

Class List Upload Instructions 2019-20

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Log in to the e-EDI (www.edi.ubc.ca) and select your district, then under the "Steps" menu, click on **Step 1**. Download the **EDI Class list template**. Copy the Kindergarten student information from your district database into each column. The columns must be populated in the correct format (see example and table below).

Save the file and then upload it to the e-EDI by clicking on the **"Choose file"** button.

If you get an error message, please correct the error in the spreadsheet, save, and use the "back" button to return and try the upload again.

Sample entry:

Mincode	Class Time	Teacher1 First Name	Teacher1 Last Name	Teacher1 Email Address	Teacher2 First Name
must include leading 0	Kindergarten Full				Optional
07654321	KF	Apple	Arrington	teacher@email.com	

Teacher2 Last Name	Teacher2 Email Address	Child First Name	Child Last Name	Child PEN	Child Gender	Child Date of Birth
Optional	Optional			#####	M/F	mm/dd/yyyy
	teacher@email.com	Carrot	Clark	996633221	M	1/25/2013

Child Postal Code	Aboriginal	Special Needs	ELL (English Language Learner)	ESD (English as a Second Dialect)	French immersion
{Space or no space} A## A##	Code or blank (Inuit, Metis, Non-Status, Status - Off Reserve, Status - On Reserve)	Code or blank (A, B, C, D, E, F, G, H, K, P, Q, R)	Y/N	Y/N	Y/N
VST 2M6	Inuit	H	N	N	N

Troubleshooting the birthdate format

Issue: Birth year is off by ~4 years. This can happen if you transfer a file from mac to PC

1. Change the setting through: Options -> Advanced -> "When calculating this workbook"
2. Deselect/select "Use 1904 date system" More info: <http://support.microsoft.com/kb/180162>

Issue: School District data is in D/M/Y format

1. Change your Regional Date Settings (In Windows: Control Panel -> Region and Language)
2. Change the "Short Date" to dd/MM/yyyy format.
3. Change your EDI class list spreadsheet birthdate column format to M/D/Y format
4. Paste your birthdates from your school district database into the EDI class list spreadsheet

More info:

<http://excelsemipro.com/2011/06/regional-date-formats-in-excel/>

Mandatory Column Formats

School Min Code: 8 digits, including leading zeros

Teacher First Name & Last Name: Name - remove any accents (e.g., é)

Teacher Email Address: Please ensure there are no extra spaces

Child First Name & Last Name: Name - remove any accents (e.g., é)

Child PEN: 9 digit unique Personal Education Number

Child Gender: F or M Please make sure there are no spaces anywhere

Child Date of Birth: MM/DD/YYYY

Set format to "Date" and select the MM/DD/YYYY option (without *) under location English (U.S.) OR MM/DD/YY under location English (Canada)

Child Postal Code: With or without a space (e.g., V6T 1Z3 or V6T1Z3)

Aboriginal: Code or Blank (Inuit, Metis, Non-Status, Status - Off Reserve, Status - On Reserve)

Optional Column Formats

Special Needs: Code or Blank (A = Physically Dependent, B = Deafblind, C = Moderate to Profound Intellectual Disability, D = Physical Disability or Chronic Health Impairment, E = Visual Impairment, F = Deaf or Hard of Hearing, G = Autism Spectrum Disorder, H = Intensive Behaviour Intervention/ Serious Mental Illness, K = Mild Intellectual Disability, P = Gifted, Q = Learning Disability, R = Moderate Behaviour Support / Mental Illness **ELL:** Y or N English language learner designation

ESD: Y or N English as a second dialect designation

French Immersion: Y or N