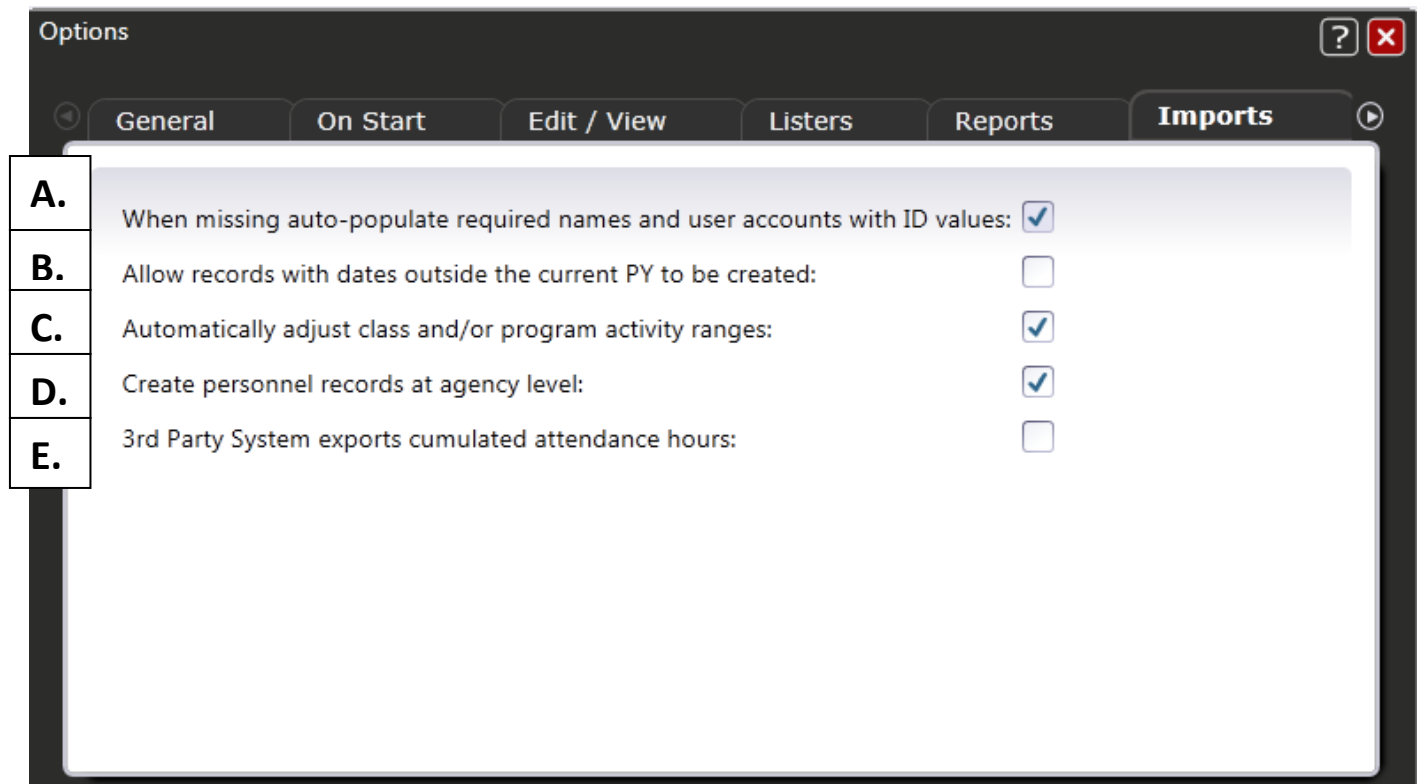


TE Options – Imports tab

1. On the **TE** menu, select **Options**.



2. Click the **Imports** tab.



3. Here you can govern how your third party data is imported into TE.
 - a. **Auto-populate required names and user accounts with ID values** directs TE to use the ID number supplied in the import file as a substitute for fields that are missing from the third party file, such as student name, personnel name, class description, or user account.

- b. ***Allow records outside the current program year*** determines whether or not TE will accept imported records outside the program year.
- c. ***Automatically adjust class/program activity ranges*** edits the class or program start date and exit dates in TE to the dates indicated in import file so that the records can be imported. For example if a class has a Start Date of July 1 and an End Date of August 31, and a student attendance record with a date of Sept 15th is imported, the class range will automatically expand to July 1 – September 15 to accommodate the imported file.
- d. ***Create personnel records at the agency level*** ensures that records for teachers and other staff are assigned to an agency rather than just a site.
- e. ***Export cumulated hours*** governs the behavior of imported attendance hours.
 - Checking this box directs TE to record the student attendance hours as having participation source “*Student Update (Cumulated)*”. TE assumes the hours imported for each student is the aggregated total, so it replaces the hours total for each class with the newly imported (higher) total. It then sums all of these individual class totals together to determine the student’s total hours.
 - If the box is left unchecked, then attendance hours from the import file will be from source “*Student Update*”. Using this method, TE summarizes all hours totals across classes.
 - If multiple attendance hours sources are found in the database, TE uses the highest total available in order to calculate the student’s attendance hours for NRS reporting.

Note : You should probably use only one type of participation source and stick with it for all imports.