It's Your Best Shot!
CT WIZ
Connecticut
Immunization Information System

How to import a School Roster File

DPH
Connecticut Department
of Public Health

Getting to CT WiZ

Enter this address into your web browser:

https://ctwiz.dph.ct.gov/ctwiz/Login.aspx
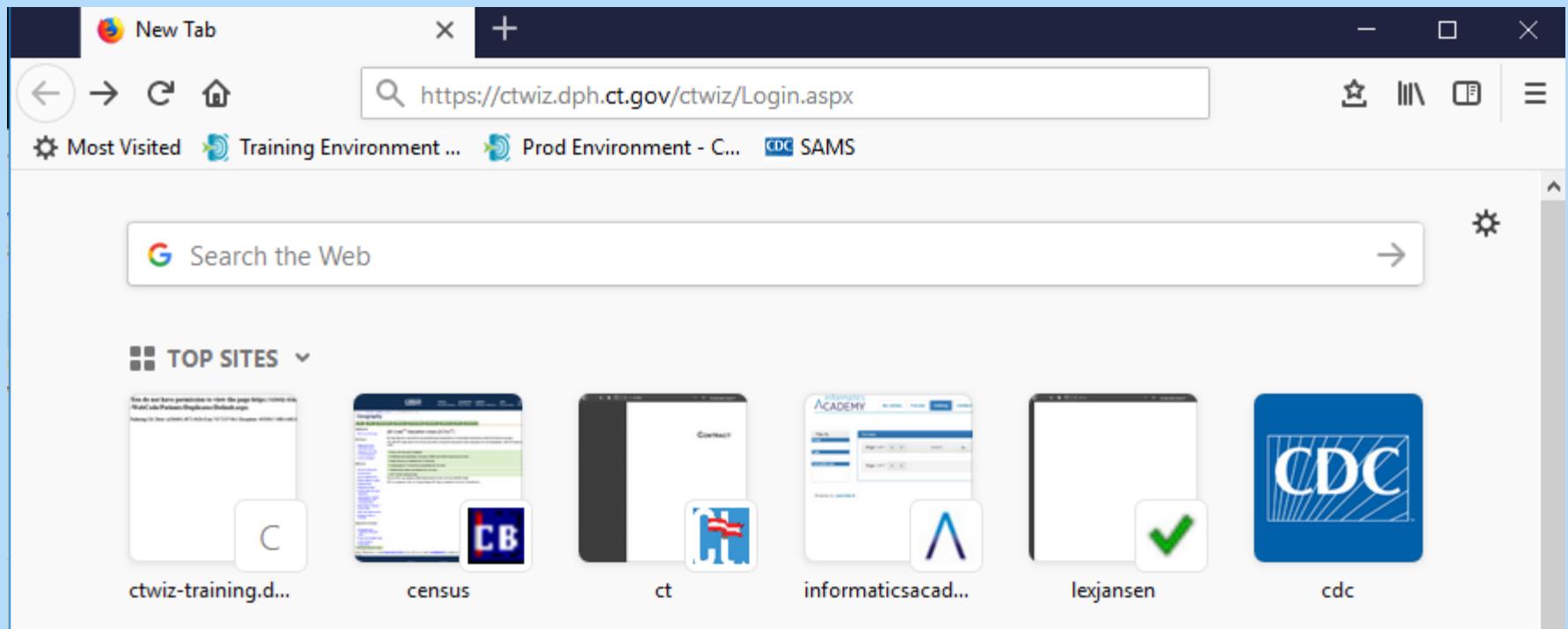
School Nurse Reports

In the Reports module, locate the School Nurse section and click on School Roster File Import.
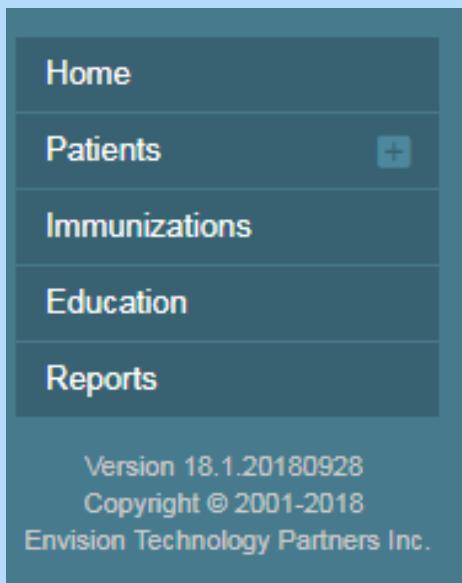
Home

Patients

Immunizations

Education

Reports

Version 18.1.20180928
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Envision Technology Partners Inc.
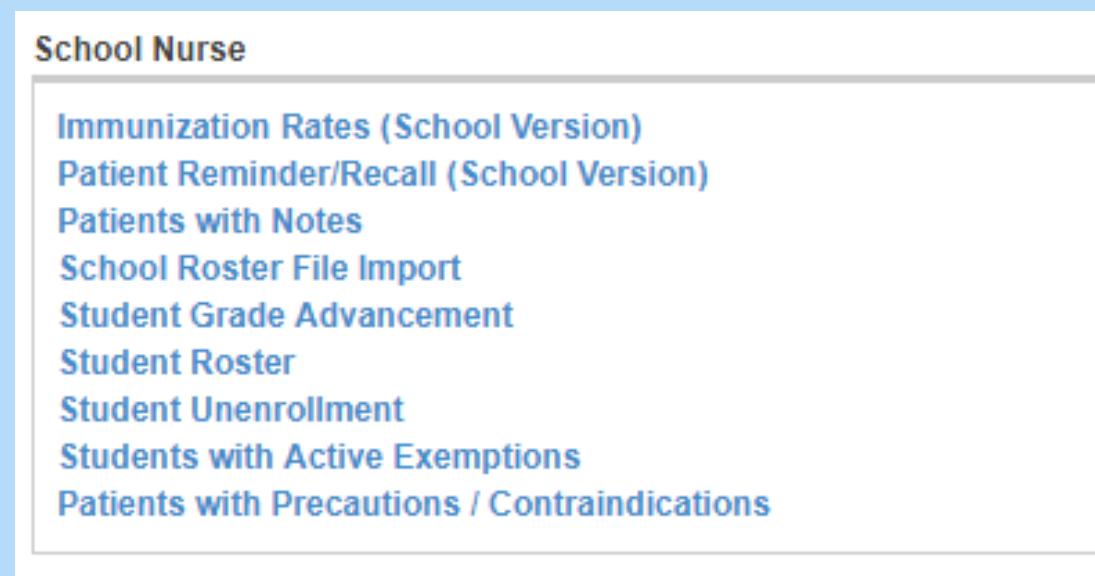
School Nurse

Immunization Rates (School Version)
Patient Reminder/Recall (School Version)
Patients with Notes
School Roster File Import
Student Grade Advancement
Student Roster
Student Unenrollment
Students with Active Exemptions
Patients with Precautions / Contraindications

School Roster File Import

School Roster File Import

Enter the selection criteria and click the "Search" button or click the "Add New Upload File" to add new files.

[Add New Upload File] ⓘ

View

School District *
SOUTH WINDSOR SCHOOL DISTRICT ▼

School *
ORCHARD HILL SCHOOL ▼

File Uploaded Date Range
From: [MM/DD/YYYY] 📅   Through: [MM/DD/YYYY] 📅

File Processed Date Range
From: [MM/DD/YYYY] 📅   Through: [MM/DD/YYYY] 📅

Status
(ALL) ▼

☐ Show only files with errors

[Previous Criteria]   [Clear] [**Search**] [Cancel]

Using a student file from Power School or Campus, you can import the file into CT WiZ to associate your students to your school and the grade they are in. It does not upload any immunizations.

1. Save the file from Power School or Campus to a folder on your computer.

2. Click on Add New Upload file.

School Roster Import

Click on the "Create" button to save the file or "Cancel" to return to the previous page. ⓘ

Add New Upload File

Create   Cancel

School District * ①
SOUTH WINDSOR SCHOOL DISTRICT ▼

School *
ORCHARD HILL SCHOOL ▼

Upload File ②

Choose File   No file chosen ④   ☐ File Includes Header on First Row

File Description

⑤

Create   Cancel

School District/School default to what you are associated with. If you are linked to more than one School, you can select from the dropdown.

1. Click Choose File. This will take you to the files on your computer.
2. Select the School Roster you want to upload from your computer files.
3. Enter a Description of the file (e.g. 10th grade 2018-2019).
4. Click Create.

Note: The file processes overnight and will be available the next day.

View School Roster File

To find the file the next day,

- Select Reports on the left hand bar.
- Go to the School Nurse category.
- Select School Roster File Import.
- Put yesterday's date in the File Uploaded Date Range.
- Click on Search to find the uploaded files.
- Click on View at the end of the Uploaded file.
- The Upload will show the numbers of records processed, any errors and warnings with the records.

View School Roster File

School Roster Import

Click on the "Create" button to save the file or "Cancel" to return to the previous page. ⓘ

Edit Upload File

Cancel

School District
SOUTH WINDSOR SCHOOL DISTRICT ▼

School
ORCHARD HILL SCHOOL ▼

File Name
STUDENT ROSTER 1.CSV   View Submitted(2)

Processed File Name	Processed Records	Total Errors	Total Warnings
STUDENT ROSTER 1_RESULTS.TXT	2	0	2

View Processed   View Error Messages

File Description

Cancel

To view the Warnings and Errors,
- Click on View Error Messages
- A text file with the messages is created.
- Click on the text file to open it.

School_Roster_Erro....txt ︿