

Quick Guide to AST Import

SMART uses the same AST file currently used to import student | ākonga information into e-asTTle. This means schools and kura can continue using an established and familiar process when moving to SMART.

NOTE: Only users with the ‘SMART School Administrator’ ESL role can carry out this task. Talk to your school or kura’s Delegated Authoriser if you’re not sure.

Creating an AST file

Before starting an import, you need to **export an AST file** from your Student Management System (SMS).

All SMS will have slightly different processes. You can find SMS-specific guidance on how to generate an AST file on Tāhūrangi here: [SMART – Overview and access](#)

Importing your AST file

Once you have exported your AST file, sign in to SMART. From your SMART dashboard, select **Import Students | Ākonga** to begin the import process.

Follow the steps outlined on this page.

When you begin an AST import, SMART begins processing your file straight away. Large schools | kura with many groups may notice a longer loading time — this is expected. You can step away and return later to check progress, as this process can take a while to complete.

You can continue with other tasks in SMART while the import continues in the background, you don’t need to wait on the upload page.

How do I know the import is finished

If you stay on the Import page, SMART will show the message, “Import completed successfully.” You also receive an email which confirms data has been added to SMART.

If you moved away from, or have closed, the Import page, you will receive an email notification once the import is complete.

You can return to the Import page at any time to view progress and your most recent import results.

Understanding the errors

SMART requires accurate data and will check student | ākonga information meets certain quality criteria.

If something does not meet the criteria, an error message will appear. The message will indicate the type of error, using the key words, “File” or “Data”, along with the line number where the error occurred.

The following steps should be taken:

File

- Indicates a problem with the AST file itself.
- Examples:
 - the wrong file was uploaded, or
 - the file is corrupted.

Next steps:

- Check you uploaded the correct AST file and try again.
- Re-export the AST file from your SMS and try again.

If the issue continues, contact Education Service Desk (Sector Support) or your SMS Provider.

Data

- Indicates an issue with the information inside the file not meeting the criteria such as student | ākonga or class information.
- Examples:
 - NSN is invalid, or
 - Missing Names.

Next steps:

- Check and correct the information in your SMS.
- Re-export from your SMS and re-import the AST file.

If the error persists, contact your SMS Provider or the Education Service Desk (Sector Support).

Any other errors

If you encounter any other error messages, contact the Education Service Desk (Sector Support).

Data Quality Criteria

Fields that must be present

- NSN (Must be 10 Digits)
- Student ID (Maximum of 10 characters)
- First Name and Surname (Maximum of 60 Characters)
- Year Level (1-13)
- Gender (M, F)
- Ethnicity (3-digit code)

A student | ākonga must belong to a class as defined within the AST specification for them to be loaded into SMART.

Education Service Desk Contact

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