Import Students

Initial Setup · https://docs.dacapoinventory.com/doc/import-students/

Embedded media: https://www.youtube.com/embed/2fKd0U3f3gs?feature=oembed

> Download the Excel File Template from the Student Import page of DaCapoInventory.com
> Do not change the order of the columns in the Template. Do not delete row 1 or 2 of the template. Your data will begin on Row 3.

1. Obtain a spreadsheet containing (at least) the following information from your school building's Main Office:
    - Student ID Number (Required) *Must be unique for each student in your district
    - Student First Name (Required)
    - Student Last Name (Required)
    - Grade Level (Required)
    - Additional columns include:
        - Student Emails (optional)
        - Parent Name, Phone, and Email addresses (optional)

2. NOTE: The "Director of Music" upload template has a column for Building Name so multiple buildings can be uploaded at once. This building name must match (or closely resemble) the buildings from the list of buildings on your Director Dashboard.
    - New, November 2024: There are four additional columns on the 'Director of Music' import screen which allows four additional Custom Fields. Information can be uploaded on this spreadsheet, and these custom fields can be named on the Director of Music Dashboard for teachers to see and update on their Student Details screens.

3. Copy and paste the information that you receive from your Main Office into the proper columns in the template that you downloaded in Step 1.
4. Add extra enrollment information into the Band, Orchestra, Chorus/Guitar, or Marching Uniforms column.
    - If you type ANYTHING into those particular fields, the student will show up as 'Enrolled' for that subject area.
    - For example, if the student is enrolled in Band, you can type: Band or B or 1 or Yes or ... Anything into the Band column, and the student will show up as 'Enrolled' in Band.

    - You can enroll the same student in multiple ‘programs’ (ie. Band and General Music).

5. If your district’s leader allows you to use the Parent Contact portion of this program, you are free to include that information in the template that you are preparing to upload. This information can also be manually added at a later date from within DaCapoInventory.com.
6. Navigate to the Upload Students screen in Da Capo Inventory
7. Select ‘Choose File’ and choose the Excel file that you have been compiling. Click ‘Upload Excel File’. You will be shown a preview of a couple of columns of student data. If this data looks correct, click the ‘Step 2’ button to proceed to Step 2.
8. If there are no apparent errors, please choose a Building from the list of buildings and click the “Import Students to Da Capo” button. If there are any errors after this step, please read them carefully, as some students may have to be manually added.
9. You may now manage your enrollment through the various enrollment functions in Da Capo Inventory!

Updating Student Enrollment

You can update student enrollment records by using the **Upload** function.

Important Guidelines

- **Student ID Accuracy**: The first column **must** contain the Student ID number (directly from PowerSchool, Infinite Campus, or your district’s SIS).
- **Names and Grade Levels are Required**: You must always include **First Name**, **Last Name**, and **Grade Level** for every student you are updating.
- **Partial Updates Allowed**: Only the fields you include in your upload will be updated. Any columns left blank will not overwrite existing information.

Required Columns

When preparing your file, include at least:

- **District Student ID Number**
- **First Name**

- **Last Name**

Optional Columns

You may also include any additional columns you wish to update (e.g., Grade, Building, Instrument, Email, etc.). If you provide values in these columns, the system will update them. If you leave them blank, those fields in the student record will remain unchanged.

⚠ **Reminder**: If you forget to include the student's **First Name, Last Name, and Grade Level**, the upload will not process correctly.