

## Course and Certification History Imports

The following instructions will help you with the process of uploading completion and certification records, Please refer to the instructions for the upload type that you have from the two listed below.

### Course Completion History Import:

1. To access the upload area, go to the Settings block and click on Site administration > Courses > Upload Completion Records > Upload Completion Records.
2. You should then see the following screen

Choose course file to upload\*

Choose a file... Maximum size for new files: 50MB

You can drag and drop files here to add them.

Default evidence type ⓘ

CSV Date format

CSV Values separated by

CSV Text Delimited with

CSV File encoding

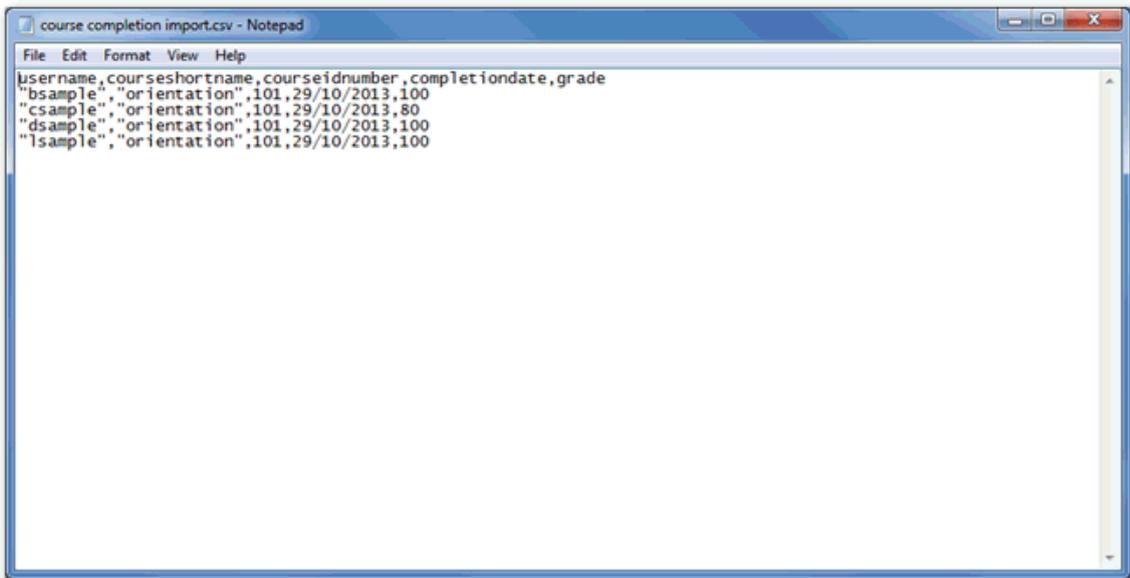
---

The files needed for the course completion import will need to be created outside of the LMS. The date format, delimiter and encoding type will be selected before importing. The CSV file will need to contain the following headers:

- **username:** This is the username associated with the user's account on the system.
- **courseshortname:** The course short name found on the Course settings page.
- **courseidnumber:** The course id number found on the Course settings page.
- **completiondate:** The date the learner completed the course. The date format can be specified in the upload settings.
- **grade:** The grade the learner received in the course.

A sample of the file is shown below.

A sample of the file is shown below.



```
course completion import.csv - Notepad
File Edit Format View Help
username,courseshortname,courseidnumber,completiondate,grade
"bsample","orientation",101,29/10/2013,100
"csample","orientation",101,29/10/2013,80
"dsample","orientation",101,29/10/2013,100
"lsample","orientation",101,29/10/2013,100
```

3. You can drag and drop the file onto the page or click the Choose a file button to select the CSV file.

- Default evidence type: Any courses or certificates which can't be found will be added as evidence in the record of learning. Please choose the default evidence type you wish to use.
- CSV Date format: Select the format dates will use.
- CSV Values separated by: Select the delimiter used in the file. Comma, semi-colon, colon or tabs can be used.
- CSV Text Delimited with: Select the delimiter used for text values. Single quote, double quote or no delimiter can be used.
- CSV file encoding: Select the type of encoding used for the file.
- Override current course completions: Check this if you want the uploaded course completions to replace the exiting course completion records.
- Case insensitive shortnames: When enabled, course short names will be matched case insensitively.

4. Click the Upload button.

## Certification Completion Import:

1. To access the upload area, go to the Settings block and click on Site administration > Courses > Upload Completion Records > Upload Completion Records.
2. On the page scroll down until you see this section

Choose certification file to upload\*

Choose a file... Maximum size for new files: 50MB

You can drag and drop files here to add them.

Default evidence type ⓘ

CSV Date format

CSV Values separated by

CSV Text Delimited with

CSV File encoding

Import action ⓘ

The files needed for the certification completion import will need to be created outside of the LMS. The date format, delimiter and encoding type will be selected before importing. The CSV file will need to contain the following headers:

- **username:** This is the username associated with the user's account on the system.
- **certificationshortname:** The certification short name. This can be found on the Overview tab when editing a certification.
- **certificationidnumber:** The certification ID number. This can be found on the Overview tab when editing a certification.
- **completiondate:** The date the learner completed the certification. The date format can be specified in the upload settings.
- **duedate:** The due date field should indicate what the due date was at the time of completion, not when the completion is due to expire. The column must be provided in the CSV file, but can be left empty. When recertification is set to **Use certification expiry date** or **Use fixed expiry date**, then the expiry date will be calculated using the uploaded due date field. If it is empty or if the recertification is set to **Use certification completion date**, then only the completion date will be used to calculate the expiry date.

A sample of the file is shown below.



The Settings configurations are below:

Settings	Description	Notes
<b>Default evidence type</b>	Any certifications which can't be matched to an existing item will be added as evidence to a user's Record of Learning. Here you can specify the default evidence type you wish to use.	-
<b>CSV Date format</b>	The format for dates in the CSV file, for example: dd/mm/yyyy.	-
<b>CSV Values separated by</b>	The separator used to separate values in the file.	-
<b>CSV Text Delimited with</b>	The delimiter used for text values.	-
<b>CSV file encoding</b>	The type of encoding used for the file.	-
<b>Import Action</b>	<p>Choose from the following:</p> <ul style="list-style-type: none"> <li>• <b>Save to history</b> <ul style="list-style-type: none"> <li>• The imported records will be added to history.</li> <li>• The certification status of users will remain unchanged.</li> </ul> </li> <li>• <b>Certify uncertified users</b> <ul style="list-style-type: none"> <li>• If a user is already certified, the imported record is added to history.</li> <li>• If a user is not currently certified, the imported record will be used to mark them certified. If appropriate, the certification window may open and/or expire when cron next runs, causing the completion to be moved to history.</li> </ul> </li> <li>• <b>Certify if more recent</b> <ul style="list-style-type: none"> <li>• If a user is already certified and the import completion date is more recent than the current completion date, then the current completion will be moved to history and the user will be marked certified on the imported completion date.</li> <li>• If a user is already certified and the import completion date is further in the past than the current completion date, then the imported record will be added to history.</li> <li>• If a user is not currently certified, the imported record will be used to mark them certified. If appropriate, the certification window may open and/or expire when cron next runs, causing the completion to be moved to history.</li> </ul> </li> </ul>	<p>If a record is imported for a user who is not assigned to the certification, an individual user assignment will be created for them, causing them to be assigned. Assignment (or reassignment as the case may be) occurs first, then the imported record is processed, regardless of the chosen action or outcome.</p> <p>If a user is marked certified during import and the recertification window opening date is in the past, when cron runs it will open the recertification window and reset current course progress. If this is not the desired outcome then <b>Save to history</b> should probably be selected.</p>
<b>Case insensitive shortnames</b>	When enabled, certification short names will be matched case insensitively.	-