# Uploading Student Engagement Events by File

**Step 1 – Download the student engagement CSV file template**

You can download the student engagement CSV file from the [Student Systems – Student Engagement Monitoring web site](http://www.studentsystems.ed.ac.uk/staff/user_guides/student_engagement/index.htm).



**Step 2 – Create a student engagement CSV file for upload to EUCLID**

Open the **Student Engagement CSV file template** previously downloaded from the Student Systems web site (see Step 1).

Download and copy the course or programme student **UUN** from the Business Intelligence Suite **Class List** reports within the following folder:

My Documents/Folders/Public Folders/SASG : Student Systems/Student Systems Developed and Maintained/Engagement Monitoring

Paste the student UUN into the CSV file **UUN** column.

Manually key in the remaining columns:

|  |  |  |
| --- | --- | --- |
| **Column** | **Mandatory** | **Data** |
| Event Type | Y | See event type codes in [FAQ](http://www.studentsystems.ed.ac.uk/staff/user_guides/student_engagement/FAQs.htm#CSV) |
| Event Date | Y | dd/mm/yyyy |
| Organiser | N | Leave blank |
| Attended | N | Y, N, E (Yes, No, Exempt) |
| Description | Y | Free text |
| Notes | N | Free text |

An example can be seen below:



**Save** the CSV file.

**Step 3 – Upload a Student Engagement CSV file into EUCLID**

Open **EUCLID**.

Click on the **Upload from File Student Engagement Events** link within the **Student** page.



Select the level of your engagement events at **Course Level** or **Programme Level**:



Key in the title of the **Course** or **Programme** that you wish to upload engagement events for:



Click on the  button.

Browse and select your CSV engagement event file:



Click on the  button.

**Step 4 – Create student engagement events for multiple students**

On uploading your CSV file you will be presented with the validation results. An example can be seen below:



You can create engagement events for your **Valid Engagement Records**, but not the **Invalid Engagement Records**.

To find out more about fixing invalid engagement records within your CSV file, click on the link below:

* [How do I resolve invalid student engagement data in EUCLID after a CSV file upload?](http://www.studentsystems.ed.ac.uk/staff/user_guides/student_engagement/engage_event_fix_invalid/index.html)

Select the valid records you want to create within EUCLID:



Click on the  button.

This will create engagement events for the valid engagement records within your CSV file.

A **Success** banner will appear and the screen refresh to remove the engagement records for the list:



You have now successful complete uploading engagement events via the CSV file upload facility.