



CONNECT

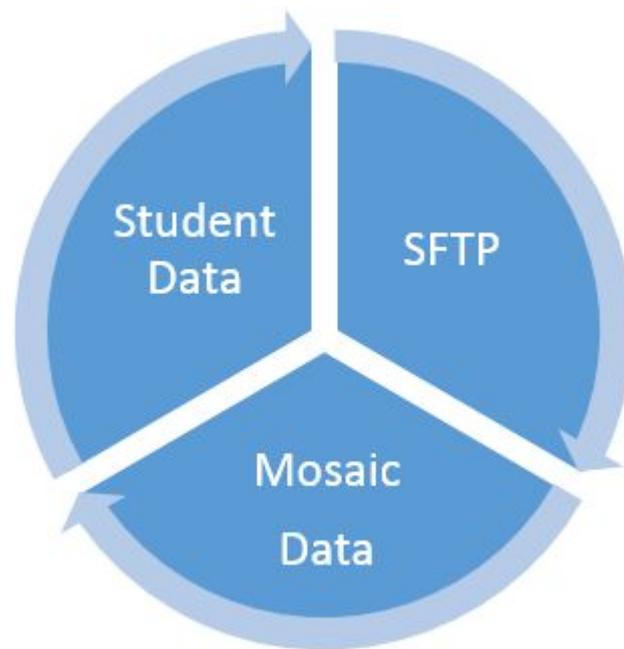
# Keep it fresh: How to keep your Mosaic student data healthy and happy

PRESENTED BY Duane Miller



# Agenda

- File Format
- File Transfer Methods
- Mosaic Import Setup
- Mosaic Export Setup
- Import/Export Scheduling
- Troubleshooting Missing Students





# File Format

- What is a Delimiter?
  - A character used to separate values within the file.
- What is a field qualifier?
  - A character used when the delimiter character is part of the imported data.

- Common Delimiters
  - Comma , delimited
  - Tab delimited
  - Tilde ~ delimited
- Double Quotation Qualifier
  - "First Name, Last Name",  
"Grade","School"



CSV File



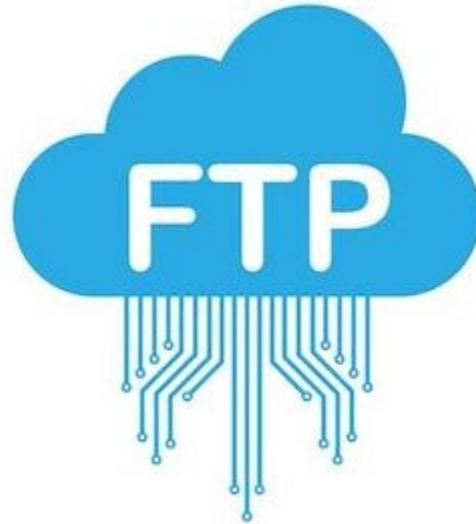
XLS or XLSX File



TXT File

# File Transfer Utilities

How to transfer and manage your data files for automated importing



# File Transfer Utilities (Cloud Only)

- What is SFTP?
  - Secure File Transfer Protocol.
- What is an SFTP client?
  - A small program used to assist with transferring files from your local computer to the cloud file storage location.



# Mosaic Exports

How to create and run a Mosaic Export



# Mosaic Export

Students > Export Settings Search > Export Setting Maintenance

General Export Fields Filters Mappings Email

Export Setting Information

Name:\*

File Name:\*

File Type:

Delimiter:\*

Field Qualifier:

Export Only Changes Since Last Export:

Separate File for Each School:

File Includes Header Row:

Export Includes:

Apply Date Time Stamp to File Name:

Students > Export Settings Search > Export Setting Maintenance

General **Export Fields** Filters Mappings Email

Export Fields

Name	Header Name	Start Position	End Position	Default Value	Format
<a href="#">District ID</a>	District ID	1	0		
<a href="#">Last Name</a>	Last Name	2	0		
<a href="#">First Name</a>	First Name	3	0		
<a href="#">Middle Name</a>	Middle Name	4	0		
<a href="#">Birth Date</a>	Birth Date	5	0		MM/dd/yyyy
<a href="#">Grade</a>	Grade	6	0		
<a href="#">Contact Address Line 1</a>	Contact Address Line 1	7	0		
<a href="#">Contact City</a>	Contact City	8	0		
<a href="#">Contact State</a>	Contact State	9	0		
<a href="#">Contact Zip Code</a>	Contact Zip Code	10	0		
<a href="#">App Direct Cert</a>	App Direct Cert	11	0		
<a href="#">App Verification</a>	App Verification	12	0		
<a href="#">SSN</a>	SSN	13	0		
<a href="#">School Code</a>	School Code	14	0		

# Mosaic Imports

How to create and run a Mosaic Import



# Mosaic Imports

Students > Import Settings Search > Import Setting Maintenance

General Import Fields Key Fields Mappings Exclusions Pre-Import Email

Import Setting Information

Name:\*

File Name:\*

Active:

File Type:

Delimiter:\*

Field Qualifier:

File Start Row:\*

Update Only:

Delete After Import:

Update Student Status for DC Students:

Enrollment Change Threshold:\*

Students > Import Settings Search > Import Setting Maintenance

General **Import Fields** Key Fields Mappings Exclusions Pre-Import Email

Import Fields

Name	Start Position	End Position	Default Value	Format
<a href="#">District ID</a>	1	N/A		
<a href="#">Last Name</a>	2	N/A		
<a href="#">First Name</a>	3	N/A		
<a href="#">Middle Name</a>	4	N/A		
<a href="#">Birth Date</a>	5	N/A		MM/dd/yyyy
<a href="#">Grade</a>	6	N/A		
<a href="#">Contact Address Line 1</a>	7	N/A		
<a href="#">Contact City</a>	8	N/A		
<a href="#">Contact State</a>	9	N/A		
<a href="#">Contact Zip Code</a>	10	N/A		
<a href="#">School Code</a>	11	N/A		

# Scheduling Imports/Exports

How schedule automated Imports  
and Exports in Mosaic



# Scheduler Tasks

Setup > Tools > Scheduler Task Search > Scheduler Task Maintenance

**General**

Settings

Software: Central Status: Pending Active: Yes

Name: Time Interval: 12:00 AM Day

Start Date: 3/18/2025 End Date: 3/18/2026

Number	Type
1	Import Data

Add Step

Cancel

Setup > Tools > Scheduler Task Search > Scheduler Task Maintenance

**General**

Settings

Software: Central Status: Pending Active: Yes

Name: Monthly Student Export Time Interval: 12:00 AM Monthly

**Recurrence Pattern**

Recur every month(s): 1 Day 1 The last weekday

Start Date: 3/18/2025 End Date: 3/18/2026

Number	Type
1	Export Data

Add Step

Cancel Save

# Troubleshooting Missing Students

Understanding how to troubleshoot missing students in Mosaic



# Review and Import

Students > Import Search > Import Maintenance - 1-SampleImport

General Results Test Review & Import

### Import Review Information

Review last Run by: \_\_\_\_\_ Review last Run date: \_\_\_\_\_

Select a start date:  

[Proceed to Review](#)

**Note:** The end date will be the date of last import

# Troubleshooting Missing Students

- Check Mosaic
  - Search by ID.
  - Search by Name.
  - The child may be in Mosaic as Active = False, this would omit them from the Point of Sale student search.
- Connect to the Mosaic – SFTP
  - Verify when the Import File was last modified.
    - Download this file and search for the child.
- Check the Import Results – “Review and Import Tab”
  - Choose the most recent date (in most cases).
  - Checkmark only the top student to cause duplication and create a new record.
  - Checkmark both top and bottom to update the current record.

**Thank you**

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