

How to create Learner Accounts for New Students (without placements)

This document is a step-by-step guide to setting up PARE records for new student cohorts in your University, which are not linked to any placements.

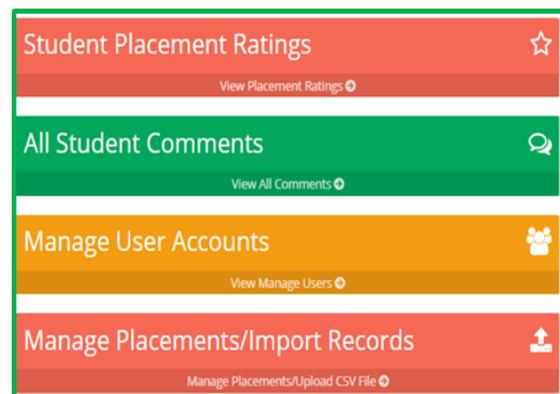
You will learn how to:

- Download the CSV template file
- Add data to the CSV file
- Upload the completed CSV file (and fix any errors on the CSV file)
- Integrate the student data onto Pare
- Check the student data has successfully uploaded

Downloading the CSV Template

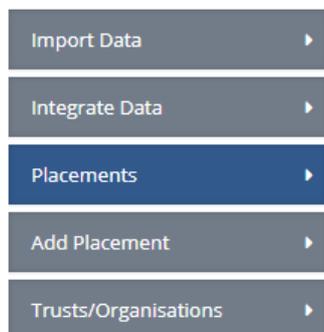
HEI Senior Admins who have the access permission to import student records on their account will be able to create new student accounts from their PARE account.

Click on the 4th bar named “Manage Placement /Import Records”.



NB: If you do not see this bar then your account does not have the required permission set. To access this functionality, your university will need to submit a request to the PARE team.

My Data



In the 'My Data' screen, click on Import Data

You should now be on the **Import** screen. In the first paragraph of text (at the end) there is a green piece of text stating “[template_students_only.csv](#)”

Import Data

Add student information to the OnlinePARE by uploading a list of students in CSV (comma separated values) format.

To assist you in creating a CSV file, we provide two CSV template files which can be downloaded here:

- [template_students_and_placements.csv](#)
- [template_students_only.csv](#)

Need Help?
To view our guide to importing student data [click here](#)

Upload Student Data
Please note, the file you upload must be in CSV format and have a .csv extension.

No file chosen

Template Used:

Click the second option of [template_students_only.csv](#) link to download the template spreadsheet. You can now open this file up in Excel.

Your CSV should look like this:-

	A	B	C	D	E	F	G	H
1	Id	Surname	First Name	Email	Profession	Field	Sub Type	
2	123457775	Bloggs	Joe	student1111aaa	Nursing	Adult	Apprentice	
3	5588152244	Bloggs	Kieran	student2222aaa	Nursing	Adult		
4	5588134567	Bloggs	Tom	student3333aaa	Nursing	Adult		
5								

Adding data to the CSV File

You can now add the student record data to the downloaded CSV file, inputting the data into the CSV columns as follows:

- ***ID** – Student ID
- ***Surname**
- ***First Name**
- ***Email** - Must be a valid email address. Any email addresses already on the system will be automatically matched to prevent duplicates.
- ***Profession** - Must be one of the following:
 - Dietetics

- Healthcare Scientist
 - Midwifery
 - Nursing
 - Occupational Therapy
 - ODP
 - Paramedic
 - Physiotherapy
 - Podiatrist
 - Radiography
 - SCPH Nursing
 - Specialist Practitioner
 - SLT
 - Social Work
 - Trainee Practitioner
 - Ultrasound
 - Nursing Associate
 - Preceptoring
 - Dentistry
 - Medicine
- **Field** - Currently this field is only used for Nursing students, it should be left blank for all other courses. Options are :- Adult, Child, Learning Disability, Mental Health.
 - **Sub Type** - This field may be left blank, or used to specify one of the following:
 - Apprentice
 - Preceptee

** indicates a required field that must contain data*

Ensure you save your file as a .CSV format You now have your CSV file ready to upload.

Please note:

- The columns must stay in the same order as seen in the example CSV.
- Columns shouldn't be removed. If you are not using a column, then leave the data blank
- Ensure there are no blank spaces at the end of names, placements or email addresses
- Students IDs - if a student ID has a leading 0 then the excel program can sometimes remove it because it thinks your adding a number. To avoid this, format the cell to the category 'Text' and it will let you enter all characters.

Uploading the Completed CSV File

Once all the required student data has been added to the CSV file, and all required columns checked for data entry, the file is ready for upload on to PARE.

- Navigate to the Import Data screen, as specified under ‘Downloading the CSV File’
- Select your CSV file from the “**Choose file**” upload box, as highlighted below
- Set the Template Used to Learner Details only.

Import Data

Add student information to the OnlinePARE by uploading a list of students in CSV (comma separated values) format.

To assist you in creating a CSV file, we provide two CSV template files which can be downloaded here:

- template_students_and_placements.csv
- template_students_only.csv

Need Help?
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Upload Student Data
Please note, the file you upload must be in CSV format and have a .csv extension.

Choose file No file chosen

Template Used: Learner & Placement Details
Learner & Placement Details
Learner Details Only

Preview CSV

- Click the green “**Preview CSV**” button. This will scan your CSV for any errors. It will also show all your data in table format. If any errors are found they will show up similar to the following screenshot :-

PDF Help Guides

We found an error in your CSV file

Invalid profession on line: 2. Options are: Dietetics, Healthcare Scientist, Midwifery, Nursing, Occupational Therapy, ODP, Paramedic, Physio, Podiatrist, Radiography, SCPH Nursing, Specialist Practitioner, SLT, Social Work, Trainee Practitioner, Ultrasound, Nursing Associate, Preceptoring, Dentistry, Medicine, Audiology, Radiotherapy, District Nursing

student_id	surname	first_name	email	profession	field	sub_type	
1	157775	Bloggs	James	student157775aaa@onlinepare.net	Nursing	Adult	Apprentice
2	188134567	Bloggs	Tomas	student188134567aaa@onlinepare.net	Podiatry		
3	18152244	Bloggs	Krista	student18152244aaa@onlinepare.net	Midwifery		

Discard Records

The message at the top specifies exactly where the error has occurred and identifies the problem.

In this example Line 2 is highlighted and the error message is indicating that the profession field does not match any of the professions that are currently set up on the system.

Click on the ‘**Discard Records**’ button, correct the CSV file, and repeat the file upload process.

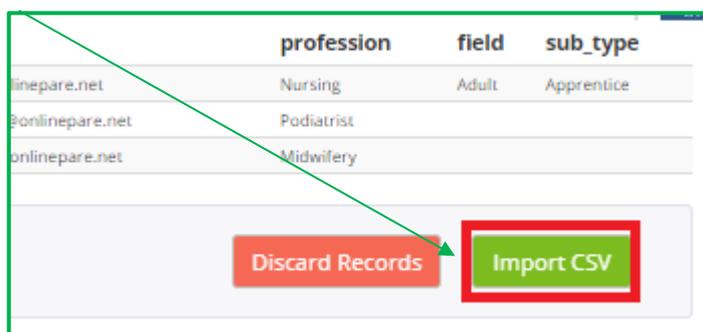
Importing and Integrating your Student Data

A successful CSV file upload will display the 'Please review the records...' message, as in the example below:

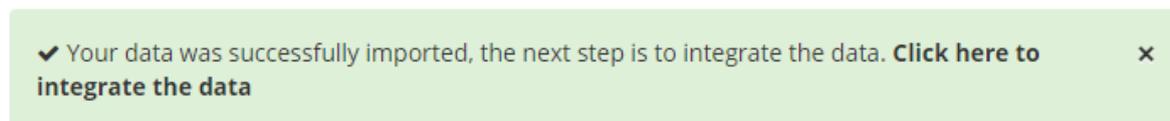
Please review the records and click 'Import CSV'

	student_id	surname	first_name	email	profession	field	sub_type
1	123457775	Bloggs	Joe	student1111aaa@onlinepare.net	Nursing	Adult	Apprentice
2	5588152244	Bloggs	Kieran	student2222aaa@onlinepare.net	Nursing	Adult	
3	5588134567	Bloggs	Tom	student3333aaa@onlinepare.net	Nursing	Adult	

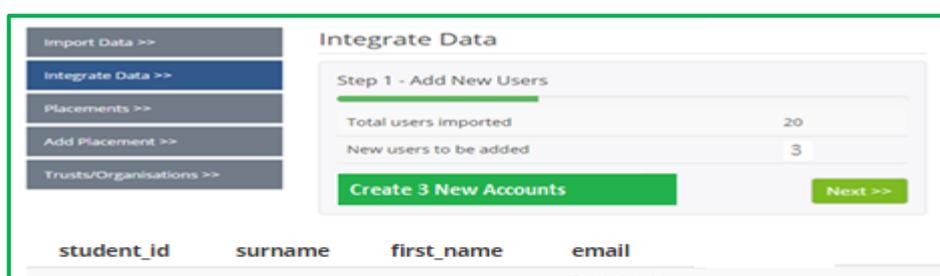
Scroll down to the bottom of the page and click on the green "Import CSV".



Click "Import CSV" and you should see the following success message:



Click on the link indicated, to open the Integrate Data screen:

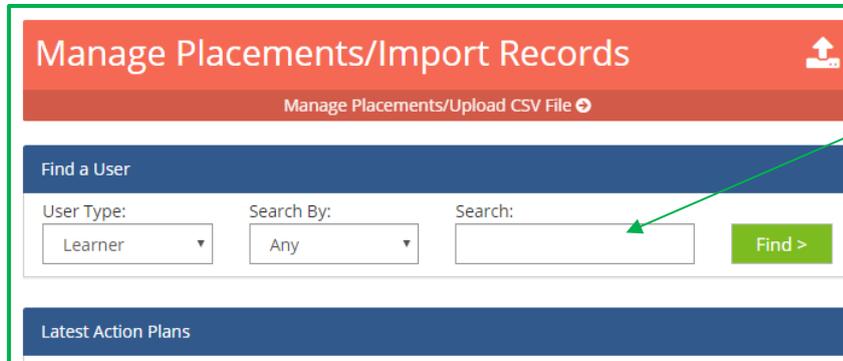


- The first grey box at the top will tell you how many lines of data there are in your .CSV file.
- The second line identifies how many new accounts will need to be created.
- Where new student accounts need to be added to the system there will be a green button on the left named "Create x new accounts" (x represents the number of new students). **Click on this button to start the process of creating new Learner accounts .**

Click the "Next" button, to navigate to the Integration Complete confirmation screen, to complete the process. The new Learner accounts have now been set up on PARE.

Checking your Student Data has Successfully Uploaded

To check the new Learner accounts that have been created on PARE, enter the name of one of the students from the CSV file upload, in your PARE Dashboard search box to view the student's profile:



Enter Student name in Search box on Dashboard to view the new Learner account.

On account creation, the system sends an Activation Link to the students listed in the CSV file.

It is always advisable to warn the students that the Activation link might go to their SPAM/Junk folder of their university email.