

## Applies To

Some Take2 users make use of the Literacy and Numeracy tool available at <http://www.literacyandnumeracyforadults.com/>. Take2 provides a bulk upload utility to load learner details onto this site. A special registration code is required in order to use the bulk upload. Contact the Take2 Help Desk for more information

## Overview

Learner details are entered in Take2 via the Main Module and learners may be also be associated with a “group”. Using the Administration Module’s *External Reporting* menu you can create a CSV file containing learner details and group allocation. The file can then be uploaded to the Literacy and Numeracy web site by authorised users.

## Data Included in Upload

The upload file contains basic information about the student: name, student ID, NSN (National Student Index Number), gender, DoB, ethnicity and email address. Take2 does not currently store data on whether English is the student’s first language and so does not report this.

Please note that the NSN is a required value and also, if an email address is reported, it must be in a valid format – i.e. include the “@” symbol.

## Groups

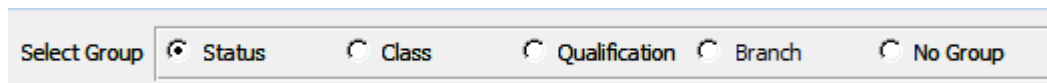
If you wish you can also include “group” information in the upload file. This allows groups of students to be clustered together and viewed in this way on the Literacy & Numeracy web site. Take2 provides four possible sources for group identity. For any given batch you can select only one source and we strongly recommend that you always use the same source for consistency.

The available group sources are:

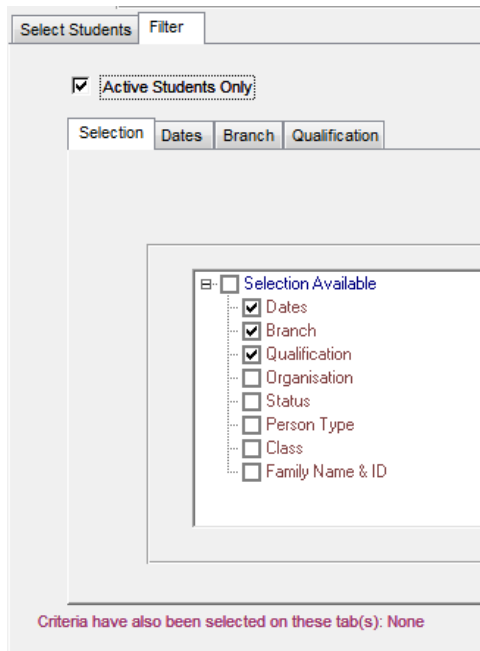
- Student Status – editable on the *Students* form.
- Class – an attribute of enrolment event, editable on the *Enrolment Details* form.
- Offered Qualification – an attribute of the qualification enrolment, editable on the *Enrolment Details* form.
- Branch – editable on the *Students* form. Note that branch is taken from this source for both Access and SQL Server editions.

## Creating a Bulk Upload File

1. Click *Literacy & Numeracy* on the *External Reporting* menu of the Administration Module. A new form opens..
2. Select a *Group* option, if required, or leave *No Group* selected.


 A screenshot of a web form titled "Select Group". It contains five radio button options: "Status", "Class", "Qualification", "Branch", and "No Group". The "Status" option is selected, indicated by a filled radio button.

3. Use the *Filter* tab to select students in the usual way. Note that each of the four grouping options is available as a filter.



4. Click *Display* to see students who meet your filter(s).

ID	Family Name	First Name	Select	Group	Validation
3705	Aardvaark	Alexia Rowena	<input type="checkbox"/>		Missing NSN
1281	Aardvaark	Allysia	<input type="checkbox"/>		
3684	Aardvaark	Babette Manon	<input type="checkbox"/>		Invalid eMail
2947	Aardvaark	Barbara Mary	<input type="checkbox"/>	Smart	
3179	Aardvaark	Bonnie Christine	<input type="checkbox"/>	Centre	
3034	Aardvaark	Carolyn Marie	<input type="checkbox"/>	Tidy	

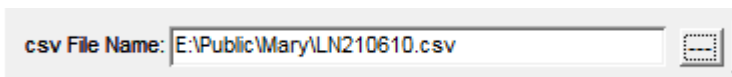
5. Students with an invalid email or with no NSN will be highlighted in red and you can see the specific issue in the *Validation* column. Don't select these students when making your selection.
6. You make your selection in the usual way by ticking individual records. The *Select All/Deselect All* button is also useful.
7. If you have selected a group then the group value will be displayed in its own column. Students don't have to be associated with a group to be included in the upload file. However, if a group is selected and the student belongs to more than one member of the group – for example a student belonging to two branches – then there will be two entries in the displayed list.
8. Clicking *Schedule* will produce a report listing the selected students and, if applicable, their group membership. If you have inadvertently selected invalid students they will show on the report but not be counted in the totals nor exported.

Student Schedule				
Name	ID	Start Date	Finish Date	Group
* Aardvaark, Annemarie Louise	1967	03/03/2009	06/11/2009	Tidy
Aardvaark, Eileen Patricia	2270	03/03/2009	06/11/2009	Tidy
Aardvaark, Hannah Joy	1866	20/02/2009	06/11/2009	Left
Aardvaark, Ilati	2159	20/02/2009	06/11/2009	Left
Aardvaark, Leasa Robyn	1687	03/03/2009	06/11/2009	Tidy
Aardvaark, Lesley Mary	2063	20/02/2009	06/11/2009	Smart
Aardvaark, Linda Denise	1351	03/03/2009	06/11/2009	Tidy
Aardvaark, Linda Joy	1853	20/02/2009	06/11/2009	Left
Aardvaark, Michelle Mary	1364	20/02/2009	06/11/2009	Left
Aardvaark, Ragnar Daniel	2730	03/03/2009	06/11/2009	Tidy
Aardvaark, Tania Joanne	1920	20/02/2009	06/11/2009	Left
Aardvaark, Teresa Hassan	2265	20/02/2009	06/11/2009	Left

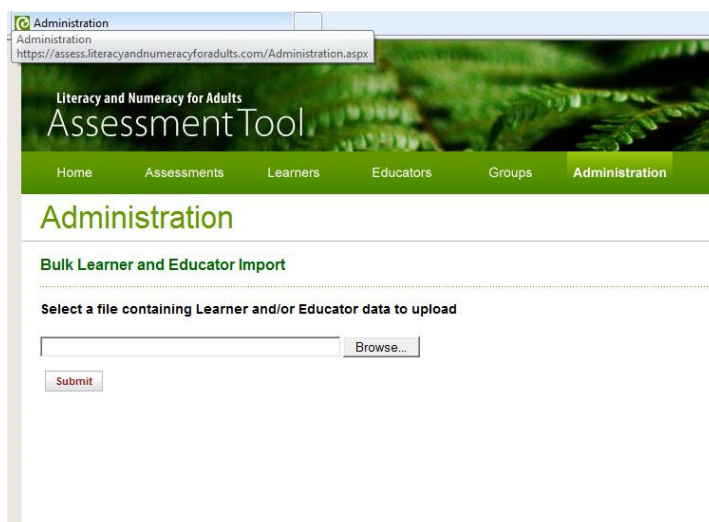
**Total Students: 11**

Group	No. Students
Left	6
Smart	1
Tidy	4

9. Clicking *Export* will save the upload file to the location displayed, using today's date as the file name.



10. Alternatively you can click the *...* symbol to select your own location and file name.
11. Once the file has been created you can upload it by logging into the Literacy and Numeracy web site as an administrator.



**NOTE:** You must be an authorised user in order to access the bulk upload facility. Contact the Assessment Tool Service Desk for more information: [assessforadults@nzcer.org.nz](mailto:assessforadults@nzcer.org.nz) or 0800 685-222.