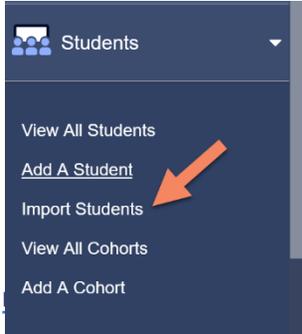


# Entering student data using the DATA IMPORT TEMPLATE



To import students, using the data import template of the BIMAS-2 you...

(1) go to [**Students**] and from the submenu select [**Import Students**].

(2) Download the [sample.csv file](#)

Select a file to upload to the database (the file must be in .csv format). Not sure how to import data? Download the [guide for creating and importing students](#) and a [sample .csv file](#).

Select File  No file selected.

The CSV file will look like the figures below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	first_name*	last_name*	student_id*	student_email	school*	grade*	ua_teacher_email	birth_date*	gender	race	hispanic	mtss*	cohort	idea	disability	meal_status
2																
3	Achilles	Bardos	11111111	achilles@district.edu	Jackson Heights Elementary	3	Achilles_teacher@district.edu	11/16/2007	male	white	0	1				
4																

with additional columns extending to the right of your screen, including data for the parents/guardians

O	P	Q	R	S	T	U	V	W	X	Y	Z
disability	meal_status	esl	title_1	section_504	gifted_talented	mobility	correctional	prior_retentions	absences	referrals	intervention_type

Z	AA	AB	AC	AD	AE	AF
intervention_type	guardian_1_first_name	guardian_1_last_name	guardian_1_email	guardian_1_relationship	guardian_1_preferred_language	guardian_2_first_name

**CAUTION:** Some of the teachers or school employees who will be asked to do universal screenings or participate in a student’s progress monitoring plan might also be parents in this school district or a nearby school. Two separate emails must be used. The same email address cannot exist in more than one accounts throughout the BIMAS-2 platform across all its servers. If not, during the import process you will receive the message “this user’s email is already taken or exists” and the import will fail. Parents must use their private email addresses.

Please read the directions below before you attempt to enter data into this file.

There is one basic rule for “importing data” files to work properly. You should **not** change the names of the columns, delete or even move them around. After you download the information from your Student Information System and you begin its formatting and organization, the CSV file you create to import your data into the BIMAS-2 must be **identical** to the one you download from the BIMAS-2 platform. Pay attention the labels used in the first row of your import file. The names must be identical to the ones in the BIMAS-2 sample file. For example, [first\_name\*] is NOT the same as [first name].

A frequent question that users have at this point is: How much data should you include in the import file? In an ideal scenario, all data fields should be complete, however this is not necessary.

**Teacher Screenings:** If you are planning to use Teachers only for Universal Assessment, you will only need to populate some of the columns indicated with an asterix, indicative of a required field [i.e. first\_name\*] and make sure that the field [UA\_teacher\_email] is populated. For pre-K, Kindergarten and elementary students this person is most likely the home room teacher. For middle and high school students, schools must determine who will conduct the screenings. This is best to be determined before the import process but it can manually be accomplished once the students have been imported (see a related video titled “How to change the Universal Assessment Teacher” at <https://edumetrisis.com/behavior/bimas-2/bimas-2-universal-assessments> ). During the first data upload, you can leave the rest of the columns in the CSV file empty. Values for the remaining fields can be entered with a refreshed import file (this does not affect BIMAS-2 response data).

**Student Self-rating:** If you are only planning to do the student self rating you can choose to leave the [UA\_teacher Email] empty. A student email is needed in order for the BIMAS-2 to communicate directly with the students through their school email. If students do not have a school email, there are two additional options for them to complete the BIMAS-2, one where links are generated and/or manually entry of student responses provided on paper forms.

Whether you create the student data base manually or with an import file, we recommend that you preview a manual entry process to familiarize yourself with the various data fields and options.

**STUDENTS » ADD A NEW STUDENT**

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First Name:\*

Last Name:\*

Student ID Number:\*

Email:

School:\*

Grade:\*

Teacher for Universal Assessment:\*

Date of Birth:

Gender:\*

Race:

Ethnicity:  Hispanic/Latino?  Yes  No

**SCHOOL ADMINISTRATIVE/SERVICE INFO**

MTSS:  Tier 1  Tier 2  Tier 3  Tier 4

Below is a list of the variables (columns) in the CSV file and their formatting requirements, that is, what kind of values are allowed/required to be entered for each.

Leave the optional field/columns blank, **do not delete** them.

<b>Field descriptions:</b>	<b>Variable type</b>
first_name*	String (i.e. characters, letters)
Last_name*	String

student_id*	integer (unique to each school and student)
student_email	email address of student (optional but needed if you plan to engage students in Universal Screening (student must be 12 yrs and older or 6 <sup>th</sup> grade and older). Also needed if student is to participate in their own behavior/SEL Progress Monitoring plans).
school	string (name of school student belongs to). It is very important that the name of the school you use in the student file is <b>identical</b> to the one you used when you were setting up the Schools (step 1 in the process of setting up the BIMAS-2 account).
Grade*	Values in the CSV file can be: Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 <b>Note:</b> The BIMAS-2 uses the students ages to calculate 5 to 18. It is the student's age (calculated automatically by the BIMAS-2) that is used to determine which students might be eligible to receive e-mail notifications to complete the BIMAS-2 Self rating, not their grade placement.
ua_teacher_email	email address of Universal Assessment (UA) teacher.
birth_date*	date must be in format <b>MM/DD/YYYY</b>
gender	values in the CSV file must be: male, female, other {you need to use lower case characters} if left blank, it defaults to 'unspecified'
race	Values in the CSV file must be: (blank = unspecified) american_indian asian black pacific_islander multiracial other white

Hispanic:	(Optional) or the values must be: 1 (for Yes) or 0 (for NO) <i>(defaults to 'unspecified' if left blank)</i>												
mtss	Values in the CSV file must be one of these ('1', '2', '3', or '4') for each student. Unless it is known which mtss level of services is appropriate or provided to a student, the value of 1 should be used for all. This value can be changed later during the data review process.												
idea	values must be: yes or no (if left blank it defaults to 'unspecified')												
disability	<p>Optional, or values (the acronyms showing in the table below) must be one of the following:</p> <table border="1" data-bbox="578 810 1365 1089"> <thead> <tr> <th colspan="2" data-bbox="578 810 1365 890">Disability acronym (what you need to enter in the CSV file) and the category it represents</th> </tr> </thead> <tbody> <tr> <td data-bbox="578 890 760 930">Leave blank</td> <td data-bbox="760 890 1365 930">unspecified</td> </tr> <tr> <td data-bbox="578 930 760 970">ASD</td> <td data-bbox="760 930 1365 970">Autism (ASD)</td> </tr> <tr> <td data-bbox="578 970 760 1010">Deaf_blind</td> <td data-bbox="760 970 1365 1010">Deaf-blindness</td> </tr> <tr> <td data-bbox="578 1010 760 1050">Deaf</td> <td data-bbox="760 1010 1365 1050">Deafness</td> </tr> <tr> <td data-bbox="578 1050 760 1089">DD</td> <td data-bbox="760 1050 1365 1089">Developmental Delay (DD)</td> </tr> </tbody> </table>	Disability acronym (what you need to enter in the CSV file) and the category it represents		Leave blank	unspecified	ASD	Autism (ASD)	Deaf_blind	Deaf-blindness	Deaf	Deafness	DD	Developmental Delay (DD)
Disability acronym (what you need to enter in the CSV file) and the category it represents													
Leave blank	unspecified												
ASD	Autism (ASD)												
Deaf_blind	Deaf-blindness												
Deaf	Deafness												
DD	Developmental Delay (DD)												

	ED	Emotional Disturbance (ED)
	HI	Hearing Impairment (HI)
	IND	Intellectual Disability (IND)
	MD	Multiple Disabilities (MD)
	OI	Orthopedic Impairment (OI)
	OHI	Other Health Impairment (OHI)
	SLD	Specific Learning Disability (SLD)
	SLI	Speech or Language Impairment (SLI)
	TBI	Traumatic Brain Injury (TBI)
	VI	Visual Impairment (including blindness; VI)
meal_status	values in the CSV file must be (0, 1, 2, 3) which corresponds to: 0 for 'Unspecified', 1 for 'None', 2 for 'Free', 3 for 'Reduced'	
For the next fields: esl; title_1; section_504; mobility; correctional	values in the CSV file must be: yes or no [if left blank it defaults to 'unspecified']	
prior retentions	Optional, (integer- enter the number)	
absences	Optional, (integer- enter the number)	
referrals	Optional, (integer- enter the number)	
intervention type	Optional or values in the CSV file must be either: (0, 1, 2, 3, 4, 5, 6) which corresponds to: 0 for 'Unspecified', 1 for 'Conduct Type', 2 for 'Affect Type', 3 for 'Cognitive/Attention Type', 4 for 'Social Type', 5 for 'Academic Functioning Type', 6 for 'Other'	

Biological Mother Biological Father

Non-Biological Mother Non-Biological Father Female Guardian Male Guardian

Other Relative

**ADDING GUARDIANS** (adding guardians is optional but if you are adding a guardian all 5 of the following fields are required). *You may only add up to 4 guardians (as indicated by the header template)*

guardian\_1\_first\_name  
guardian\_1\_last\_name  
guardian\_1\_email

guardian_1_relationship guardian_1_preferred_language (English or Spanish)

**In addition to the manual import process described above, keep in mind that you can exchange data between your SIS and the BIMAS-2 using an SFTP process or additional rostering capabilities if you are using the services of Clever. Reach out to our office and request a Quote**

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DO NOT HESITATE TO REACH OUT TO US IF YOU NEED ASSISTANCE WITH the DATA IMPORTING PROCESS—EMAIL US AT: [HELP@EDUMETRISIS.COM](mailto:HELP@EDUMETRISIS.COM)

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