

Bulk Load Gifted Profiles

Data loaders are an admin-only tool that allow districts to bulk create/update documents. The **KPD: Gifted Profile (rev 01/2026)** data loader can be used specifically to bulk create, populate, and complete Gifted Profiles for students who have been screened/assessed for different areas of giftedness.

Administrative users can download a template CSV to manually populate and load into the system. Otherwise, in order to save time, they can download the results of the **Gifted Profile** report to generate a CSV that is already partially filled out. Once a CSV has been prepped, it can be loaded into SameGoal to bulk load Gifted Profiles.

- Use the Gifted Profile Template CSV
- Use the Gifted Profile Report
- Bulk Load Gifted Profiles

Use the Template CSV

If you would like to download a template CSV and manually populate it to be bulk loaded, follow these steps.

Steps *To download a blank template to bulk load Gifted Profiles:*

1. Log in to SameGoal as an administrative user and navigate to **Settings > Data Loader**.
2. Select **KPD: Gifted Profile (rev 01/2026)** as the import type.
3. Click to download the **Template**.
4. Open the template CSV in a spreadsheet (e.g. Excel or Google Sheets).
 - If you are working in Excel, the CSV can be opened directly in Excel.
 - If you are working in Google Sheets, the CSV can be imported into Sheets by going to **File > Import**.
5. In the spreadsheet, provide all relevant information. The **Student ID** column is required and must be filled out for each student who needs a new Gifted Profile.

- Information about allowable values and required formatting for each column can be found by going to **Settings > Data Loader** and selecting **KPD: Gifted Profile (rev 01/2026)** as the import type. Details will be included under **Fields**. If you do not use the specified allowable values and required formatting, the import may fail. If there are no specified values or required formatting, the field is free text entry.
- Do not change the column titles. The file is already in the correct format to be loaded with the data loader.

6. Once you have populated the spreadsheet with relevant information, save the file as a CSV.

- You can download the spreadsheet as a CSV in Google Sheets by going to **File > Download > Comma Separate Values (.csv)**.

Use the Report

The **Gifted Profile** report pulls referral, screening, assessment, and identification information from existing Gifted Profile documents. If you would like to run a report to generate a partially filled out CSV to be bulk loaded, follow these steps.

Steps *To use the Gifted Profile report to bulk load Gifted Profiles:*

1. Navigate to **Reports > Advanced Learners > Gifted Profile**.
2. Run the report to pull profile information from existing Gifted Profiles.
3. Download the report results and open them in a spreadsheet (e.g. Excel or Google Sheets).
 - If you are working in Excel, the results can be downloaded as an XLSX or CSV and opened directly in Excel.
 - If you are working in Google Sheets, the results can be downloaded as an XLSX or CSV and imported into Sheets by going to **File > Import**.
4. In the spreadsheet, update profile information for each relevant student. If they were newly screened, assessed, or identified as gifted in a given area, include that information. Students who do not need a new Gifted Profile can be deleted from the spreadsheet.
 - Information about allowable values and required formatting for each column can be found by going to **Settings > Data Loader** and selecting **KPD: Gifted Profile (rev 01/2026)** as the import type. Details will be included under **Fields**. If you do not use the specified allowable values and required formatting, the import may fail. If there are no specified values or required formatting, the field is free text entry.
 - Do not change the column titles. The file is already in the correct format to be loaded with the data loader.
5. Once you have updated the spreadsheet with relevant information, save the file as a CSV.
 - You can download the spreadsheet as a CSV in Google Sheets by going to **File > Download > Comma Separate Values (.csv)**.

Q Tip The **Gifted Profile** report pulls from the Gifted Profile that was revised 01/2026 as well as the previous version of the Gifted Profile.

Q Tip If a student has more than one Gifted Profile, they will all be included in the report. When prepping the CSV for the data load, you can delete older Gifted Profile

information and just update the row containing the most recent information.

Bulk Load Gifted Profiles

Steps *To bulk load Gifted Profiles:*

1. Once a CSV has been prepped, log in to SameGoal as an administrative user and navigate to **Settings > Data Loader**.
2. Select **KPD: Gifted Profile (rev 01/2026)** as the import type.
3. Click **Choose File** and upload the CSV file you prepped from your device.
4. 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.
5. 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.
 - o You may need to make updates to the file, save your changes, and re-upload the updated file on the **Data Loader** page.
6. Click **Start Import**.

Once the **KPD: Gifted Profile (rev 01/2026)** import has run:

- An **Info** table will be displayed on the **Data Loader** page summarizing the results of the import and listing if there were any errors or warnings.
- A new **Gifted Profile (rev 01/2026)** document will be created for each student included in the CSV (unless there were any errors), the document will be populated with information from the CSV, and the document will be marked complete.
- Deadline and program participation information will be updated accordingly, but it can take up to a couple hours to see these changes.