

Data Loader

Administrative users can use the **Data Loader** tool to bulk load data such as key program data, test scores, and more.

Data Loader

Steps *To use the Data Loader:*

1. Log in as administrative user and navigate to **Settings > Data Loader**.
2. Select the desired **Import Type**. Each import type falls into one of these categories:
 - Key Program Data (KPD)
 - Test Scores
 - Other
3. If you don't yet have a file prepped for import, download the **Template** for the specified import type. Each template will provide a CSV file that includes the necessary and optional columns that should be included when bulk loading the data.
 - If you download a template, you can open the CSV in a spreadsheet (such as Excel or Google Sheets), populate the spreadsheet with the data you would like to import, save the file as a CSV, and use that file for the import.
4. Once you have a prepped file to load, after selecting the corresponding import type, click **Choose File** and select a file from your device to upload.
5. Before starting the import, click the blue **Preview** button. If there are any errors that will cause the import to fail or warnings that will cause specific lines in the import to fail, you will see an **Errors** or **Warnings** table.
6. Update and fix any issues as necessary. If there are no errors or warnings, you will only see an **Info** table with a summary of the changes to be made.
 - You may need to make updates to the file, save your changes, and re-upload the updated file on the **Data Loader** page.
7. Once you are ready to load the data, click **Start Import**.

Key Program Data

During implementation, districts may decided to load key program data from their prior system into SameGoal, which can:

- Create "stub" documents in SameGoal.
- "Badge" students as participating in Special Programs.
- Set annual review and triennial reevaluation deadlines.

Additionally, there are KPD loaders that can bulk load updated Gifted Profiles and annual WEPS.

Test Scores

The **Scores** loader gives admin the ability to bulk load standardized test scores, which then live on a student's **Details** tab under **Test Results** and can be automatically populated into documents in SameGoal.

This utility expects test score files downloaded from **Test Information Distribution Engine (TIDE)** in their native format. This is not currently available in your state.

Other

Admin users can use the **Other: WEP Goals** data loader in order to bulk add goals to annual WEPs. The **KPD: Written Education Plan (rev 10/2025)** can only load one goal per area of giftedness. In order to include more goals, the **Other: WEP Goals** loader can be used.

To learn more, please see the [Bulk Load WEP Goals support page](#).