

Schoolnet: Curriculum Manager - Import Spreadsheet

Audience Roles: Leadership, Staff with Materials Approver

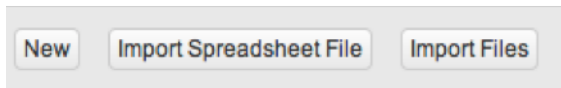
Use the Import Spreadsheet function to upload large numbers of the same material type at one time.

One advantage of importing spreadsheets in bulk is that, if you want all of the spreadsheets to have the same information on the Properties tab, you can fill it out once and it will appear on all of the materials you import.

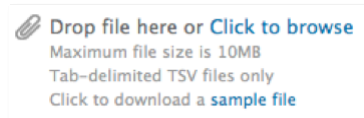
Additionally, you can load materials as URLs. Once you've imported the spreadsheet file, you still need to complete the materials you've imported.

Downloading the Sample Spreadsheet TSV File

1. On the navigation bar, roll your cursor over **Classrooms** and click **Curriculum Manager**
2. Below the filters, above the list of materials, click **Import Spreadsheet File**



3. Select the type of material you want to import, such as **Lesson Plan**, and click **Next**
4. Download a sample file by clicking **sample file**



5. When prompted choose **Save As** from the **Save** drop down menu and choose a location for it on your computer
6. Click **Cancel** on the **Select Spreadsheet to Import** screen

Open the TSV File in Excel

1. Open **Excel**
2. From the **File** menu, select **Open**
3. From the **Open** menu next to **File Name** at the bottom, select **All Files** from the drop down menu
4. Select the sample file and click **Open**

Note: The name of the file will always include the material type you selected.

Once you click Open, the **Text Import Wizard** page appears.

5. Check **Delimited** as the file type
6. Click **Next**
7. For Step 2 of the **Text Import Wizard**, make sure to check **Tab** from the **Delimiters** options
8. Then click **Finish**

You will see the data in columns in the spreadsheet. Now you can begin to enter data into the spreadsheet file.

Schoolnet: Curriculum Manager – Import Spreadsheet

Entering Data into the Spreadsheet File

When you upload files in bulk, you must fill in the required fields:

- **Subject ID** – This represents the subject name that appears on your site.
- **Lograde** and **Higrade** – These numbers indicate the grade range of the material. If the material is for one grade only, the Lograde and Higrade will be the same number.
- **Title** – Enter the name of the material.
- **Description** – Enter a summary about the material.

Although the remaining fields are not required, you should fill in all the fields that are appropriate for the material. The only exception is the Standards field, since some users find it quicker to align standards in the application.

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

The non-required fields are as follows:

- **URL** - If you are using a URL for a material, enter it in the URL field.
- **Author** - Type the creator of the material.
- **Rights** - Enter copyright information.
- **Publisher** - Type the person or organization that published the material.
- **Keywords** - The Keywords field has a 500-character limit. The keywords must be separated by a comma, such as "seeds, plants, observation, gardening."
- **Cost** – The Cost field is used for publisher materials generally. Enter either True or False, which will appear as either Yes or No on the site.

- **Restriction** – The Restriction field is used for publisher materials generally. Enter either True or False, which will appear as either Yes or No on the site.
- **Duration** - Enter the amount of time the material takes to complete. Enter only whole numbers.
- **Duration Type** - Use one of four choices: minute, hour, day, or week.
- **Standards** – You must use the standard ID that appears on your site, which may be different from how you normally record standard IDs. Standards must be separated by commas, such as "1.10A.A, 1.OA.1, 1.OA.7"

Saving the Spreadsheet TSV File

1. After you enter all of the information into the spreadsheet file, select **Save** from the **File** menu
2. Close the file
3. Click **Save** from the **Microsoft Excel** dialog box to save your changes

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

Uploading the Completed TSV File

1. On the **Curriculum Manager** page, click **Import Spreadsheet File**
2. Select the type of material you want to upload
3. Click **Next**
4. Select **Click to browse**

Schoolnet: Curriculum Manager – Import Spreadsheet

5. Locate the TSV file you wish to upload, select it, and click **Open**
6. On the Select Spreadsheet to Import window, click **Import**
The progress bar will indicate that you imported the file successfully.
7. Click **Close**

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.