

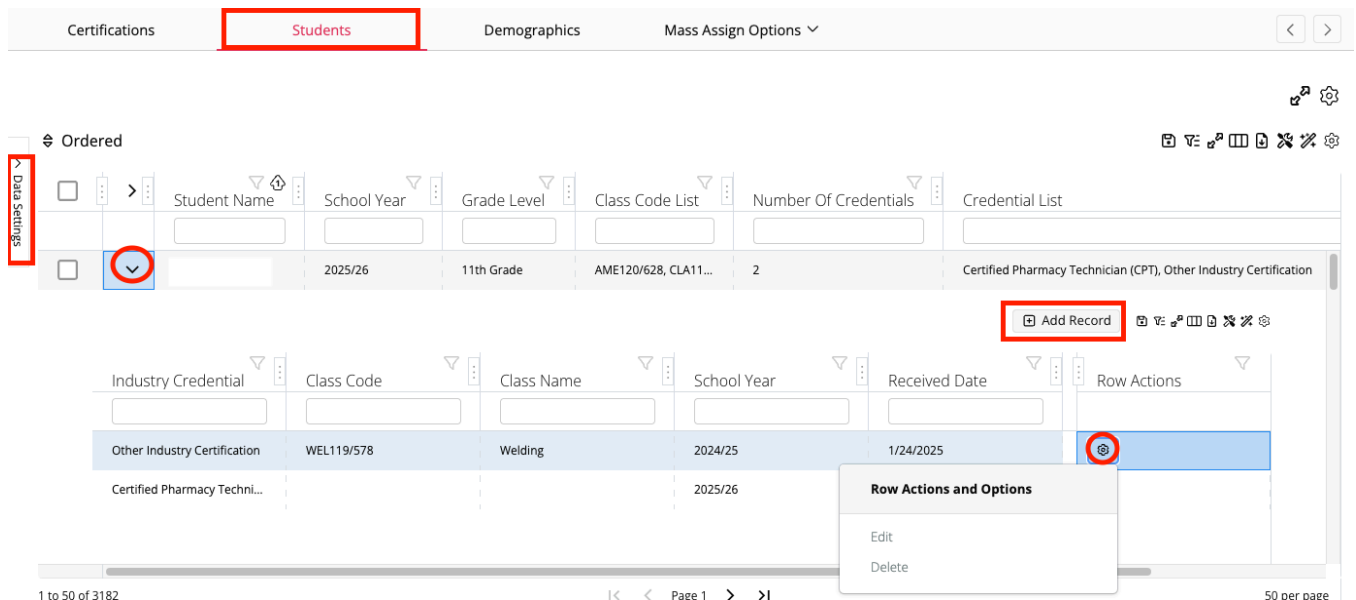
Manage Student Industry Credentials and Examination Attempts

Here, you will learn how to manage industry credentials and examination attempts.

Role: Eductor, Teacher

Manage Individual Students

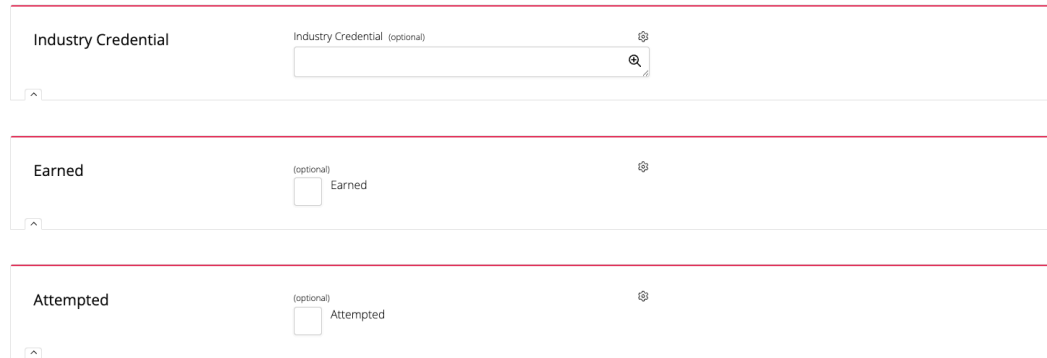
1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. You will see various subpages (tabs) across the top of the page. Click the **Students Tab**.







The screenshot shows the 'Students' tab selected in the top navigation. Below the navigation are tabs for 'Certifications', 'Students' (highlighted), 'Demographics', and 'Mass Assign Options'. A 'Data Settings' drawer is open on the left, showing a table with columns: Student Name, School Year, Grade Level, Class Code List, Number Of Credentials, and Credential List. A red circle highlights a dropdown arrow in the 'School Year' column. Below this is another table with columns: Industry Credential, Class Code, Class Name, School Year, Received Date, and Row Actions. A red circle highlights the 'Add Record' button in the top right of this table. A red circle also highlights a gear icon in the 'Row Actions' column for a row. A 'Row Actions and Options' menu is open, showing 'Edit' and 'Delete' options. The bottom of the page shows pagination: '1 to 50 of 3182', 'Page 1', and '50 per page'.



4. Click the **Data Settings Drawer** to the far left to filter the table by School Year. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
5. Click the **arrow** on the far left to show earned embedded credentials and examination attempts.
 - a. Click the **Row Action Gear** to the far right to:
 - i. **Edit Earned Details**
 - ii. **Remove Earned Details**
 - iii. **Manage Attempts.**
 - b. Click the **Add Record** button in the top right to add an industry credential earned or attempted.
 - i. Click the **magnifying glass** in the **Industry Credential** field and select the **checkbox** to the left.
 - ii. Click the **Earned checkbox** if the credential has been earned or leave it blank if it has not.
 - iii. Click the **Attempted checkbox** if the credential exam has been attempted.

iv. Click **Save**.



Industry Credential  

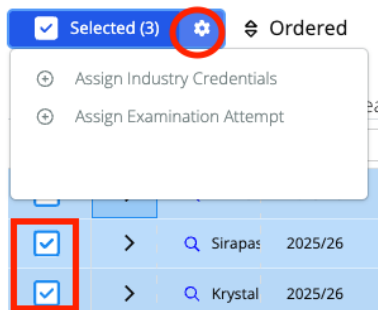
Earned  

Attempted  

Student Tab: Manage Mass Students

To record credentials or examination attempts en masse from the **Student Tab**.

1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. You will see various subpages (tabs) across the top of the page. Click the **Students Tab**.
4. Click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose one of the following:



6. Assign Industry Credentials

- a. Click the **magnifying glass** in the **Industry Credential** field and select the **checkbox** to the left.
- b. Click the **magnifying glass** in the **Courses** field, select one or more **checkboxes** to the left, and click **Accept**.
- c. Select the **Received Date**.
- d. Click **Save**.

Essentials

Industry Credential (required)  

Courses (optional)  

Received Date (optional)  

7. Assign Examination Attempt

- a. Click the **magnifying glass** in the **Industry Credential** field and select the **checkbox** to the left.

- b. Select the Attempt Date.
- c. Click the **Student Passed** checkbox if it applies.
- d. Click **Save**.

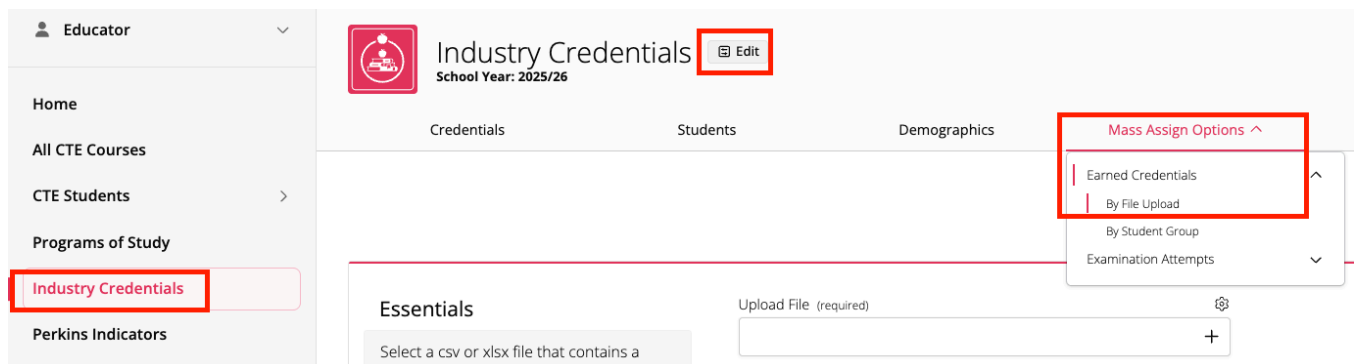


Mass Assign Options Tab: Earned Credentials By File Upload

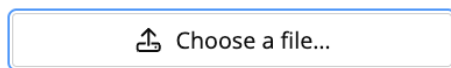
Here, you can mass-assign Earned Credentials either by File Upload or by Student Group.

Earned Credentials: By File

1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. Click the **Mass Assign Options** tab and select **Earned Credentials**, then **By File** from the dropdown menu.



4. Click the **+** icon in the **Upload File** field.
 - a. Click the **Choose a file** button and select a CSV or xlsx file that contains a Student Identifier, the name or code of an Industry Certificate, the date the certificate was received, and optionally a column to indicate the class in which the certificate was earned, and click **Accept**.



Untitled spreadsheet - Sheet1.csv

- b. Optionally, click the **magnifying glass** in the **Received Date Column** field and click the **checkmark** to the left.
- c. Click the **magnifying glass** in the **Student ID Column** field, then click the **checkmark** to the left, and select the **Student ID Type** from the dropdown menu that appears.
- d. Select the **Industry Credential** and **Class Column/Type** fields in the same way.

e. Click **Save**.

Essentials

Select a csv or xlsx file that contains a Student Identifier, the name or code of an Industry Certificate, the date the certificate was receiving, and optionally a column to indicate the class in which the certificate was earned.

Upload File (required) ⚙️

Untitled spreadsheet - Sheet1.csv
✕
+

Received Date Column (optional) ⚙️

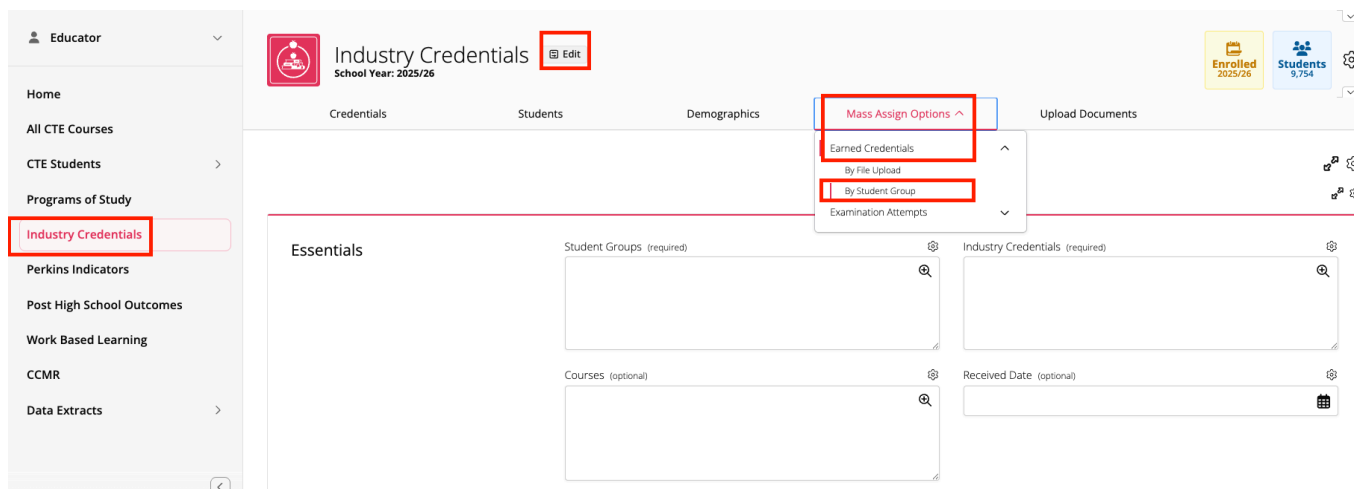
Student ID Column (required) ⚙️

Industry Credential Column (required) ⚙️

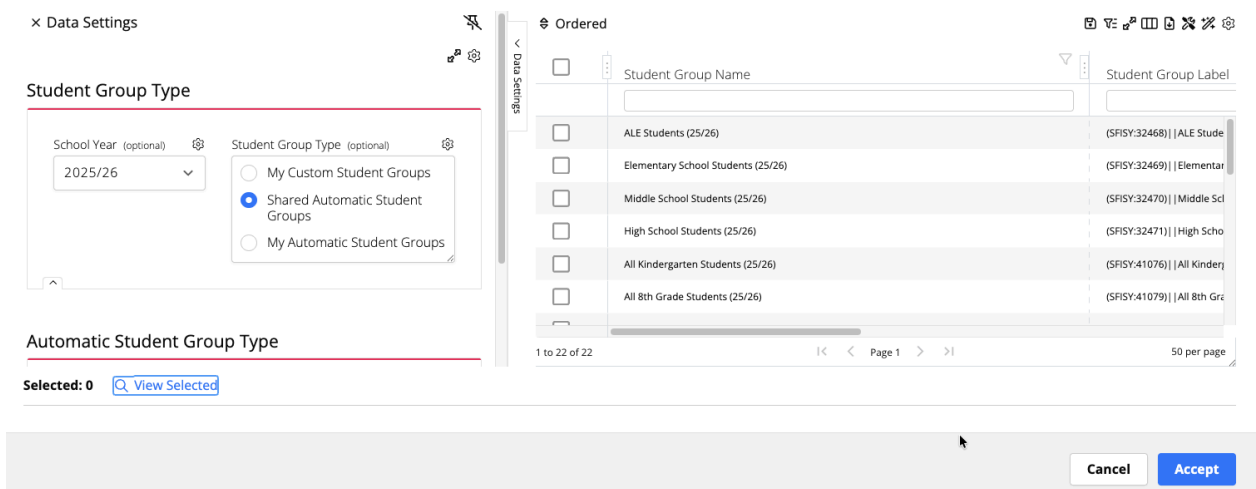
Class Column (optional) ⚙️

Earned Credentials: By Student Group

1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. Click the **Mass Assign Options** tab and select **Earned Credentials**, then **By Student Group** from the dropdown menu.



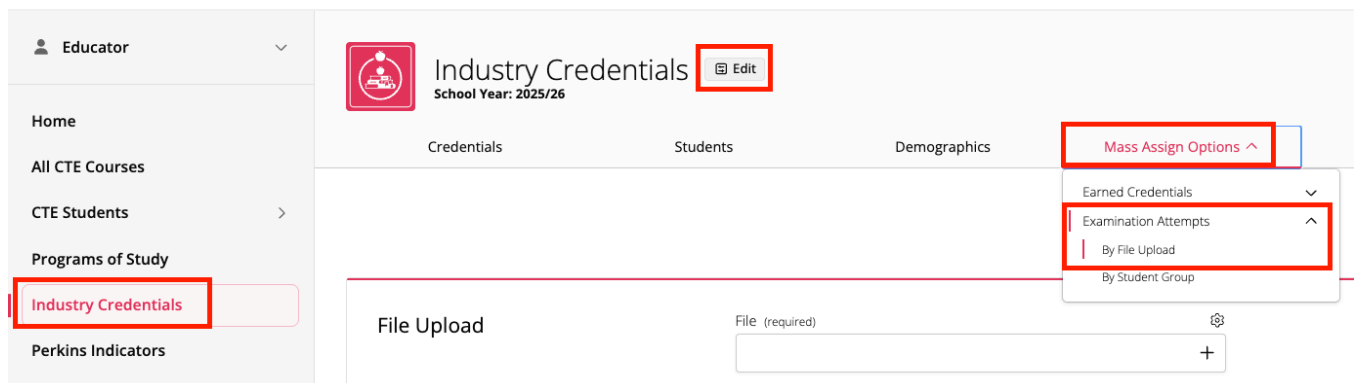
4. Click the **magnifying glass** in the **Student Groups** field.
 - a. To the left, select the **Data Settings Drawer** and select the **school year** from the dropdown menu.
 - b. Click the **Student Group Type** radio button and select any additional filters as needed. (My Custom Student Groups, Shared Automatic Student Groups, or My Automatic Student Groups)
 - c. To the right, click one or more **checkboxes** next to the chosen student group names, then click **Accept**.



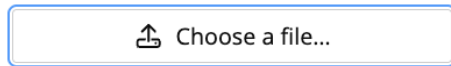
5. Click the **magnifying glass** in the **Industry Credentials** field, choose one or more **checkboxes** to the left, and click **Accept**.
6. Select the **Courses** field similarly.
7. Select the **Received Date**.
8. Click **Save**.

Examination Attempts: By File

1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. Click the **Mass Assign Options** tab and select **Examination Attempt**, then **By File** from the dropdown menu.
4. Click the **+** icon in the **Upload File** field.





- a. Click the **Choose a file button** and select a CSV or xlsx file that contains a Student Identifier, the name or code of an Industry Certificate, the date the certificate was received, and optionally a column to indicate the class in which the certificate was earned, and click **Accept**.




Untitled spreadsheet - Sheet1.csv 

- b. Click the **magnifying glass** in the **Student ID Column** field, then click the **checkmark** to the left, and select the **Student ID Type** from the dropdown menu that appears.
- c. Select the **Industry Credential**, **Attempt Date Column**, and **Student Passed Column** fields in the same way.

File Upload File (required) 

Untitled spreadsheet - Sheet1.csv x 



Column Mapping

Student ID Column (required) 



Industry Credential Column (required) 



Attempt Date Column (required) 



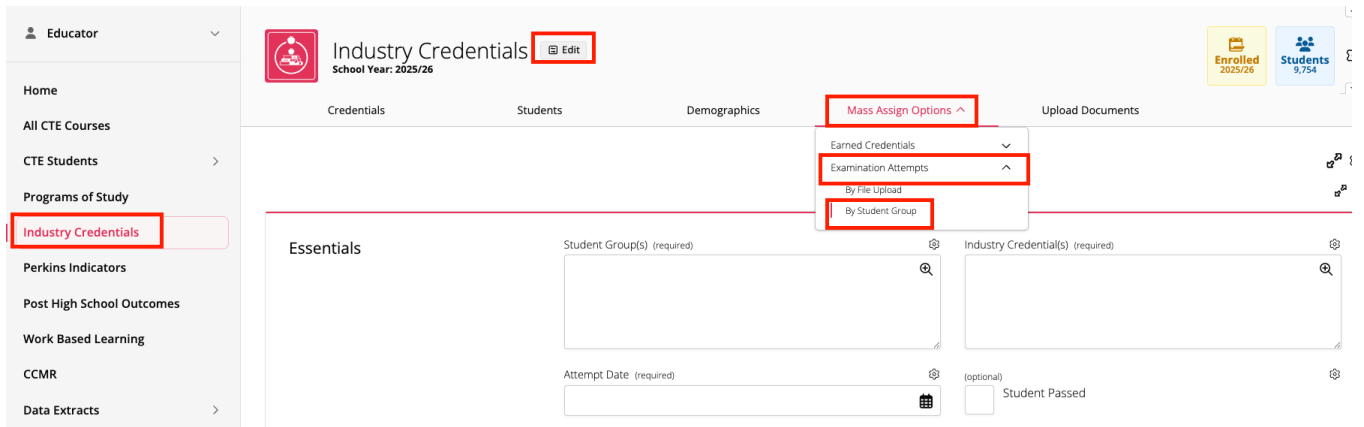
Student Passed Column (required) 



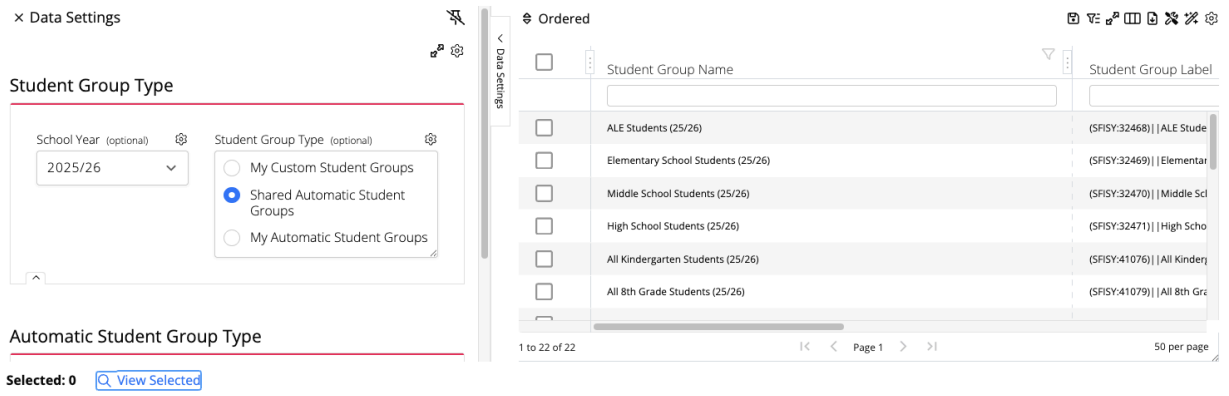
- d. Click **Save**.

Examination Attempts: By Student Group

1. Start under **Industry Credentials** in the left navigation menu.
2. Click the **Edit Page Data Settings button**, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. Click the **Mass Assign Options tab** and select **Examination Attempt**, then **By Student Group** from the dropdown menu.

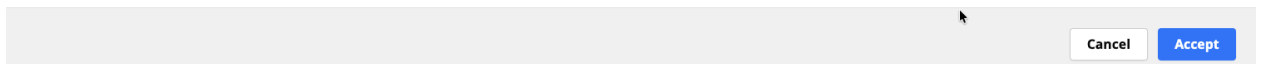


4. Click the **magnifying glass** in the **Student Groups** field.
 - a. To the left, select the **Data Settings Drawer** and select the **school year** from the dropdown menu.
 - b. Click the **Student Group Type** radio button and select any additional filters as needed. (My Custom Student Groups, Shared Automatic Student Groups, or My Automatic Student Groups)
 - c. To the right, click one or more **checkboxes** next to the chosen student group names, then click **Accept**.



Student Group Name	Student Group Label
<input type="checkbox"/> ALE Students (25/26)	(SPISY:32468) ALE Stude
<input type="checkbox"/> Elementary School Students (25/26)	(SPISY:32469) Elementar
<input type="checkbox"/> Middle School Students (25/26)	(SPISY:32470) Middle Sci
<input type="checkbox"/> High School Students (25/26)	(SPISY:32471) High Scho
<input type="checkbox"/> All Kindergarten Students (25/26)	(SPISY:41076) All Kinder
<input type="checkbox"/> All 8th Grade Students (25/26)	(SPISY:41079) All 8th Gra

d.

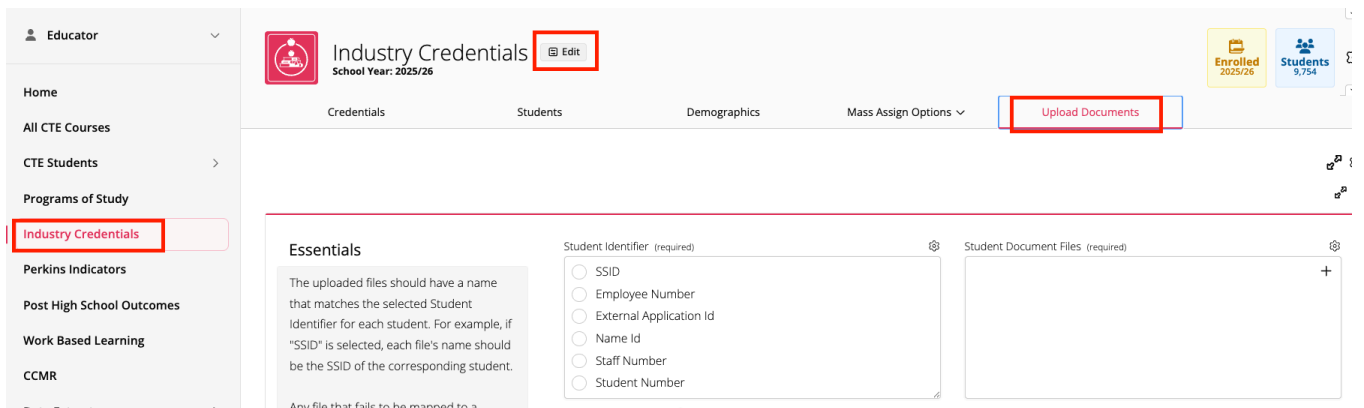


5. Click the **magnifying glass** in the **Industry Credentials** field, choose one or more **checkboxes** to the left, and click **Accept**.
6. Select the **Attempt Date**.
7. Click the **Student Passed** checkbox if applicable.
8. Click **Save**.

Upload Documents

1. Start under **Industry Credentials** in the left navigation menu.

2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. Click the **Upload Documents** tab from the dropdown menu.
4. The uploaded files should have names that match the selected Student Identifier for each student. For example, if “SSIS” is selected, each file’s name should be the SSID of the corresponding student. This process will ignore any file that fails to be mapped to a student.
 - a. Select the radio button from the **Student Identifier**.
 - b. Click the “+” icon in the **Student Document Files** field, click the **Choose Files** button, select your file, and click **Accept**
 - c. Fill in the student **Document Label** and **Student Document Description**.
 - d. Click **Save**.



Educator ▼

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Industry Credentials
 Perkins Indicators
 Post High School Outcomes
 Work Based Learning
 CCMR

Industry Credentials 2025/26 Edit

Credentials Students Demographics Mass Assign Options ▼ **Upload Documents**

Essentials

The uploaded files should have a name that matches the selected Student Identifier for each student. For example, if “SSIS” is selected, each file’s name should be the SSID of the corresponding student. Any file that fails to be mapped to a student will be ignored.

Student Identifier (required)

SSID
 Employee Number
 External Application Id
 Name Id
 Staff Number
 Student Number

Student Document Files (required) +