

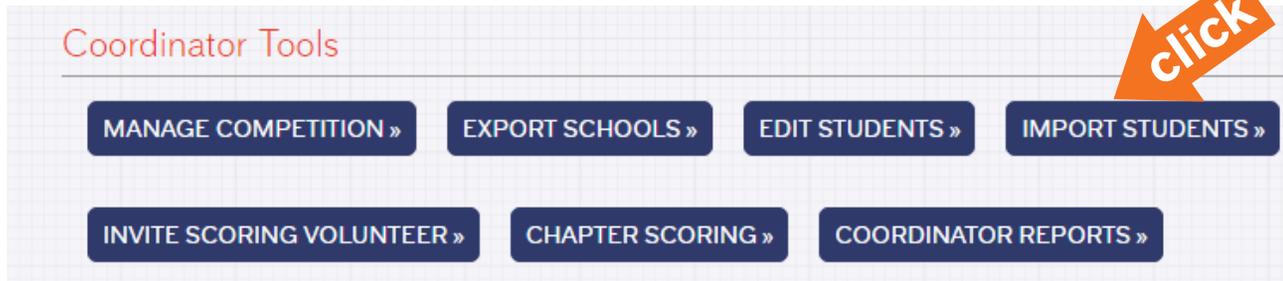
## ONE WEEK BEFORE COMPETITION DAY

### Importing and Editing Students

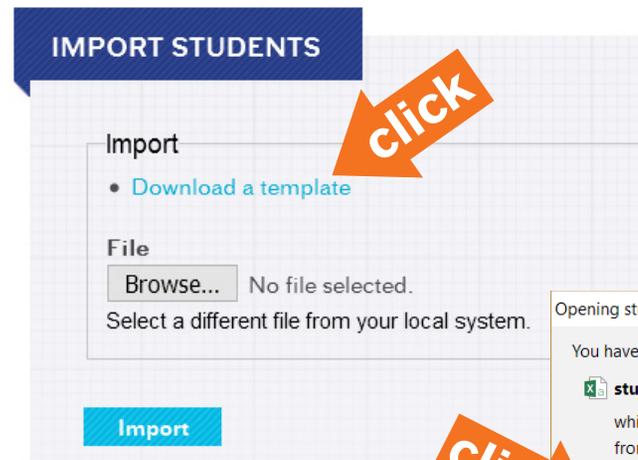
After you've become acquainted with the Coordinator Dashboard, created your competition and re-tagged any chapters that needed to be updated, you can import the student competitor information into MOSS.

We strongly recommend having your coaches type up this information for their school. This saves coordinators time when importing and also makes each coach responsible for accurately spelling and typing his own students' names. We provide an import template spreadsheet, which you can send to all of the coaches registered in your chapter, to make it easier to get this information from your coaches.

To begin, click the **Import Students** button on the Coordinator Dashboard.

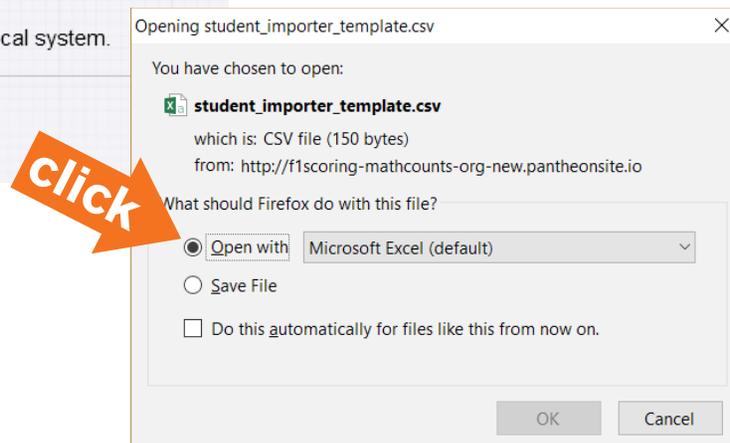


**New feature coming soon:** Registration information automatically will be pulled into MOSS, so in the future, the information coaches enter through their Coach Dashboard will not have to be imported into MOSS.



Next, click **Download a template** and open or save the spreadsheet template, called "student\_importer\_template.csv." Any students you add to MOSS must be imported into a CSV spreadsheet template. Other formats (.xls, .xlsx, etc.) will not work and if you try to import a spreadsheet that has missing or rearranged columns, the import will not work.

We suggest emailing the template to your coaches with instructions for entering the data correctly. On the following page, we will explain how data must be entered into this spreadsheet.



**Warning!** The Importing Students button is only for adding *new* students into the system, not for editing them. If you try to re-import a student with corrected information, you may create duplicate students. Use the Edit Students button on the Coordinator Dashboard to edit student records, which will be covered later in this section.

Below is the template for importing students into MOSS. Note, when this CSV file is downloaded, all the column headers are collapsed so not all text will be in view. You can resize these columns, as we have done below.

We have included notes below about each column, which will be helpful to ensure your import works properly. **Optional** (but highly useful) fields when importing are in orange below, and **required** fields are in blue. It would be a good idea to share this information with the coaches who will be entering in student data when you email them the import template.

|   | A                  | B                 | C                       | D                               | E                  | F                                    |
|---|--------------------|-------------------|-------------------------|---------------------------------|--------------------|--------------------------------------|
| 1 | Student First Name | Student Last Name | Gender (Male or Female) | Student grade Level (6, 7 or 8) | School ID (Number) | Competitor Type (Team or Individual) |
| 2 | <b>A</b>           | <b>B</b>          | <b>1</b>                | <b>2</b>                        | <b>!</b>           | <b>C</b>                             |
| 3 |                    |                   |                         |                                 |                    |                                      |
| 4 |                    |                   |                         |                                 |                    |                                      |

**A & B:** This information is required and will be imported exactly as it is typed, so it is important that the first and last name for each student are typed as they should appear in reports (with capital letters at the beginning, hyphens and/or spaces where needed, etc.).

For example, if a coach types “jonny” and “quest” as the first and last name respectively into the system for a student, that student’s name will be “jonny quest,” not “Jonny Quest,” in reports and spreadsheets generated by MOSS.

**1 & 2:** This information is not required to import a student, meaning if a coach does not give you the grade level or gender for a student, you still can import that student into MOSS (but this information also will be missing from reports and spreadsheets).

**1:** This information must be typed exactly as indicated in the column header above. Misspelling or not capitalizing Male or Female, for example, can disrupt your import.

**2:** The grade level must be typed as a single number and only can be a 6, 7 or 8. If a coach types “6th” or “Grade 7,” for example, the import will not work.

**Warning!** Your coaches likely will not know the **School ID#** for their school. They should leave this field blank when they fill in student information. Then, once you have received each school’s completed spreadsheet, you can add in the School ID# yourself (pulled from the Export Schools tool).

**C:** This information is required and must be typed exactly as indicated in the column header above. Coaches must specify which students will be on the team and which will be individuals.

Coaches must type out the entire word, “Team” or “Individual,” and cannot use abbreviations or the first letter of the word.

If a school registered a team, no more than 4 students should be tagged with Team.

After the coaches in your chapter return the completed Import Template, you will need to 1) verify the coach entered the correct number of students to be imported, based on the number of registered individuals and teams for the school and 2) enter the **School ID#** for each school. To do both of these, you'll need to click the **Export Schools** button on the Coordinator Dashboard to download a spreadsheet of the schools in your state.

**3:** Each school has a unique **School ID#**. It will be Column A on the Exported Schools list.

**1 & 2:** Schools with 1 team registered should have no more than 4 students listed as team members. The number of individuals to be imported should be equal to the number in Column J. If you need to change the number of registered students for a school, refer to the *Editing School Registrations* guide.

| A         | B                                     | C                  | D             | E         | F          | G     | H         | I       | J           | K     |
|-----------|---------------------------------------|--------------------|---------------|-----------|------------|-------|-----------|---------|-------------|-------|
| School ID | School Name                           | State and Chapter  | Address 1     | Address 2 | City       | ZIP   | County/Di | Title 1 | Individuals | Teams |
| 76102     | Clark Homeschool (Smithfield, KC)     | KC, Island Chapter | 3 Elm St.     |           | Smithfield | 12345 | KC        |         | 3           | 1     |
| 76099     | Edison Middle School (Smithfield, KC) | KC, Island Chapter | 21 Harbor Dr. |           | Smithfield | 12345 | KC        |         | 4           | 1     |
| 76105     | Roosevelt Elementary (Smithfield, KC) | KC, Island Chapter | 234 3rd Ave.  |           | Smithfield | 12345 | KC        |         | 0           | 1     |

**1 & 2: Check Number of Imported Students Against Registration Record** – You'll need to check that each coach has provided information for all of the competitors and has not entered student information for more students than the school paid to register. If the completed import template does not match the registration record, you will need to get in touch with the coach about either registering more/fewer students or removing students from the Import Template. Note, a school's registered team can have *fewer* than 4 students, but not more; if a coach provides a list with 3 students tagged as "Team," it may be a good idea to confirm the school has a team of only 3 students, but this will *not* impact MOSS's ability to import or score that team's tests.

**Warning!** MOSS will skip students in the spreadsheet beyond the registered number of team members and individuals for a school. If you import a spreadsheet with 5 students tagged as "Team," then MOSS will skip the fifth student altogether. If a school has 8 registered students (4 team members + 4 individuals), but the coach lists 10 students (5 team members + 5 individuals) in the Import Template, then the last student listed as a team member, as well as the last student listed as an individual on the spreadsheet will be skipped. You should ensure each school's Import Template entries match the number of registered students on record.

For example, based on the registration information on the Exported Schools list (above), we see in the Island Chapter that Clark Homeschool has registered 1 team + 3 individuals (7 students total), Edison Middle School has registered 1 team + 4 individuals (8 students total) and Roosevelt Elementary has registered 1 team (4 students total).

|   | A         | B                                     |    |
|---|-----------|---------------------------------------|----|
| 1 | School ID | School Name                           | St |
| 2 | 76102     | Clark Homeschool (Smithfield, KC)     | KC |
| 3 | 76099     | Edison Middle School (Smithfield, KC) | KC |
| 4 | 76105     | Roosevelt Elementary (Smithfield, KC) | KC |
| 5 | 76108     | Saint Peter School (Columbia, KC)     | KC |

**3: Add School ID#** – You'll need to copy the 5-digit School ID# for each of your schools and paste it into the completed Import Template for each student from that school.

For example, the Island Chapter Coordinator has sorted the exported schools spreadsheet by chapter and highlighted in yellow the 3 schools registered for her chapter. She is copying Roosevelt Elementary's School ID# to paste into the completed templates for each student at Roosevelt. She'll do this same process using Clark Homeschool and Edison Middle School's School ID#'s, as well.

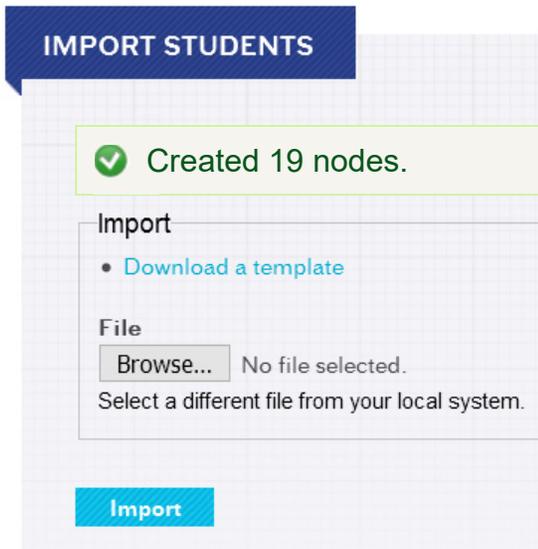
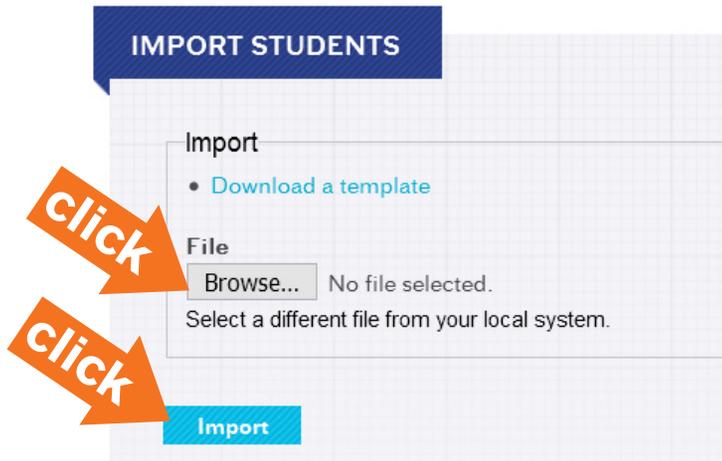
**Complete Import:** After you have confirmed the number of registered students matches the number of students to be imported for each school and added the School ID# to the Import Template, you should compile it into one spreadsheet, which you'll need to make sure is saved as a CSV. (MOSS will allow you to make multiple imports, but it will likely save you time to compile your school data together so you run as few imports as possible.) Save the CSV file to your desktop.

Following our Island Chapter example, a correctly completed Import Template might look like this:

| A                  | B                 | C                       | D                               | E                  | F                                    |
|--------------------|-------------------|-------------------------|---------------------------------|--------------------|--------------------------------------|
| Student First Name | Student Last Name | Gender (Male or Female) | Student grade Level (6, 7 or 8) | School ID (Number) | Competitor Type (Team or Individual) |
| Big                | Bird              | Male                    | 7                               | 76105              | Team                                 |
| Cookie             | Monster           | Male                    | 8                               | 76105              | Team                                 |
| Kermit             | theFrog           | Male                    | 6                               | 76105              | Team                                 |
| Count              | vonCount          | Male                    | 7                               | 76105              | Team                                 |
| Kevin              | Durant            | Male                    | 8                               | 76102              | Individual                           |
| Justin             | Gatlin            | Male                    | 7                               | 76102              | Individual                           |
| Kerri              | Walsh Jennings    | Female                  | 6                               | 76102              | Individual                           |
| Katie              | Ledecky           | Female                  | 7                               | 76102              | Team                                 |
| Michael            | Phelps            | Male                    | 8                               | 76102              | Team                                 |
| Ali                | Raisman           | Female                  | 7                               | 76102              | Team                                 |
| Diana              | Taurasi           | Female                  | 6                               | 76102              | Team                                 |
| Jar Jar            | Binks             | Male                    | 7                               | 76099              | Individual                           |
| BB-eight           | Droid             | Male                    | 8                               | 76099              | Individual                           |
| R-two              | D-two             | Male                    | 6                               | 76099              | Individual                           |
| C-three            | PO                | Male                    | 7                               | 76099              | Individual                           |
| Padma              | Amidala           | Female                  | 8                               | 76099              | Team                                 |
| Obi-Wan            | Kenobi            | Male                    | 7                               | 76099              | Team                                 |
| Luke               | Skywalker         | Male                    | 6                               | 76099              | Team                                 |
| Han                | Solo              | Male                    | 7                               | 76099              | Team                                 |

**Notice in the correctly completed Import Template above:**

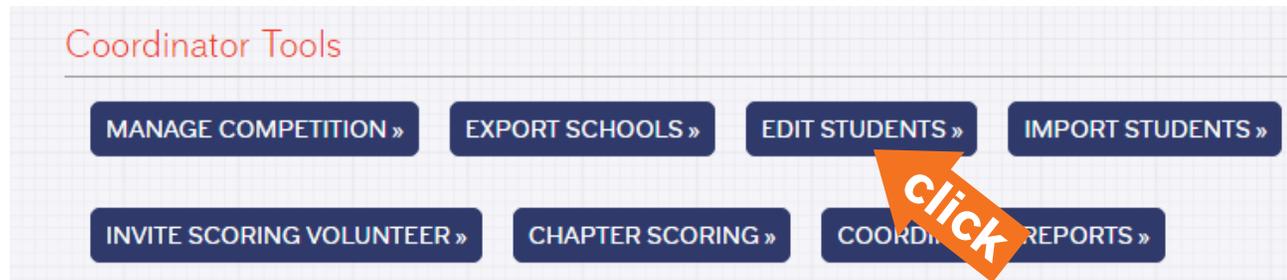
- Each student's first and last name are typed in the case-sensitive way it should be displayed in reports.
- Each student's gender is typed exactly as indicated in the column title.
- Each student has a numerical field (6, 7 or 8) for grade level.
- Each school has a School ID Number, not a school name. No school name appears anywhere on this template.
- Each school has the correct number of students to be imported based on the school's registration. Roosevelt (76105) has 1 team; Clark (76102) has 1 team + 3 individuals; Edison (76099) has 1 team + 4 individuals.
- Each student has a competitor type that is typed exactly as indicated in the column title.



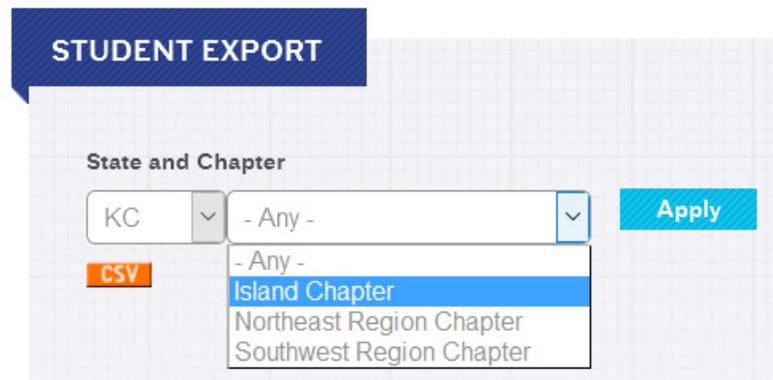
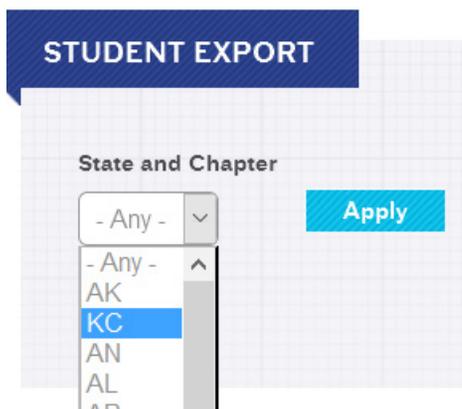
To complete your import, return to the Coordinator Dashboard and click on Import Students again. This time, click on **Browse**, search for your saved spreadsheet of student data to import and click **Import**.

Once your import is complete, you'll see a confirmation. A "node" is one complete student record. In the case of the Island Chapter Coordinator, because she imported 19 student competitor records, she received confirmation that 19 nodes successfully were created.

**Editing Students Already Imported into MOSS:** The Import Students button is used to add students to the scoring system, but not to edit existing records. To edit the competitor information for a student you already have entered, you'll use the **Edit Students** button on the Coordinator Dashboard.



**Warning!** If you try to re-import a student with corrected information, you may create duplicate students. You must use this Edit Students button to make your changes.



The Edit Students tool allows you to sort by chapter. To do this, simply use the drop-down menu to select your state, which will automatically trigger a drop-down menu for you to select your chapter.

Once you've selected your state and chapter, as shown with the Island Chapter Coordinator example to the left, click **Apply** to generate the list of all of your registered students.

## STUDENT EXPORT

State and Chapter

KC

Island Chapter

Apply

| First   | Last   | Gender | Grade | Student Type | School Name                           | School ID | Edit                 |
|---------|--------|--------|-------|--------------|---------------------------------------|-----------|----------------------|
| Obi-Wan | Kenobi | Male   | 7     | Team         | Edison Middle School (Smithfield, KC) | 76099     | <a href="#">edit</a> |

click

## EDIT STUDENT MONSTER, COOKIE

View

Edit

Student Full Name

Student First Name \*

Cookie

Student Last Name \*

Monster

Gender

Male

Grade

8

Save

Delete

A snippet of the Island Chapter Coordinator's list of students is shown above. To edit a student, click [edit](#) on the rightmost column in the list, which will populate an [Edit Student](#) page similar in structure to the Edit School page you saw in the "Putting Schools in the Right Chapter" PDF guide. You'll notice the 2 primary actions on the Edit Student page are [Save](#) and [Delete](#).

- **Save:** If you only have a few changes to make to a student (for example, correcting a typo on his/her name), edit the record and click Save.
- **Delete:** If you need to change a student completely, rather than just edit an existing record, you should click Delete to remove this student from MOSS so you can import a different student.

If it is easier for you to look through students using a spreadsheet, click the orange [CSV](#) button at the bottom of the main list of students to edit to export a spreadsheet. Note, you'll still need to make your changes to the students using the edit feature described above.

### Changing a Student's Team Member or Individual Designation

Updates to competitor type cannot be made through a student's page. If a student is currently in the system as a team member and should not be (or the other way around), the student(s) must be deleted from the scoring software and then their information must be re-entered (imported) with the correct Team or Individual designation. To delete the student(s) click the [Delete](#) button at the bottom of their page. Now the student must be re-entered with the correct competitor type.



If you need a report of the list of registered students to use at your competition for check-in or in your scoring room, you should use the [Coordinator Reports](#) tool to generate spreadsheet and/or PDF reports, not the Edit Students CSV spreadsheet.