

## MISDmsds – User-Defined Text File Import

This feature will import a tab delimited or comma separated values (.csv) file. This feature will allow the import of data from a variety of sources including spreadsheet data or other student data systems that do not export the MSDS xml files.

The first step in the import process is preparing the data. This import will import either a tab-delimited or comma separated values (.csv) file. Include a column for each field you wish to import. For fields that have multiple values like Special Ed/Program Service code, you will include multiple columns as in the sample below. Remember, you will not be importing ISD or district number. Those are constants for the MISDmsds database you have open.

The first row of data should contain column labels. It is recommended that you use the MSDS characteristic names for the column headers, but this is not required. The import feature has a field mapping screen. If you use the MSDS characteristic names the mapping screen will automatically map your import file columns to the appropriate MSDS component/characteristic. If your header labels are something else the mapping screen will allow you to select a component/characteristic for each column.

Here is a sample import file opened in Excel:

	2	3	4	5	6	7	8	9	10	
1	lastname	firstname	dateOfBirth	uic	PrimaryDisability	IEPDate	ProgramServiceCode	ProgramServiceCode	ProgramServiceCode	Su
2	Alabama	Montgomery	05/05/1993	7260765561		13 01/31/2011				
3	Colorado	Denver	09/10/2005	236007094		10 12/21/2010	160	150	170	
4	Delaware	Dover	08/10/1998	8463856114		10 06/01/2010				
5	Georgia	Atlanta	07/31/2000	8211443812		5 05/13/2010	194			
6	Hawaii	Honolulu	04/16/1996	5957425986		15 05/05/2011				
7	Illinois	Springfield	09/04/2002	244778870		5 11/10/2010	194			
8	Kentucky	Frankfort	06/07/2005	841555630		20 03/09/2011				
9	Montana	Helena	09/06/2005	9780606621		20 02/10/2011				

To run the import, select “File/Import/Import Delimited Text Files/Import a user-defined delimited text file” from the menu.

The screenshot shows the MISDmsds application window. The 'File' menu is open, and the path 'Import > Import Delimited Text Files > Import a user-defined delimited text file' is selected. The main window displays the 'Personal Core' form for a student with UIC 1234567890 and Date of Birth 01/01/1994. The 'Bunny, Bugs' student record is visible in the bottom status bar.

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A window will open that will allow you to browse to your import file. After you select your import file you will see the following import options screen:

**Import Options**

New Data or Merge Data

Import each record as a new record

Merge data matching on UIC

Allow import of duplicate student records?

No  Yes

Allow the import of records with blank UIC numbers

No  Yes

Ok Cancel

After you have selected the appropriate options for the file you are importing, click the Ok button. You will then see the column mapping screen. Here is a sample:

**Import a user-defined, delimited text file**

Importing File: **Import file columns to MSDS Components/Characteristics mapping**  
C:\Users\block\Desktop\CEPI\Files\Students.txt

Column#	From your file	To Component	To Characteristic
1	UIC	PersonalCore	UIC
2	LastName	PersonalCore	LastName
3	FirstName	PersonalCore	FirstName
4	Grade	SchoolDemographics	GradeOrSetting
5	Address		
6	City		
7	State	PersonalDemographics	State
8	Zip		
9	DOB		
10	Gender	PersonalCore	Gender
11	General Ed FTE	General Education FTE	GeneralEdFTE
12	Initial IEP Date	Initial IEP	IEP Completion Date
13	Primary Disability	SpecialEducation	PrimaryDisability
14	Section 52 FTE	SpecialEducation	Section52FTE
15	Section 53 FTE		
16	ProgramServiceCode	SpecialEducation	ProgramServiceCode

Remember: District number and ISD number are constants for the database you are using (Macomb ISD). They will not be imported.

Continue Cancel

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If your column headings are the MSDS characteristic names the “To Component” and “To Characteristic” will be automatically chosen. If your labels are something else you can click in the “To Component” cell for that column and choose from a drop-down list of MSDS components. Then click in the “To Characteristic” cell and chose from a drop-down list of characteristics for the selected component. If you leave the “To Component” and “To Characteristic” cells blank, the corresponding column in your data will not be imported.

After you have completed any necessary mapping, click the continue button. If you left any cells blank you will see a warning message. The program will import your data using the options and mapping you have selected. When the process is completed a window will open showing the number of records imported.