

May 2019

OASIS Academic History: Importing Data

Importing Data

1. **Generate an academic history report to serve as the basis of your import file.**

MANAGE>REPORTS

- Report = Academic History
- Select the appropriate year and student level(s)
- Include only the academic history field(s) you wish to populate
- Choose "Email Excel File" (You could also select CSV or TSV, if preferred.)

2. **Add your data to the empty column(s) and save the file to your computer.**

3. **Import the file to OASIS.**

MANAGE>ACADEMIC HISTORY>DATA IMPORT

- Browse to select your saved file
- Check the type of file it is (Excel, CSV, or TSV)
- Double-check that your columns A through E align with the prescribed template
- Check the checkbox(es) next to the field(s) you are importing
- Click on IMPORT FILE