

VASS Imports Guide

Importing and exporting VASS
data

Acknowledgement

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We acknowledge Aboriginal and Torres Strait Islander people as Australia's first peoples and as the Traditional Owners and custodians of the lands and waters on which we rely. We pay respect to Elders past and present of the lands where we conduct our work and recognise their ongoing contributions as the first educators on the land now known as Victoria.

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Introduction

The VASS import process provides an alternative to manual data entry of student details and enrolments and can be used to create new Student Personal Details and Student VCE Program data for a year, or to amend existing Student Personal Details data.

Only the home school is able to import student details or student programs, regardless of where the units are being assessed.

Student personal details and program data is generally imported at the start of the academic school year, but can be imported throughout the year within the [VCAA Important Administrative Dates](#).

The import process is one of four VASS processes that are scheduled and then processed in the background. When a file is scheduled for import it is placed in a queue with files from other schools and will be processed in turn. It isn't necessary to remain logged into VASS during this time. It is also possible to work in other areas of VASS as long as the data input does not involve the same group of students as the import.

The import screen is accessible at any time to check on the progress of an import.

Student personal details and student program data may be extracted from student management systems and imported into VASS as long as the files are correctly structured. These extracts may need to be modified before they are suitable for importing.

The ability to import data is controlled by the Victorian Curriculum and Assessment Authority (VCAA).

VASS Imports

General Principles

An import file can contain either student personal details or student programs for one or multiple year levels. Student personal details and student programs must be separate files as the required file structures are different.

Data is converted and stored in uppercase on the VCAA database.

Once a file has been scheduled, it is not possible to schedule another file with the same name until the status of the first file has moved from 'Scheduled' to 'In Progress'.

Errors in a file can be deemed 'fatal' or 'non-fatal'. If the file contains fatal errors they prevent the processing of the file. Non-fatal errors do not prevent the processing of the file but will cause individual records in the file to be rejected (see [Import Error Messages](#)).

File Type

VASS will only accept either a pipe or tab delimited text file containing the correct number of fields with valid data in each field.

Other types of file formats (e.g. Excel, Word, Access) cannot be used as they contain hidden formatting which will cause the file to be rejected.

- In a pipe or tab delimited text file the fields are separated by a single pipe ('|') or tab character.

The pipe symbol is usually located on the same key as the backslash on the keyboard.

- Correctly formatted files can be extracted from student management systems.

Files can be created or altered using Excel and then saved as a text (Tab delimited)(*.txt) file.

File Structure

- Each of the required fields must be present in the file
- If there is no data for a field and it is not a mandatory field then the field should be left empty and must not be deleted from the file
- Import files can be altered using programs such as Excel or Access
- An import file must not contain any blank rows
- An import file must not contain a header row

File Name

The import file name or file path must not be over 30 characters in length, or contain any brackets or other special characters. Import file names that exceed this limit will result in an error.

File Validation

Each of the three import functions (Import Students, Amend Students and Import Programs) are two step processes:

- The validation step checks the data for accuracy and completeness
- The update step loads the data onto the VCAA database

The validation step checks that the file matches the VASS file specifications:

- A pipe or tab delimited text file with the correct number of fields;
- No fields exceed the maximum allowed character length;
- The correct date format is used and the correct type of data is in each field

If the file or any record in the file fails any one of these checks, then the validation process will stop at that point. The file will be rejected, given a '[Bad File](#)' status, and no data will be imported.

On the completion of each phase of the import process an [Import Report](#) is produced.

Importing Student Personal Details

General Principles

Each student has a 'year record' for each year of enrolment. Once student personal details have been entered onto the VCAA database, it is not necessary to re-import this data every year as the VASS rollover function accessed via STUDENT ADMIN > Student Rollover can be used to create the new 'year record' for consecutive years.

Preparing The Import Students File

The student personal details (*Import Students*) file structure is outlined in **Table 1**. The same file structure applies to both the *Import Students* and the *Amend Students* imports.

- Each of the 24 fields must be present in the file. Where data is not available for a field (column) and it is not a mandatory field, then the field should be left empty but not omitted from the file.
- There must be one record (row) for each student in the file, i.e. 60 students have 60 records (rows).
- The file should not contain a header row.

Student personal details are often extracted from student management systems, which may not be exported in the correct file format. For more information on how to check and amend these extracts, refer to [Modifying Import Files in Excel](#).

Additional Field Information

Course Type (Column A)

There are two possible course codes:

- VCE – all students undertaking a VCE (including International Baccalaureate), VCM VM, VET or VPC program must have a course code of 'VCE'.
- PDO – Year 10 students entered onto VASS for the purposes of the On Track Project only (without a program) should have a course code of 'PDO' (Personal Details Only).

External Student Identifier (Column E)

The External Student Identifier field on VASS is the student identifier used by the school's local student management system.

The External Student Identifier is not a mandatory field but it is useful data to include in the *Student Personal Details* import as it is used along with the student's name to match the student in a *Student Program* import or in an *Amend Student* import.

Email (Column I)

The email field is optional, however schools are recommended to enter student email addresses. The VCAA requires schools to enter a non-school email address for each student enrolled at senior secondary level, as these are used for results delivery and associated post-results services.

Student email addresses must be nominated by the student. Some schools prefer the school-issued email address be used; in this case, schools must ensure that the school-issued email address remains active up to the end of June in the year following graduation.

Table 1 – The *Import Students* and *Amend Students* file structure

Field	Max Length	Details
Course Type (Column A)	3 characters	Mandatory. Can be 'VCE' or 'PDO'
DET School Code (Column B)	10 characters Excel Tip:	Mandatory if VCAA School Code is blank Can be found on the SCHOOL ADMIN > Modify School Details screen of VASS. <i>Mark as text in Excel to preserve the leading zero</i>
VCAA School Code (Column C)	5 characters Excel Tip:	Mandatory if DET School Code is blank. Can be found on the SCHOOL ADMIN > Modify School Details screen of VASS. <i>Mark as text in Excel to preserve the leading zero</i>
VCAA Student Number (Column D)	9 characters	Optional. Alphanumeric. If entered it must be a valid VCAA Student Number
External Student Identifier (Column E)	12 characters	Optional. Alphanumeric. If included it can be used to identify the student instead of the VCAA Student Number in the programs & amend student import
Family Name (Column F)	25 characters	Mandatory. May only contain letters, hyphens, apostrophes and single spaces. Must contain at least one character
First Name (Column G)	15 characters	Mandatory. Can only contain letters, hyphens, apostrophes and single spaces. Must contain at least one character
Second Name (Column H)	15 characters	Optional. Can only contain letters, hyphens, apostrophes and single spaces
Email (Column I)	100 characters	Optional – If entered: <ul style="list-style-type: none"> - Must contain no more than one "@" symbol. - Cannot include spaces or special characters (~,], [, ^, }, {, %, #, &, =, :, ;, ?, /, , <, >, ', "). - Must contain a "." character after the "@". - Cannot end with a "." character.
Address Line 1 (Column J)	25 characters	Mandatory. The postal address to which end of year results are sent. Must contain at least one numeric character
Address Line 2 (Column K)	25 characters	Optional. This must not be the same as Address Line 1
Suburb / Location (Column L)	30 characters	Mandatory. Alphabetic only. The Australia Post approved format must be used: suburb name followed by the direction
State / Country (Column M)	17 characters	Optional if the postcode is a valid Australian postcode. If entered must be NSW, NT, QLD, SA, TAS, VIC or WA. Must be present if the postcode is ****

Field	Max Length	Details
Postcode (Column N)	4 character	Mandatory for Australian addresses. Use **** for overseas addresses
Telephone Number (Column O)	15 characters Excel Tip:	Optional. May only contain numbers, hyphen and spaces. <i>Mark as text in Excel to preserve any leading zeros</i>
Date of Birth (Column P)	10 characters Excel Tip	Mandatory. Must contain numbers and forward slashes only & be in DD/MM/YYYY, D/MM/YYYY, DD/M/YYYY or D/M/YYYY format. <i>Mark as text in Excel to preserve format</i>
Gender (Column Q)	1 character	Mandatory. Must be F, M or X
Year level (Column R)	2 characters	Mandatory. Must be in the range 7 -12
Home Group (Column S)	8 characters	Optional. Must be alphanumeric
Previous Family Name (Column T)	25 characters	Optional. Can only contain letters, hyphen, apostrophes and single spaces
Previous First Name (Column U)	15 characters	Optional. Can only contain letters, hyphen, apostrophes and single spaces
Previous Second Name (Column V)	15 characters	Optional. Can only contain letters, hyphen, apostrophes and single spaces
General Declaration (Column W)	1 character	Mandatory. If not "Y" then the student will not be imported
Victorian Student Number (Column X)	9 characters	Mandatory for all schools excluding overseas and interstate providers. When entered, must be the student's valid VSN

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Course Type	DET School Code	VCAA School Code	VCAA Student Number	External Student Identifier	Family Name	First Name	Second Name	Email	Address Line 1	Address Line 2	Suburb/Location	State/Country	Postcode	Telephone Number	Date of Birth	Gender	Year Level	Form Group	Previous Family Name	Previous First Name	Previous Second Name	General Declaration	Victorian Student Number
VCE	01999101	99990		SMI027	Smith	Maryanne		emma.m1@email.com.au	6 Hay St		Yea	VIC	3717	9651 4482	12/12/1995	F	11	AB				Y	259505988
VCE	01999101	99990		JON013	Jones	Jerry	Ivan		16 Happy St		Kew East	VIC	3102	9651 4482	7/12/1996	M	11	AC				Y	273564589
VCE	01999101	99990		NGU099	Nguyen	Loc	Peter		20 Way St		Toorak	VIC	3142	9651 4482	17/6/1997	M	11	AB				Y	243564732
VCE	01999101	99990		AND003	Andrews	Frederick	Paul		33 High St		Bass	VIC	3991	9651 4482	23/7/1996	M	11	AB				Y	237645899
VCE	01999101	99990		AND005	Andrion	Francis			2 Foot St		Eltham	VIC	3095	9651 4482	5/8/1996	M	11	AC				Y	235412579
VCE	01999101	99990		LAN012	Lane	Lois			45 Centre Rd		Box Hill	VIC	1328	9651 4482	30/11/1997	F	11	AC				Y	243256738

Figure 1: Sample Student Details Import in Excel with a **header row** which **must be deleted** before the import

Creating New Student Records

A new student record is created if there is no VCAA student number in the file and no existing student with the same family name, first name, gender and date of birth. If an import file contains data for a student who already has a year record created by the roll over process, then the record in the incoming file will be rejected.

Amending Existing Records

VCE, including VCE VM, and VPC certificates are posted to the student address entered in VASS, so these details must be correct. The *Amend Students* import is therefore a very useful tool. Students loaded onto VASS and subsequently rolled over from year to year can have their contact details updated from the school's student management system (e.g. CASES21, Compass, Sentral, etc.) without the need to constantly make individual changes to both systems.

Schools should ensure that the address details are correct prior to the last day for VCE Unit 3-4 sequences and VCE VET scored Unit 3-4 units of competency due date, as this is the last date by which amendments can be imported into VASS for Year 12 students. After this date, student details can only be updated manually.

The *Amend Students* import matches a student using either their VCAA Student Number or External Student Identifier.

- If a record does not exist for the student in the current year then the *Amend Students* import process will not insert one; this can only be done using *Import Students*.
- If a record does not already exist for the student in the current year, then the incoming record will be rejected and an error will be written to the Import Report.

Records will not be updated by an *Amend Students* import in the following circumstances:

- There are too many differences (more than four changes) between the existing and incoming data.
- The course type is changed. If the course type is different the overall record will still be updated, but a message will be written to the Import Report stating that the course code has not been changed.
- The incoming file does not contain either a VCAA Student Number or the External Student Identifier for each student.
- The External Student Identifier in the incoming file belongs to a different student on VASS.
- The External Student Identifier in the incoming file is different to the student's existing identifier already recorded on VASS.
- Address Line 1 does not contain at least one numeric character.

In these circumstances the record will be rejected and an error will be written to the Import Report.

The VASS Matching Process

When students are added to the VCAA database they are matched against student records already on the VCAA database using four criteria:

- Family Name
- First Name
- Date of Birth
- Gender

If an incoming student record exactly matches an existing record from the previous year at the home school, then a new year record will be created for the student and the existing data will be updated by the incoming record.

If an incoming student record exactly matches a student who already has a record for the current year at a different school, then the incoming student record will be placed on the [Import Hold Table](#). If the incoming student is not the existing student, then it will be necessary to contact VASS Operations.

If an incoming student cannot be matched exactly against an existing student but matches on any 3 of the 4 criteria to one or more students, then the incoming student will be placed on the [Import Hold Table](#).

- Students on the Import Hold Table have not been allocated a VCAA Student Number and their personal details record is, therefore, incomplete.
- Students must be moved from the Import Hold Table and allocated a VCAA Student Number before they can be enrolled in a program.

Importing Student Programs

General Principles

VCE, VET and VPC programs can be imported into VASS. The *Import Programs* file structure is outlined in **Table 2**.

VCE, VET and VPC programs can only be imported for home school students; however, the import file can contain enrolments for home school students assessed by other schools.

- All students in the *Import Programs* file must have a year record for the current year (personal details already recorded).
- Enrolments for students still on the Import Hold table will be rejected.

VCE programs must be set up for the year before a programs import can occur:

- This involves the selection of the VCE units that will be taught at the home school and the creation of classes for those units.
- If any units taught by assessing schools are included in the file then these units must have been selected by the assessing schools concerned.
- Any enrolments in the file for units not selected by either the home or assessing school will be rejected.

VET certificates, RTOs and the assessing groups for those certificates must be selected:

- Classes must be created for the UoCs in the stream.
- The same class code must be allocated to every class in the stream.

VPC certificates and units must be selected:

- Providers allocated to those certificates and units.
- Classes must be created for the VPC units.
- Students must be already enrolled in the VPC certificate prior to importing their program

If classes are not set up in VASS and class codes are included in the import file then the import line will be rejected.

Preparing The Import Programs File

The *Import Programs* file must contain:

- Either the DET School code or the VCAA School code. Both may be included.
- Either the VCAA Student Number or the External Student Identifier. Both may be included, however the External Student Identifier can only be used if it already exists on VASS.

The *Import Programs* file can contain units for one or both semesters.

- If the import file contains a valid VCE Unit 3 enrolment, VASS will automatically enrol the student in the equivalent VCE Unit 4 regardless of whether the file contains the VCE Unit 4 record.
- An option in the Run Import screen also allows you to automatically enrol students in VCE Unit 2 classes based on their Unit 1 enrolments, provided the Unit 2 classes are already set up with the same class code as Unit 1

Once a student's program has been entered into VASS it is not possible to use a later import to change any existing enrolments, however additional enrolments may be added.

An *Import Programs* file must contain one record (line) for every unit the student is enrolled in, i.e. a student with 7 enrolments will have 7 lines in the import file.

Additional Field Information

DET School Code (Column A)

Including the DET School code is not mandatory provided the VCAA School code is included, however including this field will preserve the first column when modifying the file in Excel, and hence the required file format.

Focus Area (Column L)

Most studies only require the first eleven of the twelve fields in the *Import Programs* file. The twelfth field, focus area, is only used for a small number of VCE studies or to record VET certificate type (VE1, VE2 or VE3).

The following VCE studies have focus areas:

- MC04 – Music Repertoire Performance Unit 3-4
- MC06 – Music Contemporary Performance Unit 3-4
- TT03 – Text and Traditions Unit 3-4

Focus area codes must be included in the *Import Programs* file for these studies. Any enrolments in these studies will be rejected if a focus code is not included in the import file.

A summary of focus area codes is included in **Table 3**.

Table 2 – The *Import Programs* file structure

Field	Max Length	Details
DET School Code (Column A)	10 characters Excel Tip:	Mandatory if VCAA School Code is blank. Must be a valid DET School Code and match the login school Can be found on the SCHOOL ADMIN > Modify School Details screen of VASS. <i>Mark as text in Excel to preserve the leading zero</i>
VCAA School Code (Column B)	5 characters Excel Tip:	Mandatory if DET School Code is blank. Can be found on the SCHOOL ADMIN > Modify School Details screen of VASS. <i>Mark as text in Excel to preserve the leading zero</i>
VCAA Student Number (Column C)	9 characters	Mandatory if External Student Identifier is blank. Alphanumeric. If entered it must be a valid VCAA Student Number
External Student Identifier (Column D)	12 characters	Mandatory if VCAA Student Number is blank. Alphanumeric. If used it must already be on the VCAA database
Family Name (Column E)	25 characters	Mandatory. Can only contain letters, hyphen, apostrophes and single spaces. Must contain at least one character
First Name (Column F)	15 characters	Mandatory. Can only contain letters, hyphen, apostrophes and single spaces. Must contain at least one character
Second Name (Column G)	15 characters	Optional. Can only contain letters, hyphen, apostrophes and single spaces
Unit Code (Column H)	15 characters	Mandatory. Must be a valid VCE or VPC unit code or VET certificate code
Class Code (Column I)	2 characters	Mandatory
DET Assessing School Code or Provider Code (Column J)	10 characters Excel Tip:	Mandatory if VCAA Assessing School Code is blank. The Certificate Provider code can be found in the Add/Modify RTO screen in VASS <i>Mark as text in Excel to preserve the leading zero</i>
VCAA Assessing School Code or Provider Code (Column K)	5 characters Excel Tip:	Mandatory if DET Assessing School Code is blank. The Certificate Provider code can be found in the Add/Modify RTO screen in VASS <i>Mark as text in Excel to preserve the leading zero</i>
Focus Area or VET Certificate type (Column L)	3 characters	Focus area codes are mandatory for MC04, MC06 and TT03 Certificate type can be VE1, VE2 or VE3

Table 3 – Focus area codes

Unit Code	Title	Focus Area	Code
TT03	Text and Traditions	John's Gospel	TJ
		Luke's Gospel	TL
		Old Testament	TO
		Qur'an	TQ
MC04	Music Repertoire Performance	Ensemble Performance	EN
and		Solo – Acoustic Guitar	GA
MC06	Music Contemporary Performance	Solo – Alternative Instrument VCAA approved	AA
		Solo – Bassoon	BS
		Solo – Clarinet	CL
		Solo – Double Bass	BD
		Solo – Drumkit	DK
		Solo – Electric Bass	BE
		Solo – Electric Guitar	GE
		Solo – Euphonium	EU
		Solo – Fute	FL
		Solo – French Horn	FH
		Solo – Oboe	OB
		Solo – Percussion	PE
		Solo – Pianoforte	PF
		Solo – Saxophone	SA
		Solo – Trombone	TB
		Solo – Trumpet	TR
		Solo – Tuba	TU
		Solo – Viola	VA
		Solo – Violin	VN
		Solo – Violincello	VC
		Solo – Voice	VO

Initiating a New Import

An import can be initiated at any time of the year prior to the appropriate cut-off dates.

- Student personal details can be imported up until the last day to amend student personal details and consents
- After this date, the **[Run New Import]** button is not accessible.

The imports screen contains details of all import files initiated within the past two weeks. Import files are ordered by the date and time of the import with the most recent listed first.

All three import types have a validation phase followed by an update phase, provided the file structure meets the requirements detailed above. If the file does not match the required structure then it will be declared a 'Bad File' and will not be updated.

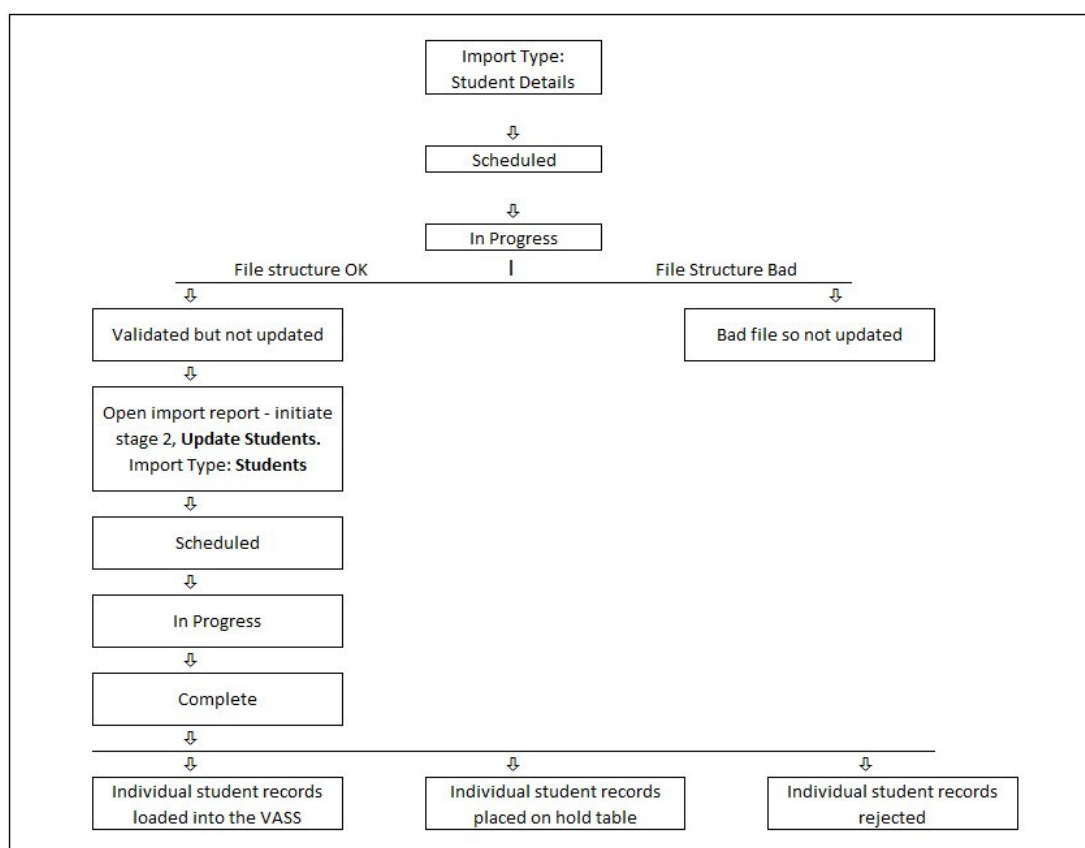


Figure 2: The Import Students flow chart

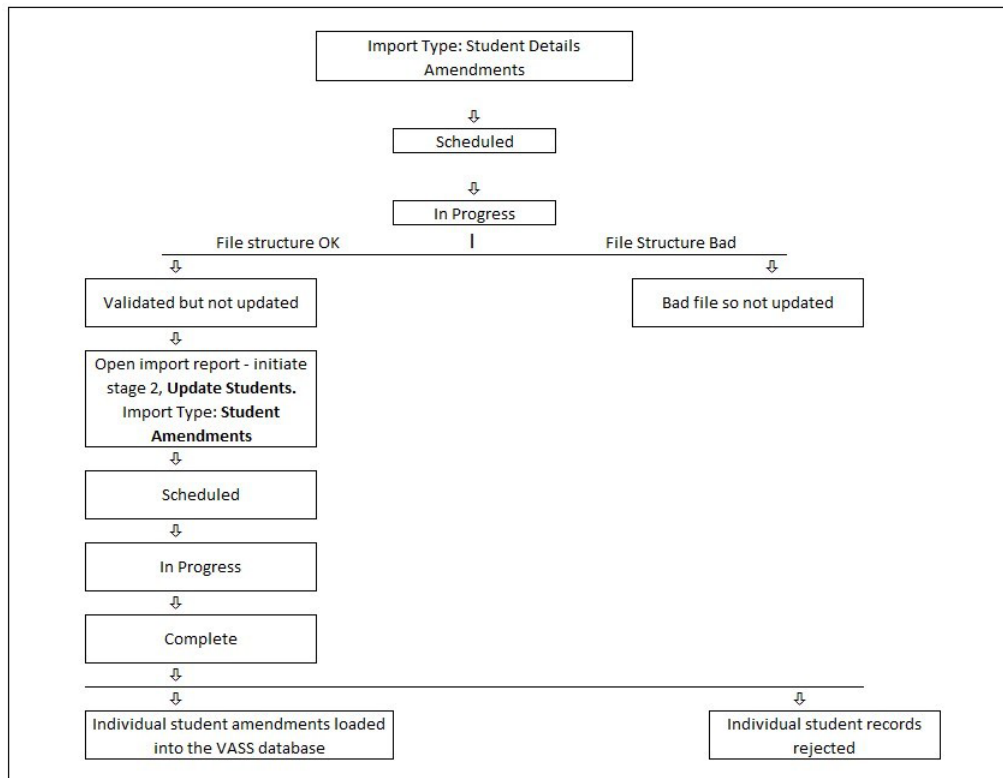


Figure 3: The Amend Students Import flow chart

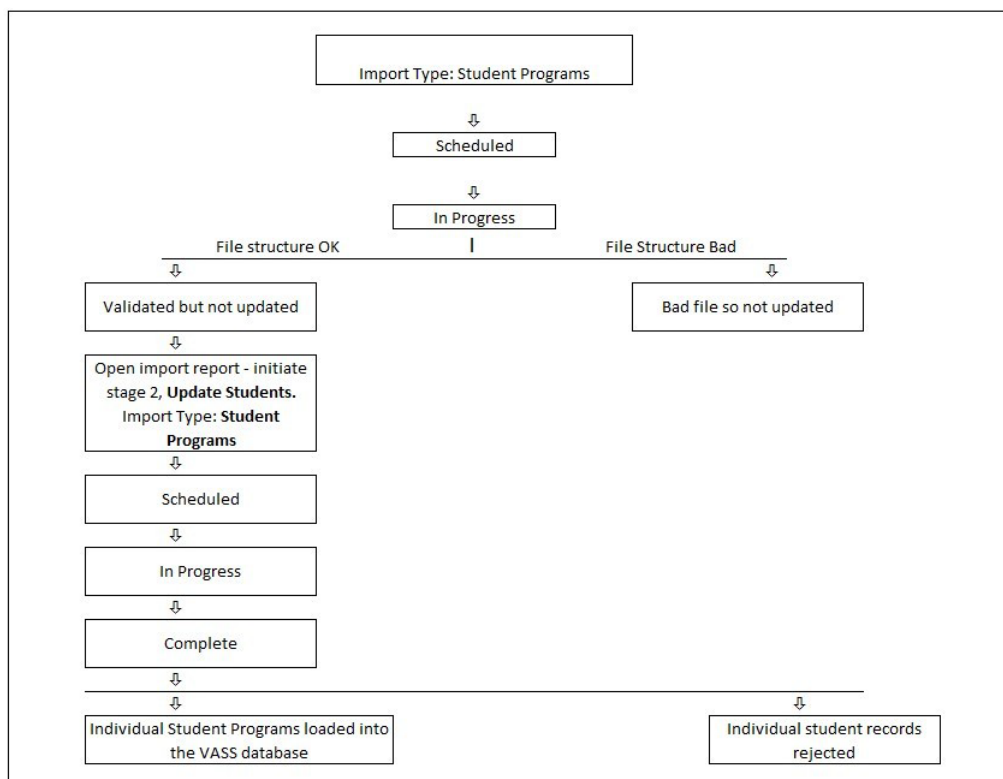


Figure 4: The Import Programs flow chart

New Import Process

Stage 1 – Validating the File

1. Go to **STUDENT ADMIN > Student Imports** and click **[Run New Import]**. A dialog box will appear (see Figure 5)

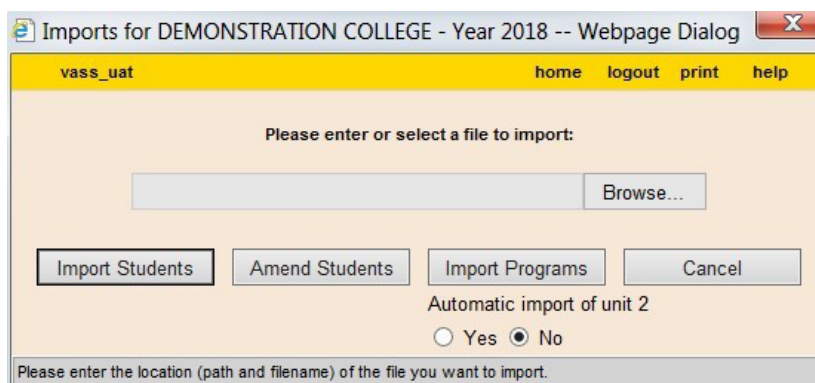


Figure 5: The Run Import screen

2. Click **[Browse]** and locate the required import (*.txt) file. Select the file and click **[Open]**. The dialog box will now display the path and filename of the import file (see Figure 6)

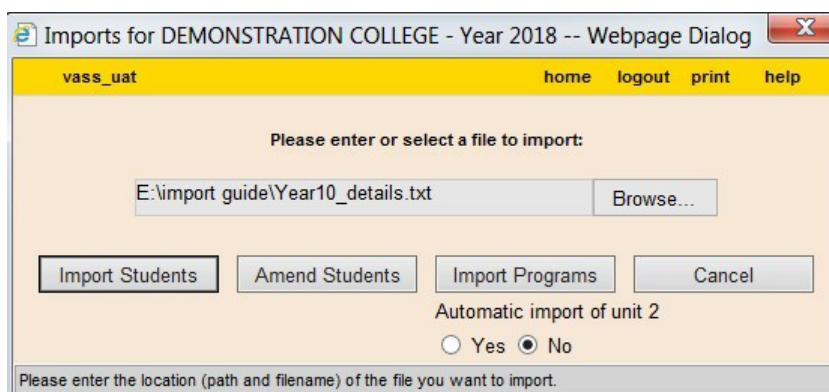


Figure 6: The Run Import screen containing the path and filename of the import file

3. If the purpose of the file is to import new student personal details, select **[Import Students]**. A dialog box will ask to confirm the import (see Figure 7)

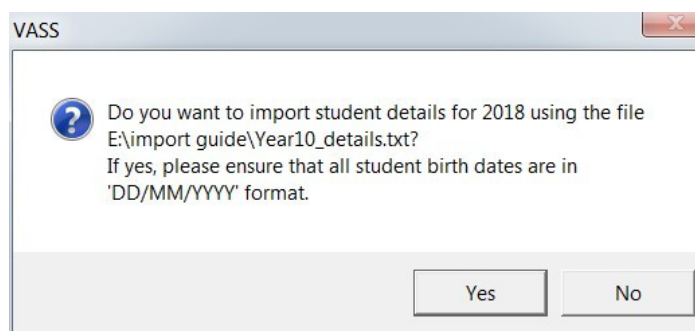


Figure 7: The Import Students confirmation message

4. If the purpose of the file is to amend existing student personal details, click **[Amend Students]**. A dialog box will ask to confirm the import (see Figure 8)

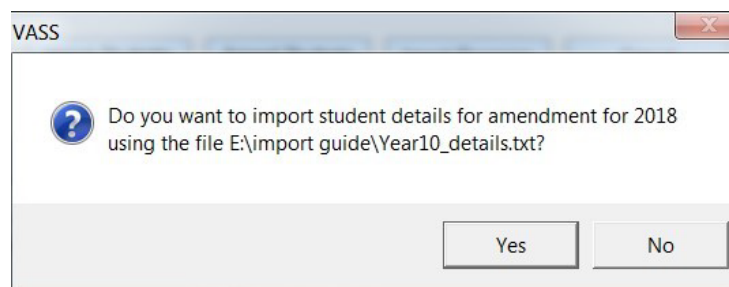


Figure 8: The Amend Students confirmation message

5. If the purpose of the file is to import student programs, click **[Import Programs]**. A dialog box will ask to confirm the import (see Figure 9)

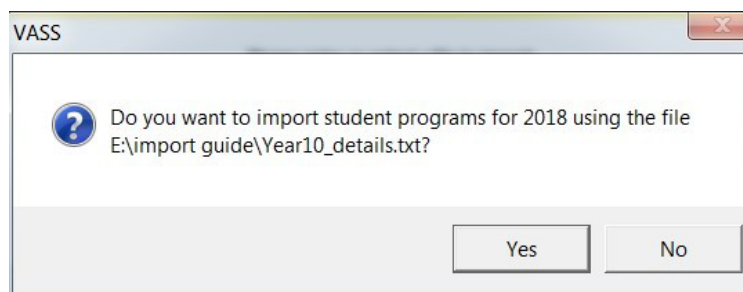


Figure 9: The Import Programs confirmation message

6. If the year, path name and file name are correct in the confirmation message, click **[Yes]**. The file will be scheduled for import and a second confirmation message will be displayed (see Figure 10).

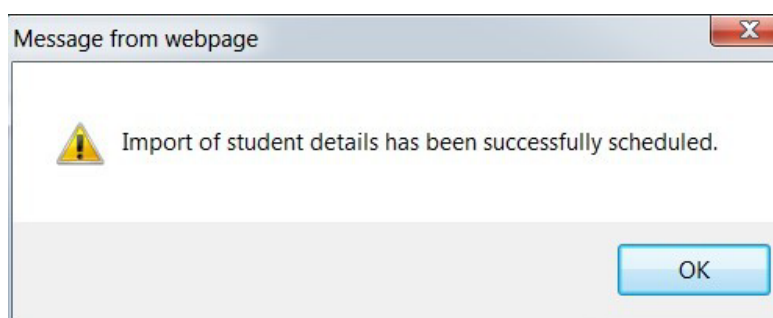


Figure 10: The successfully scheduled message

7. Click **[OK]** to return to the Imports screen. The Import screen will be refreshed with details of the status (see Figure 11).

The screenshot shows the 'Imports for DEMONSTRATION COLLEGE - Year 2018' screen. At the top, there is a navigation bar with links: vass_uat, home, logout, print, help. Below this is a menu bar with roles: STUDENT ADMIN, SCHOOL ADMIN, TEACHER ADMIN, SCHOOL PROGRAM, STUDENT PROGRAM, SPECIAL PROVISION, RESULTS ADMIN, and SYSTEM ADMIN. The main heading is 'Imports for DEMONSTRATION COLLEGE - Year 2018'. Below the heading, it says 'Please select the report you want to view'. A table titled 'Reports 1-1 of 1' contains one row with the following data:

Import ID	Import File Name	Import Date/Time	Status	Import Type
295746	Year10_details.txt	28/05/2018 13:35:54	Scheduled	Validate Students

Below the table, there are four buttons: 'Run New Import...', 'View Import Report...', 'Recheck Status', and 'Last Completed Tasks'.

Figure 11: The Import screen with a file status of 'Scheduled'

The **Import Type** column indicates that this is a validation run. The file will be checked for the accuracy and completeness of the file. At this stage no data will be loaded to the VCAA database.

If it passes the validation step, the status will move from 'Scheduled', to 'In Progress', to 'Validated but not updated' (see Figure 12). Click [**Recheck Status**] to refresh the status.

The screenshot shows the 'Imports for DEMONSTRATION COLLEGE - Year 2018' screen. At the top, there is a navigation bar with links: vass_uat, home, logout, print, help. Below this is a menu bar with roles: STUDENT ADMIN, SCHOOL ADMIN, TEACHER ADMIN, SCHOOL PROGRAM, STUDENT PROGRAM, SPECIAL PROVISION, RESULTS ADMIN, and SYSTEM ADMIN. The main heading is 'Imports for DEMONSTRATION COLLEGE - Year 2018'. Below the heading, it says 'Please select the report you want to view'. A table titled 'Reports 1-1 of 1' contains one row with the following data:

Import ID	Import File Name	Import Date/Time	Status	Import Type
295746	Year10_details.txt	28/05/2018 13:35:54	Validated but not updated	Validate Students

Below the table, there are four buttons: 'Run New Import...', 'View Import Report...', 'Recheck Status', and 'Last Completed Tasks'.

Figure 12: The Import screen with a file status of 'Validated but not updated'

Stage 2 – Update the Database

1. Select the import file, then click **[View Import Report]**. This will produce an import report. If the report indicates that the import file contains an insignificant number of non-fatal errors, click **[Update Student Details]** to initiate updating the database. (see Figure 13)

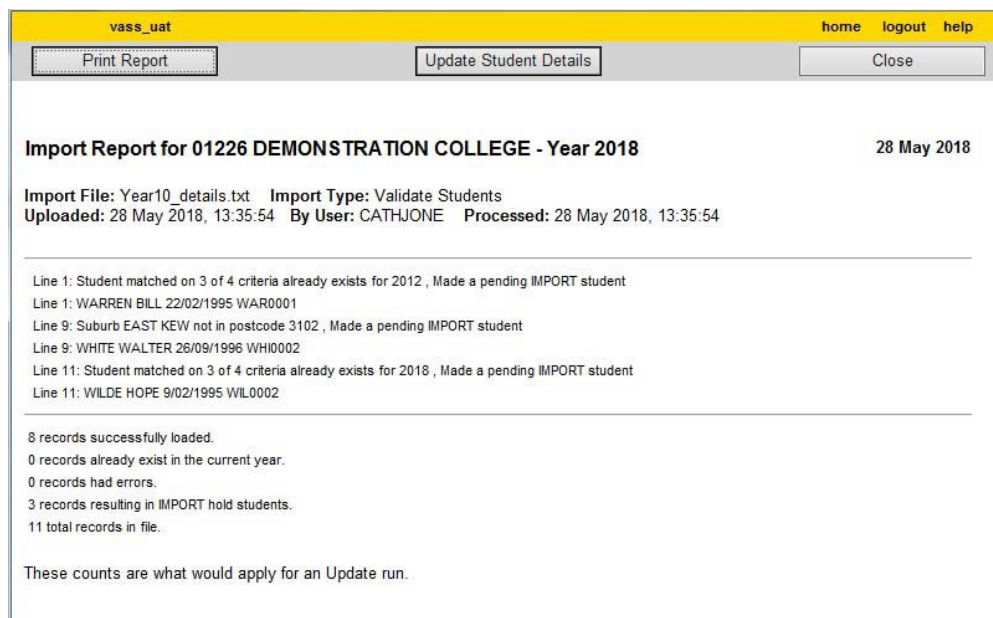


Figure 13: The Import Report for a 'Validate Student' import displaying the **[Update Student Details]** button

2. A dialog box will be displayed to confirm the update of students to the VCAA database (see Figure 14)

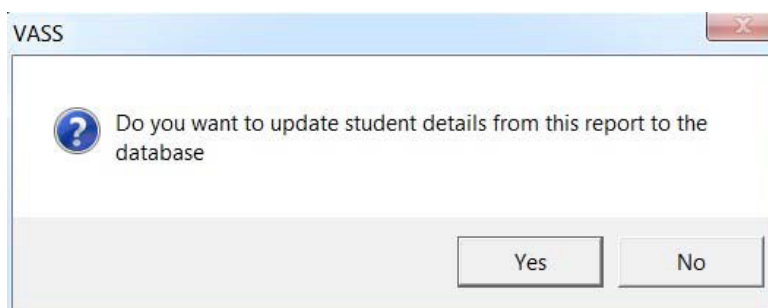


Figure 14: The Update Students confirmation message

3. To update the data, click **[Yes]**. The file will be scheduled for import and a second confirmation message will be displayed (see Figure 15)

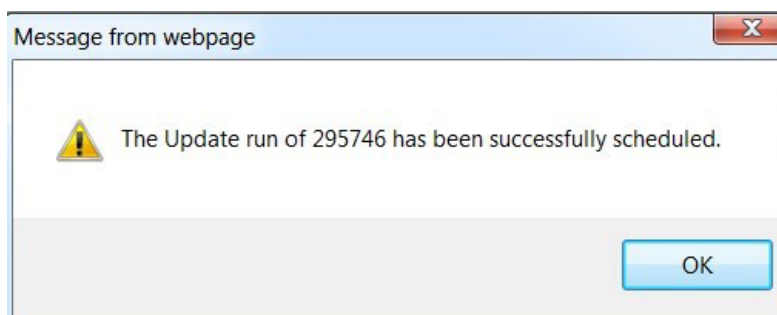


Figure 15: The successfully scheduled confirmation message

- Click **[OK]** to return to the Import screen. The Import screen will be refreshed with the details of the scheduled import

Once the second stage of the import has commenced the import type will change to 'Students' or 'Student Amendments' or 'Student Programs' with a status of 'Scheduled'. The file status will move from 'Scheduled', to 'In Progress', to 'Complete'. Click **[Recheck Status]** to refresh.

Once an **Import Students** import has a status of 'Complete', the file has been fully processed. There are three possible outcomes for individual records in the file:

- Student records are loaded to the VCAA database
- Student records are placed on the Import Hold Table
- Student records are rejected

Once an **Amend Students** or **Import Programs** import has a status of 'Complete', the file has been fully processed. There are two possible outcomes for individual records in the file:

- Student records are loaded to the VCAA database
- Student records are rejected

Bad Files

If the format of the file does not match the VCAA requirements or there are too many errors in the file, the file will be declared a 'Bad File'. The status is updated to read 'Bad file so not updated' (see Figure 16).

vass_uat

home

logout

print

help

STUDENT
ADMIN

SCHOOL
ADMIN

TEACHER
ADMIN

SCHOOL
PROGRAM

STUDENT
PROGRAM

SPECIAL
PROVISION

RESULTS
ADMIN

SYSTEM
ADMIN

Imports for DEMONSTRATION COLLEGE - Year 2018

Please select the report you want to view

Reports 1-2 of 2

Import ID	Import File Name	Import Date/Time	Status	Import Type
295747	Year10_details.txt	28/05/2018 13:53:26	Bad File so not updated	Validate Programs
295746	Year10_details.txt	28/05/2018 13:35:54	Validated but not updated	Validate Students

Run New Import...

View Import Report...

Recheck Status

Last Completed Tasks

Figure 16: The Import screen with a file status of 'Bad file so not updated'

The most common causes for a 'Bad File' are:

- The incorrect 'import type' button is selected
- The file not a text (Tab delimited)(*.txt) file
- The file has a header row
- The import file contains a blank line
- Invalid dates of birth (e.g. American format or 29 February in a non-Leap year)

The Import Report must be read to determine the reason for the bad file status. Errors in the file need to be corrected before the file can be re-imported.

The validation process will stop at the line that causes the 'Bad File' status. A message is displayed at the top of the Import Report indicating the reason for the bad file and directing the user to the last line of the body of the report (see Figure 17).

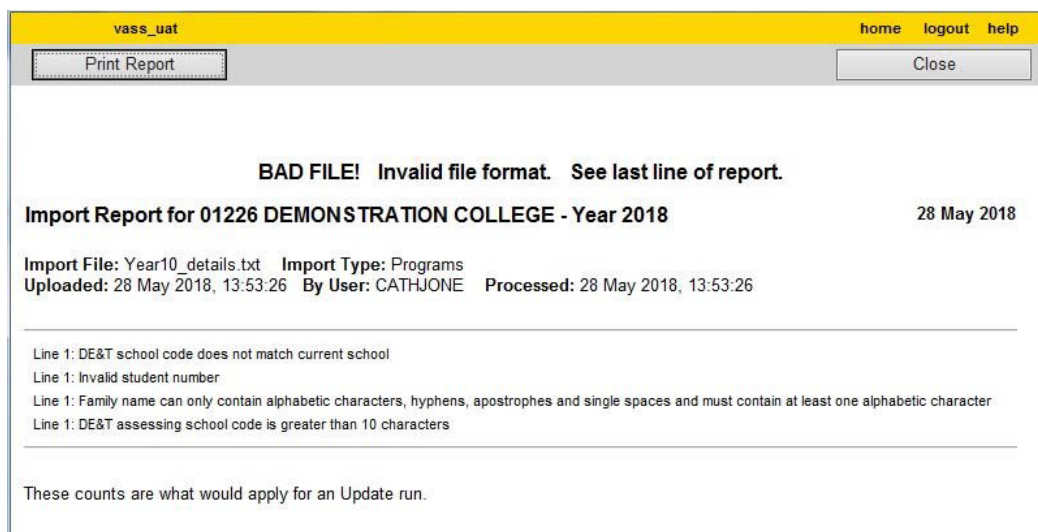


Figure 17: The Import Report for a file with a bad file status

It is important to note that the bad file status is declared at the first occurrence of a problem. Check the entire file for similar errors before re-importing.

The Import Report

An import report is created following the completion of each stage of an import, and must be viewed after the validation stage to proceed to the update stage of the import process.

The body of the import report displays the line number and description of all records that already exist, those with errors, and those resulting in Import Hold students.

At the bottom of the report is a count of the total number of records in the file plus information on the number of records:

- That were successfully loaded
- That already exist in the current year
- With errors
- Resulting in import hold students.

These counts are given for both the 'validation' and 'update' stages of the import report. The difference between the two is the statement appended to the bottom of the 'Validation' version: "These counts are what would apply for an Update Students run." This statement indicates that the students have not yet been loaded onto the VCAA database.

The sample in **Figure 13** indicates that following the validate students run, 8 students will be loaded on to the VCAA database and 3 students will be placed on the Import Hold table as they match existing students on 3 of the 4 matching criteria. No students in this sample will be rejected due to errors.

If the file has been declared a 'Bad File' then the import report will state the reason for this status. Any errors in the import file must be corrected before further attempts can be made to import data into VASS.

The Import Hold Table and Pending Students

Following an *Import Students* import, incoming students may be placed on the import hold table if:

- The student has been matched on three of the four matching criteria (family name, first name, date of birth and gender) to one or more students already on the VCAA database.
- There is a mismatch between the student's suburb and postcode.
- There is no number in the first line of the student's address.

Students placed on the import hold table have an **Import** status, that is, they are not issued a VCAA student number and their personal details record is, therefore, incomplete.

- Students must be moved from the import hold table and allocated a VCAA student number before they can be enrolled in a program.

Students may be given a **Pending** status if their match existing students on 3 out of the 4 matching criteria. These students are placed on the pending table.

- It is not possible to import personal details data or programs for a group of students if any of the students in the file is on the import hold or pending tables.
- Once all valid student records on either the import hold table or the pending table have been allocated a VCAA student number, any records remaining should be deleted.

Processing Import Hold Table and Pending Students

1. Go to **STUDENT ADMIN > Modify Student Personal Details**
2. Type the word **IMPORT** into the Student Number field and click **[Find]**. A list of all students on the import hold table will be displayed (see Figure 18)

Modify Student Details - Browse Students
Please enter your search details to locate a Student

Student Number: Year:
 First Name: Family Name:
 Year Level: Form Group:

Student Number	Name	Gender	Year Level	Form Group	Year	Course Type
IMPORT	WARREN, BILL FORTYSEVEN	M	10	A	2018	VCE
IMPORT	WHITE, WALTER FORTYSEVEN	M	10	A	2018	VCE
IMPORT	WILDE, HOPE FORTYSEVEN	F	10	A	2018	PDO

Figure 18: Retrieving import hold table students

- To move students off the import hold table, highlight the first student on the list and click **[Modify]**. The student's personal details will be displayed (see Figure 19)

The screenshot shows a web-based form for student details. At the top, there's a navigation bar with 'vass_uat', 'home', 'logout', 'print', and 'help'. The main title is 'Student details for BILL WARREN (IMPORT) - Year 2018'. Below this, a note says '* indicates mandatory fields'. The form is divided into several sections:

- Personal Details:** Includes fields for Family Name (WARREN), First Name (BILL), Second Name (FORTYSEVEN), Date of Birth (22/02/1995), External Student ID (WAR0001), and Victorian Student Number. A message states: 'Reason for pending Student Number: Student matched on 3 of 4 criteria already exists for 2012'.
- Contact Details:** Includes Email, Telephone (9651 4300), Street (41 ST ANDREWS PLACE), Suburb/Town (KEW EAST), State/Country (VIC), and Postcode (3102).
- Home School Details - 01226 - DEMONSTRATION COLLEGE:** Includes Year Level (10), Form Group (A), and Course (VCE).
- Declaration, Permission and Consents:** Includes checkboxes for General Declaration Signed, Consent for Media Release, Consent for Awards Processing, and Consent for On Track Release.

 A 'Next >>' button is located at the top right of the form.

Figure 19: Part of the Student details screen for an import hold table student

The reason for the student's pending status is displayed under External Student ID field. In Figure 22 the student has been matched on 3 of the 4 matching criteria to another student who already exists in the VCAA database.

A student who has been matched on 3 of the 4 matching criteria to existing students may also have problems with their address details. In cases where there is more than one reason for the students to be placed on the import hold table, only the matching reason will be given. Therefore, it may be necessary to correct the student's address details before proceeding.

- If there is a problem with the student's address details and this is not rectified before **[Save]** is selected, then a dialog box will appear (see Figure 20)

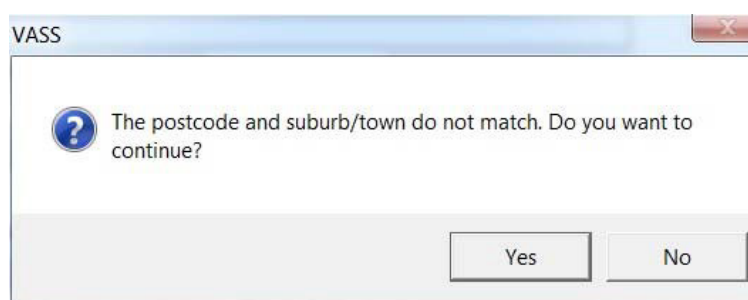


Figure 20: Warning message that the postcode and suburb/town combination in the import file do not match the Australia Post data used by VASS

To correct the address details, click **[No]** and make the necessary changes to the student's address details. Move the student off the import hold table by clicking **[Save]**.

5. If the student has been matched against one or more existing students on the VCAA database, a student search results – webpage dialog box will appear. This box displays the details of existing student/s matching the new student's details on 3 of the 4 matching criteria (see Figure 21)

Student details for HOPE WILDE (IMPORT) - Year 2018

* indicates mandatory fields

*Family Name: WILDE *First Name: HOPE Second Name: FORTYSEVEN

*Male ☐ Female ☒ Gender X ☐ *Date of Birth: 09/02/1995

External Student ID: WIL0002 Victorian Student Number:

Reason for pending Student Number: Student matched on 3 of 4 criteria already exists for 2018

Contact Details

Email: Telephone: 9651 4300

*Street: 41 ST ANDREWS PLACE *Suburb/Town: KEW EAST

*State/Country: VIC *Postcode: 3102

Home School Details - 01226 - DEMONSTRATION COLLEGE

Student Search Results -- Webpage Dialog

The current name details you entered matched one student on 3 of the 4 criteria.

Student Number	Name	Date of Birth	Gender	Last School	Last Year	Previous Name	Same Postcode	Course Type
18316413J	GRACE FORTYSEVEN WILDE	09/02/1995	F	DEMONSTRATION COLLEGE	2018		Yes	PDO

Click the [OK] button to match the details you have entered with this student's existing details in the database, click [Pending] to save the details you have entered with a pending student number, click [Save as New Student] to save the details you have entered with a new student number or click [Cancel] to abort the save and return to the student details screen.

Save as New Student OK Pending Cancel

Figure 21: Student Search Results – Webpage Dialog box showing a student matched on 3 of the 4 matching criteria

There are four possible actions:

- If the new student is not one of those listed in the student search results dialog box, click **[Save as New Student]**. The student will be added to the VCAA database and allocated a VCAA student number.
- If the new student is one of those listed in the student search results box as existing on the VCAA database without a record for the current year at any school, click **[OK]** to match the incoming record with the existing record. This action should only be performed if you are certain the incoming record matches the existing record.
- If the new student is already at another school in the current year, click on the school name hyperlink to request a transfer to your school.
- If the new student is already on the VCAA database for the login year at your school, close the match list by clicking **[Cancel]** and delete the import hold record using **[Delete Student with pending Student Number]**. The record will be deleted and the next student on the import hold table will be displayed

Click **[Next >>]** to move to subsequent students on the import hold table.

Import Error Messages

Import and Amend Students Error Messages

The error messages in **Table 4** may occur when student personal details are imported into VASS. Errors designated **fatal errors** will cause the entire file to be deemed a bad file and stop the import.

- Any non-fatal errors will cause the record to be rejected and the program will then attempt to load the next record in the file. Some errors will result in warning messages rather than errors.
- Unless indicated otherwise, the errors apply to both *Import Students* and *Amend Students* imports.
- The Import Report lists the number of records successfully processed, as well as any errors. The rejected records may be corrected and the import process attempted again.

Table 4 – Summary of import and amend student error messages

Field	Import Type	Error Type	Error / Warning Message
Course Type		Fatal	Course type is greater than 3 character
		Non-fatal	Invalid course type for login year
		Non-fatal	PDO student matched to a non PDO student
DET School Code		Fatal	DET school code is greater than 10 character
		Non-fatal	DET school code does not match current school
VCAA School Code		Fatal	VCAA school code is greater than 5 characters
		Non-fatal	VCAA school code does not match current school
Student Number	Import Amend	Fatal	Student number is greater than 9 characters
		Non-fatal	Student number can only contain alphanumeric characters
		Non-fatal	Invalid Student number
		Non-fatal	Student already exists for current year
		Non-fatal	Student doesn't exist for current year
External Student Identifier	Import	Non-fatal	External student identifier is greater than 12 characters
	Import	Non-fatal	External student identifier belongs to another student, will be loaded as blank
	Amend	Fatal	Either Student Number or External Student Identifier must be entered
	Amend	Non-fatal	External student identifier belongs to another student
	Amend	Non-fatal	External student doesn't uniquely identify a student
	Amend	Non-fatal	External student identifier is different to that stored on the VCAA database

Field	Import Type	Error Type	Error / Warning Message
Family Name		Fatal	Family name is greater than 25 characters
		Non-fatal	Family name contains invalid characters
First Name		Fatal	First name is greater than 15 characters
		Non-fatal	First name contains invalid characters
Second Name		Fatal	Second name is greater than 15 characters
		Non-fatal	Second name contains invalid characters
Email		Non-fatal	Email contains more than one "@" symbol, spaces or special characters.
Address Line 1		Fatal	Address Line 1 is greater than 25 characters
		Non-fatal	Address Line 1 must contain at least one numeric character
Address Line 2		Fatal	Address Line 2 is greater than 25 characters
Suburb		Fatal	Suburb is greater than 30 characters
State / Country		Fatal	State / Country is greater than 17 characters
		Non-fatal	Invalid State / Country
Postcode		Fatal	Postcode is greater than 4 characters
		Non-fatal	Invalid postcode
Telephone Number			No error statements
Date of Birth		Fatal	Date of birth entered in incorrect format or contains characters
		Fatal	Invalid date of birth
		Non-fatal	Date of birth must not be greater than the current year
		Non-fatal	Student is less than 11 y.o. or greater than 80 y.o.
Gender		Fatal	Gender must only be 'F', 'M' or 'X'
Year Level		Fatal	Year level must be a number between 7 and 12
Home Group		Non-fatal	Form group is greater than 8 characters
		Non-fatal	Form group contains non-alphanumeric characters
Previous Family Name		Fatal	Previous family name is greater than 25 characters
		Non-fatal	Previous family name contains invalid characters
Previous First Name		Fatal	Previous first name is greater than 15 characters
		Non-fatal	Previous first name contains invalid characters

Field	Import Type	Error Type	Error / Warning Message
Previous Second Name		Fatal	Previous second name is greater than 15 characters
		Non-fatal	Previous second name contains invalid characters
General Declaration		Fatal	General declaration flag must be either 'Y' or 'N'
		Fatal	Student has not signed general declaration
Victorian Student Number		Fatal	Victorian Student Number is not a valid VSN
			Victorian Student Number is greater than 9 digits

Import Programs Error Messages

The error messages in **Table 5** may occur when student programs are imported into VASS. Errors designated **fatal errors** will cause the entire file to be deemed a bad file and will stop the import.

- Any non-fatal errors will cause the record to be rejected and the program will then attempt to load the next record in the file.
- The Import Report lists the number of records successfully processed, as well as any errors. The rejected records may be corrected and the import process attempted again.

Table 5 – Summary of import programs error messages

Field	Error Type	Error / Warning Message
DET School Code	Fatal	DET school code is greater than 10 character
	Non-fatal	DET school code does not match current school
VCAA School Code	Fatal	VCAA school code is greater than 5 characters
	Non-fatal	VCAA school code does not match current school
Student Number	Fatal	Student number is greater than 9 characters
	Non-fatal	Student number can only contain alphanumeric characters
	Non-fatal	Invalid Student number
	Non-fatal	Student is registered at another home school
	Non-fatal	Student is not registered for the current year
External Student Identifier	Fatal	External student identifier is greater than 12 characters
	Non-fatal	Student is not registered for the current year with the given external student identifier
	Non-fatal	Student has been matched to more than one existing student by External Student Identifier

Field	Error Type	Error / Warning Message
Family Name	Fatal	Family name is greater than 25 characters
	Non-fatal	Family name contains invalid characters
	Non-fatal	Family name does not match VCAA database
First Name	Fatal	First name is greater than 15 characters
	Non-fatal	First name contains invalid characters
	Non-fatal	First name does not match VCAA database
Second Name	Fatal	Second name is greater than 15 characters
	Non-fatal	Second name contains invalid characters
	Non-fatal	Second name does not match VCAA database
Unit Code	Fatal	Unit Code is greaer than 15 charcters
	Non-fatal	Invalid unit code for login year
	Non-fatal	Invalid VCAA VET Certificate code for login year
	Non-fatal	Cannot enrol in both English and EAL
	Non-fatal	Student not approved to enrol in EAL
	Non-fatal	Student not approved to enrol in Second Language
	Non-fatal	Cannot enrol in First and Second Language streams
	Non-fatal	Cannot enrol in First Language as approved for Second Language
	Non-fatal	Student enrolled in unit at another school
	Non-fatal	Student enrolled in unit in a different class
	Non-fatal	Student enrolled in unit with a different focus area
	Non-fatal	Enrolment already exists for login year
Class Code	Fatal	Class code is greater than 2 characters
	Fatal	Invalid class code for login year
	Non-fatal	Past enrolment cut-off date for semester
DET Assessing School Code	Fatal	DET assessing school code is greater than 10 characters
	Fatal	Both DET Assessing School Code and VCAA Assessing School code are blank
	Non-fatal	Unit not is assessing school program

Field	Error Type	Error / Warning Message
VCAA Assessing School Code	Fatal	VCAA Assessing School Code is greater than 5 characters
	Fatal	Both VCAA Assessing School code and DET Assessing School Code are blank
	Non-fatal	Unit not in assessing school program
Focus Area	Fatal	Focus area is greater than 3 characters
	Fatal	Mandatory if VET certificate is being imported
	Non-fatal	Unit does not require focus area
	Non-fatal	Unit requires focus area
	Non-fatal	Not a valid focus area for the unit

Student Personal Details Forms and Consent Flags

All students must complete the appropriate Student Personal Details Form at the beginning of each academic year.

Students can give consent to the following permissions stored on VASS:

- Media Release – the student agrees to the publication of their name and school to the media if they achieve a study score of 40 or greater.
- Awards Processing – the student agrees to the release of their personal details to relevant Government Departments for the selection of students for the Premier's VCE Awards and the Australian Students Prize or VPC Awards.
- On Track Release – releases a student's name and contact information to DET so that the student can be invited to participate in the On Track project.
- Copyright (permission for use of student work) – grants permission to the VCAA to use any materials produced in the course of assessment for the VCE in publications or productions approved by the VCAA.

When students are registered on VASS the four consent / permission flags must be set to either 'Yes' or 'No'. They cannot be left blank. Due to privacy legislation neither the school nor the VCAA can assume that students will agree to these consents.

When student records are rolled over from one year to another, the four consent / permission flags are automatically reset to 'No'. Importing student details into VASS also sets these four consent flags to 'No'. These flags must manually be amended annually according to the students' wishes as indicated on the signed student personal details forms.

The consequences of leaving the flags set to 'No' are:

- The student's name **will not** appear in the media if they have a study score of 40 or greater
- The student's name **will not** be released to DET for the purpose of the On Track project

If there are a large number of consent flags set to 'No' at a particular school this will result in a low participation rate for the On Track project for that school and the possible non publication of the school's results/data.

Once a student's record has been created on the VCAA database and the consent flags set as indicated by the student, subsequent imports of the student's personal details will not alter the consent flags.

It is the responsibility of the VASS Administrator in each school to ensure that each student's consent flags correctly reflect the choice authorised by each student on their personal details form. This is particularly important for Year 12 students and other students undertaking a Unit 3-4 study.

Students must have access to a copy of the VCAA Collection Notice for VCE and VPC Students which outlines the use and disclosure of student data to other organisations before they are asked to complete their student personal details forms.

Modifying Import Files in Excel

Student personal details and program information is often extracted from student management systems, which may not be exported in the correct file format. Modifying these extracts file in Excel provides an opportunity to check the files for structural errors or missing data.

Start by opening a blank Microsoft Excel workbook.

6. Select **File > Open**
7. **Browse** to locate your .txt file. Ensure *All files (*.*)* is selected from the File Name drop down field
8. Select the required .txt file and click **[Open]**. This should open the file using the Text Import Wizard.
9. **Text Import Wizard – Step 1 of 3:** Check the 'Delimited' option and click **[Next]**
10. **Text Import Wizard – Step 2 of 3:** Check the 'Other' option and enter a pipe '|' symbol into the 'Other' field. Click **[Next]**
11. **Text Import Wizard – Step 3 of 3:** Mark any fields that may contain a leading zero or a date as 'text' to preserve the format. Click **[Finish]**
12. Select **File > Save As** to save the file as a Text (Tab delimited)(*.txt) file

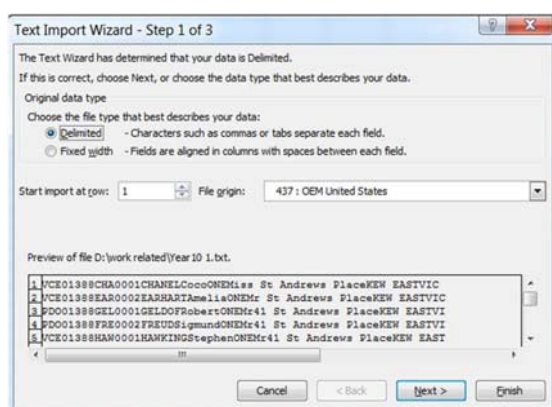


Figure 22: The Text Import Wizard – Step 1 of 3

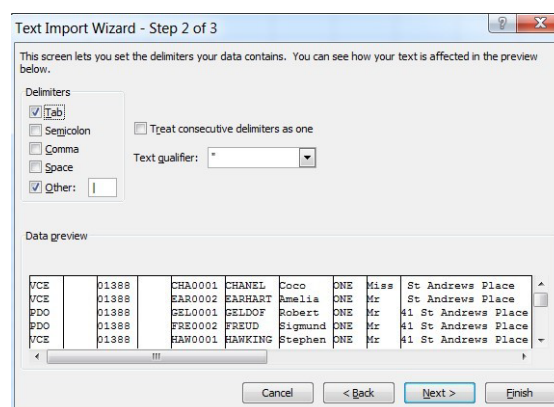


Figure 23: The Text Import Wizard – Step 2 of 3

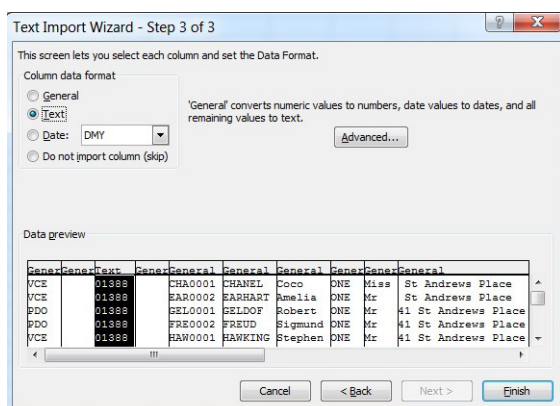


Figure 24a: The Text Import Wizard – Step 3 of 3



Figure 24b: The pipe '|' character on the keyboard

Extracting Data from VASS

Many VASS reports allow data to be extracted as a (*.vass) file. Once converted to a more usable format, the extracted files can be imported into other reporting or timetabling packages.

Student Enrolments

If Unit 1 enrolments were originally entered without the corresponding Unit 2 enrolments then it is possible to extract the semester one enrolments.

The extracted file can then be modified using Microsoft Excel to meet the *Import Programs* file structure and update the Unit 1 studies to Unit 2. Saved as a tab delimited file, the data can then be imported into VASS.

The following points outline the steps required to extract class list data from VASS:

1. Go to **STUDENT PROGRAM > VCE Reports > Class Lists**
2. Set **Semester** to '1' and **Unit Level** to '1,2'
3. Change the **Report Type** to 'Export detailed list'
4. Click **[Run VCE Class List Report]**. A popup will ask you to confirm the generation of this report – click **[Yes]**
5. The file downloaded dialog box will appear. Click on the arrow next to the 'Save' options and select 'Save As' to save the file in a specific location

Examination Centre Summary

The student number and name of every student who is flagged to sit particular written examination is already in VASS. This information can be extracted and used to create seating plans or attendance lists for end of year examinations.

1. Go to **STUDENT PROGRAM > VCE Reports > Examination Centre Summary**
2. Select the **Cycle** and **Study** which automatically selects the Graded Assessment
3. Check 'Yes' for **Include Student Details**
4. Select 'No' for **Include home school students sitting at other centres**
5. Change the **Report Type** to 'Export list'
6. Click **[Run Examination Centre Summary]**
7. The file download dialog box will appear. Click on arrow next to the 'Save' options and select 'Save As' to save the file in a specific location

Converting a (*.VASS) file

Open a blank Microsoft Excel workbook.

1. Select **File > Open**
2. When searching for your file, ensure the file type is changed to All Files (*.*). Select your file and click **[Open]**
3. **Text Import Wizard – Step 1 of 3:** Check the '*Delimited*' option and click **[Next]**
4. **Text Import Wizard – Step 2 of 3:** Check the '*Other*' option and enter a pipe '|' symbol into the '*Other*' field. Click **[Next]**
5. **Text Import Wizard – Step 3 of 3:** Mark any fields that may contain a leading zero or a date as 'text' to preserve the format. Click **[Finish]**.
6. The file can now be saved in Excel format for ease of use

Extracting Data from CASES21

Government schools can extract students' personal details and program data from CASES21. The files created by CASES21 for VASS are pipe delimited text files.

CASES21 has three extracts designed for VASS:

- For students undertaking a VCE, VPC or VET program use **Export VASS Student Details**. The course code in this file is VCE
- For Year 10 students who are being entered onto VASS for the purpose of the On Track Project use the **Year 10 On Track Export for VASS**. The course code in this file is PDO. Once students have been imported into VASS the course code may be changed for any Year 10 students undertaking a senior secondary program
- To extract VCE student programs use **Export VASS Student Programs**. This export is only useful if timetabling information has been entered into CASES21

Extracting Personal Details

1. Log into CASES21 and select the menu **STUDENT > Export/Import Data > VASS**
2. From the VASS menu open the **Export VASS Student details** menu item (for students undertaking a senior secondary program) or the **Year 10 On Track Export for VASS** (for Year 10 students entered on VASS as part of the On Track project). The parameters for **Export VASS Student Details** dialog box will open.
3. To enter the **From Year Level** value, click on the down arrow and a **Choose from Year Levels** dialog box will appear. Select the required year level and click **[OK]** to return to the parameters dialog box
4. The **To Year Level** may be the same as or greater than the **From Year Level**. If the same year level is selected in both fields, then the resulting file will only contain a single year level.
5. Enter the VCAA school code (5 numeric characters) in the **Enter Your VCAA Code field**. The VCAA school code can be found using the VASS menu: SCHOOL ADMIN > Modify School Details screen. The VCAA school code is not a mandatory field.
6. When all the required data has been entered in the parameters dialog box, click **[OK]** and an **Export to** dialog box will appear

7. Select the location you wish to save the file. The default name for the file is **STXXXXXX.txt**. Change this to an appropriate name and ensure the file type is a Text (Tab delimited) (*.txt) file before selecting **[Save]**.
8. A confirmation box will be displayed stating the number of records exported. Click **[Confirm & Close]**. You may now exit CASES21

Import Summary

Table 6 and **Table 7** sets out the steps required to successfully import a student personal details and program data file into VASS, and how to troubleshoot any problems that may occur.

Table 6 – Import student personal details summary

Step	Student Personal Details Import	Comment
1	Create the data file	<p>Extract student personal details data from your school's student management system as a pipe or tab delimited text file. Ensure the file meets the required file structure.</p> <p>For further details see:</p> <p>Preparing The Import Students File</p> <p>Extracting Data from CASES21</p> <p>Modifying Import Files in Excel</p> <p>ACTION: Prepare a file containing the student personal details</p>
2	Initiate a New Import	<p>Initiate a new Import Students import using STUDENT ADMIN > Student Imports.</p> <p>For further details see:</p> <p>Initiating a New Import</p> <p>ACTION: Run new import</p>
3	Check the progress of the import	<p>Check the progress of the import and its position in the list of scheduled jobs.</p> <p>For further details see:</p> <p>Stage 1 – Validating the File</p> <p>ACTION: Check the progress of the import</p>
4	View the Import Report	<p>At the end of the first stage of the Import Students import it is necessary to view the import report before you can proceed to the second stage of the process.</p> <p>For further details see:</p> <p>The Import Report</p> <p>ACTION: View the import report</p>

Step	Student Personal Details Import	Comment
5a	Update Students	<p>If the file status is 'Validated but not Updated' then the first stage of the import has been successful and the import can be progressed</p> <p>For further details see:</p> <p>Stage 2 – Update the Database</p> <p>ACTION: Complete the import by clicking the [Update Students] button available within the import report.</p>
5b	Bad File	<p>If the file status in 'Bad File so not Updated' then the import report must be read to determine the reason for the failure of the import,</p> <p>For further details see:</p> <p>Bad Files</p> <p>Import and Amend Students Error Messages</p> <p>ACTION: Read the import report to determine the reason for the bad file status</p>
6a	Check the progress of the file	<p>Check the progress of the second stage of the import and its position in the list of scheduled jobs.</p> <p>ACTION: Check the progress of the import</p>
6b	Correct the data in the file and return to Step 2	<p>If the status is 'Bad File so not Updated' then appropriate changes must be made to the data (either to the actual data source or to the import file) as outlined in the import report. The import must then be recommenced.</p> <p>For further details see:</p> <p>Modifying Import Files in Excel</p> <p>ACTION: Correct data and restart the import process</p>
7	View the final Import Report	<p>At the end of the second stage of the Import Students import it is necessary to revisit the import report. The report will list any students placed on the Import Hold table and any rejected student records.</p> <p>For further details see:</p> <p>The Import Report</p> <p>ACTION: Review the final Import Report</p>
8	Resolve Import Hold students	<p>Students placed on the import hold table must be allocated a student number before their program can be entered.</p> <p>For further details see:</p> <p>The Import Hold Table and Pending Students</p> <p>ACTION: Process any students on the Import Hold table and correct any data for rejected students</p>

Table 7 – Import student programs summary

Step	Student Programs Import	Comment
1	Create the data file	<p>Extract student program data from your school's timetable program as a pipe of tab delimited text file. Ensure the file has been configured correctly for import.</p> <p>For further details see:</p> <p>Preparing The Import Programs File</p> <p>Modifying Import Files in Excel</p> <p>ACTION: Prepare a file containing student programs</p>
2	Initiate a new import	<p>Initiate a new Import Programs import using the menu STUDENT ADMIN > Student Imports</p> <p>For further details see:</p> <p>Initiating a New Import</p> <p>ACTION: Run a new import</p>
3	Check the progress of the import	<p>Check the progress of the import and its position in the list of scheduled jobs.</p> <p>For further details see:</p> <p>Stage 1 – Validating the File</p> <p>ACTION: Check the progress of the import</p>
4	View the Import Report	<p>At the end of the first stage of the Import Students import it is necessary to view the import report before you can proceed to the second stage of the process.</p> <p>For further details see:</p> <p>The Import Report</p> <p>ACTION: View the import report</p>
5a	Update Programs	<p>If the file status is 'Validated but not Updated' then the first stage of the import has been successful and the import can be progressed</p> <p>For further details see:</p> <p>Stage 2 – Update the Database</p> <p>ACTION: Complete the import by clicking the [Update Programs] button available within the import report.</p>
5b	Bad File	<p>If the file status in 'Bad File so not Updated' then the import report must be read to determine the reason for the failure of the import,</p> <p>For further details see:</p> <p>Bad Files</p> <p>Import Programs Error Messages</p> <p>ACTION: Read the import report to determine the reason for the bad file status</p>

Step	Student Programs Import	Comment
6a	Check the progress of the file	<p>Check the progress of the second stage of the import and its position in the list of scheduled jobs.</p> <p>ACTION: Check the progress of the import</p>
6b	Correct the data in the file and return to Step 2	<p>If the status is 'Bad File so not Updated' then appropriate changes must be made to the data (either to the actual data source or to the import file) as outlined in the import report. The import must then be recommenced.</p> <p>For further details see: Modifying Import Files in Excel</p> <p>ACTION: Correct data and restart the import process</p>
7	View the final Import Report	<p>At the end of the second stage of the Student Programs import it is necessary to revisit the import report. The report will list any rejected records.</p> <p>For further details see: The Import Report</p> <p>ACTION: Review the final Import Report</p>
8	Follow up tasks	<p>Once student programs have been entered, Student Full Details report should be printed and distributed to students for checking and subsequent modifications made on VASS</p> <p>ACTION: Print and distribute Student Full Details reports. Collect signed reports and make any necessary alternations to personal details or programs. File signed copies of the reports.</p>