

## Batch Enrollment

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### Caution

An advanced understanding of .ini file format and PLATO Pathways field definitions is required in order to use the Batch Enrollment function effectively.

The Batch Enrollment function lets you add or change user enrollment data by inputting a batch enrollment file to the PLATO Pathways system. You can add new user enrollments or you can modify enrollment data for existing users.

Two main tasks are involved in using the Batch Enrollment function:

- Creating a Batch Enrollment Input File
- Processing batch enrollment of multiple users

These two tasks are described below.

### Creating a Batch Enrollment Input File

This topic provides detailed information on the structure of the input file and general information on related error and status files including:

- Adding or changing data for enrolled users
- Information on the Error Flag and Error Log files
- Input file format
- Information on the Skipped Users file
- Status display during input file processing

Refer to the topic *Batch Enrollment of Multiple Users* later in this chapter for the procedure to input a batch enrollment file that is already built.

### Adding or Changing Data for Enrolled Users

Data for the following Keys can be changed for users who are already enrolled on a PLATO Pathways system.

*Activity1	Add user to any number of activities (*Activity1, *Activity2, *Activity3, etc.)
*Class1	Add user to any number of classes (*Class1, *Class2, *Class3, etc.)
*Dgroup1	Add user to any number of demographic groups (*Dgroup1, *Dgroup2, *Dgroup3, etc.)
*Exempt1	Exempt user from any number of activities (*Exempt1, *Exempt2, *Exempt3, etc.)
user defined	All user defined demographic field names can be used as keys to change the data for those keys. For example, an administrator has defined Phone as a demographic field. The

**Input File Format**

The input file for the batch enrollment program is a text file that has an .ini extension, with the user's SignonName being the section. Keys that start with an asterisk (\*) are predefined. The following sample file contains all the predefined keys that are allowed for students:

```

; Lines of notes or remarks start with a semicolon.
; Lines of notes can be anywhere in the input file.
[Jim Oak]           User's SignonName. Required. Max length of 25
                    characters.
*FirstName=Jim      Required. Max length of 15 characters.
*LastName=Oak       Required. Max length of 25 characters.
*MiddleName=Red     Defaults to none. Max length of 15 characters.
*NickName=Woody     Defaults to none. Max length of 25 characters.
*PassReq=yes        Defaults to yes (true)
*Password=12345     Defaults to none. If given, it must be between 4
                    and 15 characters.
*Dgroup1=band       Demographic group – defaults to none. Dgroup1 is
                    the predefined key for the first demographic
                    group.
*Dgroup2=track
*Exempt1=2000001    Exempt an activity – Exempt1 is a predefined key
                    for the first exempted activity including a:
                    curricula, course, structure, module, lesson, or
                    application.
*Exempt2=2060003
*Activity1=1060000  No activity set by default – Activity1 is a
                    predefined key for the first activity, including a:
                    curricula, course, structure, module, lesson, or
                    application.
*Activity2=1065000
*Activity3=1050000
*Class1=1000487600  No class set by default – Class1 is a predefined
                    key for the first class.
*Class2=1000876040
*Class3=1000760480
*Class4=1000604870

```

- The numbers that follow each activity (exempt activities included) in the input file sample above are activity ID numbers. Each activity must be accompanied by its ID number in the input file.

To locate an activity ID number in PLATO Pathways:

1. On the Learning Resource Management screen, click the activity for which you want to find the ID number.  
The selected activity is highlighted.  
If the activity you want is not currently shown in the list, use the Set Filter function to find the activity under another category. Refer to *Chapter 9, Using the Filter Tools*.
  2. Click the Properties button.  
The activity properties dialog displays.
  3. Click the General tab (if it is not already selected).  
The activity's ID number displays in the upper-right part of the dialog.
- The numbers that follow each class in the input file sample above are class ID numbers. Each class must be accompanied by its ID number in the input file. To locate a class ID number in PLATO Pathways:
    1. On the Class Management screen, click the class for which you want to find the ID number.  
The selected class is highlighted.  
If the class you want is not currently shown in the list, use the Set Filter function to find the class under another category. Refer to *Chapter 9, Using the Filter Tools*.
    2. Click the Properties button.  
The class properties dialog displays.
    3. Click the General tab (if it is not already selected).  
The class ID number displays in the upper-right part of the dialog.
    - The keys are NOT case sensitive, so, \*FirstName, \*firstname and \*FIRSTNAME are all the same. However, the values (other than yes and no) are case sensitive, so, \*Password=acorn is not the same as \*Password=ACORN.
    - For the key \*PassReq, any value other than no and false (or NO and FALSE) is assumed to be true. If the key \*PassReq is missing, it is set to true.
    - Any number of Activity, Class, Dgroup, and Exempt keys can be included per student. The numbering of the Activity, Class, Dgroup, and Exempt keys can start at any number, skip numbers, and even reuse numbers. The keys can be in any order.
    - Only the SignonName (section), FirstName, and LastName keys are required. If a key is not given, then it is set to the default. The input file can contain any number of SignonNames (within the limits of the hardware and operating system).

#### User-Defined Demographic Groups

PLATO Pathways allows administrators to define demographic groups. The Batch Enrollment function allows you to add users to these demographic groups. The demographic group must already exist, otherwise the program will issue an "Unknown demographic group" error.

#### User-Defined Keys

Pathways allows administrators to define additional demographic fields. The Batch Enrollment function allows you to add or change the values of these demographic fields by using the field name as the Key in the input file. For example, assume an administrator has defined the following "text type" fields:

Address  
City  
State  
Zip

To add or change information for these fields for the SignonName Jim Oak, the input file would look like this:

```
[Jim Oak]
Address=4660 West 77th Street
City=Edina
State=Minnesota
Zip=55435
```

The program will post an "Unknown key" message if the input file contains a Key that is not predefined and that is not defined as a demographic field. Every demographic field must be of one of the following types:

<u>Field Type</u>	<u>Description</u>
Text	Can be used for almost any kind of information.
Number	Used for numbers such as a Grade Point Average (3.45)
Date	Used for dates such as Date Of Birth. Must be in the format MM/DD/YY.
Time	Used for times. Must be in the format HH:MM:SS.
Formatted	Used to enter formatted text such as social security number (123-45-6789)
List	Used to enter an option from a list. Enter the text of the option, not its position, in the list.

The type is set when the administrator defines the field. The data in the input file must be of the correct format for fields of types Date, Time, or Formatted. No checking is done on data in the input file for fields of types Text and List. The following example input file includes data for all the field types. The demographic field names and data are arbitrary. Explanatory information is in **bold type** in the right column.

[Jim Oak]	
*FirstName=Jim	
*LastName=Oak	
*MiddleName=Red	
*NickName=Woody	
*PassReq=yes	
*Password=12345	
*Exempt1=2000001	
*Activity1=1060000	
*Class1=1000487600	
*Dgroup1=band	
Instrument=flute	<b>Text type. Field is part of demographic group "band"</b>
Address=4660 W.77th St.	<b>Text type.</b>
City=Edina	<b>Text type.</b>
State=Minnesota	<b>Text type.</b>
Zip=55435	<b>Text type.</b>
SSN=123-45-6789	<b>Formatted type.</b> <b>Mask is 999\-\99\-\9999</b>
Phone=(321) 987-6543	<b>Formatted type.</b> <b>Mask is \ (999\)\ 999\-\9999</b>
DOB=03/21/76	<b>Date type. Format must be MM/DD/YY</b>
Start Time=09:30:00	<b>Time type. Format must be HH:MM:SS</b>
Grade Point Avg=3.35	<b>Number type. Floating point</b>
Major=Math	<b>List type. In this case "Math" should be an option in the list, but the program does not test this.</b>

Follow these steps to input a batch enrollment file:

1. On the System Management screen, click the **Maintenance** tab.
2. Click the **Batch Enroll** button.

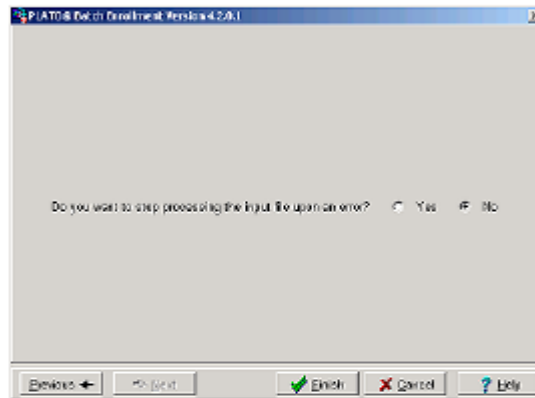
The system prompts you for the input file.

3. Provide the input file name.
  - If you know the exact file name including the folder path, you can type it in the *Input File* field, or
  - Click the **Browse** button to search for the input file.
4. Click the **Next** button.

The system asks if you want to skip users with existing sign-on names.

5. Choose if you want to skip existing users.
  - **Yes (default)** – data will not be input for any user who has an existing sign-on (PLATO) name on the system. Skipped users are listed in a Skipped Users file that is generated during batch processing (refer to the previous topic *Skipped Users File* for more information).
  - **No** – data is input for all users including those who already have existing sign-on (PLATO) names on the system. Existing users' data is modified or added to by the data in the input file.
6. Click the **Next** button.

The system asks if you want to stop processing the input file if an error occurs.

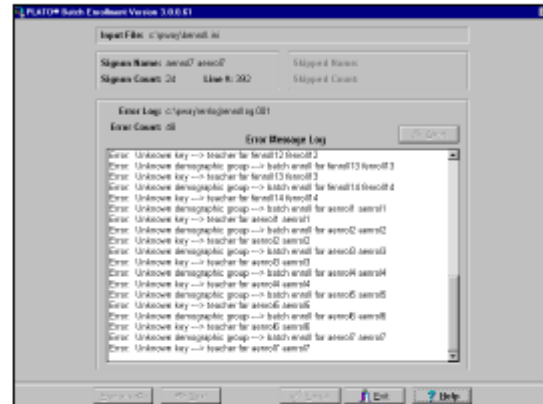


7. Choose if you want to stop on an error.
  - **Yes** – the batch enrollment program stops immediately if it encounters any errors during input file processing.
  - **No (default)** – the batch enrollment program continues processing if it encounters errors during input file processing. Error are flagged and logged and you are notified that errors occurred so that you can review them. Refer to the earlier topics *Error Flag File* and *Error log file* for more information.

- Click the Finish button.

The processing screen displays and input file processing begins.

Any errors that are encountered during processing are recorded in the error message log. Refer to the earlier topic *Error log file* for more information.



The system notifies you when processing is complete. If no errors were encountered, you see this message.



If errors were encountered, you see this message.



- Click the OK button to close the message window.
- Click the Exit button to end batch enrollment processing.