

StudentAccess Advanced Import Option

What is the Advanced Import Option?

The Advanced Import Option (AIO) allows you to import data generated from other campus systems, such as Banner, Datatel, PeopleSoft, Delphi and others, into your StudentAccess database.

How does it work?

The AIO reads the data within files exported from your campus system and imports it into the proper tables within StudentAccess.

What type of export files can be used?

The AIO can be setup to utilize Excel files, Tab Delimited Text files, Comma Separated Value (CSV) files and ODBC connections. These are all fairly common file types/methods of exporting or transferring data from within a large data storage program.

What types of data can be imported into StudentAccess through the AIO?

Currently, the AIO is configured for these processes:

1. **Permanent Information:** This import includes name, address, phone, email, date of birth and other general student information. This process can add new participants to StudentAccess as well as update existing student records. This process can be run on any frequency that you desire.
2. **Term Information:** This import includes Credits Attempted, Credits Completed, Term GPA and Cumulative GPA at the end of the term. This process can add new Term records to StudentAccess as well as update existing Term records. The process is best suited to run at the beginning and end of each semester.
3. **Current Courses:** This import should be run after the Add/Drop date each semester as well as at the end of the semester. It will add Course Name, Course Number, Course Credits, Instructor and other fields into the Current Courses area of the Term form when run at the beginning of the semester and it will update Grades for those courses when run at the end of the semester.
4. **Year Information:** Similar to the Term Information import, this can import fields such as Gross Need and Need Offered as well as the final Cumulative GPA and other fields on the Year Information screen. It can be run at any frequency you desire and can add new Year records as well as update existing records.

For additional information, please call us at 1.800.801.1232 or email
info@studentaccess.com.