

## Bulk Student Registration Tool

This tool allows System Users (DeLCs, eRegistrars, etc.) to enroll multiple students into their board's courses via a .csv file upload.

### CSV File for Upload:

The following are the **required** CSV fields. They must be in this **order** and they must all be populated (except for the final field, which is optional).

OEN, Semester, Course Code, Course Type  
Reason Taking Course, Required This Year (Y/N),  
Class Section Identifier (optional)

**Please note required data to the right** (i.e., data that must exist in the database in order to register a student) →

For a sample file, please click [here](#).

#### Required

OEN  
Semester  
Course Code  
Course Type  
Reason Taking Course  
Required This Year (Y/N)

**Please do not include out of board (OOB) students in your upload file. Out-of-board students will be skipped over and will not be imported/registered.**

### Using the Tool:

To use the **Bulk Student Registration tool**...

Go to **Files - Import Registrations from CSV**.

**Read each of the following IMPORTANT notes carefully:**

- If the Class Section Identifier in your CSV import **MATCHES** an existing Class Section Identifier in PRISM, the student will be accepted (A) into that class.
- If the Class Section Identifier in your CSV import **DOES NOT** match an existing Class Section Identifier in PRISM, the student will be accepted (A) into the first offering of the course hosted by your Board in the selected semester.
- If the Class Section Identifier in your CSV import file is **BLANK**, the student will be accepted (A) into the first offering of the course hosted by your Board in the selected semester.
- If a student contained in your CSV import file is already accepted (A) in the class, the student registration will be skipped over and not imported.
- If a student contained in your CSV import file is already accepted (A) in the course in another semester, the student registration will be skipped over and not imported.
- If a student contained in your CSV import file is already waitlisted (W) for the course in the selected semester, the student registration will be skipped over and not imported.
- If an OEN in your import file is for an OOB (Out-of-Board) student, the student registration will be skipped over and not imported.



1. Select your **School Board**.
2. Turn the **Send registration/waitlist emails** toggle ON or leave OFF.
3. Turn the **Force registrations toggle** ON or leave OFF.

**If On:**

- If a class is set to Closed, students will still be accepted (A) into the class.
- If your file contains more students than there is available space in a class, ALL students will still be accepted (A) into the class.



**If Off:**

- If a class is set to Closed, students will be waitlisted (W) for the course in the selected semester.
- If your file contains more students than there is available space in a class(es), students will be accepted (A) up until cap(s) has been reached. Remaining students will be waitlisted (W) for the course in the selected semester.

4. Click **Choose File**, locate and select your CSV file, click **Open**
5. Finally, click **Upload File**.

The screenshot shows a registration form with the following elements and annotations:

- Select School Board:** A dropdown menu with "Other" selected. A red arrow points to it with the text "1. Select your School Board".
- Select File (CSV):** A "Choose File" button next to the filename "2022-May-25-all.csv". A red arrow points to the button with the text "4. Choose your .csv file".
- UPLOAD FILE:** A dark blue button at the bottom. A red arrow points to it with the text "5. Click on Upload File".
- Toggles:** Two toggle switches on the right. The first is labeled "Send registration/waitlist emails" and the second is labeled "Force registrations into the class even though the class may be closed or full (must include class number in file)". A red arrow points to both with the text "2-3. Choose to send emails or not; and choose to force registrations or not".