

*Learn*Connect

IMPORT LEARNING HISTORY

Overview

LearnConnect has a feature that will allow you to bulk import historical learning from a spreadsheet template for many users.

You can access Import Learning History by clicking Manage Users and then Enrolments. Then click Import Learning History.

When should I use it?

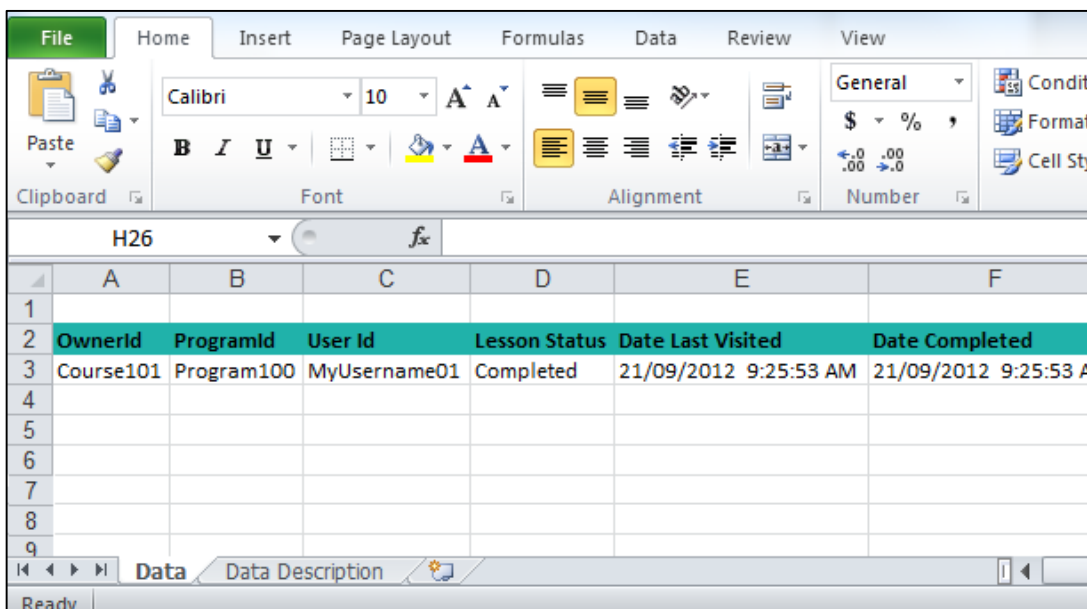
There are three cases where you would use Import Learning History:

1. To record learning completed in the past on user profiles
2. For bulk enrolling users in courses
3. To overwrite or update existing enrolment data

First Step: Download and open the Excel Template

The excel template is what you must populate in order to import data. After you are on the Import Learning History screen, please click the "Template" link. This will download the Excel template. Then open the downloaded template.

The data in Row 3 is example data meant to demonstrate the required data format for each of the columns. Please delete this data before importing.



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F
1						
2	OwnerId	ProgramId	User Id	Lesson Status	Date Last Visited	Date Completed
3	Course101	Program100	MyUsername01	Completed	21/09/2012 9:25:53 AM	21/09/2012 9:25:53 AM
4						
5						
6						
7						
8						
9						

Options

There are mandatory columns in the Excel template which must be populated for the import to work.

- Mandatory columns on template are:
 - OwnerID – Title of the learning item
 - UserID – Username
 - Lesson Status – Enrolment status (e.g., completed, not attempted, passed, failed etc).
 - Date Completed – Date/Time the user completed the learning item
- The 'Data Description' or 'Supported Attributes' sheet provides a definition of the type of data required in each column



Once the Template is Complete

Once you've completed the template, switch back to LearnConnect (and the Import Learning History screen)

- Overwrite existing enrolments – This step is important:
 - If the box is not ticked, the system does not check if the user was enrolled previously and if they already are, it will create a new, second enrolment
 - If the box is ticked, this will ensure users already enrolled will have their existing enrolment updated (therefore duplicate enrolments will not appear). If the user is not enrolled yet, they'll receive the enrolment as per spreadsheet
- Enter your email address to send file import feedback to you when the import is complete
- Click on "Select", choose your spreadsheet and hit "Import and email result"

Tips and Tricks

- Spreadsheet column structure must stay the same – do not edit or delete any of the columns, or you'll receive an error
- Please note if you have a User that appears on the spreadsheet more than once for the same learning item, only one entry will be imported to the LMS. The system will process the last entry on the spreadsheet. (For example, if a user completed a First Aid course in 2009 and again in 2012 - and both items appeared on the spreadsheet, only the last entry on the spreadsheet will be imported, regardless of date completed).
- What does "Allow custom attribute list item creation" do? Check this box only if you have any existing custom attributes that are the type "list", and you want the list items created during the import process if they exist in the spreadsheet but not in the system. If you don't use custom attributes, leave this box unchecked
- Email notification is not sent to users when they are enrolled via this spreadsheet
- OwnerID means Course ID. This is the code of letters or numbers beneath each course title in your Library Manager. (On Learning Seat courses, don't include "(Global)" as part of the ID, just note the letters or numbers before it. In the below screenshot, it is just 98901 for example)

		Search <input type="text" value="Q"/>	Reset Search
<input type="checkbox"/> Available in Library (0)		<input type="checkbox"/> Not available in Library (4)	<input type="checkbox"/> Draft (2)
		<input type="checkbox"/> Archived (0)	<input type="checkbox"/> All (11)
<input type="checkbox"/>	Type	Library Name	Number Of Enrolments
<input type="checkbox"/>		Safe Files safe-files	0
<input type="checkbox"/>		The SAFE Files Consumer Law 98901 (Global)	16

Examples

The following are examples of Import Learning History. Please note: any options not specified are optional. They can be left blank, or filled in according to your organisational requirements.

Example 1: Update Due Date for The SAFE Files Consumer Law, for Bob Smith

Bob Smith needed to have his due date extended for The SAFE Files Consumer Law as he was on leave.

OwnerID: 98901

UserID: Bob.Smith

Lesson Status: Incomplete (or whatever the status currently is)

Due Date: 30/12/2015 (any due date later than the current one on the enrolment, to extend the deadline)

Example 2: Import past completion for two components of a program and create program enrolment "How to plan monitor personal work performance"

For Programs, it's important to note that you must import the Program as well as the individual components which make up that program as well.

We need a row for each of the three program components

OwnerID: 100945, 100946, 100947 (Course ID for each of the program components)

ProgramID: 100948, 100948, 100948 (Course ID for the program)

User ID: Bob.Smith, Bob.Smith, Bob.Smith

Lesson Status: Completed, Completed, Not Attempted

Date Completed: 01/06/2015, 01/06/2015, N/A so leave blank

Example 3: Create bulk enrolment in "Whistleblowers"

You can copy and paste rows and simply update the user IDs to bulk enroll users into a specific course.

OwnerID: 92881 (Course ID for Whistleblowers) for all users

UserID: Paste in your list of usernames who need to be bulk enrolled

Lesson Status: Not Attempted