1. Complete the file for upload to EUCLID.

Mandatory: UUN; EVENT_TYPE; EVENT_DATE [dd/mm/yyyy]

Optional: ORGANISER [12-digit EUCLID code]; ATTENDED [Y, N, E (Exempt); DESCRIPTION [free text]; NOTES [free text].

	A	B	C	D	E	F	G	H	I	J
	UUN	EVENT_TY	EVENT_DAT	ORGANISE	ATTENDED	DESCRIPTION	NOTES			
	S1	TUT	14/09/2021			Course Tutorial Attendance				
	S1	TUT	15/09/2021			Course Tutorial Attendance				
	S1	TUT	16/09/2021			Course Tutorial Attendance				
	S1	TUT	17/09/2021			Course Tutorial Attendance				
	S1	TUT	18/09/2021			Course Tutorial Attendance				
	S1	TUT	19/09/2021			Course Tutorial Attendance				
	S1	TUT	20/09/2021			Course Tutorial Attendance				
	S1	TUT	21/09/2021			Course Tutorial Attendance				
0	S1	TUT	22/09/2021			Course Tutorial Attendance				
1										

2. In EUCLID Students, select 'Upload from file Student Engagement Events'. Select the appropriate validation level - Course Level or Programme Level. Enter the course or programme code and 'Continue'.

Student Engagement - Upload Events from File

- See upload process documentation for more information.
- An example CSV template is also available.

Please select the course and press the Continue button

CHEE09014   Process Dynamics and Control 3 Dynamic List

‹ Back   ✔ Continue

3. Click 'Choose file' and navigate to the CSV file with the students' engagement details. Click 'Validate'.

4. EUCLID will check the students' enrolment on the course and present the validation results. 'Record is Valid' will appear in green where the event is correct on the CSV file.

5. Tick the boxes on the left to select the records to be updated. Click 'Create Engagement' to update the students' engagement pages. A processing message will display.

Student Engagement

Processing 4 of 9 Engagement Events

---

6. A green 'Success' message will display to confirm the students' engagement records have been updated.

	Valid Engagement Records	Invalid Engagement Records						

Course Level: Process Dynamics and Control 3 (CHEE09014)   &Allocate Organiser ✔Create Engagement ↗Export to CSV 🏠Exit Count: 0

Select	UUN	Event Type	Event Date	Organiser	Engaged	Description	Notes	Valid to Create?
☐								
Select	UUN	Event Type	Event Date			cription	Notes	Valid to Create?

Success New Engagement records have been created.
The Valid Engagement Records Table has been updated by removing processed records.

This process describes how EUCLID will upload valid records from the CSV file.

If a piece of data has been entered incorrectly in, or is missing from, the CSV file, EUCLID will display the error as an Invalid Engagement Record. Invalid records will not prevent engagement events being created for the valid records. However, invalid records must be corrected before the bulk process can be completed.

In the screen shot below, the Event Type has been missed in the last row. Event Type is a mandatory field for the CSV bulk upload.

UUN	EVENT_TY	EVENT_DA	ORGANISE	ATTENDEI	DESCRIPTI NOTES			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S	TUT	########			Course Tutorial Attendance			
S		########			Course Tutorial Attendance			

1. Click the 'Invalid Engagement Records' link to display records with the data errors.

Valid Engagement Records	Invalid Engagement Records							

Course Level: Process Dynamics and Control 3 (CHEE09014)   👤 Allocate Organiser   ✔ Create Engagement   ↗ Export to CSV   🏠 Exit   Count: 0

Select	UUN	Event Type	Event Date	Organiser	Engaged	Description	Notes	Valid to Create?	
☐									
Select	UUN	Event Type	Event Date			cription	Notes	Valid to Create?	

Success New Engagement records have been created. ✕
The Valid Engagement Records Table has been updated by removing processed records.

2. The invalid field will be highlighted in pink. Click '?' beside the data error to find more about how to correct it.

3. You can choose to correct errors in the EUCLID screen, or you can fix the invalid records in a new CSV file and upload that into EUCLID. In this example, we will amend the Event Type in the EUCLID screen. Ensure you type it as it corresponds with the Event Type in the error message. After correcting the error, click 'Validate'.

4. Once corrected, the engagement record will transfer to the 'Valid Engagement Records' tab and a 'Success' pop up will appear. Tick the 'select' box next to the student record. Click 'Create Engagement'.

5. A green 'Success' banner will indicate that the student engagement records have been created.