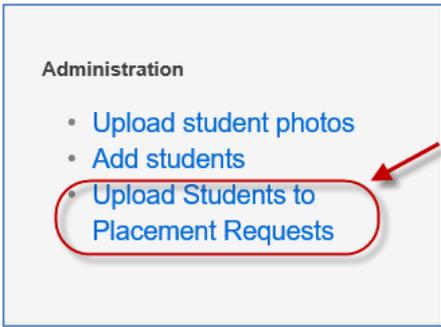
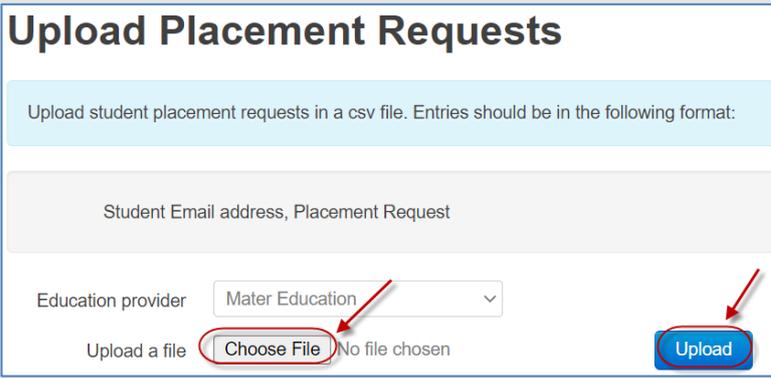
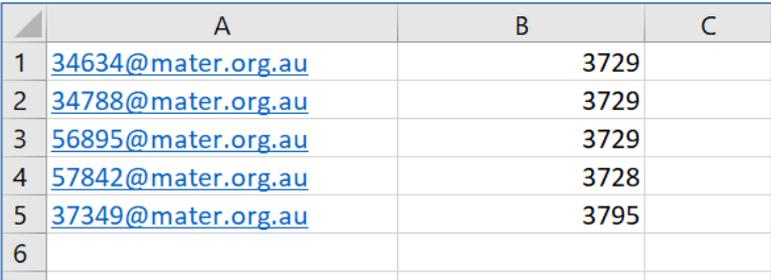


EPRef-09 - Student Reference Sheet – How to Bulk Upload Students to Placement Requests.

Steps	Action	What it looks like
1.	To bulk upload student's to Placement Requests, click on the Upload Students to Placement Requests link.	
2.	In the Upload Placement Requests screen, select Choose file and navigate to file on your local drive. The mandatory fields needed for upload are: <ul style="list-style-type: none"> - Student Email Address - Placement Request ID Select Upload once the file has been selected.	
3.	To upload students the file must be saved as .csv and the following format: <p>Column A - email address Column B - placement request ID to assign the student to.</p> <p>Note – There is a crosschecking process that is run and students must meet the following criteria:</p> <ul style="list-style-type: none"> - a student can only be on one placement at a time i.e. no concurrent placements - a student must have the designated mandatory student fields if the 	

	<p>placement request asks for them</p> <ul style="list-style-type: none">- The student must match EP, discipline, program of the placement request <p>Placement request must be approved</p> <ul style="list-style-type: none">- The placement request must not exceed the number of students approved <p>If the line in the .csv file does not meet these criteria the line will fail and alert the user of the reason for the failure. This will need to be corrected before attempting the process again.</p>	
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