

Module 3: Uploading a Data Dictionary

This tutorial will explain how to upload a data dictionary to your map in the CEDS Alignment Tool. This feature requires that you have already created a map. If you need assistance creating a user account or a map, please view [Module 1: Getting Started with the Alignment Tool](#).

There are two ways to add elements to your map. You can either upload your data dictionary or you can enter elements individually. This tutorial will explain the steps to uploading a data dictionary. If you would like to enter elements individually, please review the [Module 4: Aligning Elements to CEDS](#) tutorial.

To begin, log in to the CEDS Website and choose Alignment Tool from the purple menu bar at the top. Select the name of the map you want. To upload your data dictionary as a whole, select *Upload Data Dictionary* in the gray menu on the left hand side of the *Manage Maps* screen. You can upload your data dictionary as an Excel or .csv file. When formatting your file for upload, please make sure that the first row of your file contains the column names. All filtering must be turned off and formulas removed from the column headers. If you are uploading an Excel file, the worksheet (or tab) name cannot contain any spaces or hyphens. For your convenience, an Excel template, which includes instructions on how to format your data for upload, is provided.

To download the Excel template, simply click *Download Excel Template* in the middle of the screen.

Once your file is ready, select *CHOOSE FILE*. You will then locate your file in your computer's directory. If your file has multiple worksheets, you will need to select the appropriate one. Then click *Select*. Now, you need to match the column headers in your file with the fields in the Alignment Tool. Notice that as each column is matched the column name is removed from the drop down list. If you do not have a corresponding column, skip to the next field. In this example, we do not have Element Identifier, so we will skip to Data Type. Once you have matched all of the columns, select *Import Data*. You will receive a pop-up box indicating how many rows were imported. This indicates your file has now been uploaded to your map. Select OK and you will return to the *Manage Map* screen where you can begin aligning your elements to CEDS.

This completes the [Module 3: Uploading a Data Dictionary](#) tutorial. For information on how to create a map, manage your maps, align elements to CEDS or create reports, please view the other tutorials available on the CEDS website.