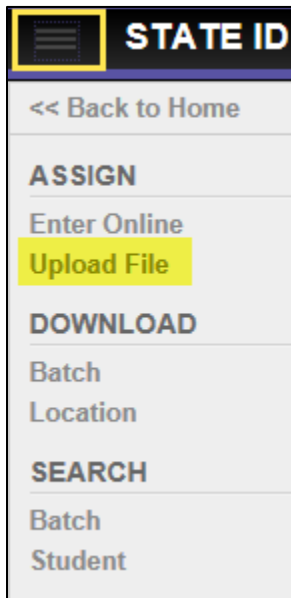
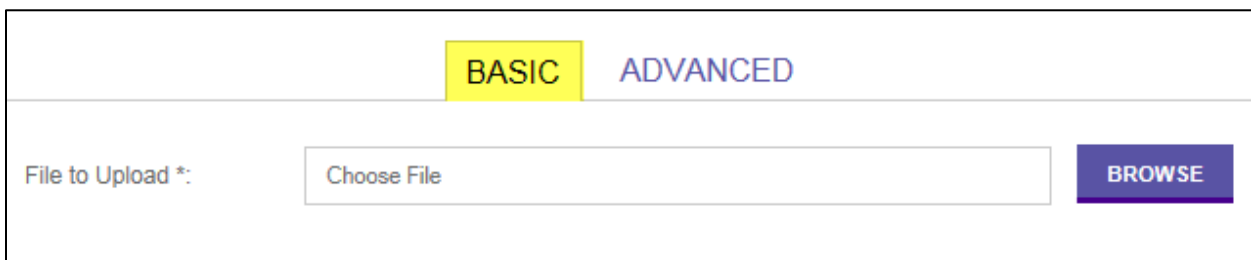


Basic Batch Upload

The Basic Batch Upload is to be used for batch submissions that are exported directly out of a district's SIS vendor system.



1. Click on the "Menu" in the top left-hand corner of the screen and select upload file.
2. Click the "Basic" tab, select your file, then click upload.

A screenshot of a file upload interface. At the top, there are two tabs: "BASIC" (highlighted in yellow) and "ADVANCED". Below the tabs, the text "File to Upload *:" is followed by a text input field containing the placeholder text "Choose File". To the right of the input field is a blue button labeled "BROWSE".