

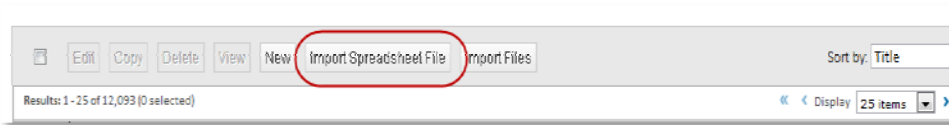


Schoolnet: Curriculum Manager Import Spreadsheet Quick Reference Card

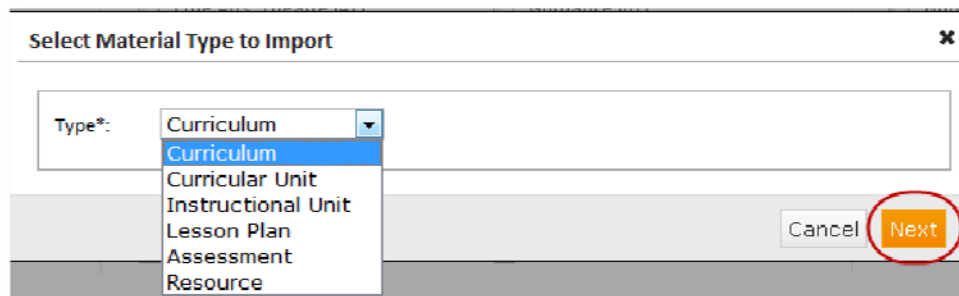
- The Import Spreadsheet functionality is meant to be used to bulk upload large numbers of the same material type at one time.
- With this functionality you can complete the properties tab for each material you import.
- And you can load materials as URLs. Once you've imported the spreadsheet file you will still need to complete the materials you've imported.

Downloading the Sample Spreadsheet TSV File

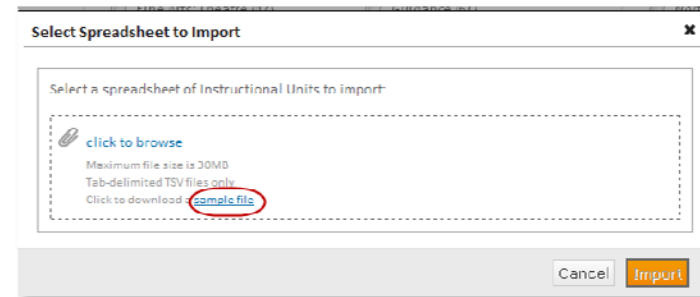
1. Roll your cursor over **Classrooms** on the navigation bar and click **Curriculum Manager**
2. Scroll down and Click on **Import Spreadsheet File**



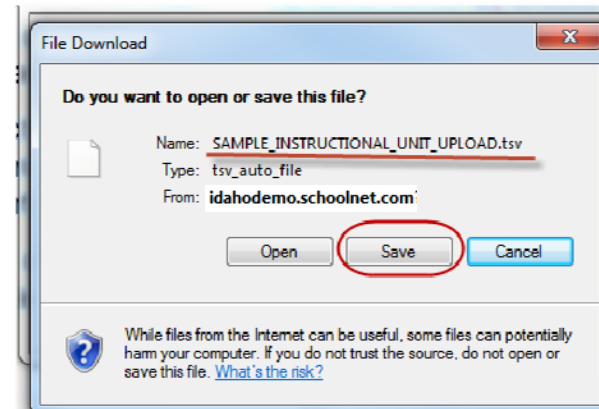
3. From the drop-down, select the type of material you want to import and click **Next**.



4. Click on the sample file link to download a sample file.



5. The sample file will download and you will be asked to open, save or cancel
The file format of the sample file is tsv. TSV files are tab delimited text files. The easiest way to work with them is to open them in Excel.



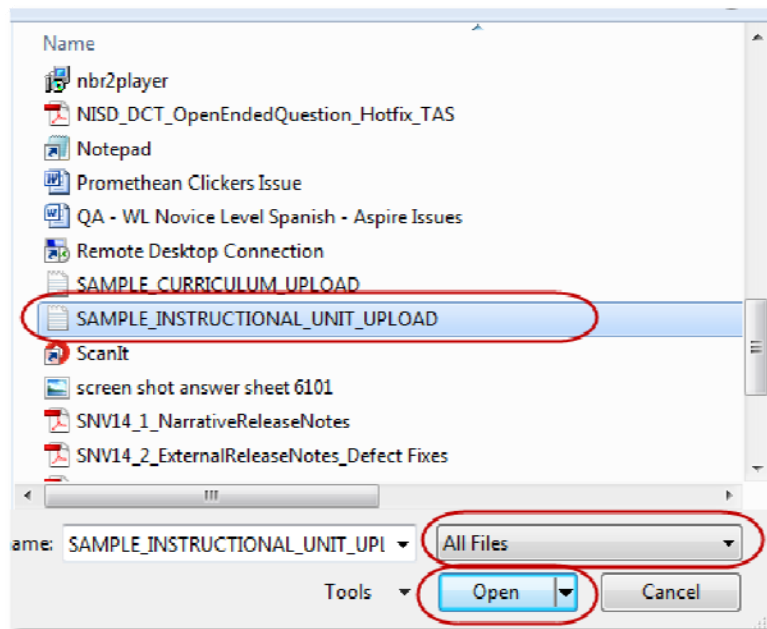
Import Spreadsheet

6. Select **Save** and choose a location to save the file on your computer.
7. Go back and Click Cancel on the still open Select Spreadsheet to Import screen.

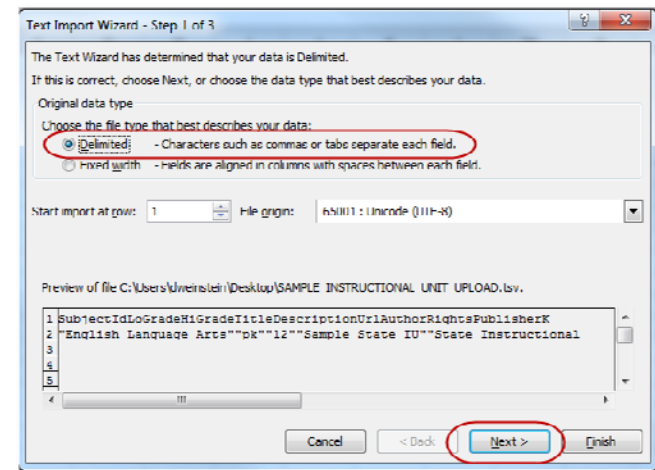
Open TSV file in Excel

1. Open Excel
2. Click on **File>Open**
3. Select **All Files**
4. Locate the Sample file and click **Open**.

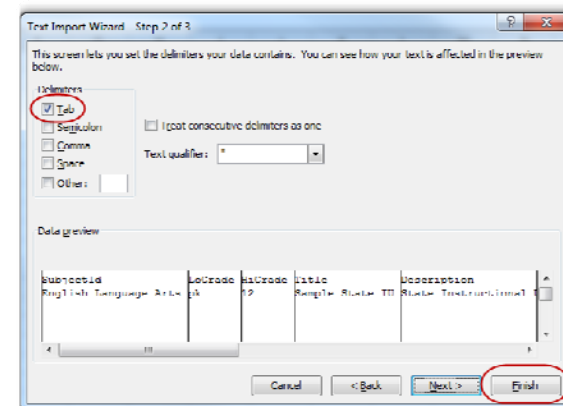
Note: The file name will ALWAYS have the material type you selected in the title.



5. Once you click on Open you will see the Text Import Wizard screen pop-up.
6. Leave **Delimited** checked.
7. Click **Next**.



8. Leave **Tab** checked.



9. Click on **Finish**.

Import Spreadsheet

10. You should now see the data in columns.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SubjectID	LoGrade	HiGrade	Title	Description	Url	Author	Rights	Publisher	Keywords	Cost	Restricted	Duration	DurationType
English La	pk		12	Sample St	State Instructional U	User, Test		Sample State DOE		FALSE	FALSE	0	Minute

Now you are ready to begin populating the Spreadsheet file.

Populating the Spreadsheet file

When completing the bulk-upload file, you **MUST** fill in the **Required fields**:

1. SubjectID - this represents the subject name that appears on your site.
2. Lograde & Higrade – these fields represent the grade range of that material. If the material is only for one grade, then the lograde and higrade would be the same number.
3. Title I
4. Description

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
SubjectID	LoGrade	HiGrade	Title	Description	Url	Author	Rights	Publisher	Keywords	Cost	Restricted	Duration	DurationType	Standards
2	Social Studies	5	5	Unit 1: Connecti	This unit is desig	http://ww	DeKalb County	All rights DeKalb County School Distri		FALSE	FALSE	2	week	
3	Social Studies	5	5	Unit 2: Effective	In this unit, stud	http://ww	DeKalb County	All rights DeKalb County School Distri		FALSE	FALSE	3	week	
4	Social Studies	5	5	Unit 3: The Civil	In this unit, stud	http://ww	DeKalb County	All rights DeKalb County School Distri		FALSE	FALSE	3	week	
5	Social Studies	5	5	Unit 4: Reconstru	In this unit, stud	http://ww	DeKalb County	All rights DeKalb County School Distri		FALSE	FALSE	3	week	
6	Social Studies	5	5	Unit 5: Biggin	In this unit, stud	http://ww	DeKalb County	All rights DeKalb County School Distri		FALSE	FALSE	3	week	

Non- Required Fields

5. URL – If you are creating a material that is a URL, you would complete this field.
6. Author
7. Rights – Used for copyright information. You might enter: All rights reserved.

8. Publisher

9. Keywords - There is a 500 character limit. Keywords must be separated by a comma. For example: Seeds, Plants, Observation, Gardening

10. Cost – generally used for Publisher materials. The allowed Values or TRUE or FALSE, they appear on the site as Yes or NO

11. Restriction generally used for Publisher materials. The allowed Values or TRUE or FALSE, they appear on the site as Yes or NO

12. Duration – only whole numbers are supported

13. DurationType - there are four choices: minute, hour, day, or week

14. Standards – must use standard the standard ID that appears on your site. This may differ from how you normally write the standard. Standards must be separated by a comma. For example: 1.10A.A, 1.OA.1, 1.OA.7

Though the remaining fields are not required, it is recommended that you fill in all the fields that are appropriate for the material. The only exception is the standards field; it is much easier to align standards in the application.

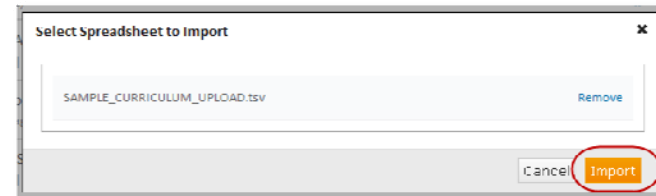
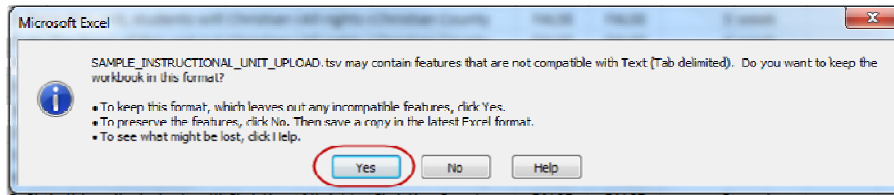
Note: Do not change the order of the fields, or add any formatting.

Saving the Spreadsheet TSV file

1. When you have completed populating the Spreadsheet file, click on **File>Save**
2. Close the file by clicking on **File>Close**
3. Click **>Save**

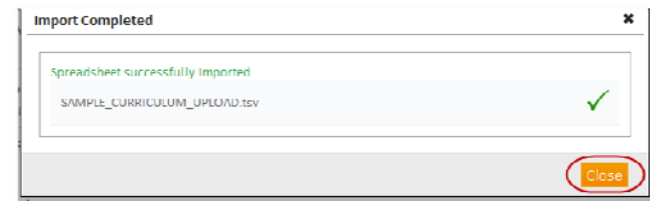
Import Spreadsheet

- You may see a Microsoft Excel dialogue box pop-up saying "Filename.tsv may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format?" **Select>Yes.**



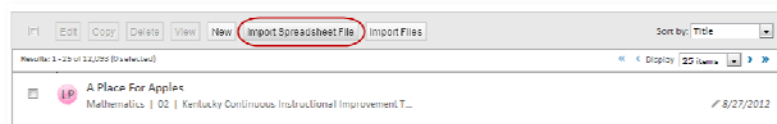
The progress bar will indicate that you imported the file successfully.

- Click **Close**

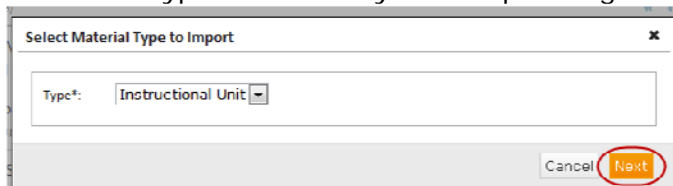


Uploading the Completed Spreadsheet TSV File

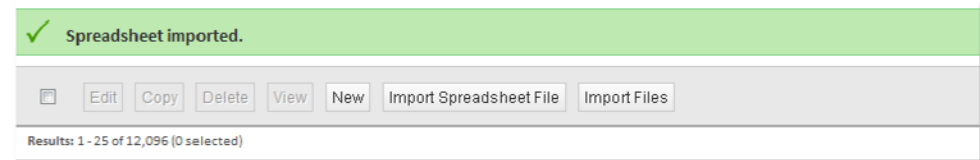
- Roll your cursor over **Classrooms** on the navigation bar and click **Curriculum Manager**
- In Curriculum Manager click on **Import Spreadsheet File**



- Select the type of material you are uploading.



- Click **Next**
- Click on the **click to browse** link
- Locate the TSV file you wish to upload and click **Open**
- On the **Select Spreadsheet to Import** Window click **Import**



After you see "**Spreadsheet imported**" on the status bar, you must complete your bulk-uploaded shells and align them to your curriculum.

If your file has uploaded correctly, you will see the materials you uploaded at the top of the list. All the uploaded materials will have a status of **DRAFT**.