

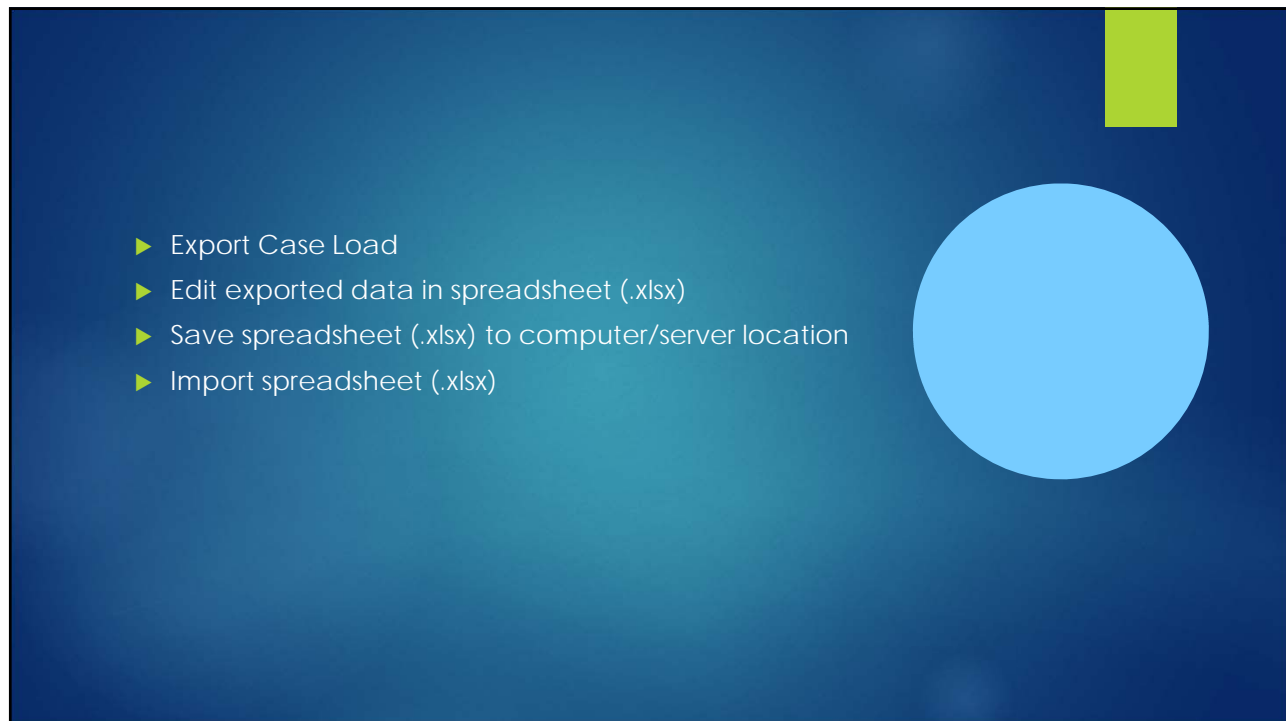


The slide features a dark blue background with a light blue circular graphic on the right and a lime green rectangular graphic in the top right corner. The text 'I-Star' is in a large, blue, serif font, with a yellow star to its right. Above 'I-Star' is a curved line of yellow stars. Below 'I-Star' is the text 'Case Load Import' in a white, sans-serif font. Underneath that, in a smaller, lime green font, is 'PRESENTED BY HARRISBURG PROJECT'.

I-Star

Case Load Import

PRESENTED BY
HARRISBURG PROJECT



The slide features a dark blue background with a light blue circular graphic on the right and a lime green rectangular graphic in the top right corner. The text is in a white, sans-serif font, listing four steps in a bulleted format.

- ▶ Export Case Load
- ▶ Edit exported data in spreadsheet (.xlsx)
- ▶ Save spreadsheet (.xlsx) to computer/server location
- ▶ Import spreadsheet (.xlsx)

Export Case Load

- ▶ Click Approvals and Claims -> Student -> Caseload Definition



- ▶ User Case Load Definition Search filters to view desired Case Load
- ▶ Click the Caseload icon in the results grid

A screenshot of the 'Case Load Definition' search interface. The search filters are: School Year: 2019-2020, District: (empty), School: (empty), Class Name: (empty), and Teacher Name: Robinson, Train17Jayla. Below the search filters is a table with the following data:

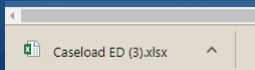
Edit	Delete	Caseload	Class	Teacher
			ED	Robinson, Train17Jayla

Export Case Load

- ▶ Click Export located below the Case Load Definition Information

A screenshot of the 'Case Load Definition' form. The form contains the following fields: School Year: 2019-2020, Class: ED, School: Harrisburg Middle School - 20-083-0030-26-1002, Teacher Name: Robinson, Train17Jayla, Location: (empty), and Notes: (empty). Below the form is a 'Return' button. At the bottom of the form, there are three buttons: 'Add', 'Export', and 'Refresh Grid'. The 'Export' button is highlighted with a red rectangular box.

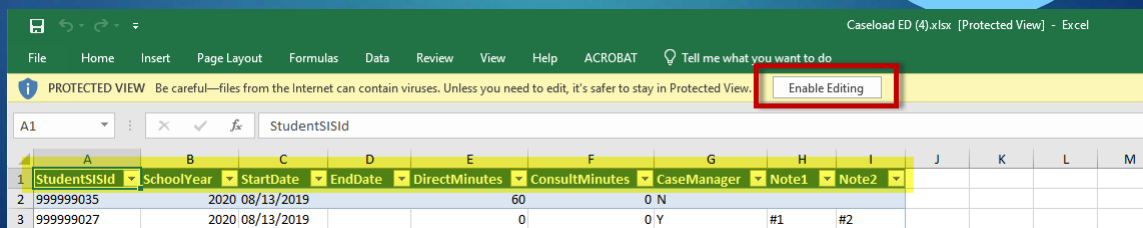
- ▶ Click on the .xlsx file at the bottom of the screen



- ▶ Note: The download location will vary based on the browser used. This example was populated using Google Chrome.

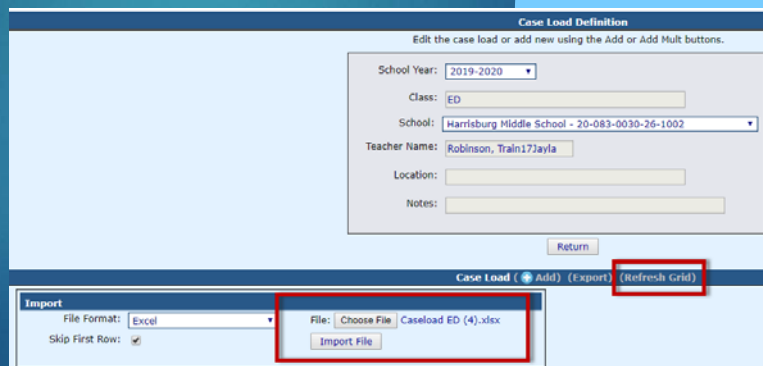
Edit Exported Data

- ▶ Click Enable Editing
- ▶ Edit data
- ▶ DO NOT:
 - ▶ Edit Column A or B
 - ▶ Edit the Header Row (Row 1)
- ▶ Save spreadsheet (.xlsx) with changes to computer/server location
- ▶ Close spreadsheet (.xlsx) and return to I-Star Case Load Definition



Import Spreadsheet (.xlsx)

- ▶ From the Case Load Definition, click Choose File
- ▶ Browse to locate the saved spreadsheet (.xlsx)
- ▶ Click Import File
- ▶ Click Refresh Grid





I-Star

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