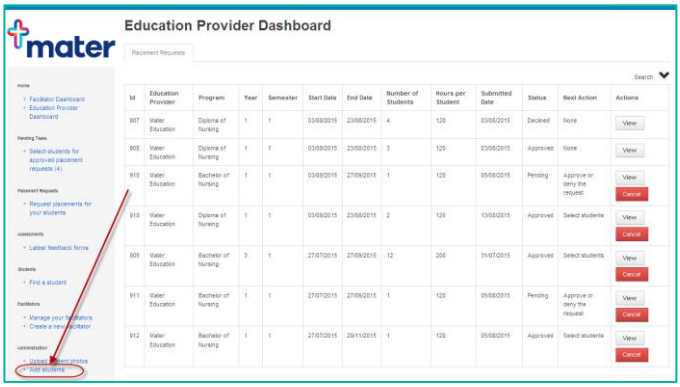
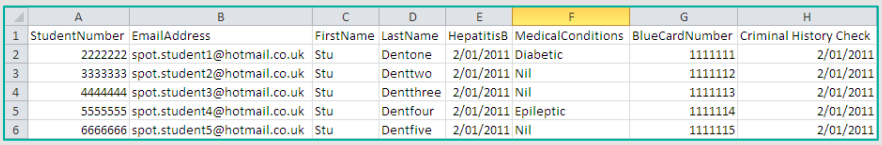
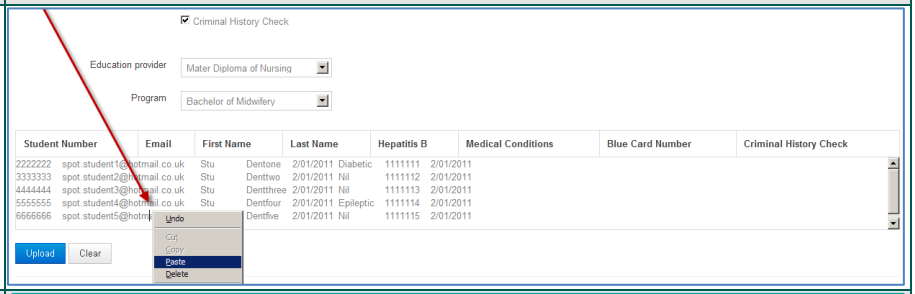
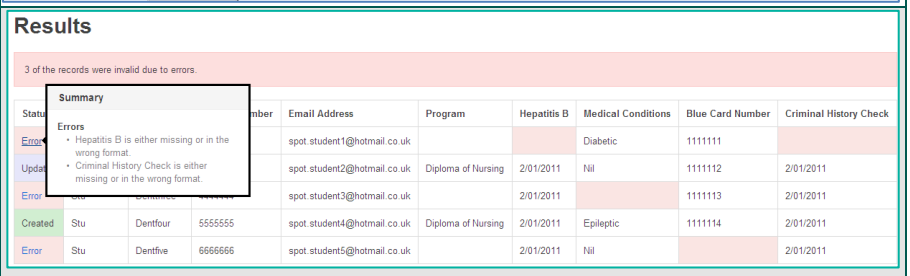
EPRef-05 - Student Reference Sheet – Uploading Student Details.

Steps	Action	What it looks like
1.	To upload student's details to SPOT, click on the **Add students** link.	
2.	In the **Upload Students** screen, first select the student fields you wish to upload for this group of students. The mandatory fields needed to create a student's profile are: - Student Number - Email Address - First Name - Last Name If you wish to upload other details such as immunisation details and other placement pre-requisites, tick the fields you want to upload (*Note: All students in this group must have ALL selected details entered*). Then select the correct option from the drop down list for the: **- Education Provider** the students are enrolled with, - **Discipline** the students are studying, - **Program** this group of students are studying (*Note*:	

	Students studying different programs must be uploaded in separate batches).	
3.	***Troubleshooting 1: Program or Student Field not available in the list*** If a Program or Student Field that you wish to choose is not displayed in the drop down field, this will be because the Program or Student Field has not been created Contact your System Administrator to add it or, if you have Administrator access, refer to ***ARef-05 - How to Administer Disciplines*** and ***ARef-07 - How to Administer Student Fields***	
4.	To upload students you'll need to copy and paste their details from a formatted excel sheet into SPOT. In Row 1, type in or copy/paste the Student Fields you've chosen in step 3 in the order they appear in the **Student Fields** list. Each other row are a single student's details. Every field must be filled out.	
5.	Once all of the student details are entered, simply select all of the student details minus the headings, copy and paste them into the space provided in SPOT.	
6.	Clicking the **Upload** button will display the results of the students uploaded. If there are any errors in the file a Red message will display and an **Error** to show any row with incorrect details. Hovering your cursor on the **Error** will display a reason and which fields need to be corrected. You will need to update the missing or incorrect data and then re-upload the details by redoing step 5.	

7.	Once all the data is in the correct format, a Green message will display. Any students that already have profiles in SPOT will display as **Updated** while any new students will display as **Created**.	**Results** A total of 5 students were either created or updated. Status | First Name | Last Name | Student Number | Email Address Updated | Stu | Dentone | 2222222 | spot.student1@hotmail.co.uk Updated | Stu | Denttwo | 3333333 | spot.student2@hotmail.co.uk Updated | Stu | Dentthree | 4444444 | spot.student3@hotmail.co.uk Updated | Stu | Dentfour | 5555555 | spot.student4@hotmail.co.uk Created | Stu | Dentfive | 6666666 | spot.student5@hotmail.co.uk