf-8 ▼ Choose File Fixed PRS211_Sr_Results.XML Upload File Import	

Clic	ck on the			
Up	load File button	Select XML file to import		
to u file	upload the xml to the server.	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		
A n cor	nessage nfirming the	Year Year Semester Encoding 2017 ▼ June ▼ utf-3 ▼ Choose File No file chosen Upload File Import		
upl dis	load should be played.	Uploaded File name: Fixed PRS211_Student_and_Prior_Results.XML File Size: 113537 Bytes Content type: text/xml		
Clic	ck on the			
Im	port button.			
Clic	ck OK at the			
nex	kt screen.			
All	the information			
from the xml file This process may take a few minutes de		This process may take a few minutes depending on the amount of data to be processed.		
wil	l now be	Do you wish to continue?		
ext	racted and			
imp	ported into	OK Cancel		
nFo	orma.			

udent Upload v	was SUCCESSFUL, exce	ept for 2 student(s) listed below.		nForma 2.02.6A
lumber of students in XML = 170 lumber of students imported = 168				
ease check the port of each st	e details carefully and tudent	manually confirm the		
	Select AML III	le to import		
	Steps to import st 1. Enter the f 2. Click the U 3. Click the In	udent enrolment data and histor filename of the PR5211 XML file o Ipload button to copy the XML fi nport button to start the import	rical assessment data: or use the Browse button to locate and ile to the server t process	select a file
	Student enrolmen	t data will be imported to the cu	urrent Year Semester	
	Year Yea 2015 Ju Browse	ne v Encoding ne v utf-8 v No file selected.	Upload File Import	Surname in the xml does not match the surname in nFormaWeb"
	Uploaded File File Size: 67680 Content type:	name: 2014 xml.xml) Bytes text/xml		
	Select Student(s)		Message	
		Student has changed First Name xml is 02 Jan,2007. First Na	or Last Name or DOB in XML. First Name in : lame in system is lan , Last Name in syste	xml is Ian Last Name in xml is Sam, DOB in m is Soo , DOB in system is 02 Jan,2007
		Student has changed First Name (xml is 28 Jul,2004, First Na	or Last Name or DOB in XML. First Name in > ame in system is Mat , Last Name in system	cmLis Mat , Last Name in xmLis G0 , DOB in is G0 , DOB in system is 28 Jul,2014
	Import Selec	ted Student(s) Close	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.	Student Upload was SUCCESSFUL:
		3. Click the Import button to start the import process Student enrolment data will be imported to the current Year Semester Year Year Semester Encoding 2015 V June V utf-8 V
		Browse Upload File Import Uploaded File name: XMLNFORMA sem1_2015.xml File Size: 25720 Bytes Content type: text/xml