



Bulk Upload

Upload Credentials Upload Assessments

Currently Uploading Learning Opportunity Upload Pathway

Select Your Organization:

Please select your organization 

Find
Organization

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 an 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

Print This Page

Expand the sections below that you want to print first!



Contact Us

Get help with the Bulk Upload Tool



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
⌵

i 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.

Property	Description/Example	Special Data Requirements	Multiple Values?
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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. <i>Example:</i> <input type="text" value="cred_01 cred_02 111"/>	Provide the external identifier that was used when the credential was uploaded. If the credential was entered manually (that is you don't have an external identifier), you can provide the actual credential Identifier from this site using the integer identifying the record. Use the Select Credentials to Include With the Template Spreadsheet to help you fill out this data.	Single
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 <i>Example:</i> <input type="text" value="Requires"/>	Select one of these values: Is Preparation For Is Required For Is Recommended For	Single
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. <i>Example:</i> <input type="text" value="abc10012"/>	Limit 50 characters.	Single
Learning Opportunity Class Type	*NEW August 2021* Provide one of: Learning Program, Course, or Learning Opportunity. <i>Example:</i> <input type="text" value="Learning Opportunity"/>	Aug. 10, 2021 Learning Opportunity now has two subclasses of Learning Program and Course.	Single
Learning Opportunity Name	Use the official name of the learning opportunity. <i>Example:</i> <input type="text" value="Web Design Certificate Program"/>		Single
Description	Use the description that is commonly used or already available on your website. <i>Example:</i> <input type="text" value="This certifies that someone is qualified as a web user."/>		Single
Subject Webpage	The main, public webpage about this LearningOpportunity. <i>Example:</i> <input type="text" value="https://apps.credentialengine.org/resource/123"/>	Must be a properly formatted URL. Limit 600 characters.	Single
Language	The language(s) for this LearningOpportunity. <i>Example:</i> <input type="text" value="english"/>	Must be a known language name. If there are multiple languages, use pipe-separated list of values. (english spanish). If no language is provided, the value of English will be stored.	Multiple

Require At Least One of These Properties

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

LearningOpportunity.

Limit 600 characters.

Example:

Available At

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

Example:

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:

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	Description/Example	Special Data Requirements	Multiple Values?
Teaches Competency Framework	<p>The Competency Framework that this LearningOpportunity teaches. This must be a framework that exists in the CaSS editor. Provide either the CTID.</p> <p>See Selecting a Competency Framework for guidance on selecting Competency Frameworks.</p> <p>Example: <input type="text" value="ce-76019a27-513b-4fc8-beb7-03ecf60b0a2d"/></p>	<p>A pipe-separated list of values.</p>	Multiple
Learning Method Type	<p>Types of methods used to conduct the learning opportunity; select from an existing enumeration of such types.</p> <p>Example: <input type="text" value="Seminar"/></p>	<p>A pipe-separated list of values:</p> <ul style="list-style-type: none"> Applied Augmented Reality Electronic Media Based Laboratory Lecture Prerecorded Self Paced Seminar Simulation Work Based 	Multiple
Delivery Type	<p>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.</p> <p>Example: <input type="text" value="BlendedDelivery"/></p>	<p>A pipe-separated list of values:</p> <ul style="list-style-type: none"> Blended Delivery In-Person Online Only 	Multiple
Delivery Type Description	<p>Detailed description of the delivery type of an assessment or learning</p>		Single

opportunity.

Example:

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.	Select one of these values:	Single
		<ul style="list-style-type: none"> 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  	
	<i>Example:</i> <input type="text" value="DegreeCredit"/>		

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.	Single
	<i>Example:</i> <input type="text" value="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.	Single
	<i>Example:</i> <input type="text" value="25"/>	

Credit Unit Type Description	Enter detailed description of credit unit type.	Program Points	Single
	<i>Example:</i> <input type="text" value="Requires"/>		

Optional Properties

Financial Assistance Properties

Cost Properties

Condition Properties

Connection Properties

Step 3: Download Your Template Spreadsheet

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

Search

Selected credentials:

Credential Name

Reset

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.

Download Template Spreadsheet

Use this to upload *new* LearningOpportunities



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

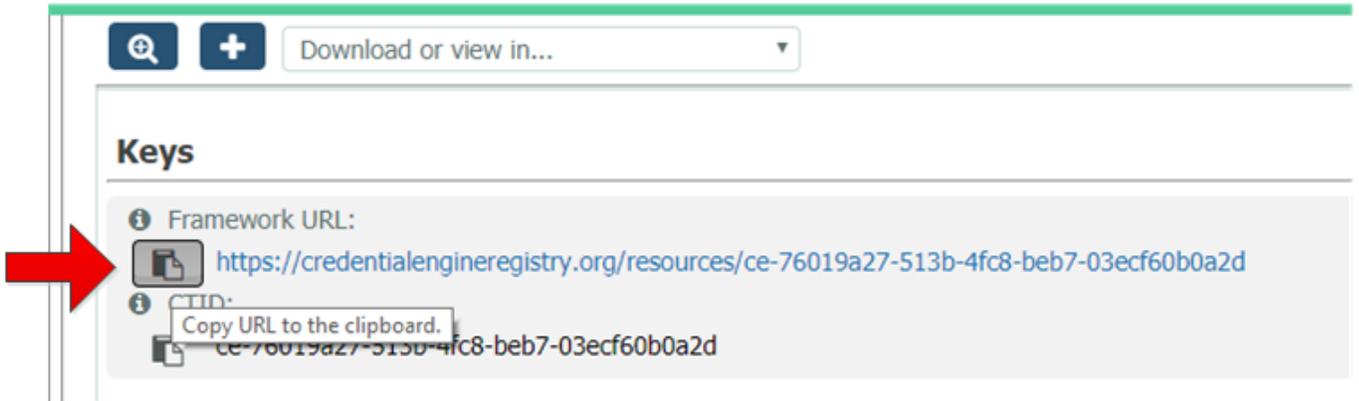
- Paste the CTID into the appropriate column in the spreadsheet.

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**, and owned by your organization. If you have not already added your frameworks in the CaSS editor, [navigate to the CaSS editor](#) 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](#), 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



- 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".

Organization Name	Organization URL	Selected organizations:
<input type="text"/>	<input type="text" value="http://"/>	

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:

No file chosen

Step 6: Approve Your Learning Opportunities

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 Learning Opportunity, you can either edit Learning Opportunities individually via the manual editor, or upload your updates via spreadsheet. Click on the "Update Existing Learning Opportunities" button above to learn more.