

HowTo: Export data from KAMAR for manual load to Hāpara

Below are steps to manually export data via the KAMAR user interface, and generate formatted spreadsheets to load to Hāpara.

If you feel at any step of the way that things do not look as expected, please reach out via email to support@hapara.com (copy in peter@hapara.com if your query is urgent). Please share any details that may help our team troubleshoot.

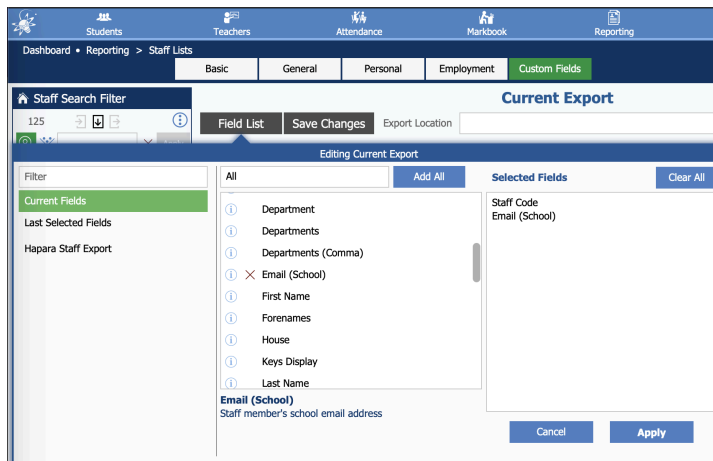
Alternatively, if you'd like one to one assistance completing this - [please book time for a Hāpara support session here](#), and you'll receive an invite for a scheduled Zoom call.

Please see the next page to begin exporting your schools data.

Step 1: Export Class and Teacher data from KAMAR

Export Teacher email data

1. **Login** to KAMAR
2. Access **Reporting > Staff Lists**
3. Select '**Staff List - Custom Fields**'
4. Click **Select All > OK**
5. Click **Field List** (popup)
6. Click drop down (middle top of pop up box), select **All**
7. Select the following (in this order):
 - a. **Staff Code**
 - b. **Email (School)**
8. Click **Apply**



9. Click **Actions > Export**
 - a. File format = csv
 - b. Delimiter = , New Lines = ;
 - c. Include **Column Headings** (checked)
10. Click **OK**
11. **Save this file as 'RawTeacherData'**

To save this export for future use:

1. Select **Save Changes**
2. Name the export '**Hapara Teachers Export**'
3. Click **OK**

Export Teacher Classes data

1. Access **Reporting > Classes**
2. Click the '**refresh**' icon top right, this ensures all classes are exported
3. Click **Actions > Export**
4. **Save this file as 'RawClassData'**
Type = CSV (or comma-Separated Values)

Step 2: Import Class data to Class Spreadsheet

Create a Class Spreadsheet

1. Open this Spreadsheet template: [Hapara Classes \(KAMAR TEMPLATE\)](#)
2. Click **Make a Copy**
3. Share this spreadsheet to your school's content service account:

*The default account is **school.apps.owner@yourstudentdomain**, you can check here to confirm this account's details: <https://app.hapara.com/admin/users/roles>*

Import Teacher email data

1. Click sheet **'*RawTeacherData'** (bottom tab)
Ensure cell 'A1' is selected, click cell 'A1' if this is not highlighted
2. Click **File > Import**
3. Click **Upload**
4. Locate the CSV file named: **RawTeacherData**
5. Under 'Import location', select **Replace data at selected cell**
There should be 2x columns: 'Staff Code, Email (School)'

***IMPORTANT** - you can delete whole rows of data in this **'*RawTeacherData'** sheet to remove any teachers you do not want loaded to Hāpara.*

Import Teacher Classes Data

1. Click sheet **'*RawClassData'** (bottom tab)
Ensure cell 'A1' is selected, click cell 'A1' if this is not highlighted
2. Click **File > Import**
3. Click **Upload**
4. Locate the CSV file named: **RawClassData**
5. Under 'Import location', select **Replace data at selected cell**
*There should be many columns of data, and if you scroll across to columns Z and AA, these should auto-populate with the class and teacher code info. **Please do not modify these columns**, they are used to populate class data in another sheet.*

***IMPORTANT** - you can delete whole rows of data in this **'*RawClassData'** sheet to remove any classes you do not want loaded to Hāpara.*

After completing the above steps, Class data should automatically populate in the **Hapara Classes (formatted)** sheet. NOTE - this should be all classes as exported from KAMAR, less any rows deleted from the **'*RawClassData'** sheet.

See the next page for exporting and generating student data - I promise this gets easier!

Step 3: Export Student data from KAMAR

Export Student data

1. **Login** to KAMAR
2. Access **Reporting > Student Lists**
3. Select '**Student List - Custom Fields**'
4. Click **Select All > OK**
5. Click **Field List** (popup)
6. Click drop down (middle top of pop up box) > **General**
 - a. Select '**Student email - School**'
7. Click drop down (middle top of pop up box) > **Subjects**
 - a. Select '**Current Subjects, Line, Teacher (comma)**'
8. Click **Apply**

Field List | Save Changes | Print Labels

Editing Hapara Student export

Subjects | Add All | Selected Fields | Clear All

Current Subjects with Teachers (new-line)
Current Subjects with Teachers (semi-colon)
Current Subjects with Teachers (space)
✗ Current Subjects, Line, Teacher (comma)
Current Subjects, Line, Teacher (new-line)
Current Subjects, Line, Teacher (semi-colon)
Current Subjects, Line, Teacher (space)
Option Course Confirmed (Date)
Option Course Confirmed (Yes or No)

Current Subjects, Line, Teacher (comma)
Current student Timetabled subjects with line and teachers eg. 9AB-9ENG-GH, 1-1-9ART-JK, etc

Student email - School
Current Subjects, Line, Teacher (comma)

Cancel | Apply

9. Click **Actions > Export**
 - a. File format = csv
 - b. Delimiter = , New Lines = ;
 - c. Note: Do not check 'column headings' or 'default fields'
10. Click **OK**
11. Save this file as '**RawStudentData**' - it may take a moment to export this file.

To save this export for future use:

1. Select **Save Changes**
2. Name the export '**Hapara Students Export**'
3. Check **Save as template**
4. Click **OK**

Step 4: Import Student data to Student Spreadsheet

Create a Student Spreadsheet

1. Open this Spreadsheet template: [Hapara Students \(KAMAR TEMPLATE\)](#)
2. Click **Make a Copy**
3. Share this spreadsheet to your school's content service account:

*The default account is **school.apps.owner@yourstudentdomain**, you can check here to confirm this account's details: <https://app.hapara.com/admin/users/roles>*

Import Student data

1. Click sheet '***RawStudentData**' (bottom tab)
2. Click **File > Import**
3. Click **Upload**
4. Locate the CSV file named: **RawStudentData**
5. Under 'Import location', select **Replace current sheet**

There should be 2x columns containing student emails and their classes

IMPORTANT** - you can delete or edit whole rows of data in this 'RawStudentData**' sheet to remove any students you do not want loaded to Hāpara.*

After completing the above steps, Student data should auto populate in the **Hapara Students (formatted)** sheet. Note, this should be all students as exported from KAMAR, less any rows deleted from the '***RawStudentData**' sheet.

See the next page for loading this data to Hāpara - on the home stretch now, almost complete!

Step 5: Load spreadsheets to Hāpara

If all the previous steps have been completed, you should have:

- Classes spreadsheet with a '**Hapara Classes (formatted)**' sheet populated with data
- Students spreadsheet with a '**Hapara Students (formatted)**' sheet populated with data
- Both of these Spreadsheets are shared to your [School Apps Owner](#) account
- Any other sheets in your class and student Spreadsheets should have a name prefixed with an asterisk * - *any sheets prefixed with an asterisk are ignored during the data loading process, as only the 'formatted' sheets should be processed.*

If all the above checks out, let's login to your **Hāpara Admin Console** and load this data:

Load Class data to Hāpara

1. **Login** as a Hāpara Administrator account
eg: *super admin, or member of td.administrators@yourstudentdomain group*
2. Open your [Hāpara Admin Console](#) (direct link: <https://app.hapara.com/admin>)
3. Click **Class Rostering > Admin Managed Roster**
4. Under **Roster data**, click the **Load Class data** button
5. Click **Select from Drive**
6. Locate your classes file by entering the name of your **Classes** Google Sheet
eg: '*Hapara Classes (KAMAR TEMPLATE)*'
7. Click **Start Load**

It is important for the class load to complete before loading students. You can view the status of any loads via the [View all Data Logs](#) button

Load Student data to Hāpara

Your class data should be completed before beginning the next steps:

1. Open your [Hāpara Admin Console](#) (direct link: <https://app.hapara.com/admin>)
2. Click **Class Rostering > Admin Managed Roster**
3. Under **Roster data**, click the **Load student data** button
4. Click **Select from Drive**
5. Locate your students file by entering the name of your **Students** Google Sheet
eg: '*Hapara Classes (KAMAR TEMPLATE)*'
6. Click **Start Load**

Completion checks

You've earned a cuppa.

Congrats!! If you've reached this page, your school's data should have been successfully exported from KAMAR, and loaded to Hāpara.

It's generally good practice to check your loaded data for sanity's sake, to spot check the information that has been loaded, and also to celebrate your successful data loads!

To check your class and student data loaded to Hāpara:

1. Open the [Hāpara Admin Console](https://app.hapara.com/admin) (direct link: <https://app.hapara.com/admin>)
2. Click **Domain Summary**

The **Domain Summary** shows a count of classes, teachers and students that have been loaded to Hāpara. This number may be more than you're expecting if you have multiple class creation or teacher validation methods. As a simple rule of thumb, a higher count is better than a lower count, but if you are unsure about these figures - please reach out to support@hapara.com.

You can also check Hāpara classes more directly via Hāpara Dashboard:

1. Open <https://app.hapara.com>
2. Click the **All Classes** tab
3. Open any class to view exactly what teachers will see
4. Teacher and student rosters can be verified from the **Class Info** tab of any Hāpara class

Helpful support articles

Below are some articles to help your school starting out the new school year with Hāpara:

- [Heading Back to School with Hāpara](#)
- [Hāpara Teacher Refresher](#) - valuable to share with teachers
- [Supporting your Teachers](#) - aimed toward administrators/support staff
- [Self-paced, Asynchronous courses](#) - free Hāpara courses for all

Please reach out to our team if you have any questions, feedback, suggestions or even just a fleeting thought - we love to hear from you!