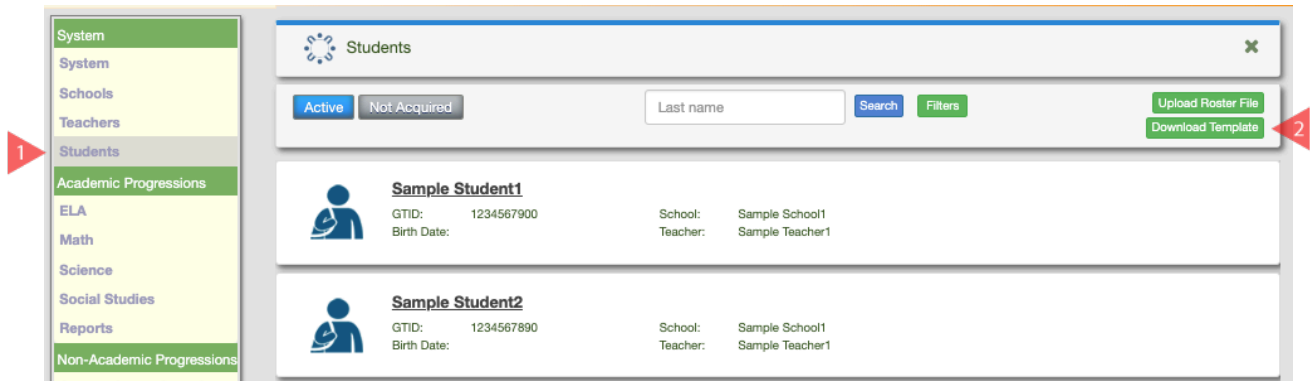


# GKIDS System Administrators: Upload Roster File

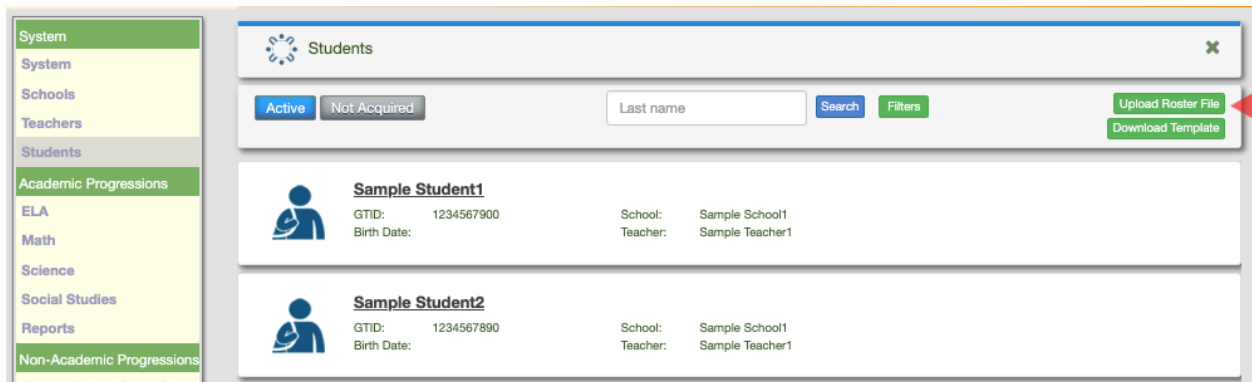
System administrators have the ability to upload a roster file of the kindergarten students in the district.



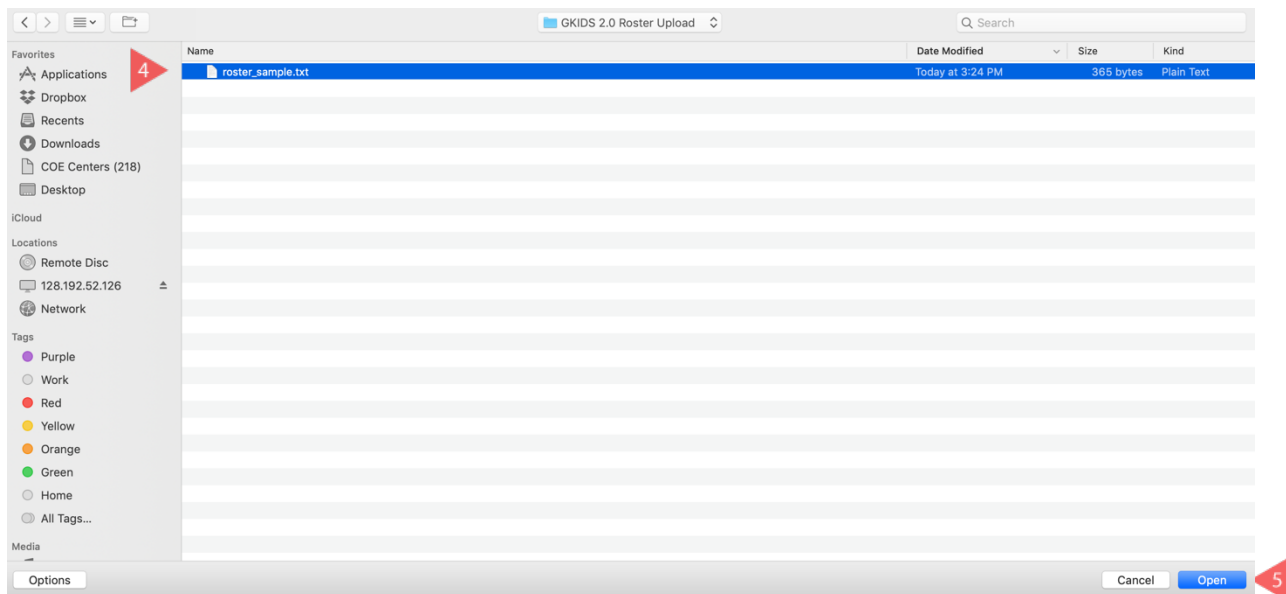
1. Click **Students** in the left toolbar.
2. Click **Download Template**. A PDF will open including the layout for the roster file (image below).



# GKIDS System Administrators: Upload Roster File

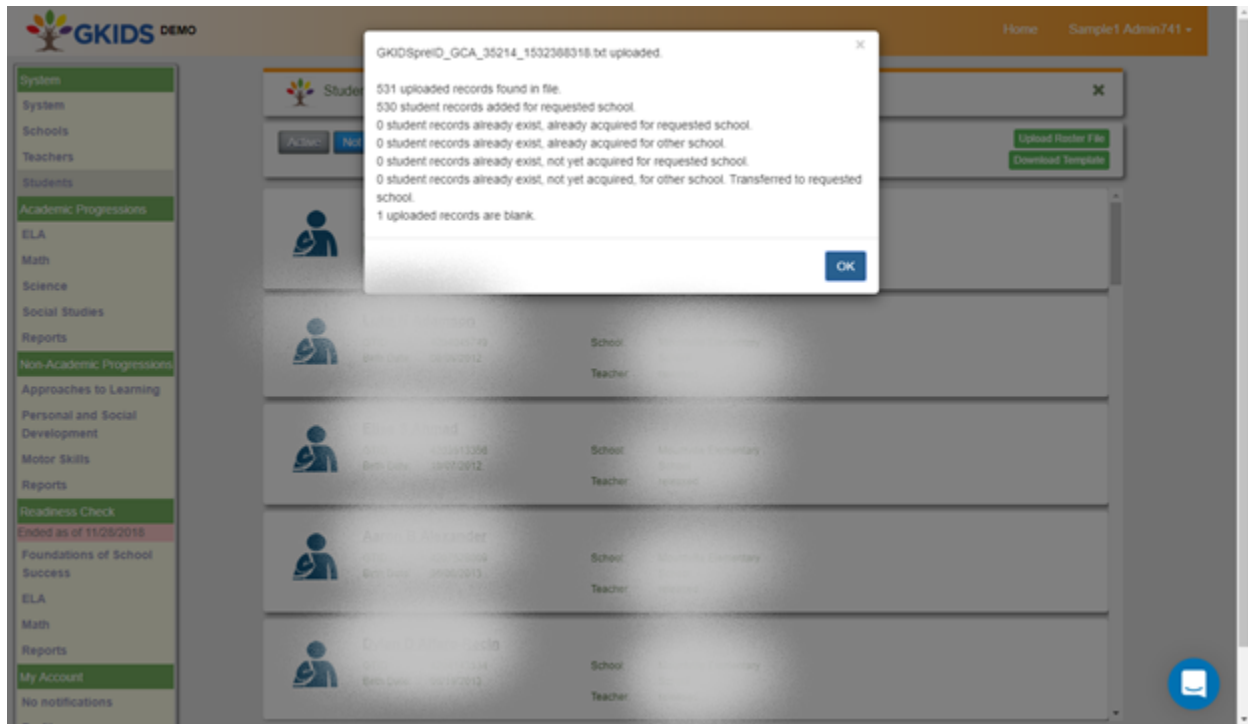


3. Click **Upload Roster File** once you have created the master file for the 2019-2020 school year.



4. Select your saved file.
5. Click **Open**.

# GKIDS System Administrators: Upload Roster File



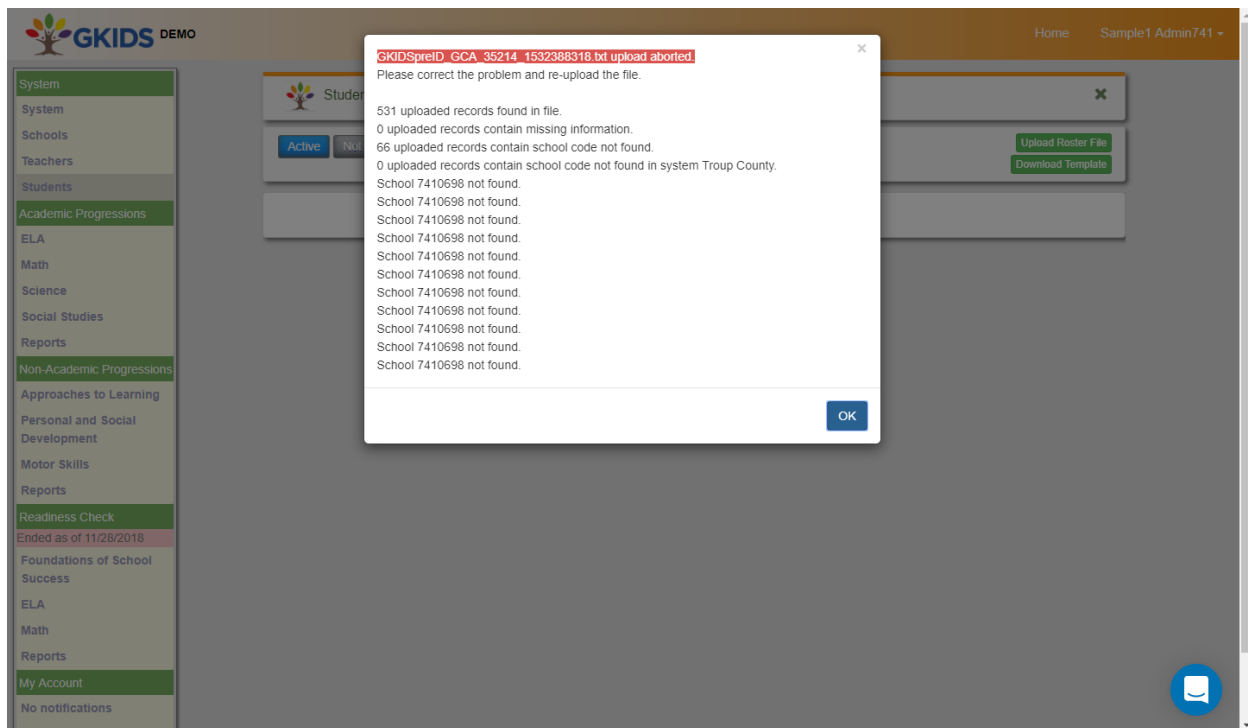
The screen above shows the results of a successful import. Note students loaded are now showing in student list in the background.

# GKIDS System Administrators: Upload Roster File

## Common Upload Errors

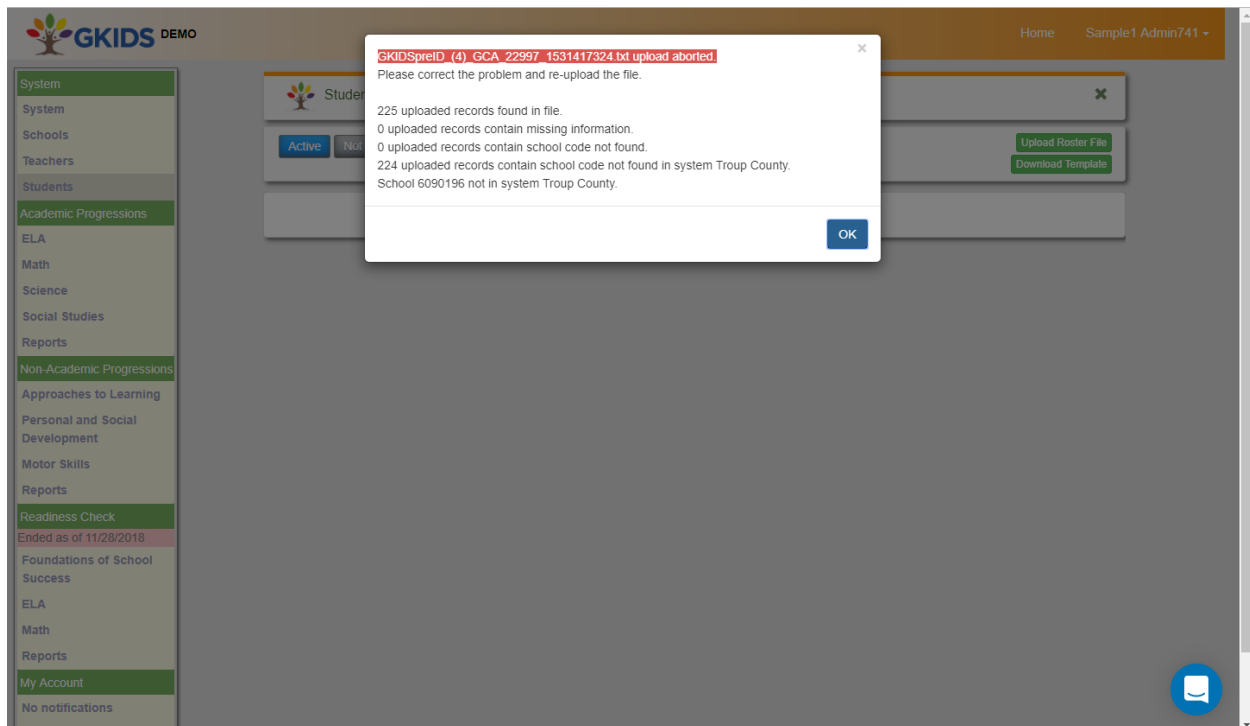
The roster upload process will not load any students if:

- File is empty
- Any record has a missing GTID
- Any record has a missing student last name
- Any record has a missing system code
- Any record has a missing school code
- Any record has a school code not found for the indicated system code
- Any record has a system code not matching the system code of the logged in user.



- The error above indicates one of the school codes in the file is not found in the system's school list.

# GKIDS System Administrators: Upload Roster File



The above error indicates that the schools have been located, but not in the system matching the logged in user.