NCEA Data Mapping

If you add fields using the NCEA report tool, it creates the following fields:

Field Name	Field Type	Allowed values	Reference Name
Religion	Drop-down	Catholic Non-Catholic Unknown	Religion
Ethnicity	Drop-down	Hispanic or Latino Non-Hispanic or Latino	Ethnicity
Race	Drop-down	Native American Asian Black Native Hawaii/Pac ISL White Two or More Races Unknown	Race
Staff Type	Drop-down	Female Religious Male Religious Clergy Lay, Male Lay, Female	Staff-Type
Employment Type	Drop-down	Full-Time Part-Time	Staff-Employment Type

Three sets of fields are created for student, admin and teacher member types.

Make sure that all users who should be included as teachers in the report have profile member type 'teacher' selected and all administrators have member type 'admin' selected in their profile. This is required for proper data mapping.

If you are updating fields using the CSV file download and upload, make sure to use one of the allowed values. Incorrect values will be rejected by the batch member update tool. You can correct the CSV file and upload again or make corrections directly in the profile edit page.

Use the **CSV File Download** to upload for mass updates. Single correction can be easily done in the profile edit page.

If you already have data fields

If you already have the profile data fields with the NCEA data, you need to inform the tool by setting

appropriate 'Reference Name'. If 'Reference Name' is not set, the tool will not recognize the fields. If incorrect 'Reference Name' is set, the tool will pick up the wrong fields. So, before you use the tool, check and correct the 'Reference Name' for any existing NCEA data fields.

To check and correct 'Reference Name' in NCEA data fields:

1. Go to profile view or edit page of any user.
2. Click **Edit Profile Fields** on top-right.
3. Select **Students** from **Select member type to modify fields** drop-down. The page will refresh.
4. If the fields are organized into multiple sections, select the appropriate section from **Show fields in section** drop-down. The page will refresh showing all fields in the selected section.
5. Click **[Edit]** next to the field you want to check/update the 'Reference Name'. The page will load the field details.
6. Review and update the Reference Name. Remember to click the **Update** to record the changes.

Repeat steps 5 and 6 for all fields.

Repeat steps 3 to 6 for member types **Teacher** and **Admin**.

If the existing fields have different values

The **'(Optional) If you want to take data from profile fields, create/map profile fields'** section of the tool lets you map existing values to NCEA values. Click [**Map … Field**] next to the field.

(Optional) If you want to take data from profile fields, create/map profile fields		
Students		
Religion	Student - Religion	Map Religion Field
Ethnicity	Student - Ethnicity	Map Ethnicity Field
Race	Student - Race	Map Race Field
Staff - Teacher		
Religion	Teacher - Religion	Map Religion Field
Ethnicity	Teacher - Ethnicity	Map Ethnicity Field
Race	Teacher - Race	Map Race Field
Staff Type	Teacher - Staff-Type	Map Staff-Type Field
Employment Type	Teacher - Staff-Empl	Map Employment-Type Fields
Staff - Admin		
Religion	Admin - Religion	Map Religion Field
Ethnicity	Admin - Ethnicity	Map Ethnicity Field
Race	Admin - Race	Map Race Field
Staff Type	Admin - Staff-Type	Map Staff-Type Field
Employment Type	Admin - Staff-Employ	Map Employment-Type Fields