Learning Provider Portal Quick Guide

Bulk Import ULN via CSV

ULN's can be added to the Learning Provider Portal via CSV (Previously this was only available via XML).

If using CSV, the report you intend to import should comprise the following format;

Header Number	Header Name	Example
Header 1	learnerSurname	Smith
Header 2	learnerForename	John
Header 3	learnerDateOfBirth	1984-05-10
Header 4	customerReferenceNumber	12345678912
Header 5	uniqueLearnerReferenceNumber	5412541444

In order to obtain the required information/format for this import, the best practice recommendation is to export the CSV 'Learner Information Report' from the Learning Provider Portal. The exported report can then be amended (for example additional columns removed), and saved to your own system.

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".

To import the CSV file, the 'Import ULN' option should be selected from the 'Import' function within 'Learner Information Home'.

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'.
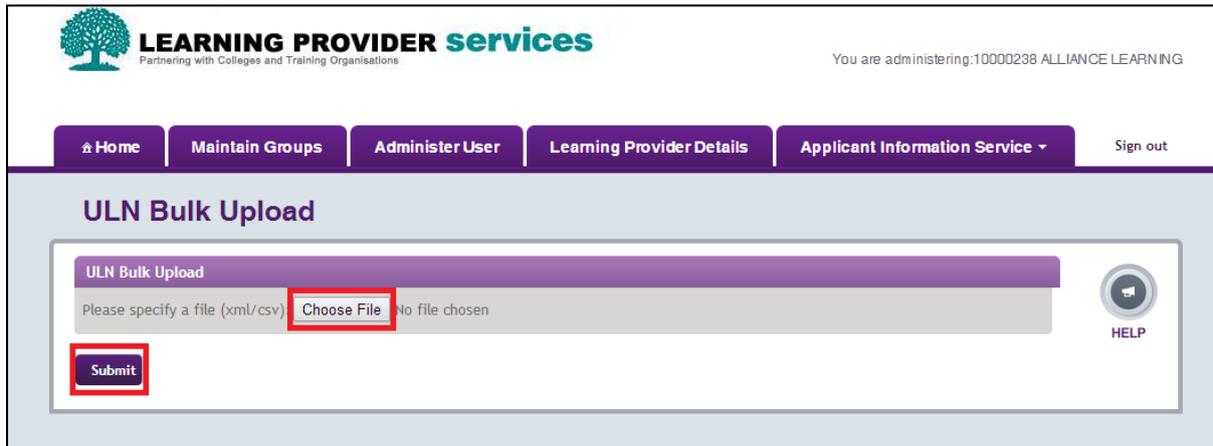
A message will then appear to let you know that the file has been submitted for processing.

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'.