

School Data Imports Guide

How to manage your students' and staff access to digital learning resources.

What does the **Campion School Staff Portal** do for you?

- A new, easier to use interface, accessible via 'ECO', Campion's school staff portal.
- You will be able to view import data including status.
- You'll be able to view and download data.
- Status alerts will help you identify and correct any issues in the data flow – so students and teachers get speedy access to their learning resources.

To access please log into www.campion.com.au

School Staff only:
Log In

Login here

CAMPION
EDUCATION

Username *

 schoolemail@campion.com.au

Password *

LOGIN

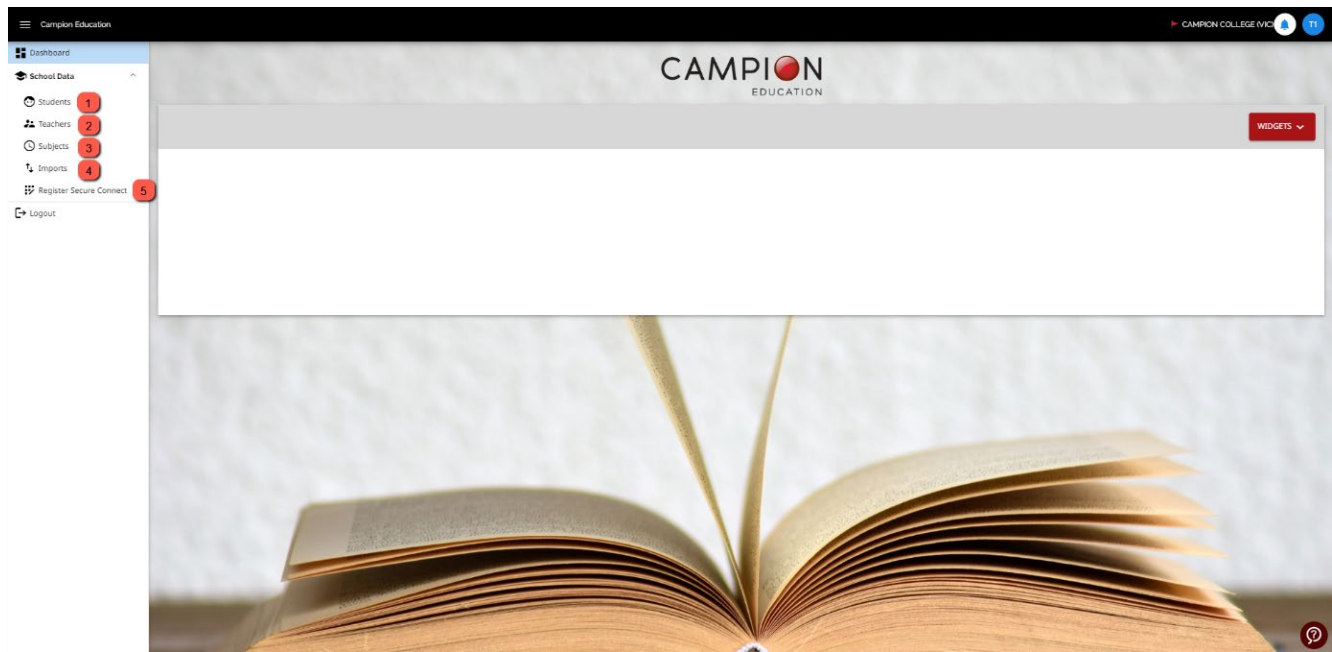
[I forgot my password](#)

Enter your school email into the Username field and password in the Password field.

If logging in for the first time or do not remember your password, then select “I forgot my password”.

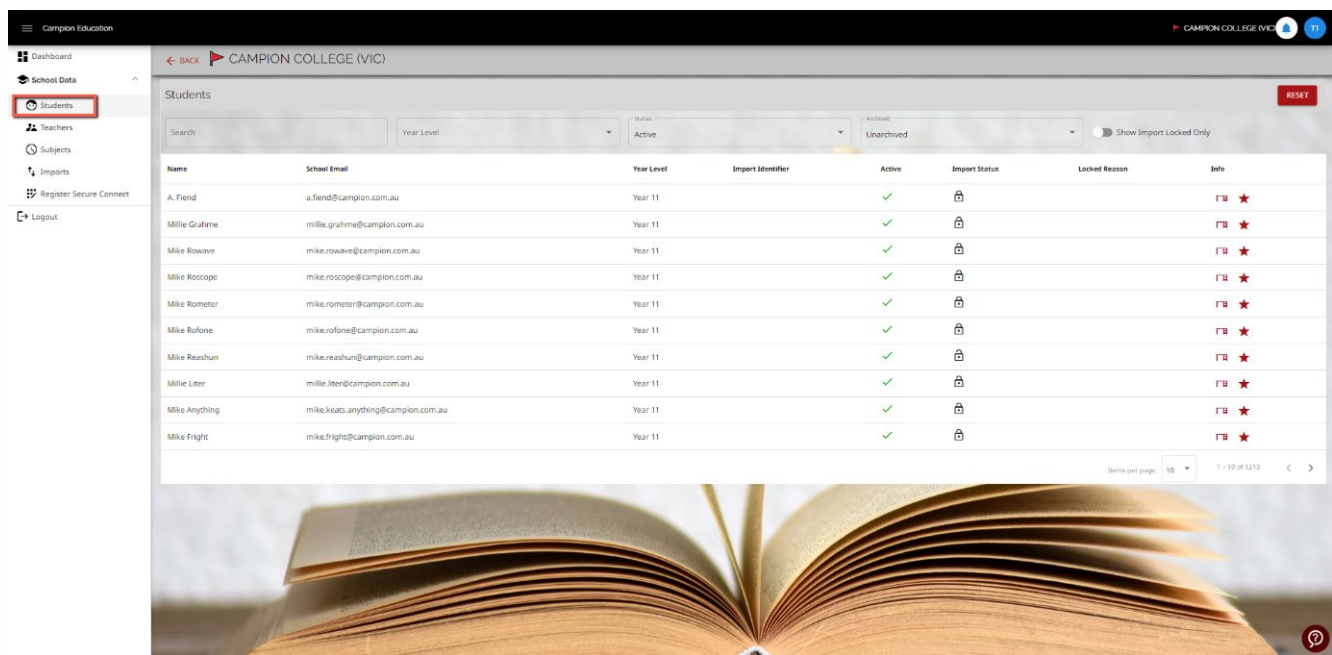
You will receive an email asking you to select a link to create and verify a new password.

Once logged in your Dashboard will display. On the left-hand tool bar you will find School Data, To expand select the down arrow.



1. Students

View list of Students where you can search by Name, Email, Year Level, Active, Inactive, Archived or Unarchived.



2. Teachers

View list of Teachers where you can search by Name, Email, Active or Inactive.

The screenshot shows the 'Teachers' page in the Campion Education system. The left sidebar contains navigation links: Dashboard, School Data, Students, Teachers (highlighted with a red box), Subjects, Imports, Register Secure Connect, and Logout. The main content area displays a table of teachers with columns for Name, Email, Active status, and Importing status. Below the table is a large image of an open book.

Name	Email	Active	Importing
Cambridge Giga Teacher	gut_the_1@campion.com.au	✓	→
Cambridge Giga Teacher 2	gut_thee_2@campion.com.au	✗	→
Jo Vancuylenburg	jvancuylenburg@campion.com.au	✓	→
Config Link Test	testteacher1a@campion.com.au	✓	→
Test User Segta	testuser@segta.com.au	✓	→
Test VJ	testvj300122@campion.com.au	✓	→
Vin Narasimhan	vnarasimhan@campion.com.au	✓	→

3. Subjects

View list of Subject Codes, Description, associated Class Codes and Year Level. Search by any of these fields.

The screenshot shows the 'Subjects' page in the Campion Education system. The left sidebar contains navigation links: Dashboard, School Data, Students, Teachers, Subjects (highlighted with a red box), Imports, Register Secure Connect, and Logout. The main content area displays a table of subjects with columns for Subject Code, Description, Class Codes, Year Level, Created, and Updated. A search bar is located at the top right of the table.

Subject Code	Description	Class Codes	Year Level	Created	Updated
0BALS	YEAR 08 ADDITIONAL STUDIES	0BALS1M1	Year 8	24 02 2023	24 02 2023
07STM	YEAR 07 ST MARY'S	07STM1D1	Year 7	24 02 2023	24 02 2023
0BHRM	YEAR 08 HOMEROOM	0BHRM1YE,0BHRM1WH,0BHRM1SL,0BHRM1RE,0BHRM1OR,0BHRM1NA,0BHRM1MA,0BHRM1GR,0BHRM1GO,0BHRM1BL,0BHRM1AQ,0BHRM1PU	Year 8	24 02 2023	24 02 2023
0BENG	YEAR 08 ENGLISH	0BENG1MA,0BENG1GR,0BENG1GO,0BENG1BL,0BENG1OR,0BENG1RE,0BENG1PU,0BENG1YE,0BENG1WH,0BENG1SI	Year 8	24 02 2023	24 02 2023
07SCI	YEAR 07 SCIENCE	07SCI1YE,07SCI1WH,07SCI1SL,07SCI1RE,07SCI1PU,07SCI1OR,07SCI1MA,07SCI1GR,07SCI1GO,07SCI1BL,07SCI1AQ,07SCI1NA	Year 7	24 02 2023	24 02 2023
07RED	YEAR 07 RELIGIOUS EDUCATION	07RED1GO,07RED1BL,07RED1AQ,07RED1GR,07RED1MA,07RED1OR,07RED1NA,07RED1YE,07RED1WH,07RED1SL,07RED1RE,07RED1PU	Year 7	24 02 2023	24 02 2023
07PEH	YEAR 07 PHYSICAL EDUCATION AND HEALTH	07PEH1YE,07PEH1WH,07PEH1SL,07PEH1RE,07PEH1PU,07PEH1OR,07PEH1NA,07PEH1MA,07PEH1GR,07PEH1GO,07PEH1BL,07PEH1AQ,07PEH1GR	Year 7	24 02 2023	24 02 2023
07PAS	YEAR 07 PASTORAL PROGRAM	07PAS1AQ,07PAS1BL,07PAS1GO,07PAS1MA,07PAS1GR,07PAS1YE,07PAS1WH,07PAS1SL,07PAS1RE,07PAS1PU,07PAS1OR,07PAS1NA	Year 7	24 02 2023	24 02 2023
07MAT	YEAR 07 MATHEMATICS	07MAT1YE,07MAT1WH,07MAT1SL,07MAT1RE,07MAT1PU,07MAT1OR,07MAT1NA,07MAT1MA,07MAT1GR,07MAT1GO,07MAT1AQ,07MAT1BL	Year 7	24 02 2023	24 02 2023
07HUM	YEAR 07 HUMANITIES	07HUM1YE,07HUM1WH,07HUM1SL,07HUM1RE,07HUM1PU,07HUM1OR,07HUM1NA,07HUM1MA,07HUM1GR,07HUM1GO,07HUM1BL,07HUM1AQ	Year 7	24 02 2023	24 02 2023
07HRM	YEAR 07 HOMEROOM	07HRM1YE,07HRM1WH,07HRM1SL,07HRM1RE,07HRM1PU,07HRM1OR,07HRM1NA,07HRM1MA,07HRM1GR,07HRM1GO,07HRM1BL,07HRM1AQ	Year 7	24 02 2023	24 02 2023
07ENG	YEAR 07 ENGLISH	07ENG1AQ,07ENG1WH,07ENG1SL,07ENG1RE,07ENG1PU,07ENG1OR,07ENG1NA,07ENG1MA,07ENG1GR,07ENG1GO,07ENG1BL,07ENG1YE	Year 7	24 02 2023	24 02 2023
07FRE	YEAR 07 FRENCH	07FRE1R3,07FRE1R2,07FRE1R1,07FRE1M3,07FRE1M2,07FRE1M1,07FRE1D3,07FRE1D2,07FRE1D1,07FRE1D2	Year 7	24 02 2023	24 02 2023
08FRE	YEAR 08 FRENCH	08FRE1R2,08FRE1R1,08FRE1M3,08FRE1M2,08FRE1M1,08FRE1D3,08FRE1D2,08FRE1D1	Year 8	24 02 2023	24 02 2023
08CHI	YEAR 08 CHINESE	08CHI1R2,08CHI1R1,08CHI1D1,08CHI1M1	Year 8	24 02 2023	24 02 2023
07VCO	YEAR 07 VISUAL COMMUNICATION	07VCO1RE,07VCO1PU,07VCO1OR	Year 7	24 02 2023	24 02 2023
07MUS	YEAR 07 MUSIC	07MUS1NA,07MUS1MA,07MUS1GR	Year 7	24 02 2023	24 02 2023
07DRA	YEAR 07 DRAMA	07DRA1YE,07DRA1WH,07DRA1SI	Year 7	24 02 2023	24 02 2023
07CHI	YEAR 07 CHINESE	07CHI1D1,07CHI1R1,07CHI1M1	Year 7	24 02 2023	24 02 2023

4. Imports

View Hourly, Daily, Weekly, Monthly or Adhoc imports. Search by Status or Import Type.

Id	Status	Queued	Import Type	Summary	Total Imports	Total Existing	Created	Updated	Removed	Season	Forced	Triggered By
156915	1	02:23pm 21st Feb	Teachers	7 warnings	8	7	0	0	1			Manual Import (Manually Run By: Teachers_Via_Spreadsheet)
156914	2	02:23pm 21st Feb	Teachers	Successful	7	2	5	2	0			Run: Nikolina Sukarica
156913	3	02:23pm 21st Feb	Teachers	Max % of changes	7	2	0	0	0			Manual Import (Manually Run By: Teachers_Via_Spreadsheet)
156912	✓	02:20pm 21st Feb	Students	Successful	1213	0	1213	0	0	2023		Run: Nikolina Sukarica
156911	✗	02:19pm 21st Feb	Students	1213 errors	1213	0	0	0	0	2023		Manual Import (Manually Run By: Students_Via_Spreadsheet)
156910	✗	02:16pm 21st Feb	Students	Unhandled Exception	0	0	0	0	0	0		Run: Nikolina Sukarica
156909	✗	02:13pm 21st Feb	Students	Season Within Range	0	0	0	0	0	2019		Legacy: Student_Via_Spreadsheet




5. Register Secure Connect

Registration for Campion Secure Connect (Applicable to schools running the Secure Connect Windows Service).

Action and Resolutions

If there are warnings and/or errors displaying in your results they will need to be actioned. Following is a table that will outline the error message and the action that is to be taken to resolve the issue.

Id	Status	Queued	Import Type	Summary	Total Imports	Total Existing	Created	Updated	Removed	Season	Forced	Triggered By
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156913	3	02:23pm 21st Feb	Teachers	Max % of changes	7	2	0	0	0			Manual Import (Manually Run By: Teachers_Via_Spreadsheet)
156912	✓	02:20pm 21st Feb	Students	Successful	1213	0	1213	0	0	2023		Run: Nikolina Sukarica
156911	✗	02:19pm 21st Feb	Students	1213 errors	1213	0	0	0	0	2023		Manual Import (Manually Run By: Students_Via_Spreadsheet)
156910	✗	02:16pm 21st Feb	Students	Unhandled Exception	0	0	0	0	0	0		Run: Nikolina Sukarica
156909	✗	02:13pm 21st Feb	Students	Season Within Range	0	0	0	0	0	2019		Legacy: Student_Via_Spreadsheet

-  Data has been imported however warnings exist, awaiting resolution by either School or Campion staff.
-  Data has been successfully imported.
-  Data has been blocked and awaiting resolution by either School or Campion Staff.

Warning and Error messages

Select the error or warning alert symbol.

Under the heading *Rule* the message will display to be actioned.

Actions are as follows:

Warning/Error messages	Meaning	Action	Note:
Missing First Name	There is a missing first name for a student(s) or teacher(s) in the latest import.	Add missing first name email and perform a resync.	Student or teacher that is missing a first name will be skipped and not processed until the missing data is added.
Missing Surname	There is a missing surname for a student(s) or teacher(s) in the latest import.	Add missing surname and perform a resync.	Student or teacher that is missing a surname will be skipped and not processed until the missing data is added.
Missing Email	There is a missing email for a student(s) or teacher(s) in the latest import.	Add missing email and perform a resync.	Student or teacher that is missing an email will be skipped and not processed until the missing data is added.
Missing Teacher Code	There is a teacher code in the latest import.	Add teacher code and perform a resync.	Teacher that is missing a teacher code will be skipped and not processed until the missing data is added.
Duplicate Records	There is either a duplicate email or teacher code coming through the latest import.	Remove the duplicate and perform a resync.	Student or teacher that is duplicated will be skipped and not processed until the duplicate is removed.
Active at another school	Student or Teacher is associated to a different school on Campion's backend.	Advise itdsupport@campion.com.au as to where this student or teacher is currently active.	Student or teacher will be skipped and not processed until they are.
Students			
Max % of Changes	No. of students sent through, changes in emails, YL, House or Codes.	Please contact integration@campion.com.au to push through the import.	Import will be held and not processed.
Missing Year Level Mapping	Year Level coming through the import is not mapped on the portal end.	Please contact integration@campion.com.au to add the Year Level mappings.	Import will be held until the Year Levels have been mapped.

Warning/Error messages	Meaning	Action	Notes:
Subjects			
Year Level not mapped	Year Level coming through the import is not mapped on the portal end.	Please contact integration@campion.com.au to add the Year Level mappings.	
Classes			
Max % of changes	No. of rows or classcodes has changed since the last import.	Confirm that the import is correct and contact integration@campion.com.au to push through the import.	Import will be held until confirmation is received to push the import through.
Duplicate	There is duplicate email or duplicate classcodes for one user in the latest import.	Remove the duplicate and perform a resync.	

Warning/Error messages	Meaning	Action	Note:
Multiple Domains in Import	Domains are validated between the imports and what is set up in Eco.	School email addresses are required when using the school domain.	If personal emails are used at the school, Campion need to be notified.
Invalid Email	Domain not matching the default domain set for the school.	School email addresses are required when using the school domain.	If personal emails are used at the school, Campion need to be notified.
Max % of Domain Changes Job	New records are coming through with updated domains.	School email addresses are required when using the school domain.	If personal emails are used at the school, Campion need to be notified.
Season Within Range	School hasn't rolled over their data yet.	Please contact integration@campion.com.au to set the season.	
Unhandled Exception	Issue with the data that has been sent through and how it has been received by Campion.	School needs to contact integration@campion.com.au to resolve issue.	

Have a question or need further help?

Contact our team at integration@campion.com.au