Bulk Upload

Upload Credentials  Upload Assessments
Currently Uploading Learning Opportunity  Upload Pathway

Select Your Organization:

Please select your organization

Find Organization  Type a name...

Introduction

The Bulk Upload tool in the Credential Publisher allows you to add or update LearningOpportunity information by uploading it with a spreadsheet. This uploaded information will require your approval before Credential Engine will publish it to the Registry. You can also use the Bulk Upload tool to update existing data.

Depending on whether you are uploading new LearningOpportunities or updating existing LearningOpportunities, you will take the following steps.

Uploading New LearningOpportunities

1. Complete your organization information.
2. Select the properties you want to include in a template spreadsheet, based on information available to you.
3. Search for and select Credentials for which a LearningOpportunity will be uploaded.
4. Download the template spreadsheet and fill it with your data.
5. Upload your data to the Publisher.
6. Review and approve your uploaded data.
7. Credential Engine will review approved data and publish it to the Registry.

Updating Existing LearningOpportunities

https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities
1. Download your existing LearningOpportunity data, or generate a new spreadsheet containing your updated data (ensure your identifiers match the correct LearningOpportunities if you generate a new spreadsheet on your own!).
2. Update your data in the downloaded spreadsheet.
3. Upload your updated data to the Publisher.
4. Review and (re-) approve your uploaded data.
5. Credential Engine will review approved data and publish changes to the Registry.

Step 1: Reference Data from your Organization

You should have already completed your organization information. Click "My Organizations" to expand the section below. In this section you will find the necessary organization related information such as identifiers for addresses, and cost and condition manifests, should they exist, that you may need to include in the data you wish to upload.

My Organizations

Step 2: Select Your Properties

The sections below list properties for LearningOpportunities, grouped by importance from required to optional. Your options will vary depending on whether you are uploading new LearningOpportunities or updating existing LearningOpportunities. Select the appropriate tab for more information.

Upload New LearningOpportunities  Update Existing LearningOpportunities

Upload New LearningOpportunities

Select the properties below that you want to provide data for. The properties you select will be included as columns in a spreadsheet template in the next step.

Note: Required properties cannot be unselected.

Handling Multiple Organizations

Required Properties

The options below show required columns. While you are required to connect your data to a Credential in order to publish it to the Registry, you may leave the Target Credential column blank if you just need to upload your Learning Opportunity data to the Publisher.

This enables you to upload data that will be connected to Credentials later in order to be published.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description/Example</th>
<th>Special Data Requirements</th>
<th>Multiple Values?</th>
</tr>
</thead>
</table>
**Target Credentials**

You CAN identify one or more credentials where this LearningOpportunity will be required (or recommended). Note that as of July 4, 2019, you can choose to leave this column blank, or use #DEFER. This will enable you to upload data without a credential to connect to. Note that you will have to eventually connect the data to a Credential in order to publish it to the Registry.

*Example:* cred_01|cred_02|111

**Target Credential Relationship**

This LearningOpportunity is related to a credential through a condition profile. **If this property is not provided, the LearningOpportunity will be considered required.** Enter the type of condition profile.

*Example:* Requires

**External Identifier**

Provide a unique (external) identifier from your system for the LearningOpportunity that is used for your customers or for internal processes within your system. This identifier will be used on future uploads to ensure duplicate LearningOpportunities are not created.

*Example:* abcd0012

**Learning Opportunity Class Type**

*NEW August 2021* Provide one of: Learning Program, Course, or Learning Opportunity.

*Example:* Learning Opportunity

**Learning Opportunity Name**

Use the official name of the learning opportunity.

*Example:* Web Design Certificate Program

**Description**

Use the description that is commonly used or already available on your website.

*Example:* This certifies that someone is qualified as a web user.

**Subject Webpage**

The main, public webpage about this LearningOpportunity.

*Example:* https://apps.credentialengine.org/resource/123

**Language**

The language(s) for this LearningOpportunity.

*Example:* english

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**Require At Least One of These Properties**

<table>
<thead>
<tr>
<th>Property</th>
<th>Description/Example</th>
<th>Special Data Requirements</th>
<th>Multiple Values?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Online At</td>
<td>Online location where this LearningOpportunity can be pursued.</td>
<td>Must be a properly formatted URL. Limit 600 characters.</td>
<td>Single</td>
</tr>
<tr>
<td>Example</td>
<td><a href="https://apps.credentialengine.org/online/resource/123">https://apps.credentialengine.org/online/resource/123</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability Listing</td>
<td>A URL that lists locations where someone can go in-person to pursue this LearningOpportunity.</td>
<td>Must be a properly formatted URL. Limit 600 characters.</td>
<td>Single</td>
</tr>
<tr>
<td>Example</td>
<td><a href="https://apps.credentialengine.org/resource/123/begin">https://apps.credentialengine.org/resource/123/begin</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Available At

List of pointers to Physical location where the LearningOpportunity can be pursued.

**Example:** all or 123 | 124 | 125

Limit 600 characters.

Use *all* to indicate that all of your organization’s addresses apply, or use a pipe-separated list of Address IDs from Step 1 above. **Note:** You should only use this property if you are adding LearningOpportunities, not if you are updating LearningOpportunities.

### Multiple

## Available At Codes

List of external identifiers used when uploading addresses for an organization. to Physical location where the LearningOpportunity can be pursued.

**Example:** all or 123 | 124 | 125

Use *all* to indicate that all of your organization’s addresses apply, or use a pipe-separated list of Address IDs from Step 1 above. **Note:** You should only use this property if you are adding LearningOpportunities, not if you are updating LearningOpportunities.

### Multiple

## Recommended Benchmark Properties

### Property

**Teaches Competency Framework**

The Competency Framework that this LearningOpportunity teaches. This must be a framework that exists in the CaSS editor. Provide either the CTID. See [Selecting a Competency Framework](https://apps.credentialengine.org/credentialfinder) for guidance on selecting Competency Frameworks.

**Example:** ce-76819a27-513b-4fc8-beb7-03ecf60b0a2d

**Learning Method Type**

Types of methods used to conduct the learning opportunity; select from an existing enumeration of such types.

**Example:** Seminar

**Delivery Type**

Type of means by which a learning opportunity or assessment is delivered to assessment seekers and by which they interact; select from an existing enumeration of such types.

**Example:** BlendedDelivery

**Delivery Type Description**

Detailed description of the delivery type of an assessment or learning

### Special Data Requirements

A pipe-separated list of values.

### Multiple Values?

Multiple
**Credit Unit Type**
Enter type of credit associated with both degree and non-degree LearningOpportunities; select from an existing enumeration of such types. If the unit type is not listed, use the Credit Unit Type Description to describe the units.

**Example:** DegreeCredit

Select one of these values:
- Academic Year
- Clock Hour
- Contact Hour
- Carnegie Unit
- Quarter Hours
- Semester Hours
- Certificate Credit
- Continuing Education Unit
- Competency Credit
- Degree Credit
- Dual Credit
- Requirement Credit
- Secondary Diploma Credit

### Credit Unit Value
Enter number of either credit units awarded for college credit or continuing education units for successful completion of the learning opportunity or assessment.

**Example:** 180

### Credit Unit Max Value
If there can be a range for credit units, enter the minimum value in 'Credit Unit Value' and enter the maximum number in this property.

**Example:** 25

### Credit Unit Type Description
Enter detailed description of credit unit type.

**Example:** Requires

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**Optional Properties**

**Financial Assistance Properties**

**Cost Properties**

**Condition Properties**

**Connection Properties**

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**Step 3: Download Your Template Spreadsheet**

https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities
Select Credentials to Include With the Template Spreadsheet

A target credential must be referenced for each LearningOpportunity. You can use this tool to search for and select the credentials for which LearningOpportunities will be uploaded. Steps:

- Use the filters from the dropdown list to only search for credentials for the currently selected organization, or all of your associated organizations
- Optionally add a text filter
- If there is more than one page of results, and you know that you want to include all of the credentials, use the Select All Results button to add all credentials to the right side of the page
- Or you can use the Select All Below button to select all the credentials currently displayed
- Or, you can use the Select buttons to individually select a credential (and add to the list on the right)
- When you have selected all the desired target credentials, click on the Download Template Spreadsheet button below, to download a template including all selected properties, and selected credentials

Now, download the template spreadsheet based on the properties you selected above:

- Include Sample data to insert Sample Data for each column you have selected in the downloaded spreadsheet. This row should be deleted before uploading your data.
- Include Instructions to insert Description for each column selected in the downloaded spreadsheet.

Step 4: Populate Your Template Spreadsheet

Fill in the columns with the data about the LearningOpportunities. Here are some tips to keep in mind:

Here are some tips to keep in mind…

Getting CTIDs for published components

From the publishing system, you can only see your information. To get CTIDs for items you’ve published to the registry, go to the search page, and select Credentials, Learning Opportunities, Assessments, or Competencies.

- Enter a filter for the target credential.
- The CTID (format: ‘ce-’ followed by a 36 digit UUID) displays below the name in search results. There is a “copy” icon to the right of the CTID. Clicking the icon will copy the CTID to the clipboard.

B.A. in Behavioral Sciences
ce-d271e466-4ebd-4042-a038-597c9ba3184e
• Paste the CTID into the appropriate column in the spreadsheet.

**Selecting a Competency Framework**

The data properties *Assesses Competency Framework* and *Teaches Competency Frameworks* must refer to a framework that exists in the [CaSS editor](https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities), and owned by your organization. If you have not already added your frameworks in the CaSS editor, [navigate to the CaSS editor](https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities) and enter the frameworks.

The CaSS editor has convenient icons/buttons that can be used to copy a framework URL or CTID. You can search for a framework, then select it. NOTE: currently you can only see frameworks that are owned by organizations with which you are associated.

• [Navigate to the CaSS editor](https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities), and search for your framework.
• Select the framework by clicking on the name.
• The framework and competencies will be displayed on the left of the page, and the Keys will be displayed on the right side. NOTE: you can only select the key for the framework, not a competency, so ensure that the framework is the currently displayed record by clicking on the name in the section with the gray background in the upper right side of the page.
• You can select either the Framework URL by clicking on the copy icon under the Framework URL label (see below), or the copy icon under the CTID label

![Framework URL and CTID icons](https://apps.credentialengine.org/publisher/bulkupload/LearningOpportunities)

• Paste the copied data into the appropriate column in the spreadsheet.
• The same approach may be used for both Assessments and Learning Opportunities.

**Find Quality Assurance Organizations**

You may find the following tool useful in providing QA organizations for properties such as "Accredited By", "Approved By", "Recognized By", and "Regulated By"

Use this tool to find the CTIDs of organizations that relate to your LearningOpportunity data and format the value for a cell, such as "Accredited By".

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization URL</th>
<th>Selected organizations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>http://</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5: Upload Your Data**

Once you have filled out the data, save your spreadsheet as a *Comma-Separated Value (.csv)* file, and upload it here:

[Choose File] No file chosen
Step 6: Approve Your LearningOpportunities

Now that your data has been uploaded, visit the Organization Summary Page to review and approve it. Once your data has been approved, Credential Engine staff will be notified to give one final review of your data before it is published to the Credential Registry. If you need to make changes to a LearningOpportunity, you can either edit LearningOpportunities individually via the manual editor, or upload your updates via spreadsheet. Click on the "Update Existing LearningOpportunities" button above to learn more.