Putting the Pieces Together

As a Training Coordinator, there may be times where you need to create a significant amount of courses/events, or grant attendance/course credit to a significant number of learners at once. Learning Space has the ability to upload the creation of courses/events, and the granting of attendance/course credit in bulk.

To do this, submit a ticket via the BIS Customer Support Portal requesting a bulk data upload template. In your request, be sure to indicate if you need a template for course/event creation or for attendance/course credit.

BIS will respond to your request with a Microsoft Excel Template that you will need to enter your data into. **You will send this Excel Template back to BIS via the BIS Customer Support Portal, and your request will be processed within 10 business days.** BIS will reach out with any adjustments needed to your data before the upload is completed.

Roles and Responsibilities

In order to use this process, you must have Training Coordinator access within Learning Space.

A minimum of at least 10 data rows is required in order to utilize this process. For requests under this amount, we ask that you manually create the courses/events or grant attendance/course credit.

Which Outcome to Expect

This guide describes how to work with BIS to request bulk data uploads for course/event creation and granting attendance/course credit.

Where to Find Additional Resources

For step-by-step guides on how to complete other tasks within Learning Space, check out the [Learning Space Resource Center on The Commons](#).

Who to Contact

For questions about this process, please contact BIS at [ProductionSupport_BiS@dpsk12.org](mailto:ProductionSupport_BiS@dpsk12.org).