Uploading Rosters to Parchment

Preparing a .csv roster file to upload

1. [Sign in to Parchment](#) Administrator.
2. Click **Learners**.
3. Click the **Add Learners** drop-down menu, and select **Upload Multiple Learners**.
4. Click the blue CSV template link. This will download a .csv file onto your computer. You can fill this in with your learners' information by exporting the data from PowerSchool. Remember that you must include first and last name, date of birth, learner ID, and graduation/leave year. The column headings must match those on the Parchment .csv file.
5. Sign into PowerSchool.
6. Choose **All** or the group of students you want to upload (i.e. 12 for seniors).
7. From the functions menu in the bottom corner select **Quick Export**.
8. In the box enter the following field names. Note that middle names are optional.
   - First_Name
   - Middle_Name
   - Last_Name
   - Student_Number
   - DOB
   - Graduation_Year (this references the Graduation Year field in Demographics)
9. Click Submit.
10. Open the file in Microsoft Excel and verify that the data is correct. If any data is missing correct it in the file and correct it in PowerSchool.
11. Save as a CSV (Comma delimited) (*.csv) file.

Upload roster and obtain registration codes

Once your roster is in the correct format, you are ready to upload it.

1. [Sign in to Parchment](#).
2. Click **Learners**.
3. Click the **Add Learners** drop-down menu, and select **Upload Multiple Learners**.
4. The **Import Learner Roster** screens appears.
   - If this is a new roster, you do not need to change the drop-down menu under Roster Name (it will say **Add New** like in the image above). If you choose this option you must give your roster a name in the next text box (ex. AHS Roster 08/20/2016).
     - If you are replacing an existing roster, click the drop-down menu and select the existing roster.
     - If you upload an existing roster, you will be given the option to keep the existing roster records or replace them.

1. Now you need to upload the roster. You can:
   ○ Drag and drop your roster. You simply drag your roster file from your desktop (or wherever it is located on your computer) to the large gray box, or:
   ○ Click Browse to search for your roster. A box will open allowing you to search on your computer for the roster file. You can then upload it.
2. Under **File Type**, keep **Comma Delimited** selected.
3. Under **File Headers**, select if your roster file has headers. For example, if the top of each column in your roster spreadsheet says First name, Last name, etc, then keep the box selected **Yes**.
4. Click **Continue**.
5. You will get a screen showing if your roster was mapped successfully. There are five mandatory fields: first name, last name, learner ID, date of birth, and graduation year. After you upload your roster, the system will attempt to map each column in your roster to these fields. Go to the mapping help topic for more information.
6. Once you have matched all fields, click Continue.
7. You can now preview your roster.
   ○ Keep Existing column allows you to override an existing roster record. You can only check the Keep Existing box if the entry in the roster record matches or is similar to an existing roster record. You will not be able to check the box if you have uploaded new roster records.
   ○ Registered Learner column shows you if this roster record matches a learner's Parchment.com registration, and if it does, it shows the name of the learner. If you see a learner's name here, like in the example above, you will also see a box that is checked next to the learner's name. If you uncheck the box, this learner's registration will no longer be matched to the roster record. This means that your school will be removed from their account.
   ○ If you have email addresses in your roster, you should keep the box next to *Send Registration Codes After Roster is Processed* checked so that Parchment can email your learners their registration codes.
8. Click **Continue**.

Related Topics
- Learners tab (Parchment Send)
- Registration codes (high school learners only) (Parchment Send)
- Add a learner (not an entire roster) (Parchment Send)