

BRAINSHARK®

October 5, 2018
Product Release Notes

NEW

Brainshark Training

Course Completion Import

Learning authors, company administrators, and learning administrators may import course completions results from a .csv file instead of manually setting students' status to complete. Students not already enrolled in the course are enrolled and immediately set to complete.

The template may be downloaded after selecting the 'Upload' button on the My Courses & Curriculums page. Template fields are:

- CourseID – this may be found on the My Courses & Curriculums page or in the URL when viewing course details
- CourseTitle – this is for your reference only and is not validated during import
- Username – the student's username
- CompletionDate – format is MM/DD/YYYY
- Score – optional

After importing your file, you will receive an email, sent to the email address of the logged in user, informing you that your file has been processed. If any rows were unable to be loaded, a .csv file will be attached to the email, so you may correct the error(s) and re-import.

Notes:

- Coaching course enrollments may not be set to complete through this import
- We recommend limiting your file to 10,000 rows or less

Please refer to the table below for error messages you may see and the resolution.

Message	Cause	Resolution
Course is already completed	Student already has completed status for the course	Manually re-enroll student in the course and re-import
Course is Coaching Activity	Coaching activities may not be marked complete using the import process	None – not available for coaching activities
Username not valid	The username does not exist or is inactive	Verify and update username

Insufficient privileges	The user importing the file does not have privileges to update the specified course	Verify user is a Company Administrator, Learning Administrator, or the course author
Course ID not valid	Course ID does not exist or has been deleted	Verify and update the course ID
Completed date note found	Date is not included or is not in MM/DD/YYYY format	Verify and update completed date