

“Tip Sheet” Performing Common Tasks with Administrator’s Plus and GradeQuick
Rediker Software, Inc.

TIP # DB10

“Importing Student Names and other Demographic data into Administrator’s Plus” (for Administrator’s Plus users)

Scenario: You have just purchased Administrator’s Plus and you want to import the names (and perhaps demographic data) of your students from you old system into Administrator’s Plus.

A) The Import File

- 1) You must first be able to EXPORT your names and demographic data from your current system into a comma or tab separated file to be able to import into Administrator’s Plus.
- 2) Once you have exported the data, then open it up in Microsoft Excel.
- 3) For STUDENT information, arrange your first 12 EXCEL columns in the following order
 - i) Column #1 – Student Last Name
 - ii) Column #2 – Student First Name
 - iii) Column #3 – Student Middle Name
 - iv) Column #4 – Parent/Gaurdian Name (this will correspond to Field #1 in Administrator’s Plus)
 - v) Column #5 – Street (Administrator’s Plus Field #2)
 - vi) Column #6 – City (Administrator’s Plus Field #3)
 - vii) Column #7 – State (Administrator’s Plus Field #4)
 - viii) Column #8 – Zip (Administrator’s Plus Field #5)
 - ix) Column #9 – Phone (Administrator’s Plus Field #6)
 - x) Column #10 – Homeroom (Administrator’s Plus Field #7)
 - xi) Column #11 – Sex (Administrator’s Plus Field #8)
 - xii) Column #12 – Birthdate (Administrator’s Plus Field #9)
 - xiii) **NOTE: IF YOU DON’T HAVE MIDDLE NAMES, THEN OMIT MIDDLE NAME AND MOVE REMAINING COLUMNS UP (11 TOTAL)**
- 4) Each column after #12 (or 11) in EXCEL will correspond to the remaining 151 fields in Administrator’s Plus.
- 5) If you have an OLD student ID number, import it into a field in Administrator’s Plus. That way, you have a “key” field tie-in to your old database and you can then perform data imports in the future from the old system. (See Tip # DB5)
- 6) Once you have arranged your columns, then you must save the data PER GRADE LEVEL. This can be accomplished by using separate worksheets in EXCEL...1 for each grade level.
- 7) Then, save each grade level of data as a COMMA or TAB separated file.

B) Importing Data into Administrator’s Plus.

- 1) Open Administrator’s Plus and log in as SUPERVISOR
- 2) Click on DATABASE – NEW FILES
- 3) Change into a grade level
- 4) Click on F9 OTHER
- 5) Choose IMPORT FROM ASCII FILE
- 6) Choose type #1 – Click on DONE
- 7) Choose #1 or #2 depending on if you have a middle name or not – Click on DONE
- 8) Click on DONE
- 9) Browse to the import file for that grade level.
- 10) Click on DONE
- 11) Administrator’s Plus will now import student names and field data.
- 12) Repeat for each grade level.