Uploading Child Rosters

Wisconsin Pyramid Model
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Programs are able to import child rosters into the Pyramid Model Implementation Data System (PIDS) by inputting all child information into a CSV file and uploading it into the system. The process of uploading rosters will be most helpful when programs are entering children for the first time (ex. first time using PIDS) or entering a large amount of children information due to turnover (ex. PreK programs at the beginning of the school year).

NOTE: Please contact Marisa Kahler at mkahler@wiaimh.org with any questions or support with the process. This process should be fairly simple and quick. If it does not feel simple or quick, please reach out.

Before uploading child rosters, you must:

- Enter all classrooms into PIDS on the Classroom Dashboard and have a list of the Classroom ID codes used
- Obtain parent/guardian permissions for the use of PIDS from families for each child you plan to import. Sample parent/guardian permission forms can be found on the Data System Resource Page.
- Have access to children information for each child at your program including: name, birthdate, enrollment date, gender, ethnicity, race, dual language learner status, and individualized education plan (IEP) status
- Create a method for assigning ID numbers to children (example: 1, 2, 3, or A1, A2, A3 or a random number generator). ID numbers should not contain the child's initials, DOB, or other personally-identifiable information.

To Upload Child Rosters

1) Download the Template.

| Option 1:	Option 2:
Download the template from the WI-AIMH Data Resources Website. This template has auto-fill capabilities that should decrease errors. Go to https://wiaimh.org/data-systems-resources. Find the workbook titled "Child Import Excel workbook" and click on it. The download should begin immediately. This is the recommended option if you are typing information into the file.	A blank template is available on PIDS by going to the Children Dashboard, clicking on upload rosters and then clicking on "Download Template".
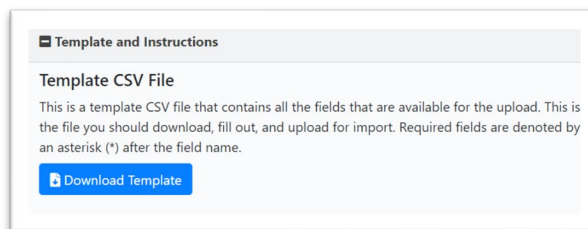
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2) Add all current children information by typing in the information or copying and pasting from another spreadsheet. **Make sure your entries exactly match the requirements and acceptable inputs for the field. See the** *Child Roster Upload: Descriptions and Requirements for Fields* **for acceptable inputs for each field.**

First Name*	Last Name*	DOB*	ID Number*	Program Enrollment Date*	Gender*	Specify Gender (if other)	Ethnicity*	Specify Ethnicity (if other)	Race*	Specify Race (if other)	Dual Language Learner (yes/no)*	Individualized Education Program (yes/no)*	Par Gua Per (ye
Oscar	Thegrouch	06/02/2020	981	12/02/2020	Male		Not Hispanic or Latino		Other	Muppet	no	no	yes
Andre	Sealion	08/09/2020	741	12/02/2020	Male		Prefer not to report		Prefer not to report		no	no	yes
Donnie	Darko	10/31/2020	134	12/02/2020	Male		Not Hispanic or Latino		White		no	no	yes

- Only add children who are currently attending or will be attending your program soon. Do not add children who have left your program.
- Only add children who have a completed a parent/guardian permission form on file. Be sure to follow the parent/guardian preferences for child information entry.
- **It is vitally time-saving to assign classrooms using the PIDS classroom codes during the import process.** Assigning classrooms allows you to enter BIRs and filter reports. Enter all classrooms at your program into PIDS before importing child rosters. Use the classroom ID codes you assigned to enter in the classroom assignments for each child in your import file. If you do not assign classroom in the import, you will have to go into each individual child record and add a classroom assignment.

3) When the file is accurate and complete, **save the template as a CSV file** by selecting CSV (Comma delimited) in the "Save as type" drop down and then clicking "Save".
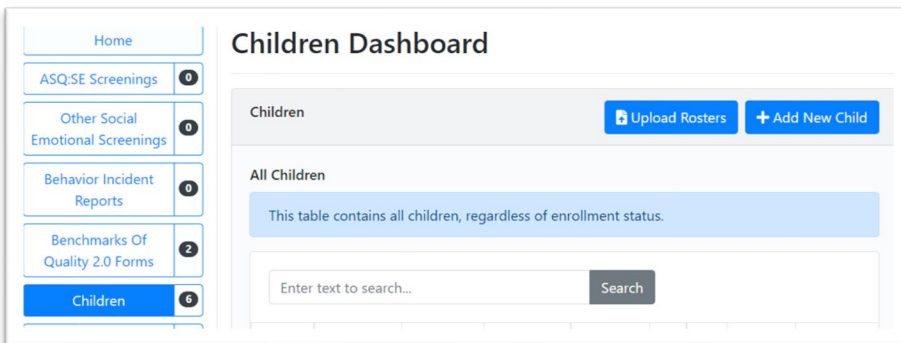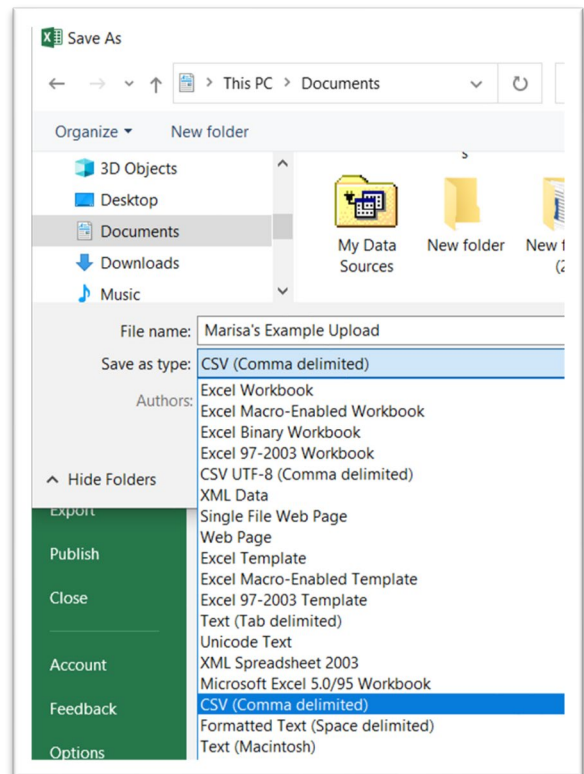
4) Go to the Children Dashboard.
5) Click on Upload Rosters.

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6) Scroll down to Import CSV File section.
7) Select your program
8) To "Select a File to Import" click on the "Browse" button. Within your computer files, select the template file you filled out and saved as a CSV.
9) Click on "Import and Preview Results".
10) Review the Import Result Preview.
   - Entries that have a green check mark in the "Is Valid" column are ready to be imported.
   - Entries that have a red x in the "Is Valid" column will not be imported. The reasons why the entry is invalid are listed in the "Reasons Invalid" column.
   - If you saved an Excel document as a CSV file, it is likely the system will have many blank entries listed as invalid. This will not affect the import of valid entries.
11) Click on "Export Invalid Rosters to Excel". This will allow you to quickly see any entries that are not able to be imported due to an error. If there are errors, you can:
   a. Continue with the import by scrolling to the bottom and clicking "Save Valid Rosters". This will save all valid entries into the system. You will need to enter any entries with errors one at a time using the children dashboard or do a second import with only entries that had errors in the first import.
   b. Cancel the import by scrolling to the bottom and clicking "Cancel". Go to the original CSV file, fix any identified errors and try the import again.