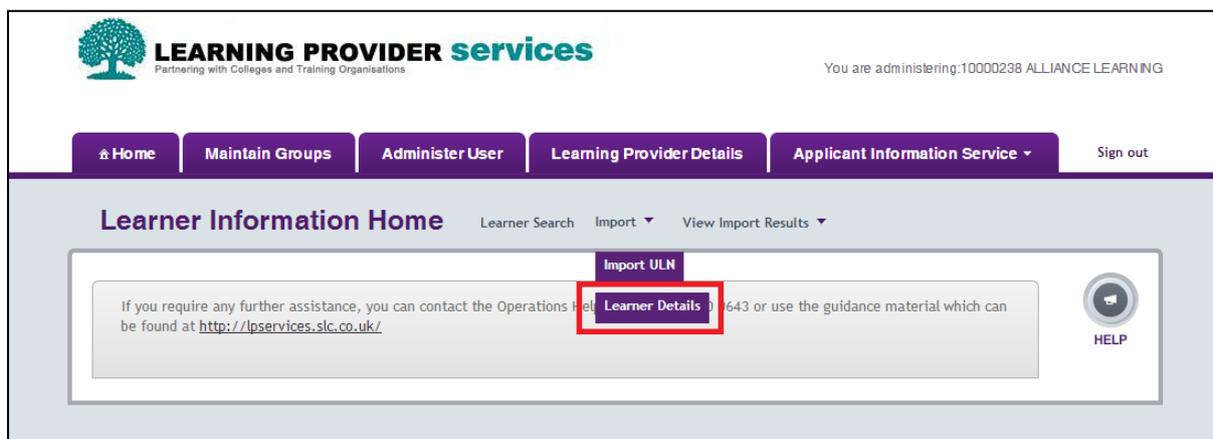# Learning Provider Portal Quick Guide

Bulk Import Learner Details

The following Learner Details can be added by bulk import to the Learning Provider Portal, via either XML or CSV;

- Course Trainer
- Course Location
- Additional Learner Reference

Within the 'Learner Information Home' section of the Learning Provider Portal, a 'Learner Details' option is available under the 'Import' function;

In order to use this import function, the import file requires the 'Application Id'. This is because the information within this upload is specific to the application rather than the learner.

In order to obtain the 'Application Id', the 'Learner Information Report' should be exported from the Learning Provider Portal either via XML or CSV.

Please note- When opening a CSV file in Excel, Excel performs certain behaviour such as removing zeroes from the start of numbers.

One way in which to prevent this from happening is to import the CSV file as follows:

1) Open a blank excel sheet.
2) Select all cells (CTRL+a) and format them as text (right click->format cells).
3) Open your CSV in notepad (you can do so by dragging the file into an open notepad window).
4) Copy all of the content of the CSV and paste it into the first cell in excel. Notice that a "Paste Options" icon appears somewhere at the bottom.
5) Click on the small arrow on the right of that icon, and select "use text import wizard". This will open a wizard...
6) Make sure "delimited" is selected and click "next"
7) Select "comma" and deselect "space" in the delimiters area (you will see the columns arrange correctly in the sample below), then click "next".
8) In this step you define how to treat each column. Since we don't want excel to change anything, we'll define them all as "text": Click on the first column in the sample (it will be coloured in black); now scroll sideways all the way to the right and shift+click the last column; in "column data format" above, select "text".
9) Click "finish".

If using CSV, the exported report should then be amended (for example additional columns removed) to the following format for the import, and saved to your own system:

Header Number	Header Name	Example
Header 1	learnerSurname	Smith
Header 2	learnerForename	John
Header 3	learnerDateOfBirth	1984-05-10
Header 4	uniqueLearnerReferenceNumber	5412541444
Header 5	applicationId	1251
Header 6	additionalLearnerReferenceNumber	123
Header 7	courseLocation	North
Header 8	courseTrainer	53544

Full information on the formats for both the CSV and XML files can be found in the Schema Definition and Technical Specification documents. Please contact LP_Services@slc.co.uk if you require these to be issued to you.

To import the file, click 'Chose File' which will allow you to select either the XML or CSV file from your own system. Then click 'Submit'.
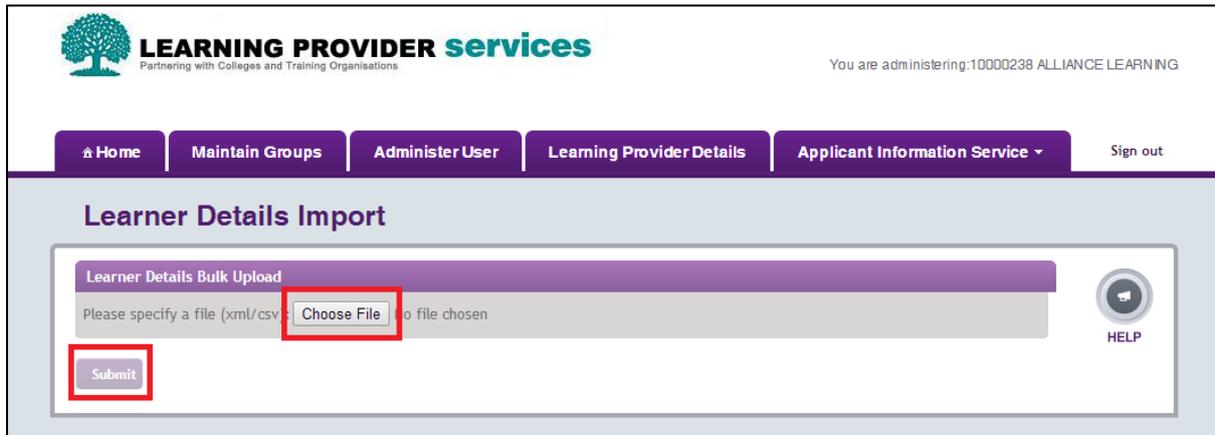
A message will then appear to let you know that the file has been submitted for processing.
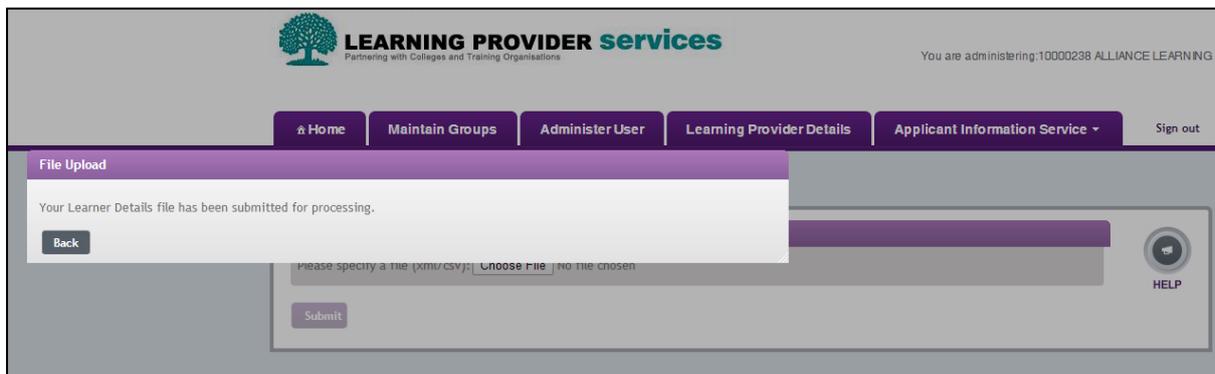
In order to view the import status of the file, return to the 'Learner Information Home' section of the Portal and select 'Learner Details' from 'View Import Results'.