



# Brightspace

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# Manually Uploading Data to Brightspace

Brightspace offers numerous ways to retrieve data from Brightspace as well as putting data into Brightspace. Putting data into Brightspace generally requires a .csv file or a .zip package.

## *Common tools that are used to put data into Brightspace:*

### **Course Bulk Tools**

*Built-In tools in Brightspace that can be used to export, import or copy courses using .csv and .zip packages.*

*Bulk Course Export (BCE) - Exports the data for a course into a .ZIP package that can be imported to create new courses.*

### **Bulk User Management**

*A Built-In tool in Brightspace that can be used to make large-scale changes to create users, update their info and make updates to their enrollments.*

*Bulk User Management can be found in the Users admin area. This tool requires you to use .csv files to make changes.*

### **IPSIS Configuration**

*SIS Integration (IPSIS) is a Built-In tool in Brightspace that allows you upload a .zip package full of .csv files to make large-scale changes to an entire organization at once.*

*The IPSIS Administration tool can be found in the admin area.*

# What is Banner Integration?

**Banner** is a large collection of data such as a student's name and UserID, or the name and ID for an online course. **Integration** refers to the way that the data is connected between Banner and Brightspace.

The data is stored in tables, sorted by type. Here are a few types:

- User data (a table containing users' names, ID's and other personal attributes)
- Course data (a table containing course names, ID's, start dates, semester, etc...)
- Enrollment data (a table containing a list of users enrolled in a course, or the maximum number of enrollments for a course)
- Semester data (a table containing the start date and end date, or how many courses pertain to a particular semester)

Since the data is already organized in Banner, it is much easier to retrieve relevant data based on the data table we're requesting.

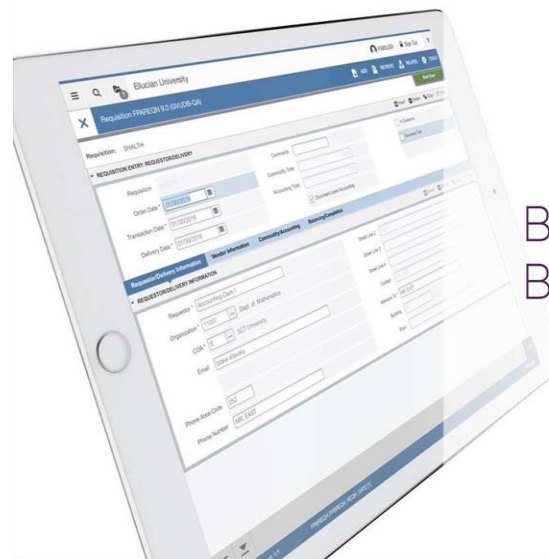


# Banner Data Extraction

Thanks to our custom script, Banner data extraction is painless and much easier.

Text data is exported from a Banner table and a custom script formats into a .CSV format. (A.K.A, a format that is easily readable and is supported by Brightspace.)

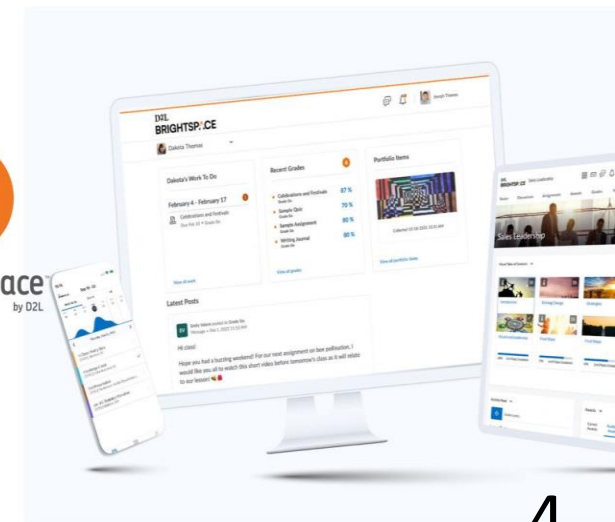
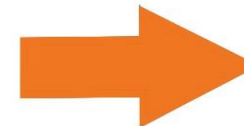
Once we have the .CSV file with the data, we need to change the data to fit the naming conventions of our Brightspace Instance.



BANNER 9  
BY ELLUCIAN



brightspace  
by D2L



# Editing Data for Brightspace

	A	B	C	D	E
1	type	action	code	name	start_date
2	course offering	UPDATE	gsu_202302_2001	ACCT - 232-01 Principles of Accounting II	1/9/2023
3	course offering	UPDATE	gsu_202302_2002	ACCT - 232-02W Principles of Accounting II	1/9/2023
4	course offering	UPDATE	gsu_202302_2005	ACCT - 332-01 Intermediate Accounting II	1/9/2023
5	course offering	UPDATE	gsu_202302_2007	ACCT - 334-01 Indiv Income Tax Accounting	1/9/2023
6	course offering	UPDATE	gsu_202302_2008	ACCT - 435-01 Auditing	1/9/2023
7	course offering	UPDATE	gsu_202302_2015	ART - 340-01 Sculptural Ceramics I	1/9/2023
8	course offering	UPDATE	gsu_202302_2036	BIOL - 456-01 Genetics	1/9/2023
9	course offering	UPDATE	gsu_202302_2037	BIOL - 456-21 Genetics (Lab)	1/9/2023
10	course offering	UPDATE	gsu_202302_2038	BIOL - 499-01 IRP: Research	1/9/2023
11	course offering	UPDATE	gsu_202302_2049	CHEM - 102-01 General Chemistry II	1/9/2023
12	course offering	UPDATE	gsu_202302_2050	CHEM - 102-21 General Chemistry II (Lab)	1/9/2023
13	course offering	UPDATE	gsu_202302_2053	CHEM - 302-01 Organic Chemistry II	1/9/2023
14	course offering	UPDATE	gsu_202302_2054	CHEM - 302-21 Organic Chemistry II (Lab)	1/9/2023
15	course offering	UPDATE	gsu_202302_2070	ECON - 202-01 Principles of Macroeconomics	1/9/2023
16	course offering	UPDATE	gsu_202302_2088	EDUC - 329-01 Instrumental Music Methods	1/9/2023
17	course offering	UPDATE	gsu_202302_2090	EDUC - 342-01 Tchg Engr/LA Mdl/Adt (5-Adult)	1/9/2023
18	course offering	UPDATE	gsu_202302_2093	EDUC - 345-01 Tchg Scnc Mdle/Adt (5-Adult)	1/9/2023
19	course offering	UPDATE	gsu_202302_2094	EDUC - 346-01 Tchg Soc Stu Mdl/Ad (5-Adult)	1/9/2023
20	course offering	UPDATE	gsu_202302_2130	EDUC - 450-01 Stu Intern - (PreK-K)	1/9/2023

*Example .CSV File (Using Code gsu\_)*

Because our Brightspace Instance houses multiple institutions, we append the institution's three letter code as a prefix to keep everyone neatly contained in their own college level areas.

*Example: **gsu\_johnsmith** or **gsu\_Calculus101***

Since there are tens of thousands of pieces of data, there is a custom script that appends the three letter codes to the relevant data and then exports a .CSV file with the codes ready to go.

# Automatically Uploading Data to Brightspace

## *Using Banner Integration to Automate the Process*

The .CSV files are placed into a .zip package and uploaded to a Secure FTP server. Every two hours Brightspace will take the .zip package from the SFTP server and upload them automatically. Brightspace will then run all the .CSV files in the .zip. This is called a 'batch'.

To set up an sftp server, you can find the configuration options in the IPSIS Administration tool in the admin area. You can configure the server address and the authentication here.

D2L Standard CSV

[Dashboard](#)

[Batches](#)

[Log Messages](#)



[Audit Log](#)

[Org Units](#)

[Configuration](#)

## SFTP Credentials

Address

sftp://your\_sftp\_server\_here  

Username

your\_username\_here 

Password

[Reset Password](#)

# Closing and Other Information

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Looking for more information on  
Brightspace and Banner Integration?

[Check out our website](#)

Contact our 24/7 Helpdesk

Phone: 304-293-5192

Email: [helpdesk@staff.wvnet.edu](mailto:helpdesk@staff.wvnet.edu)

