



Texas Skyward User Group Conference

Skybuild: Steps to Import Data

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Steps to Import Data



This session will demonstrate how to use Skybuild to import data into Skyward.

- Preparing an import template
- How to add fields for import
- How to format imported fields
- How to set up a cross reference for imported data
- How to automate imports

Administration > Skybuild > Imports > Import File Builder

Import File Builder

Views: **General** Filters: ***Skyward Default**

Interface	Description	System	Product Type	Allow Others	Automated	Created By	
1	Career Crs v1.1	Career Cruising v1.1	Student	Schedule	<input type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O
2	Infosnap v2.1	Infosnap v2.1	Student	Other	<input type="checkbox"/>	<input type="checkbox"/>	Staryscr, Nakisha C
3	PCS - X(12)	PCS - Format X(12)	Student	Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O
4	PCS - X(12)	PCS - Format X(12)	Student	Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verrascr, Catherin L
5	test	test	Student	Health	<input type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O
6	TF Manual	TF Manual	Student	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O
7	TF Stop ID	TF Stop ID	Student	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O
8	Transfinder	Transfinder	Student	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	Espericuetascr, Lavonna O

Buttons: Import, Add, Edit, Delete, Clone, Import Interface, Back

Standardized Import Interface Layouts

Views: **General** Filters: ***Skyward Default**

Interface	Description	System	Product Type	
1	Campus GB	Campus Gradebook Import	Student	Gradebook
2	Career Crs v1.0	Career Cruising v1.0	Student	Schedule
3	Career Crs v1.1	Career Cruising v1.1	Student	Schedule
4	Conn Acad v1.0	Connections Academy v1.0	Student	Other
5	Edulog v1.0	Edulog.nt Query Maker-Bus Passes v1.0	Student	Transportation
6	GISD LEP	GISD LEP	Student	Demographic
7	Horizon v1.0	Horizon v1.0	Student	Food Service
8	Infosnap v2.0	Infosnap v2.0	Student	Other
9	Infosnap v2.1	Infosnap v2.1	Student	Other
10	Mapper Entry	Mapper Entry	Student	Demographic
11	Mapper Withdraw	Mapper Withdrawal	Student	Demographic
12	Non Campus GB	Non Campus Gradebook Import	Student	Gradebook
13	PCS - A	PCS - Format A	Student	Food Service
14	PCS - X(12)	PCS - Format X(12)	Student	Food Service
15	Pinnacle v1.0	Pinnacle v1.0	Student	Gradebook
16	PlascoTrac v1.0	PlascoTrac v1.0	Student	Attendance

Buttons: Select, Back

Setting up Template / Data Type

Import Interface Maintenance

Import Interface Options

System:

* Interface Name:

* Interface Description:

Product Type:

Allow Other Users to Access this Import Interface

Save

Back

Automate Interface

Automate this Import Interface

Import File Maintenance

Import File Details

Data Type:

File Short Description:

File Long Description:

File Type: Delimited Fixed Width

Delimiter: Text Qualifier:

Contains a Header in Line 1

Print Details of Records Imported on Report

Import File

Import File Type: UNC FTP Upload

File to Import:

Last Upload:

View
File

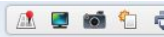
Data
Preview

Import File Upload

File Name: No file chosen

Edit Field Links

Field Selection/Maintenance



Field Areas

Student Links

Transportation

Field Areas

Field Areas

Field Areas

Field Areas

Selected Field Add Field: After Selected Field To The Bottom To The Top

Area: Description: Heading: Length: Format:

Fields to Import

Move	Position	Area	Description	Length	Format	Data Source	Overwrite	Delete
		Bus Rout	Route Type 1		X(11)	Specified Value ▼ To School ▼	<input type="checkbox"/>	Delete
		Bus Rout	Route Type 2		X(11)	Specified Value ▼ Transfer ▼	<input type="checkbox"/>	Delete
		Bus Rout	Route Type 3		X(11)	Specified Value ▼ From School ▼	<input type="checkbox"/>	Delete
		Bus Rout	Route Type 4		X(11)	Specified Value ▼ Transfer ▼	<input type="checkbox"/>	Delete
		Bus Stop	Stop Description 2		X(44)	Specified Value ▼ INBOUND TRANSFER	<input type="checkbox"/>	Delete
		Bus Stop	Stop Description 4		X(44)	Specified Value ▼ OUTBOUND TRANSFER	<input type="checkbox"/>	Delete
		Bus Stop	Stop Type 1		X(12)	Specified Value ▼ Pickup ▼	<input type="checkbox"/>	Delete
		Bus Stop	Stop Type 2		X(12)	Specified Value ▼ Transfer On ▼	<input type="checkbox"/>	Delete
		Bus Stop	Stop Type 3		X(12)	Specified Value ▼ Drop Off ▼	<input type="checkbox"/>	Delete
		Bus Stop	Stop Type 4		X(12)	Specified Value ▼ Transfer Off ▼	<input type="checkbox"/>	Delete
	1	Stu Links	Other ID	12	X(12)	Import File ▼	<input type="checkbox"/>	Delete
	12	Stu Links	Student List Name	12	X(12)	Import File ▼	<input type="checkbox"/>	Delete

Automating Import

Import File

Import File Type: UNC FTP Upload

File to Import:

Last Upload:

[View File](#) [Data Preview](#)

Import File Upload

File Name: No file chosen

Import Interface Maintenance

Import Interface Options

System:

* Interface Name:

* Interface Description:

Product Type:

Allow Other Users to Access this Import Interface

Automate Interface

Automate this Import Interface

Scheduled Task Maintenance

Task Information

Task Status: Active Inactive Entity:

* Task Description:

Task cannot be synchronized because there is no associated template. ?

* Start Date: * Start Time:

* End Date:

Day(s) of the week

Mon Tue Wed Thur Fri Sat Sun



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THANK YOU FOR ATTENDING!

