DATA IMPORT INSTRUCTIONS

Supported data formats

My Learning can accept data from spreadsheets such as Microsoft Excel and OpenOffice. Data can be provided in the following file formats: XLS, XLSX, CSV, TXT, ZIP or ODS format. The data takes the form of a simple spreadsheet, with only basic information being required.

Data requirements

There are fourteen columns of data that must be included in your spreadsheet. Mandatory data is marked in **pink**. The remaining fields need to exist, but can remain empty if required. Items in **blue** are not mandatory but do allow additional data to be provided if required.

Column	Field name	Description	Type	Examples
1	Forename	The user's first name	Text / 40 characters	John
2	Surname	The user's last/family/sur name	Text / 40 characters	Smith
3	DOB	The user's date of birth	Any date format accepted	dd/mm/yy dd/mm/yyyy
4	Gender	The user's gender	Any data accepted	m; male; f; female
5	Class	Class this user belongs to. Teachers will be added as managers	Any alphanumeric data	"Class 1"
6	Email	The user's email address	Any valid email address	j.smith@school.com
7	Type	Student, teacher or non-teacher	Any data accepted	t, teacher, s, student, lsa, ta, staff, admin
8	UPN	Unique person number. Must *uniquely* identify user in your system.	Any alphanumeric data	Any alphanumeric data
9	Alias	An optional username.	Any alphanumeric data	Any alphanumeric data
10	Password	An optional password.	Any alphanumeric data	Any alphanumeric data
11	Title	Mr, Mrs, Ms etc.	any data accepted	Any data accepted
12	Class owner	Any teacher added to the 'class' field will automatically be added to the class as a manager.	Any alphanumeric data	Any alphanumeric data
13	MIS Reference	Optional reference from your MIS system or internal software.	Any alphanumeric data	Any alphanumeric data
14	Year group	Year 1, Y1, Year One, 2016, etc.	Any alphanumeric data	Any alphanumeric data

Example datasets

You can download a range of sample files using the links to common formats below:

Microsoft Excel XLS/XLXS

Simple CSV/TXT

OpenDoc Spreadsheet ODS

Sending data securely

Option 1 – Preferred

You can send data securely to My Learning, using SSL/TLS by uploading your files directly to us. This is extremely secure, and the preferred method of uploading data.

https://myvle.co.uk/upload

Option 2 – Less secure

You can also email your file to support@mylearningltd.com. We highly recommend that you either encrypt, or password protect your file before sending it to us.

Fusion VLE and My Learning are fully GDPR compliant. Please view the links below to examine policies.

GDPR: https://www.mylearningltd.com/privacy   UPTIME: http://uptime.mylearningltd.com