Helpful Tip: Common CV is more restrictive in what is acceptable for complete data. A great trick if you do not know the precise date of an activity is to use the **Academic Year** start or end date. For example, putting 2013 July 1 or 2014 June 30 to complete a date is an excellent way to quickly get past this validation step.

Start - End Dates	2012 ▾	Jul ▾	1 ▾	–	2013 ▾	Jun ▾	30 ▾

Related Websites:

STAR: https://star.schulich.uwo.ca/

STAR Portal: https://www.schulich.uwo.ca/star/

CCV: https://ccv-cvc.ca/indexresearcher-eng.frm

Need more help? Please contact your STAR coordinator. They can be found on the STAR Portal under Contacts.

STAR to Common CV (CCV) Frequently Asked Questions Cheat Sheet

This FAQ sheet will show you how to validate your STAR data, export it and import your STAR data into Common CV.

There are 3 steps involved in getting your STAR data into Common CV. These steps include **validating** your STAR data, **exporting** it to an XML file and finally parsing and **importing** into Common CV.

Please give yourself some time for this activity as validating any errors or warnings can take some time.
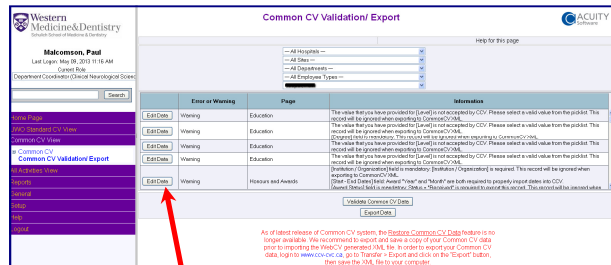
STAR to CCV

FAQ Sheet

1

2

3

Step One: **Validating**

Select **Common CV Validation/Export** from the Common CV View main menu

Select **Edit Data** beside each message and you can fix it.

Validation errors can be rated as Critical or Warning.

You cannot proceed until Critical errors are fixed. Critical errors might have to do with your Address under Personal Data menu.

Warning errors are often related to the **Level** received in your **Education** or with the **Date** for an activity.
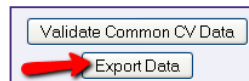
The Edit Data button will open the Data Entry screen and allow you to make changes. Make sure you click Save!
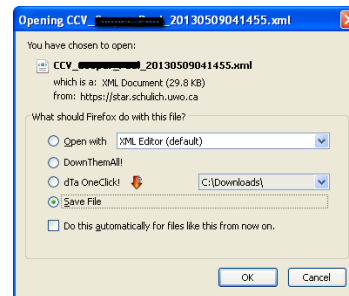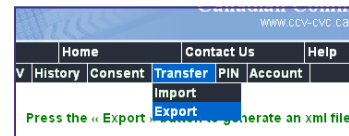

Step Two: **Exporting**

Click on **Export Data** to create a STAR XML extract. Typically STAR XML export files have a name like CCV_your_name_20130509123456.xml.

This file should be kept and will be used in the upload to Common CV.

You are now ready to import this data into Common CV.

Prior to importing and parsing ANY data, please take the time to backup your CCV data using the EXPORT menu under Transfer.

Exporting CCV data creates an XML file with a name similar to CCV-1048576.xml. Keep this file, just in case!
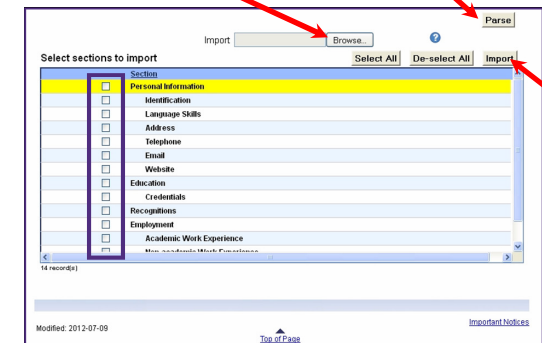
Step Three: **Importing**

This last step involves logging on to CCV, loading, parsing and importing the STAR data file created in Step Two.

Logon to Common CV and select **Import** from the **Transfer** menu.

1. Click the browse button and navigate to your STAR XML file.

2. Click Parse and you can select the sections that you want imported.

3. Click the Import button to import your selected STAR data

After clicking Import, your STAR data should be loaded into CCV for you to use!