Entering IBC's

Loading via Single Student (blue IBC link)

1. Scan the file to pdf first.
   a. Name format can be something simple like "last name first name IBC number".
2. On Student Master or Transcript Workstation, click the blue IBC link.
3. Enter the details across the insert row, then click the upload icon.
   a. **IBC**: Click to select the IBC
   b. **Semester**: Click to select.
   c. **Year**: Click to select.
   d. **Vendor**: Optional for this year. Click to select.
   e. **Pass/Fail:** Click to select "**Pass**".
   f. **Earn District**: Skip. Don't click here.
   g. **Earn School**: Click to select site where IBC earned.
   h. **Is 833?** Click if IBC applies to Act 833 student.
   i. **Doc Archive**: Click the icon to point to the file that will be uploaded.
      i. Select option "**Upload New IBC**".
      ii. Select "**Choose Files**". Browse to the file and select.
      iii. A summary of IBC details will show on screen. Edit if needed.
      iv. Click "**Start**". Green check means complete.
      v. You will be returned to the IBC entry screen.
   j. If more are needed, simply repeat steps. If done, close IBC entry screen.
4. IBC's should display in the IBC field. Click for details.

Loading Multiple Students via Import IBC Program

1. On the left navigation panel, select **Student Master** > **Loaders** > **Import IBC**.
2. **Setup Options**
   a. **Year** - Defaults to the current year.
   b. **Format** - Refer to this list for other set up values not listed in the standard set up list:
      i. **Option 1** - This option requires the scanned IBC files be in the old state file name format **(SiteCode_StudentLocalID_BeginningSchoolYear_3DigitIBCCode.pdf)**
      ii. The import format recognizes if an IBC is 833 by the file name. It correctly marks the record as so.
   c. **Option 2** - This option requires the scanned IBC files be in **StudentLocalID_3DigitIBCCode.pdf** format.
   d. **Year Earned** - If **Option 2** is selected, then the year the IBCs were earned must be selected.
   e. **Choose What to do with duplicate file names** – Replace or Rename.
   f. **Choose Files** - Select all of the files to import.
      i. FYI - In Windows, the known file type can be set to hidden, and as a result, the file will be .pdf.pdf" as a file extension and the count will show "0 files selected. To catch this condition, we show the file type error (as in document archive upload) to inform the user why no selected files are being counted to upload.
   g. **Semester Earned** - The semester the IBC was earned, Spring, Summer, or Fall.

      h. **Use Student Enrollment Site** - Use the site code of the school where the student was enrolled when the IBC was earned.

      i. **Vendor** – (Optional for this year) The testing agency of the IBC.

      j. **Category** - Select the IBC category (folder) to import the IBCs into.

3. **OK** - Click to continue.