Materials can be uploaded from a standard spreadsheet file to create new Curriculum, Curricular Units, Instructional Units, Lesson Plans, Assessments, and Resources. When importing spreadsheets into Curriculum Manager, all rows and columns are validated to ensure the material properties meet the required import specifications.

Import Files

1. Roll your cursor over **Classrooms** on the navigation bar and click **Curriculum Manager**

2. Click **Import Files** on the menu bar above the list of materials
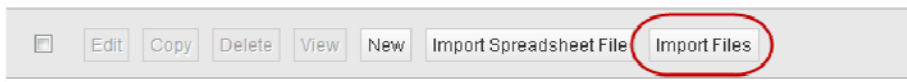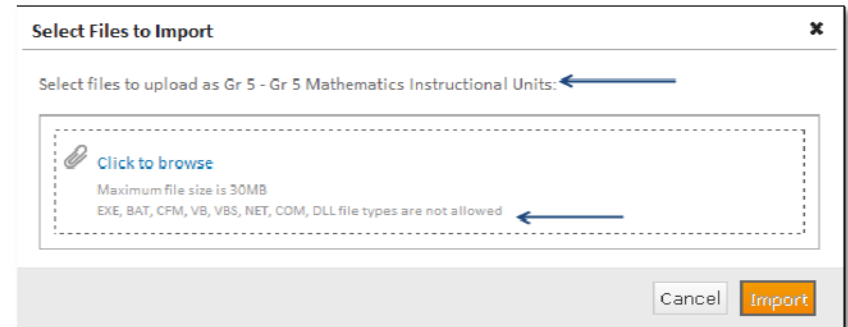

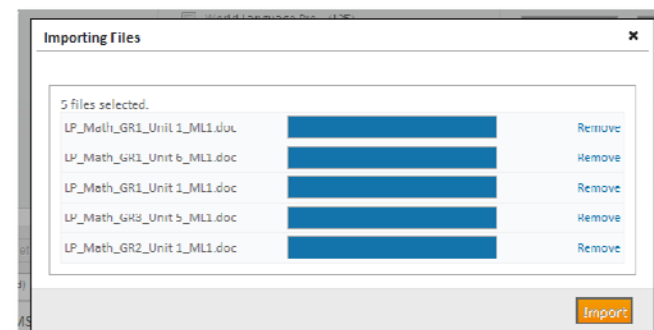3. Select the material type you wish to create, the grade range and the subject for the files you want to import.
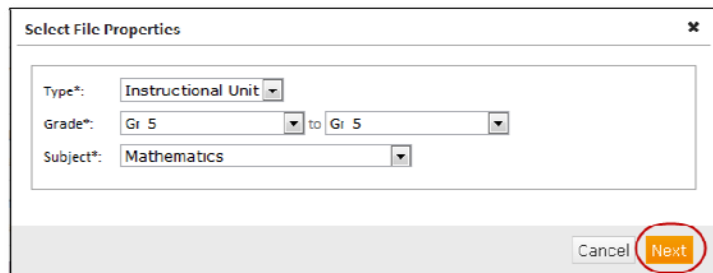
4. Once you have made you selections, click **Next.**

5. Select the files you want to import by clicking on the **Click to browse** link. The maximum file size you can upload is 30MB.

**Note:** Underneath the link you will see a list of files that are **NOT** supported.

6. Locate and select the file(s) you want to **import**.

7. You will be taken to an Import progress screen where you will see a list of all the files you selected to import with a progress bar next to each of the file names.

As the files complete uploading, a green checkmark appears next to each file name to indicate when they have uploaded successfully.
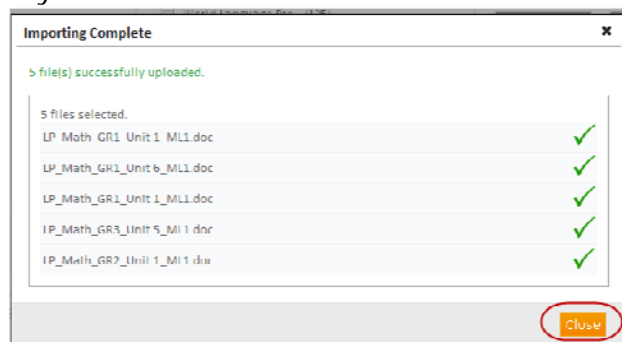
Note: During the upload process performs a file-by-file validation check. Files without errors are uploaded and curricular items are created and added to the main content page.

Files that cannot be validated are not imported.

Use the on-screen messages to identify problematic files. Once you fix all of the issues that are associated with a file, save your changes and upload a corrected version of each corrected file.

8. Once the file(s) has completed importing, you will see the green status bar on your screen.

The materials you created appear at the top of the materials list in the **DRAFT** stage.

All materials will import with the pre-defined selections you made and the same name as the file you uploaded.

9. The last steps are to complete the materials you uploaded. You will need to:
   - Complete the Properties tab
   - Align standards
   - Link materials
   - Assign Organizers
   - Select **Active** from the Status menu

Note: This is often an area where you will use the Edit Multiple Materials functionality. By checking the box next to multiple materials and clicking Edit you can edit the Properties tab of several materials at one time