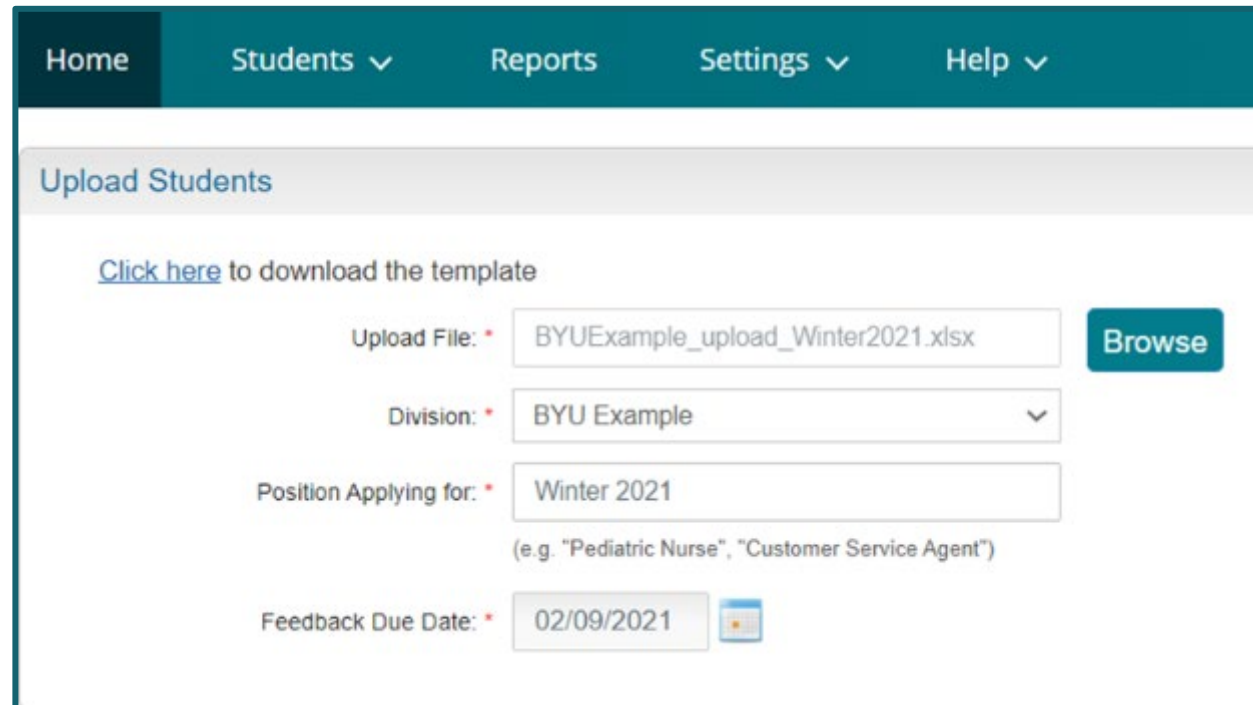


Upload Students to Invite Students & Evaluators

- ❖ Adrienne will demonstrate how to produce your student list from IRAMS (to better understand the upload template, [How to Prepare the Student List for Upload](#))
- ❖ [How to Upload Students to Start the Process](#)
 - Option to review [system messaging](#)



The screenshot shows a web application interface for uploading students. At the top, there is a navigation bar with links for Home, Students (with a dropdown arrow), Reports, Settings (with a dropdown arrow), and Help (with a dropdown arrow). Below the navigation bar is a header section titled 'Upload Students'. Underneath the header, there is a link that says 'Click here to download the template'. The main form area contains several input fields: 'Upload File:' with a text box containing 'BYUExample_upload_Winter2021.xlsx' and a 'Browse' button; 'Division:' with a dropdown menu showing 'BYU Example'; 'Position Applying for:' with a text box containing 'Winter 2021' and a note '(e.g. "Pediatric Nurse", "Customer Service Agent")'; and 'Feedback Due Date:' with a text box containing '02/09/2021' and a calendar icon.

Navigate to the Skill Survey Template

1. From Coordinator drop down
Select “IRAMS Reports”



IRAMS Reports

All the reports generated can be exported to an excel document to allow you to revise the spreadsheet according to your needs.

Overview Report Search

This report can compile information from students' approved internship applications that includes data about the Internship Report, Initial placement, work, and students.

This report shows the first name, last name, and email address for all students who had an internship application approved during a calendar year (Winter, Spring, Summer, and Fall semesters of a single calendar year).

Skill Survey Template

This report will generate a Skill Survey template populating student and internship supervisor information from IRAMS. Skill Survey is the external professional development evaluation and reporting tool for interns.

2. Click “Skill Survey Template”

Enter Template Information

IRAMS_SKILLSURVEY_TEMPLATE - IRAMS - Skill Survey Template

Year-Term

Internship Course and Number

Section Number

Internship Performance

[View Results](#)

1. Enter the year term manually by entering the year and then semester or term code:
 - Winter semester = 1
 - Spring term and Spring-Summer semester = 3
 - Summer term = 4
 - Fall semester = 5(For example, Winter 2021 semester = 20211. Or, click in the magnifying glass icon to select the year term from a menu.)
2. Enter the 'Internship Course and Number' manually, or select the department/course from a list of internship classes by clicking the magnifying glass icon.
3. Enter the section number manually in the 'Section Number' text field. For example, for section 01, you will enter '001'

EXAMPLE:

IRAMS_SKILLSURVEY_TEMPLATE - IRAMS - Skill Survey Template

Year-Term

Internship Course and Number

Section Number

Internship Performance

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (47 kb)

Internship Coordinators may generate separate reports according to the type of 'Internship Performance' of on-site, blended, or remote internships. Selection of the varied types is available by clicking the down arrow button. This filter option is available if internship coordinators want to ask unique custom questions according to the internship performance type. If internship coordinators prefer to run a report without regard to the internship participation type, leave this field blank.

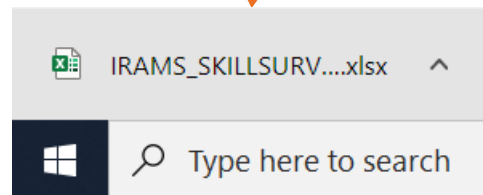
Download and Adjust the Template

Row	Student ID	Student First Name	Student Last Name	Student Email Address	Mobile Phone Number	SMS Consent	Position ID	Evaluator First Name	Evaluator Last Name	Evaluator Email Address	Evaluator Company	Evaluator is Report Recipient	Recipient First Name	Recipient Last Name	Recipient Email Address
1	304967583	Marcus M	Olson	MarcusMOlson@gmail.com	5125828191	Yes	365D-003	Alva	Myers	AlvaEMyers@dayrep.com	Midwest TV & Appliance	No			
2	196847254	Beverly D	Bode	BeverlyDBode@gmail.com	5099776639	Yes	365D-004	Leonard	Minich	LeonardJMinich@einrot.com	White Hen Pantry	No			
3	702793867	Bonnie R	Justice	BonnieRJustice@gmail.com	3108405225	Yes	365D-005	Mattie	Johnson	MattieTJohnson@armyspy.com	Best Products	No			
4	396847368	Juan S	Santillan	JuanSSantillan@gmail.com	5865546154	Yes	365D-006	Connie	Roush	ConnieDRoush@rhyta.com	Incredible Universe	No			
5	573886744	Kayla M	Holm	KaylaMHolm@gmail.com	2546529266	Yes	365D-007	Fred	Vollmer	FredFVollmer@dayrep.com	CSK Auto	No			
6	339738462	Troy B	Norris	TroyBNorris@gmail.com	8433074820	Yes	365D-008	Lillian	Diaz	LillianGDiaz@teleworm.us	Audio Aid	No			
7	295794822	Lynda C	Pruitt	LyndaDPruitt@gmail.com	3605393149	Yes	365D-009	Bryan	Boyd	BryanCBoyd@gmail.com	Great Western	No			

1. To download this information into the Skill Survey template, click the 'Excel Spreadsheet' hyper link.

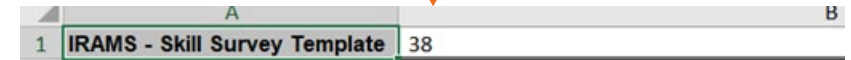
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (45 kb)
View All

2. Click on the downloaded file to open



In order for the Skill Survey system to accept the populated template, the following spreadsheet adjustments need to be made.

3. Delete the Top Row



3. Center the header titles and each column (rather than leaving the information left justified.)

