



How to complete the Brightpath Data Templates

There are four spreadsheet templates attached to the email. The templates are all named according to the data that we ask you to complete in each template eg school, staff, students and classes.

A few over-arching points about the templates and data:

1. Your templates will automatically open in a program called Excel. All templates are provided in .csv format. It is preferable if you are able to keep them saved in this same format. (You need to choose the file type CSV (Comma delimited) when you save the data in your templates, as shown below).



2. Brightpath uses case information provided by the imported data, so you should use the correct cases with names of staff, students and schools eg Mary Smith.
3. For matching purposes Brightpath disregards the special characters in names, eg *Mary Tyler-Moore* and *Mary TylerMoore* will be matched while *Jelena Dokić* will be matched to *Jelena Dokic*.
4. If a student's name has changed and they are already in Brightpath, you need to ensure that their name has been changed in Brightpath before you provide your new data.

Help with the School template:

Do not change the heading row 1, but under each heading complete the following. This sheet will comprise two rows in total - the heading row and your data row.

Field	Description	Example (where needed)
¹ *id	A school code provided by ACARA This can be sourced at http://asl.acara.edu.au/	
*id provider	ACARA	ACARA
*name	The full school name	
*email	The email contact for Brightpath	
*sector	Government, Independent or Catholic	

Help with the Staff template:

Do not change the heading row 1, but under each heading complete the following – one row for each staff member

Field	Description	Example (where needed)
² id	Teacher identifier	
³ id provider	Body that provided teacher ID	trbwa-registration-id
*first name	Staff member's first name	
*last name	Staff member's last name	
*email	Staff member's email address	This exact email address will be used for your login (<i>it is case sensitive</i>)
*classes	A comma separated list of classes that the staff member teaches in	Room 12, Room 13 Must be completed for all teachers. Leave blank if staff member does not teach.
*group	Teacher / Admin	<i>Teacher</i> (must be allocated at least one class in previous field). <i>Admin</i> indicates Brightpath administration and management rights so this should be granted only to selected admin staff.

¹ * indicates that the field must be completed

² If you do not complete this field, leave the cell blank – do not delete the column

³ If you do not complete this field, leave the cell blank – do not delete the column

Help with the [Students](#) template:

Do not change the heading row 1, but under each heading complete the following – one row for each student

Field	Description	Example (where needed)
*id	Student identifier	
*id provider	School or Body that provided student ID	
*first name	Student's first name	
*last name	Student's last name	
*gender	A single number for each student. 0 (not known), 1 (male), 2 (female) and 9 (other)	1
*dob	Student's date of birth in the format YYYY-MM-DD ⁴	1999-12-27
*atsi	Student's Aboriginal or Torres Strait Islander status – a single letter for each student Y for yes, N for no and U for unknown	U
*lbote	Student's language background other than English – a single letter for each student Y for yes, N for no and U for unknown	N
*eald	Student's English as additional language or dialect status – a single letter for each student Y for yes, N for no and U for unknown	Y
*year	Student's academic year – a single number for each student. -1 Kindergarten/Preschool 0 Pre-Primary/Kindergarten/Preparatory/Transition 1 Year 1, 2 Year 2 3 Year 3, 4 Year 4 5 Year 5, 6 Year 6 7 Year 7, 8 Year 8 9 Year 9, 10 Year 10 11 Year 11, 12 Year 12	5
*classes	A comma-separated list of classes the student is enrolled in.	Room 12, Room 13

Help with the [Classes](#) template:

Do not change the heading row 1, but under each heading complete the following – one row for each class.

This template has only two columns.

Field	Description	Example (where needed)
*name	Class name	Room 12
*years taught	A comma separated list of years taught in this class -1 Kindergarten/Preschool 0 Pre-Primary/Kindergarten/Preparatory/Transition 1 Year 1, 2 Year 2 3 Year 3, 4 Year 4 5 Year 5, 6 Year 6 7 Year 7, 8 Year 8 9 Year 9, 10 Year 10 11 Year 11, 12 Year 12	1,2

To send your data through

- Place all four csv files (ie your completed templates) into a folder named as follows:
[Code] [School]
For example – 54321 Hogwarts Primary School.
- Then zip your folder (right mouse click on the folder and send to a zipped folder)
- Attach your zipped folder to an email and send to brightpath@brightpath.com.au

⁴ If you are unable to get the format correct, simply let us know in the email when you return your data.