

## IMPORT INSTRUCTIONS FOR TEXT FILES DIVISION III

### **Student-Athlete Import (for those institutions participating in the voluntary data submission).**

1. Prepare a tab-delimited text file in the order shown in the "Format Instructions – Student-Athlete Text File (Division III)" document. Create this file from the sample spreadsheet provided via the "Sample File – Student-Athlete Import (Division III)" link (in Excel format). Save it as a ".txt" file.
2. Student-athletes should be reported only ONCE. If a student received athletics aid or participated in more than one sport, the federal hierarchy should be used (i.e., football, basketball, baseball, cross-country/track, all other sports) and the student placed accordingly.

If the student participated in more than one of the "other" sports, the institution should select a sport to place the student.

The NCAA sport code list can be found under the "Data Collection/Import" tab. If you do not see your sport listed, please use the "MNO" or "WNO" code.

3. The NCAA ID field is a required field. Since there are no data to import from either NCAA Division I Academic Progress Rate (APR) or academic tracking system (ATS), a value **must** be entered in this column. It can be any number, but it **cannot** be the same value for each student-athlete. The student's institutional ID number may be used for both the NCAA ID field and student ID field.
4. After creating the file according to the format, it **must** be saved as a tab-delimited or ".txt" file.
5. To import the file, select the *Import from Text File* option under the "Graduation Rates" tab in the system and click on the "Choose File" button under the Student-Athlete Text File Import to locate the text file on your computer. After selecting the appropriate file, click "Import."
6. Validation checks have been included in the program this year and a list of errors will appear if there are values in your file that are not correct. Correct the errors in your file and then re-import.

7. A message will appear when your file has successfully imported. Verify the data by selecting a sport under the "Outcomes By Team" section. Changes can be made to the student-athlete's individual record; however, please remember to save the record if any changes are made.