

Add multiple students to the Community Languages Schools Program grant application

Note: If you want to add students individually to your grant application, please refer to the Per Capita and Establishment grant application user guides.

There are two ways your Organisation can add multiple students:

1. Download a list of last year's approved students (CSV file) and update their details **outside the portal**.
For **Per Capita** grant applications, the information for **every** student needs to be reviewed carefully and edited where required. The students' attendance is prepopulated with last year's data. Term 1 attendance for **every** student needs to be updated. Once completed, the CSV file must be uploaded to the portal.

Note: For **Establishment** grant applications, the downloaded CSV file will be blank. Add **all** students to this CSV file and upload to the portal.


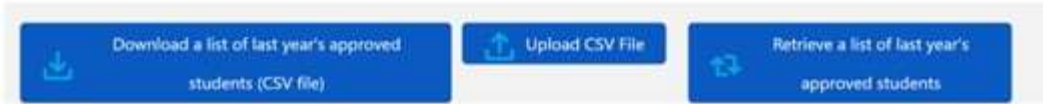

2. Retrieve a list of last year's approved students and update their details **in the portal**. The information for every student needs to be reviewed carefully and edited where required. Term 1 attendance for **every** student needs to be updated.

Note: This option only applies to **Per Capita** grant applications.

Note: Option 1 above is recommended if you have previously worked with spreadsheets and are confident using them.

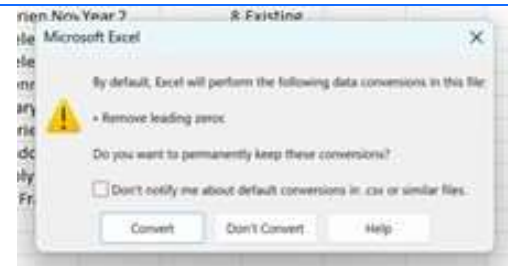
Please refer to Appendix 1 **Guide to CSV file preparation** for more information at the end of this guide.

To search for official school names, use the [NSW Public School Finder](#) or the [NESA list of registered non-government schools](#).

<p>1. Add Multiple Students</p> <p>click Add Multiple Students.</p>	
<p>2. Download or Retrieve a list of last year's approved students</p> <p>Click Download a list of last year's approved students (CSV file) and go to section 3 of this user guide.</p> <p>Or</p> <p>Click Retrieve a list of last year's approved students and go to section 12 on page 6 of this user guide.</p>	
<p>3. Download a list of last year's approved students (CSV file)</p> <p>Click Download CSV file</p> <p>When the CSV file is downloaded to your device, close the window by clicking on the X.</p>	

4. Open the CSV file from your **Downloads** folder or from the folder you saved the file in on your device

Important: A pop-up prompt might appear. Click **Don't Convert**. This file must retain CSV formatting so it can be updated and uploaded successfully to the portal.



5. **Review, update and add student details on the CSV file**

Download a list of last year's approved students (CSV file) and update their details **outside the portal**.

For **Per Capita** grant applications, the information for **every** student needs to be reviewed carefully and edited where required. The students' attendance is prepopulated with last year's data. Term 1 attendance for **every** student needs to be updated. Once completed, the CSV file must be uploaded to the portal.

For **Establishment** grant applications, the downloaded CSV file will be blank. Add **all** students to this CSV file and upload to the portal.

Refer to Appendix 1 **Guide to CSV file preparation** for more information at the end of this user guide.

When the CSV file has been completed, **save to your device**.



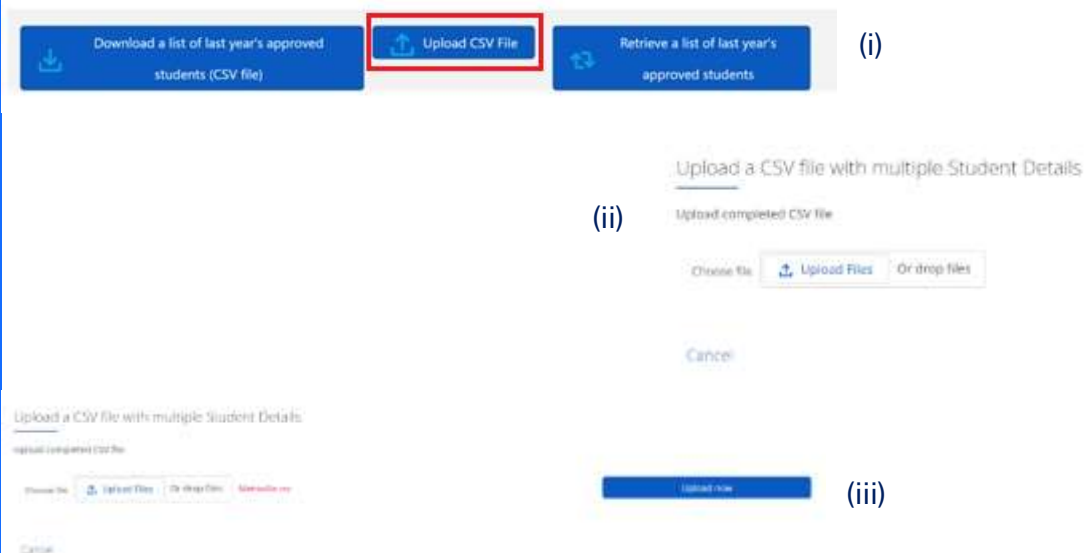
	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Date of Birth	Gender	Parent/Carer Phone	Mainstream School	Mainstream Year Level	Term 1 Attendance	New Student/Existing Student		
2	Sam	Student	1/01/2011	Male	413806501	Mascot P5	8	7	New		
3	Fay	Sample	3/04/2013	Female	413806501	Mascot P5	6	10	New		
4	Dan	Test	3/04/2009	Male	413806501	Mascot P5	10	9	Existing		
5											
6											

6. Upload CSV File

- i. Click **Upload CSV File**.
- ii. Click **Upload Files** to select your saved file or drag and drop the file to the **drop files** field.

The file's name will appear. Make sure the correct file is uploaded.

- iii. Click **Upload now** to proceed.



(i)

(ii)

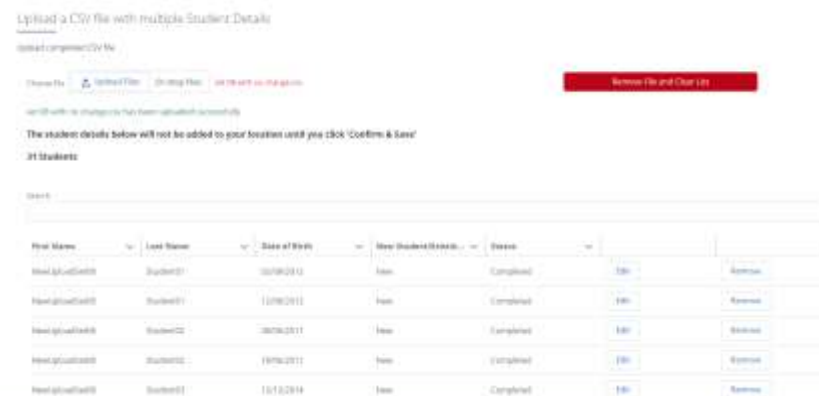
(iii)

7. Upload completed CSV file

A message will show confirming that the file has been uploaded successfully. A student list will be displayed from the uploaded CSV file.

If there is a student record showing as **Duplicate** under the **Status** column, click **Remove** to delete that record.

If any record shows as **Incomplete** under the **Status** column, click **Edit** to review and update that record.



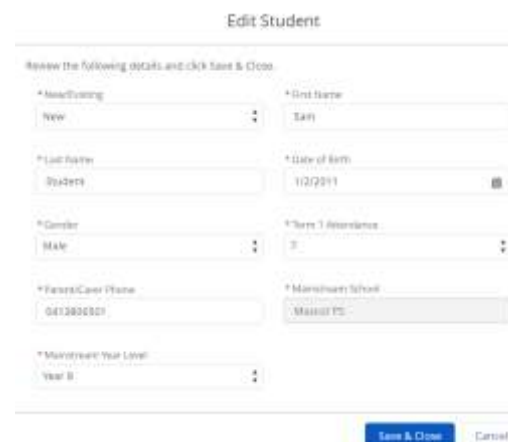
First Name	Last Name	Date of Birth	New Student Details	Status
Heidi	Student1	10/08/2010	Yes	Completed
Heidi	Student1	10/08/2010	Yes	Completed
Heidi	Student2	08/08/2011	Yes	Completed
Heidi	Student2	08/08/2011	Yes	Completed
Heidi	Student1	10/10/2014	Yes	Completed

8. Edit Student

In the **Edit Student** page, review and update all required details for that student record.

Click **Save & Close** to proceed.

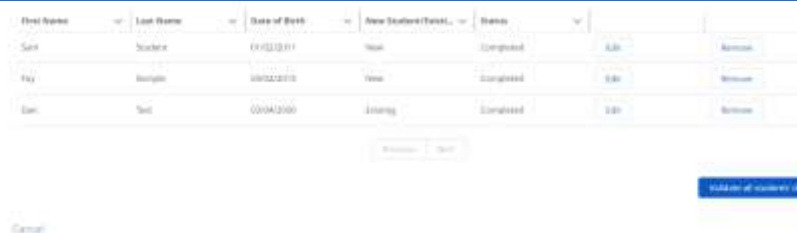
You need to do this for each **Incomplete** student record.



9. When the **Status** for all students displays as **Completed**, click **Validate all students' data**.

Sort student records by clicking on **Status** to check all students status displays as **Completed**.

You can also expand columns for better visibility.



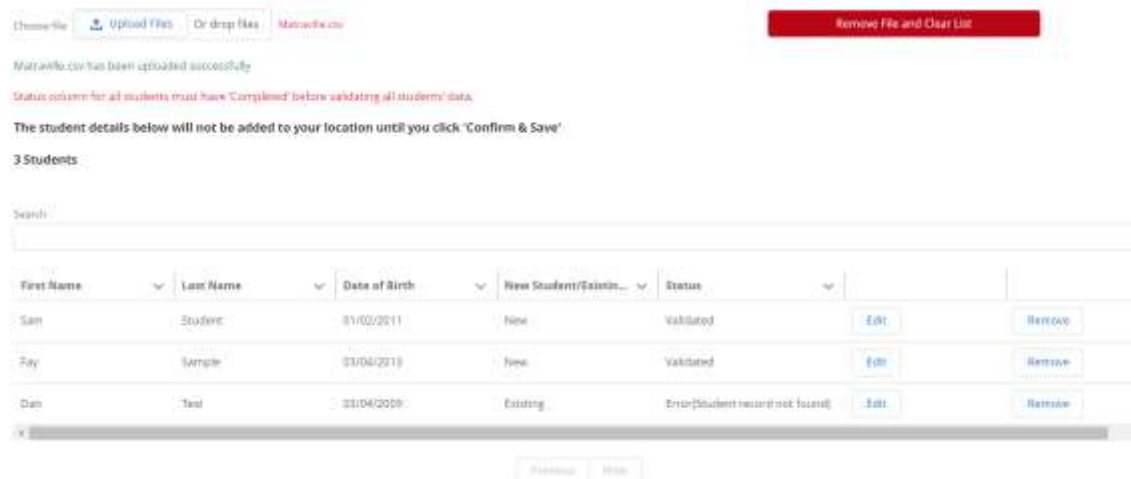
First Name	Last Name	Date of Birth	New Student/Enrol...	Status	Actions
Sam	Students	1/2/2011	New	Completed	Add Remove
Naj	Najjan	18/12/2010	New	Completed	Add Remove
Dan	Tan	02/04/2000	Enrol	Completed	Add Remove

10. If any student record shows a status other than **Validated**, an error message will appear in the **Status** bar.

If a student record status error shows as:

- **Already added for a different location** – This means that the student has already been added to a different school location within your organisation.
To fix this error, check the correct student school location and remove this student from the incorrect location.
- **Student record not found** – This applies to a student record which you have marked as **Existing Student** but there is no matching data as an existing student.
To fix this error, mark this student as **New** or remove this student and add as an individual student.
- **Student record already exists** – This applies to a student record which you have entered as **New Student** but a matching data as an existing student is found.
To fix this error, mark this student as **Existing**.

Note: If there are multiple errors showing, it may be easier to remove the file and clear the list. Fix any errors on the CSV file and re-upload the updated file.



The screenshot shows the 'Add Multiple Students' interface. At the top, there are buttons for 'Download', 'Upload Files', 'Or drag files', and 'Manual CSV'. A red button on the right says 'Remove File and Clear List'. Below these, a message states 'Manual CSV has been uploaded successfully'. A red error message reads: 'Status column for all students must have 'Completed' before validating all students' data.' Another message says: 'The student details below will not be added to your location until you click 'Confirm & Save''. Below this, it says '3 Students' and 'Search:'. A table lists three students:

First Name	Last Name	Date of Birth	New Student/Existing	Status		
Sam	Student	31/02/2011	New	Validated	EDIT	REMOVE
Fay	Sample	31/04/2013	New	Validated	EDIT	REMOVE
Dan	Test	31/04/2009	Existing	Error (Student record not found)	EDIT	REMOVE

At the bottom of the table, there are 'Previous' and 'Next' buttons.

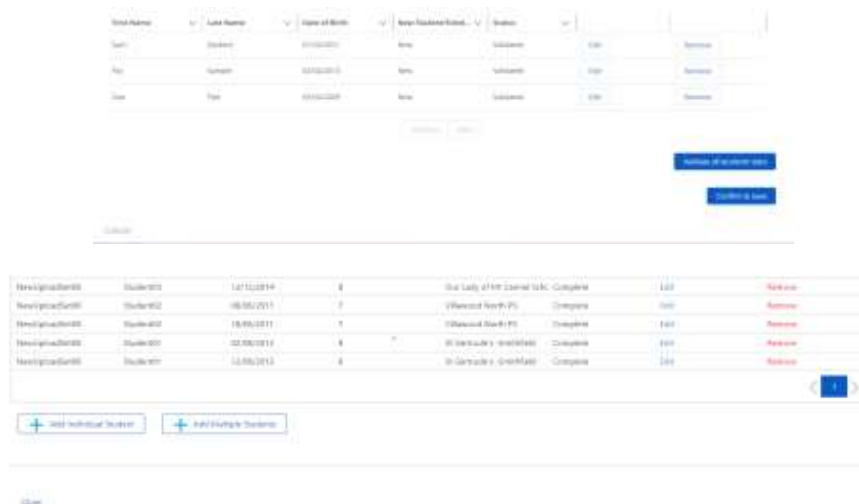
11. After updating all records showing error messages, click **Validate all students' data**.

When all entries have been validated, click **Confirm & Save** to proceed.

An updated list of students with **Complete** status will appear. Review student details and add students if required.

When all student records show as **Complete** and all students for that location have been added, click **Close** on the bottom left side to proceed.

Go to section 13 on page 7 of this user guide.



12. **Retrieve a list of last year's approved students**

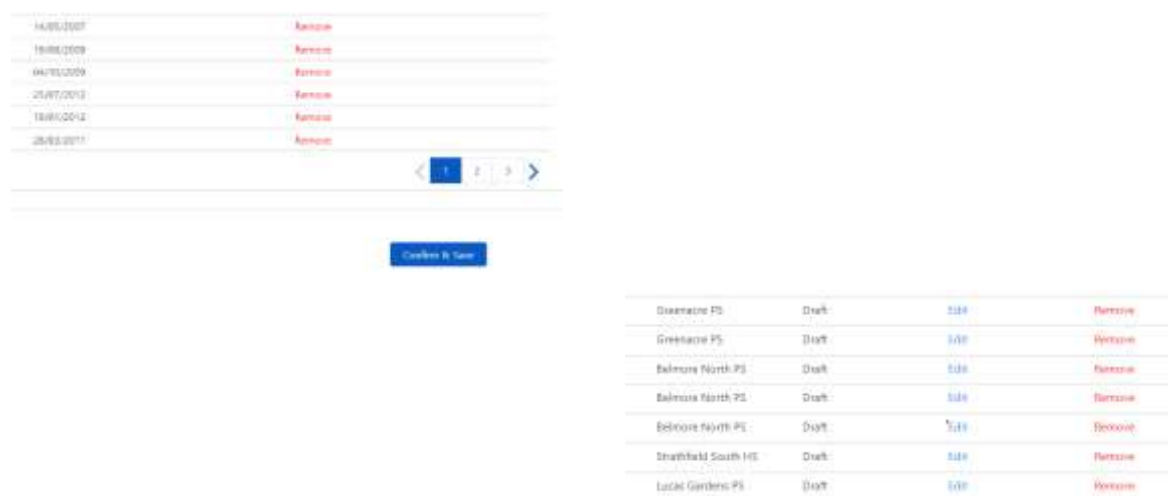
Note: This option only applies to **Per Capita** grant applications.

Retrieve a list of last year's approved students and update their details **in the portal**.

View the student details list and click **Remove** if the student is no longer enrolled and not eligible for the grant this year.

Click **Confirm & Save** to proceed.

The student list will now show all student entries as **Draft**.



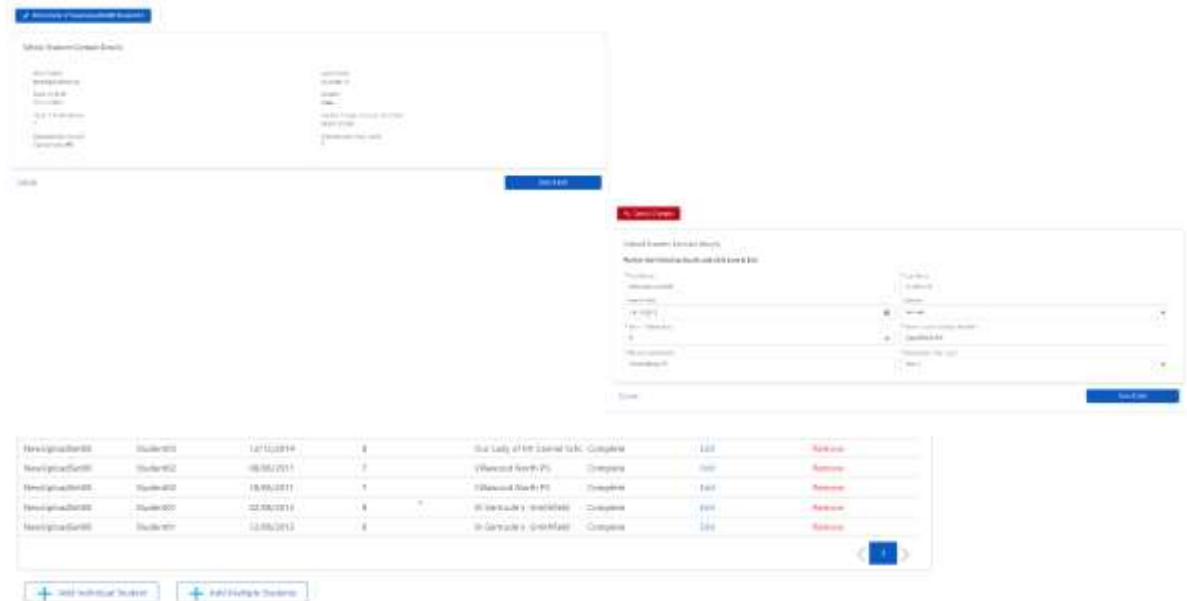
The information for every student needs to be reviewed carefully and edited where required. Term 1 attendance for **every** student needs to be updated.

Click **Edit** and then **Edit details** to review and update all missing details for that student record.

Click **Save & Exit**.

You need to do this for each student record shown as **Draft**.

When all student records show **Complete** and all students for that location have been added, click **Close** on the bottom left side to proceed.



The screenshot shows the 'Add Student Details' form with fields for Name, Date of Birth, Gender, and Address. Below the form is a table of student records:

Student ID	Student Name	Date of Birth	Gender	Location	Language	Status	Action
Student001	Student001	10/10/2019	M	Our Lady of Mt Carmel Catholic	English	Draft	Edit
Student002	Student002	08/05/2011	F	Woodward North PT	English	Draft	Edit
Student003	Student003	18/05/2011	F	Woodward North PT	English	Draft	Edit
Student004	Student004	02/05/2018	M	St Vincent's (Macquarie)	Chinese	Draft	Edit
Student005	Student005	02/05/2018	M	St Vincent's (Macquarie)	Chinese	Draft	Edit

Buttons at the bottom include '+ Add Individual Student' and '+ Add Multiple Students'.

13. Student Details

Tick the **I verify the above information is correct** checkbox.

If a green tick appears next to **Details for every student in all Community Language School Locations must be completed before saving**, click **Verify & Save**.

The **Student Details** section status will now show as **Completed**.



The screenshot shows the 'Student Details' section with a table of locations:

Location Name	Number of Students	Action
Our Lady of Mt Carmel Catholic	12	Student List
Woodward North PT	2	Student List

Below the table, there are two green checkmarks indicating that the information is correct and that details for every student in all Community Language School Locations must be completed before saving. A 'Verify & Save' button is visible at the bottom right.

Appendix 1. Community Languages Schools Program Portal

Guide to CSV file preparation

- If your organisation chooses the option to upload multiple student details to the Community Languages Schools Program Portal using a spreadsheet, please be aware there are specific data formatting rules which typically require an intermediate level of experience in working with data spreadsheets,
- When a CSV file contains formatting errors such as blank rows, missing columns or column headers - it won't successfully upload to the portal.

How to access the CSV template

- A formatted CSV file can be downloaded from the portal by clicking on the **Download a list of last year's approved students (CSV file)** within the Add multiple student details workflow. Please refer the Add Multiple Student user guide.



All student data needs to be correctly formatted. Remember, clean data means fewer manual corrections at a later stage.

The CSV file contains the following columns:

Column	Formatting rules
First Name	Enter English names of students. Use a capital for the first letter of each name.
Last Name	
Date of Birth	Enter as DD/MM/YYYY format only. Date of Birth should not be a future date. Students must turn 5 on or before 31 July that year.
Gender	Gender of a student should be provided out of these three values only – Male / Female / Prefer not to say.

Column	Formatting rules
	Please note that these values are case sensitive.
Parent/Carer Phone	<p>Parent/Carer Phone should be in number format only and should have 10 digits including 0 at the front.</p> <p>For example- 04XXXXXXXX or 02XXXXXXXX</p> <p>If you are unable to add 0 at the start of the number, please provide 9-digit number ignoring 0 at the front. For example- 4XXXXXXXX or 2XXXXXXXX</p>
Mainstream School	<p>Mainstream Schools should be the official name of the public or non government school the students attend. For example – Parramatta High School.</p> <p>To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.</p>
Mainstream Year Level	<p>Mainstream Year Level should be entered as follows:</p> <p>Kindergarten, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12</p>
Term 1 Attendance	<p>Term 1 Attendance should have a value of the following:</p> <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12</p>
New Student Existing Student	<p>If a student has been part of any previous year grant application since 2022 and you have already provided details of this student to us (since 2022), please mark the student as an Existing Student. Type the word Existing only or copy and paste.</p> <p>If a student does not meet the above criteria, the student should be marked as New Student. Type the word New only or copy and paste.</p> <p>Note – Matching rule for Students is based on exact match of First Name, Last Name and Date of Birth.</p>

Formatting Tips:

- Avoid leaving any blank rows in data.
- Avoid entering duplicate data. Check for duplicates and remove.
- There should not be extra or less columns. Do not remove or add any columns.
- The data entered in each column should match Column Headers.
- Complete all data columns for all records.
- There should be no extra lines or spaces in any cell.

File preparation steps:

- Check data for duplicated records and remove any duplicates
If duplicate records are identified within the data provided, the system will mark the status as **Duplicate**. Please remove the unwanted records and the system will automatically update the correct status.
- Complete all data columns for all records
If any records are Incomplete, please click on edit and enter all mandatory details for the student.
- Validate data
If all records are listed as **Complete** the data can be validated by clicking **Validate all Students' data**.

Potential error messages

- The system will then run a set of technical validations and if there are any errors in the data the Status of student records will show one of the following error messages:

If Status error shows as:

- **Already added for a different location** – This means that the student has already been added to a different school location within your organisation. To fix this error, check the correct student school location and remove this student from the incorrect location.
- **Student record already exists** – This applies to a student record which you have entered as **New Student** but a matching data as an existing student is found. To fix this error, mark this student as **Existing**.

Enquiries and support

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- **Student record not found** – This applies to a student record which you have marked as **Existing Student** but there is no matching data as an existing student.
To fix this error, mark this student as **New** or remove this student and add as an individual student.
Once all records show a status as – **Validated**, you can proceed to **Confirm & Save**. This is the last step for saving student records. You will now be able to review in the Student List for this school.

If there are multiple errors showing, it may be easier to remove the file and clear the list. Fix any errors on the CSV file and re-upload the updated.