

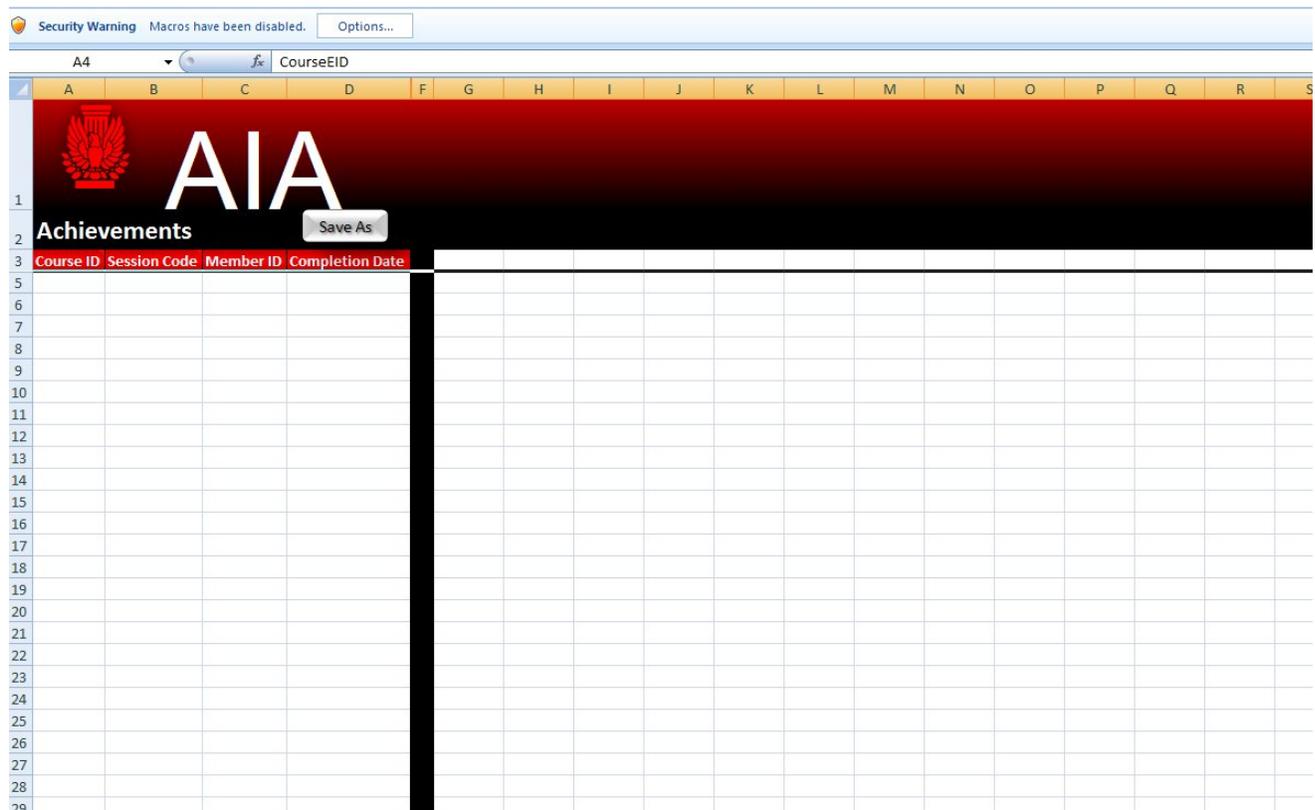
How to Submit Attendance by Bulk Upload ('Achievement Import')

There are multiple ways to submit attendance for AIA members. One of these ways is through the achievement import feature. There are a few steps necessary to be successful in importing achievements into CES Discovery. First, we will learn how to fill out and save the achievement import template. Finally, we will learn step-by-step instructions on how to import the achievement file into CES Discovery. Let's get started!

NOTE: The "achievement import template" can be found under "Resources" in CES Discovery.

1. Before beginning, go to the "Resources" section of CES Discovery and **download the "achievement import template"** to your computer.

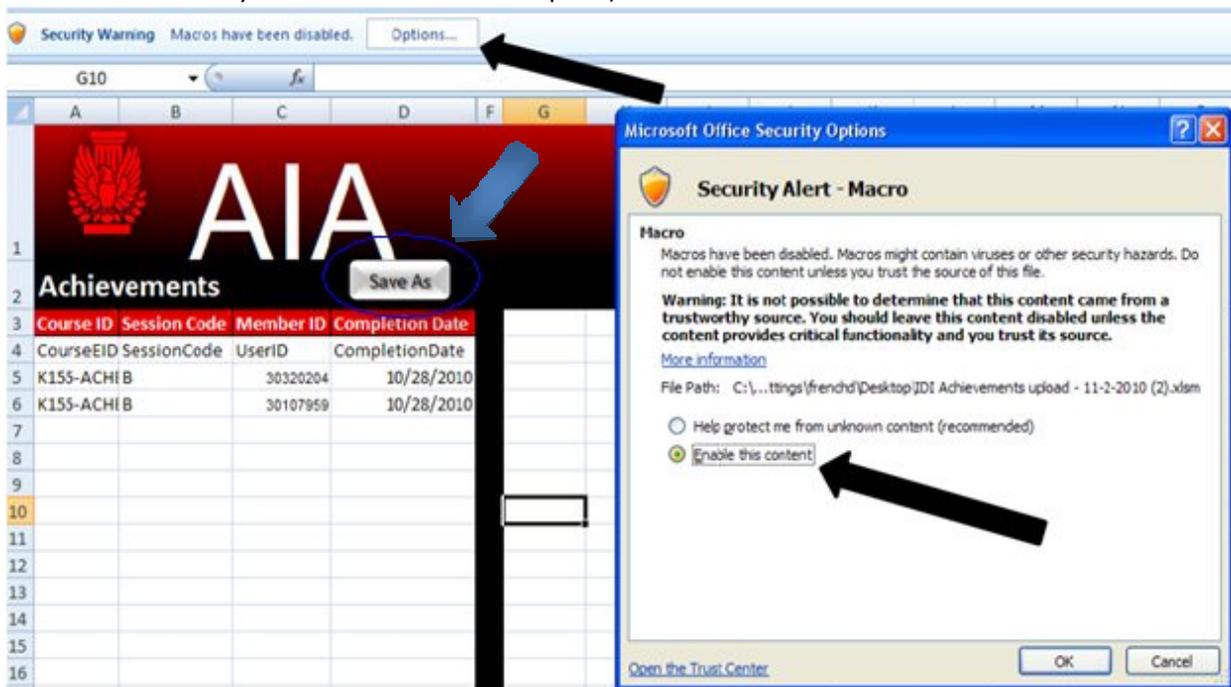
(Achievement Import Template)



2. Complete the achievement import template by filling in the required fields.
 - **Course ID.** The course ID is the Provider number dash Course number (i.e. **C416-ABC123**)
Note: Course numbers should be no more than 10 characters
 - **Session Code.** Session code can be found on the course under the “session basics” tab.
Note: If the session was not previously created, you will have to create the session before performing the bulk import. CES Discovery automatically generates each session code.
 - **Member ID.** This is an eight digit number (provided by the AIA member) that begins with the number “3”.
 - **Completion Date.** Usually, the date that the course was given

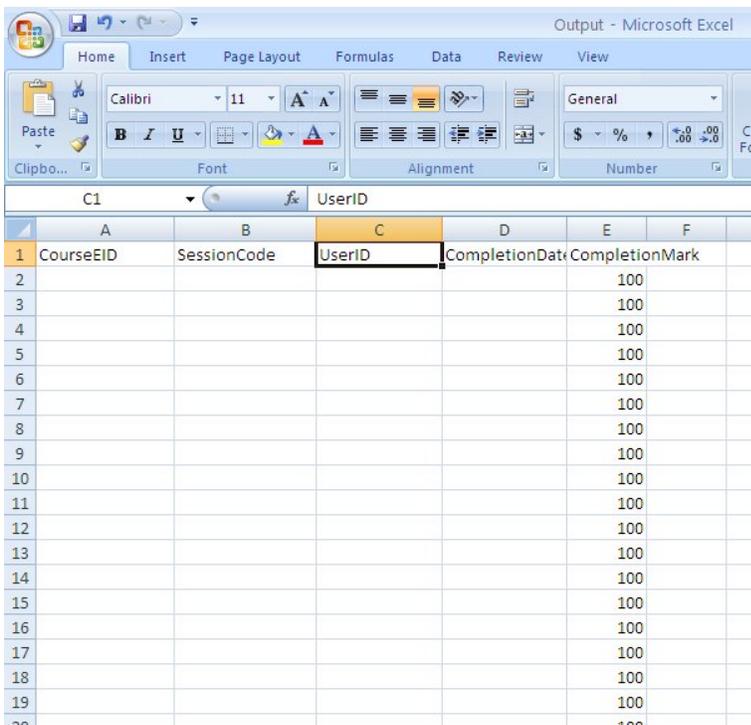
3. Enable **Macros** on the template. On the achievement import template a macros “options” button will be visible at the top of the file. Click the “**Options**” button to enable macros and select “**enable this content**” and then, click OK.

4.  the **Save As** button on the template. (Note: the **Save As** button looks like this and differs from selecting File >> Save As from the excel application. The Save As button is located visibly on the achievement template).



5. **Output File.** Once you have clicked the **Save As** button on the achievement template, an “Output File” is generated. Save the output file to a specified location on your computer as a “**tab delimited text**” file. You may name the output file anything you wish. By default the file is named “output”. (Note: The output file is the file that will be browsed for and imported into the CES discovery system)

Example of output file Notice the last column of the output file automatically included a “completion mark”. The completion mark will always be 100 since this is recognized by CES Discovery as a “Completed” status on the AIA member transcript.

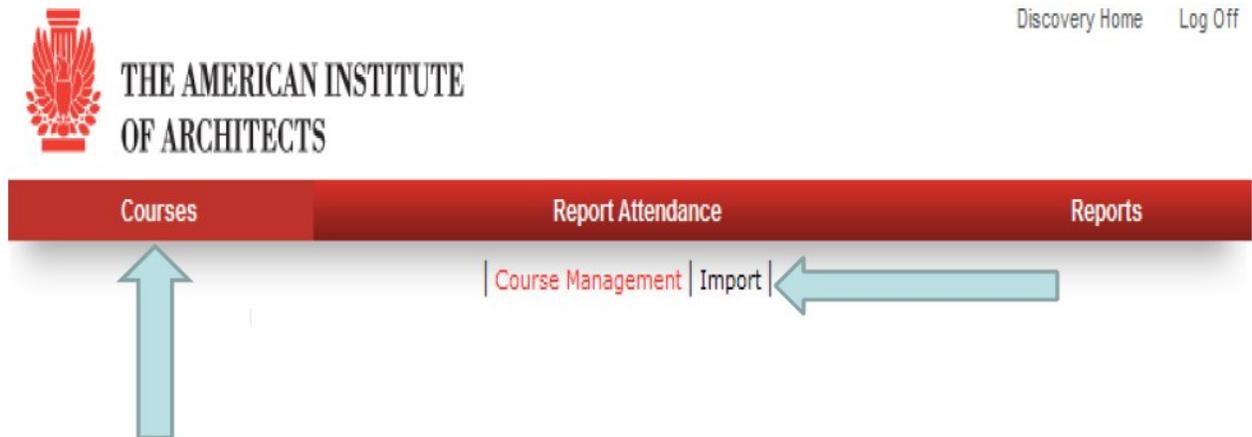


	A	B	C	D	E	F
1	CourseID	SessionCode	UserID	CompletionDate	CompletionMark	
2					100	
3					100	
4					100	
5					100	
6					100	
7					100	
8					100	
9					100	
10					100	
11					100	
12					100	
13					100	
14					100	
15					100	
16					100	
17					100	
18					100	
19					100	
20					100	

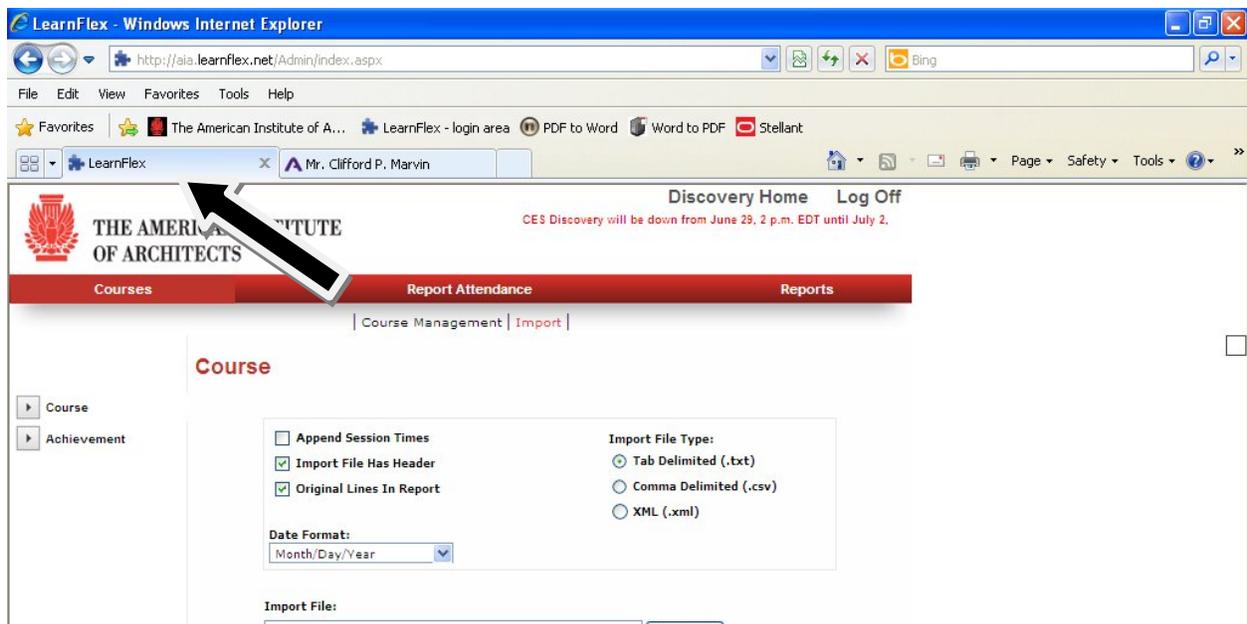
When saving the output file you may see the following message. Click “Yes”.



6. Now that the achievement output file is saved to a specified location on your computer, you can now log into CES Discovery to import the file. On the CES Discovery homepage, there will be an **“Admin Menu”** link at the top right of the screen. Click **“Admin Menu”**.
7. Click **“Courses”**, NOT Report Attendance.
8. Click on **“Import”**.



7. Click **“Achievement”** on the left side navigation menu. (Notice what fields have a check mark beside them. These are all selected by default and should not be changed. Notice the import file type is tab delimited text. Tab delimited text files should always be selected. Notice too that the date format by default is Month/Day/Year. This format is required by the CES Discovery System.)



8. Click **“Browse”** to browse for the output file saved to your computer, then **“Submit”**.
Once you are certain that all the required fields are selected, you can browse for the output file that was saved on your computer and submit.

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Discovery Home Log Off

Courses Report Attendance Reports

| Course Management | Import |

Course

▶ Course
▶ Achievement

Append Session Times
 Import File Has Header
 Original Lines In Report

Date Format:
Month/Day/Year

Import File Type:
 Tab Delimited (.txt)
 Comma Delimited (.csv)
 XML (.xml)

Import File:

9. The output file that was imported will show results. If there are any errors as a result of the imported file, you will see the details appear at the bottom of your screen. To get the details of the import, click the link entitled, “**Click Here**”. Once the output file is imported successfully, the achievement will automatically show on the AIA member transcript. You may wish to save the “detail file” for your records .

Achievement

Register User Prior To Achievement

Update Existing User Achievement

Enforce Minimum Grade

Import File Has Header

Original Lines In Report

Import File Type:

Tab Delimited (.txt)

Comma Delimited (.csv)

XML (.xml)

Date Format:

Month/Day/Year

Import File:

File: Output.txt (7 Lines)
Lines With Error: 0
Lines Successful: 5
Lines Processed: 5

To Download Detail File Please [Click Here](#)

Example of Detail File

```
Report[1] - Notepad
File Edit Format View Help
[1]
[2] Success -- User: "30051101" Course: ""Innovation in Context." A history of design/build experiments in warren,
vermont (1)" Mark: "100.00" Activity: "User Enrolled And Mark has been set"
[3] Success -- User: "30076934" Course: ""Innovation in Context." A history of design/build experiments in warren,
vermont (1)" Mark: "100.00" Activity: "User Enrolled And Mark has been set"
[4] Success -- User: "30057504" Course: ""Innovation in Context." A history of design/build experiments in warren,
vermont (1)" Mark: "100.00" Activity: "User Enrolled And Mark has been set"
[5] Success -- User: "30089668" Course: ""Innovation in Context." A history of design/build experiments in warren,
vermont (1)" Mark: "100.00" Activity: "User Enrolled And Mark has been set"
[6] Success -- User: "30082922" Course: ""Innovation in Context." A history of design/build experiments in warren,
vermont (1)" Mark: "100.00" Activity: "User Enrolled And Mark has been set"
[7] Not Processed
```

If you have any questions, please contact CES Support at 1-800-242-3837, option 3 or cessupport@aia.org.