

# PLATO<sup>®</sup> Pathways

Student Information System (SIS)  
Import Utility  
User's Guide

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P/N97607697

October 2001

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## General Information

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**Introduction** The Student Information System (SIS) Import utility allows you to import information from your student information system into PLATO Pathways.

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**Purpose** The Student Information System Import utility makes it easier for you to enroll learners into the PLATO Pathways system by decreasing data entry time and therefore minimizing entry mistakes.

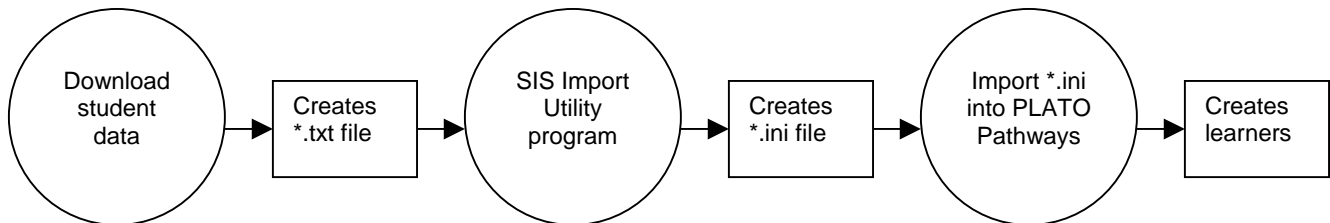
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**Process overview** The table below identifies the Student Information System Import utility process.

Stage	Description
1	Download student information from your student information system to the SIS Import File (*.txt). Refer to the Appendix on page 13 for Import File specifications.
2	Copy the SIS Import File (*.txt) to the Pathways Import program Installation floppy disk.
3	Run the SETUP.EXE from the Pathways Import program Installation floppy disk.
4	Run the SIS Import File through the Pathways Import program to create the Batch Enroll file (*.ini).
5	Import the Batch Enroll File (*.ini) into Pathways to create the learner records.

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**Process diagram** The diagram below illustrates the processes and the results during the import process.



## Getting Started

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### Introduction

You will use a floppy disk to transfer files from your student information system to PLATO Pathways. Therefore, you will need to copy the SETUP.EXE from the Student Information System (SIS) Import Utility CD-ROM you received onto a floppy disk before beginning the import process.

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### Copying SETUP.EXE to a floppy disk

To copy the SETUP.EXE to a floppy disk, follow the steps below.

Step	Action
1	Insert the PLATO Pathways SIS Import Utility CD-ROM into your CD-ROM drive.
2	Insert a blank, but formatted floppy disk into your floppy drive.
3	Use My Computer or Windows Explorer to copy the SETUP.EXE from the CD-ROM onto the floppy disk.
4	Remove the floppy disk and the CD-ROM.  <b>Tip</b> Label the floppy disk SIS Import Utility.

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## Importing Student Information

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### Introduction

You must complete the following tasks in order to import your student information into the PLATO Pathways system:

- Download student information into a \*.txt file.
  - Install the SIS Import program.
  - Create batch enroll file.
- 

### Downloading student information

To download student information, follow the steps below.

Step	Action
1	Download student information from your student information system to your hard drive into a *.txt file. You may create multiple *.txt files for the downloaded information, as necessary.  <b>Note</b> Each student record must be in a specific format. For more information on the Import File specifications, see the Appendix on page 13.
2	Copy the SIS Import *.txt file(s) onto the SIS Import Utility Installation floppy disk.

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## Importing Student Information, Continued

### Installing the SIS Import Utility program

To install the Pathways SIS Import Utility program, follow the steps below.

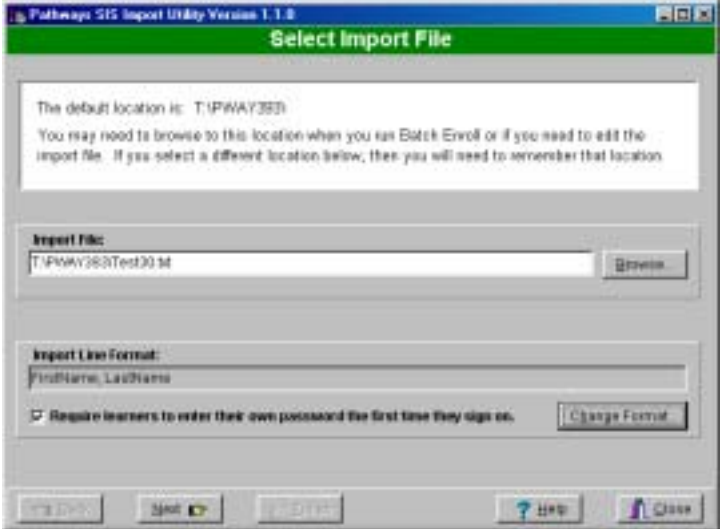
Step	Action
1	Place the Pathways Import program Installation floppy disk into the drive on the PLATO workstation.
2	Run the <b>SETUP.EXE</b> program located on the floppy disk.
3	Click <b>Next</b> on the Welcome window.
4	<p>Choose the Destination Location for the SIS Import Utility. Click <b>Next</b>.</p> <p><b>Note</b> The folder in which you have PLATO Pathways installed on this workstation defaults. We recommend that you accept the default. You will need to remember this location and browse to it during the batch enroll process. For more information about the batch enroll process, see the <i>Creating the Batch Enroll File</i> section on page 5.</p>
5	<p>Click <b>Next</b> to start the installation.</p> <p><b>Result</b> A process dialog displays and installation completes.</p>
6	<p>Click <b>Finish</b>.</p> <p><b>Result</b> The SIS Import Utility shortcut icon displays on your desktop and in the Start&gt;Programs&gt; PLATO Pathways Utilities menu.</p>

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## Importing Student Information, Continued

### Creating the batch enroll file

To create the batch enroll file, follow the steps below.

Step	Action
1	<p>Run the SIS Import Utility from the Start Menu or from the desktop shortcut icon.</p> <p><b>Result</b> The Select Import File window displays.</p> 
2	<p>Browse to the location on your workstation where you installed the SIS Import Utility. This location contains the *.txt file you created when you downloaded student data.</p>
3	<p>Review the import line format information.</p> <p><b>Tip</b> If you want to modify the format, click the <b>Change Format</b> button. Select the Help button for more information on how to make your selections.</p> <p><b>Note</b> The Require learners to enter their own password the first time they sign in checkbox only displays if you do not include the Password field in your import file line format.</p>

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## Importing Student Information, Continued

### Creating the batch enroll file (continued)

Step	Action						
4	<p>Click <b>Next</b>.</p> <p><b>Result</b> The SIS Import Utility checks the format and contents of the SIS Import file before attempting to create the Batch Enroll file. A process bar displays and the utility lists any errors in the Test Import File window.</p>						
5	<p>Review the import file results. The utility detects the following types of errors:</p> <ul style="list-style-type: none"> <li>• Missing a field</li> <li>• Missing two or more fields</li> <li>• (field name) is shorter than x characters</li> <li>• (field name) is longer than x characters</li> <li>• Line x produces a duplicate sign on name with line y</li> </ul> <p><b>Note</b> Each error also displays the line that includes the error to facilitate troubleshooting.</p>						
6	<p>Refer to the table below to determine your next step.</p> <table border="1" data-bbox="565 1201 1386 1724"> <thead> <tr> <th data-bbox="565 1201 841 1243">If...</th> <th data-bbox="841 1201 1386 1243">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1243 841 1684">Errors exist,</td> <td data-bbox="841 1243 1386 1684"> <p>Click the <b>Save Log</b> button and correct the errors. Refer to the <i>Correcting SIS Import File Errors</i> section in this document on page 11.</p> <p><b>Note</b> You can click <b>Back</b> if you inadvertently imported the wrong file.</p> <p><b>Tip</b> We recommend saving and/or printing the test log for reference.</p> </td> </tr> <tr> <td data-bbox="565 1684 841 1724">Errors do not exist,</td> <td data-bbox="841 1684 1386 1724">Click <b>Next</b>. Go to step 5.</td> </tr> </tbody> </table>	If...	Then...	Errors exist,	<p>Click the <b>Save Log</b> button and correct the errors. Refer to the <i>Correcting SIS Import File Errors</i> section in this document on page 11.</p> <p><b>Note</b> You can click <b>Back</b> if you inadvertently imported the wrong file.</p> <p><b>Tip</b> We recommend saving and/or printing the test log for reference.</p>	Errors do not exist,	Click <b>Next</b> . Go to step 5.
If...	Then...						
Errors exist,	<p>Click the <b>Save Log</b> button and correct the errors. Refer to the <i>Correcting SIS Import File Errors</i> section in this document on page 11.</p> <p><b>Note</b> You can click <b>Back</b> if you inadvertently imported the wrong file.</p> <p><b>Tip</b> We recommend saving and/or printing the test log for reference.</p>						
Errors do not exist,	Click <b>Next</b> . Go to step 5.						

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## Importing Student Information, Continued

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### Creating the batch enroll file (continued)

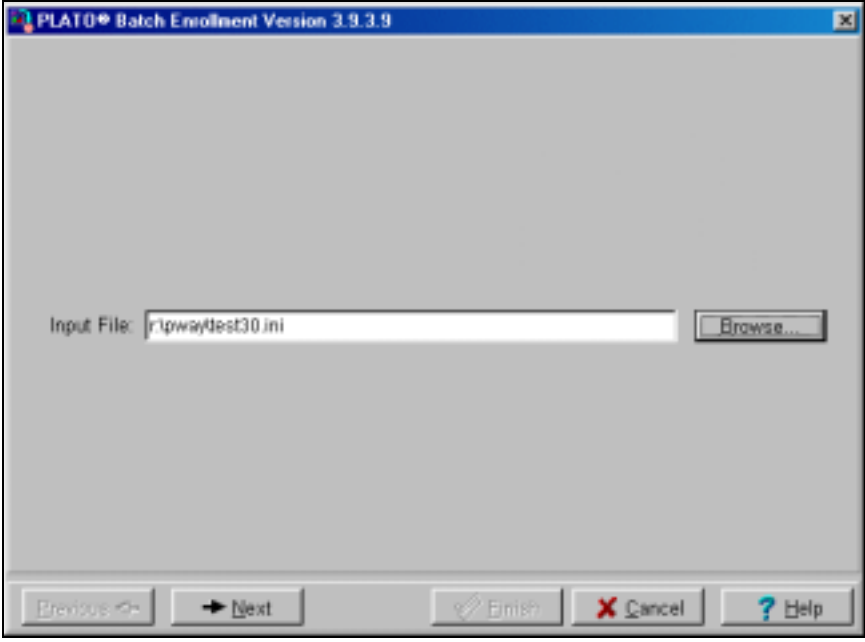
Step	Action
7	<p>Accept the default Batch Enroll file name and location on the Select Output File window.</p> <p><b>Note</b> The default file name is the same as the *.txt file with an *.ini extension for easy reference.</p>
8	<p>Click <b>Finish</b>.</p> <p><b>Result</b> A message displays the path where the system saved the Batch Enroll data. Make note of this location. You will need to browse to this location when you create Pathways learners. For more information about creating learners, see the <i>Creating Learners</i> section on page 9.</p>
9	<p>Click <b>OK</b> on the message dialog box.</p> <p><b>Result</b> The Import Into Batch Enroll file window displays.</p>
10	<p>Click <b>Close</b> and create learners. Refer to the <i>Creating Learners</i> section in this document on page 9.</p> <p><b>Tip</b> Click the <b>Print File</b> button to print the Batch Enroll file. Doing so allows you to quickly identify learners and signon names for future reference.</p>

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## Creating Learners

**Introduction** Once you download student information and create the batch enroll file, you need to import that batch enroll file into PLATO Pathways to quickly add learners to the PLATO Pathways system.

**How to** To create learners, follow the steps below.

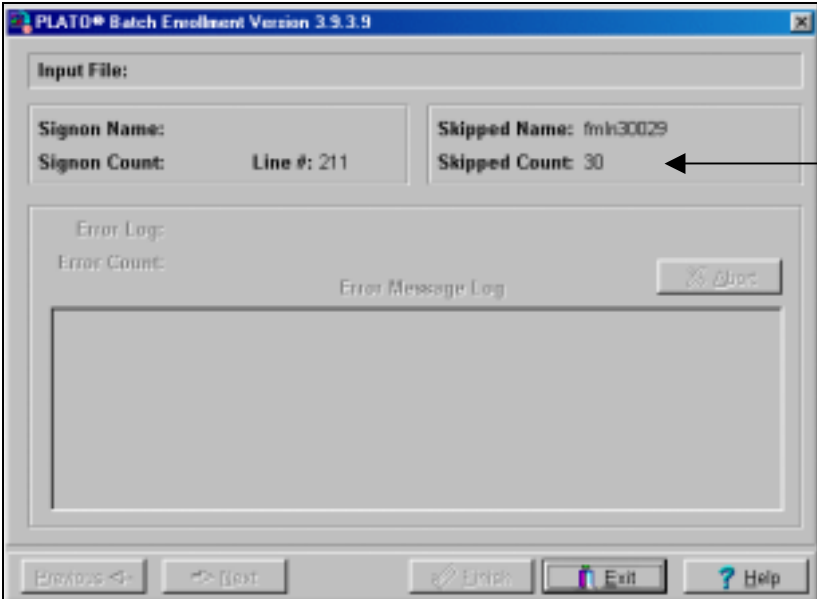
Step	Action
1	Log on to PLATO Pathways as an administrator.
2	Click <b>System Management</b> .
3	Select the <b>Maintenance tab</b> within System Management.
4	<p>Click <b>Batch Enroll</b>.</p> <p><b>Result</b> The Batch Enrollment window displays.</p> 
5	Click the <b>Browse</b> button and navigate to the *.ini file you created in step 6 during the Batch Enroll file creation process. Click <b>Open</b> .
6	Click <b>Next</b> .

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## Creating Learners, Continued

### How to (continued)

Step	Action						
7	Select <b>Yes</b> to skip users with existing signon names. Click <b>Next</b> .						
8	Select <b>No</b> to avoid stopping the process if an input file error occurs. Click <b>Finish</b> .  <b>Result</b> The import process runs and adds the learners to the PLATO Pathways system.						
9	Click <b>OK</b> on the dialog box that indicates the batch enrollment process completed.						
10	Refer to the table below to determine your next step. <table border="1" data-bbox="565 863 1386 1163"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The Skipped Count field is blank,</td> <td>You are finished!</td> </tr> <tr> <td>The Skipped Count field displays an amount,</td> <td>Click <b>Exit</b> and correct the errors. Refer to the <i>Correcting Duplicate Learner Errors</i> section in this document on page 12.</td> </tr> </tbody> </table>	If...	Then...	The Skipped Count field is blank,	You are finished!	The Skipped Count field displays an amount,	Click <b>Exit</b> and correct the errors. Refer to the <i>Correcting Duplicate Learner Errors</i> section in this document on page 12.
If...	Then...						
The Skipped Count field is blank,	You are finished!						
The Skipped Count field displays an amount,	Click <b>Exit</b> and correct the errors. Refer to the <i>Correcting Duplicate Learner Errors</i> section in this document on page 12.						

Correct duplicate learner errors, if this field displays a number.

## Correcting Errors

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**Introduction** You may receive the following types of errors during the SIS Import Utility process:

- SIS Import file errors
- Duplicate learner errors

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**SIS Import file types of errors** The list below identifies the various types of SIS Import file errors you could receive during the student information import process:

- Missing a field
- Missing two or more fields
- Missing first name
- First name is longer than 15 characters
- Missing last name
- Last name is longer than 25 characters
- Middle name is longer than 15 characters
- Missing password
- Password is shorter than 4 characters
- Password is longer than 25 characters
- Line x produces a duplicate sign-on name with line y

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**Correcting SIS Import file errors** If you receive errors in the SIS Import file, you will need to correct the errors to properly import learner information into the PLATO Pathways system. To do so, follow the steps below.

Step	Action
1	Browse to the *.log file you saved and open it in Notepad (for example) or locate the log print out.
2	Modify the SIS Import file according to the type of error(s) received in the listed log.
3	Save the corrected SIS Import file.
4	Repeat the Creating the Batch Enroll File process on page 5.

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## Correcting Errors, Continued

### Correcting duplicate learner errors after Pathways Batch Enroll

If the Skipped Count field displays a number, the Batch Enroll process recognized learners with duplicate PLATO Pathways signon names. You will need to correct this error, by creating a unique signon for each duplicate learner signon. To do so, follow the steps below.

Step	Action						
1	Open Windows Explorer.						
2	Browse to the *.skp file located in the same directory where the *.ini file is located.						
3	Open the *.skp file using Notepad (for example).						
4	<p>Modify the signon names for each learner in the *.skp file. Adding a number to the signon name is an easy way to solve duplicate signon names. Refer to the table below for an example of how to modify the *.skp file.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Original</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>[fjjohnson] *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes</td> <td>[fjjohnson1] ← *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes</td> </tr> </tbody> </table>	Original	Modified	[fjjohnson] *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes	[fjjohnson1] ← *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes		
Original	Modified						
[fjjohnson] *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes	[fjjohnson1] ← *FirstName = fred *LastName = johnson *MiddleName = jim *Password = 07041986 *PassReq = yes						
5	Save the *.skp file.						
6	<p>Change the *.skp file to an *.ini file and rename the *.skp file something similar, but not identical, to the original *.ini file.</p> <p><b>Caution</b> Do not overwrite the original *.ini file. Refer to the table below for an example.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Original *.ini File Name</th> <th>.skip File Name</th> <th>Rename *.skp to...</th> </tr> </thead> <tbody> <tr> <td>P071000.ini</td> <td>P071000.skp</td> <td>P071000A.ini</td> </tr> </tbody> </table>	Original *.ini File Name	.skip File Name	Rename *.skp to...	P071000.ini	P071000.skp	P071000A.ini
Original *.ini File Name	.skip File Name	Rename *.skp to...					
P071000.ini	P071000.skp	P071000A.ini					
7	Repeat the Create Learners process on page 9.						

## Appendix: Import File Specifications

**Introduction** When you download student information into the SIS Import file, it is critical that the information you download is in the correct format. Knowing the following information will facilitate the import process:

- SIS Import File Data fields
- SIS Import File specifications
- Processing rules for Pathways Import program
- Process overview example

**Note** All import file specification examples are based on the default Import Line Format: FirstName, LastName, MiddleName, Password

**SIS Import File Data fields** The table below identifies the field name, type, length and requirement information. The Pathways SIS Import Utility allows any combination and order of the following fields:

Field Name	Type	Min/Max Length	Required
FirstName	Text	1/15	Yes
LastName	Text	1/25	Yes
MiddleName	Text	0/15	No
NickName	Text	0/15	No
SignonName	Text	1/25	No
Password	Text	4/25	No
OtherID	Text	0/25	No

**Notes** The SIS Import Utility ignores blank lines and lines that start with a semicolon (;). So, if you have additional information for a learner you want to add, begin the line with a “;”.

The MiddleName and NickName fields can be blank even though specified.

**Tip** Use the OtherID field to distinguish between multiple learners with the same last name in the import file. The OtherID field will not display on the Import Line Format display or be included in the Batch Enroll file. The program ignores any fields past the last specified field on each line.

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## Appendix: Import File Specifications, Continued

**SIS Import File specifications** The table below identifies format, name and contents requirements for the SIS Import file.

Item	Description						
Format	Comma-separated, ASCII						
Recommended Name	P+mmddyy.txt  <b>Example</b> If the file is created on 7/10/2001, the file name would be P071001.txt.						
Contents	One or more records, including the following fields separated by CR/LF in the file: <ul style="list-style-type: none"> <li>• FirstName,LastName,MiddleName,BirthDate,OtherID</li> </ul> <p><b>Note</b> If the MiddleName is not available, the output should be blank. You must include the comma-separator for any blank fields to prevent bad data.</p> <p>Refer to the table below for examples.</p> <table border="1" data-bbox="683 1125 1386 1350"> <thead> <tr> <th data-bbox="683 1125 979 1163">Input</th> <th data-bbox="979 1125 1386 1163">Output</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 1163 979 1241">for Frank James Johnson 6/6/1976</td> <td data-bbox="979 1163 1386 1241">Frank,Johnson,James,06061976,SISIDFJ</td> </tr> <tr> <td data-bbox="683 1241 979 1350">for Mary Smith 1/10/1979, no middle name</td> <td data-bbox="979 1241 1386 1350">Mary,Smith,,01101979,SISIDMS</td> </tr> </tbody> </table> <div data-bbox="1036 1339 1300 1383" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 100px;">Comma-separator</div> <div data-bbox="1149 1289 1166 1325" style="text-align: center;">↑</div>	Input	Output	for Frank James Johnson 6/6/1976	Frank,Johnson,James,06061976,SISIDFJ	for Mary Smith 1/10/1979, no middle name	Mary,Smith,,01101979,SISIDMS
Input	Output						
for Frank James Johnson 6/6/1976	Frank,Johnson,James,06061976,SISIDFJ						
for Mary Smith 1/10/1979, no middle name	Mary,Smith,,01101979,SISIDMS						

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## Appendix: Import File Specifications, Continued

### Processing rules

The Pathways Import program complies with the following processing rules:

- For one SIS Import File, create one Pathways Batch Enroll file.
- For each record in the Import File, create one learner. The table below identifies the properties that each learner should have.

PLATO field	Import File Fields	Example
FirstName	FirstName	frank mary
MiddleName (optional)	MiddleName	james
LastName	LastName	johnson smith
Password	BirthDate	06061976 01101979  <b>Note</b> Leading zeros are significant.
OtherID (optional)	User Defined	Homeroom 101

**Note** If the SignonName field is not selected, the SIS Import Utility creates a PLATO Signon Name for each learner that combines the first letter of their first name and middle name (if applicable) with their last name. For example Frank J. Johnson's PLATO Signon Name is: fjjohnson.

### Process overview example

The table below identifies the process overview and the output of creating learners on the PLATO Pathways system using the Import utility.

Stage	Description
1	School district creates an import file name P071001.txt with the following records: <ul style="list-style-type: none"> <li>• Frank,Johnson,James,06061976,SISIDFJ</li> <li>• Mary,Smith,,01101979,SISIDMS</li> </ul> <p><b>Note</b> The last field in each record is an example of the OtherID field, which is optional.</p>
2	The Pathways Import program processes the P071001.txt file and creates the P071001.ini file.

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## Appendix: Import File Specifications, Continued

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### Process overview example (continued)

Step	Action						
3	Use the P071001.ini file as the input file for the Batch Enroll function.						
4	Batch Enroll creates two learners with the following login information: <table border="1" data-bbox="566 640 1386 831" style="margin-left: 20px;"> <thead> <tr> <th data-bbox="566 640 922 678">Learner</th> <th data-bbox="922 640 1386 678">Pathways Login</th> </tr> </thead> <tbody> <tr> <td data-bbox="566 678 922 751">Frank James Johnson</td> <td data-bbox="922 678 1386 751">PLATO Name: fjjohnson Password: 06061976</td> </tr> <tr> <td data-bbox="566 751 922 831">Mary Smith</td> <td data-bbox="922 751 1386 831">PLATO Name: msmith Password: 01101979</td> </tr> </tbody> </table>	Learner	Pathways Login	Frank James Johnson	PLATO Name: fjjohnson Password: 06061976	Mary Smith	PLATO Name: msmith Password: 01101979
Learner	Pathways Login						
Frank James Johnson	PLATO Name: fjjohnson Password: 06061976						
Mary Smith	PLATO Name: msmith Password: 01101979						

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