

About

This import feature enables you to add accounts in bulk using CSV (comma-separated values) files. CSV files are text files that are typically exported from Excel* or another application (e.g. a student information system).

* If you have a native Excel (.xls) file, it must be exported to a Windows format CSV file.

Details

1. School accounts must exist in our system before students or teachers are added/imported.
2. All imported student & teacher records must have a school username.
3. Existing accounts (based on usernames) will be updated with your new information. New accounts will be created if necessary.
4. Field that contain commas should be enclosed in quotes (e.g. "Smith, Jr.")

Required Fields

1. **Username/Unique Id** - 3 to 30 characters, may not contain spaces or these special characters: ! * () ; ; , ' \ " \ \ / [] +. Guidelines: For students, we recommend using a student id (e.g. 123011) - please do not use the complete first and last names for Internet safety reasons; for teachers, we recommend a teacher id or alternatively (less preferred method), a combination of first/last name and initials (e.g. smithj) can be used.
2. **Password** (required only for new accounts) - 3 to 16 characters, may not contain spaces or these special characters: ! * () ; ; , ' \ " \ \ / [] +. Guidelines: for students, we recommend using part of their date of birth along with their initials (e.g. ah0512); for teachers, we recommend some combination of their name and part of their teacher id (e.g. smith37).
3. **School Username** - Required only for student & teacher accounts.
4. **School Name** - Required only for school accounts.

All required fields are case-insensitive.

Optional Fields

1. **Email** (everyone except students) - providing an email address is highly recommended to receive news, updates, etc.
2. **First name** (students and teachers only).
3. **Last name** (students and teachers only).
4. **Gender** - M, F, Male, or Female (students and teachers only).
5. **Grade** - PK, K or 1 through 12 (students and teachers only).
6. **Teacher Username** (students only) - The username of the student's homeroom teacher (the teacher account must already exist). The teacher must belong to the same school as the student.

Recommended Field Names For CSV Header

School File

unique_id
password
school_name
email

Teacher File

unique_id
password
school_username
first_name
last_name
gender
grade_level
email

Student File

unique_id
password
teacher_username
school_username
first_name
last_name
gender
grade_level

Sample School CSV File

```
unique_id, password, school_name, email  
lincoln, passwd1, Lincoln Elementary, principal@lincoln.k12.xy.us
```

lakeann, passwd2, Lake Ann Elementary, maryj@lakeann.k12.xy.us
sycamore, passwd3, Sycamore Elementary, johnf@sycamore.k12.xy.us

Sample Teacher CSV File

```
unique_id, password, school_username, first_name, last_name, email  
mr_smith, passwd1, sycamore, john, smith, jsmith@school.edu  
miss_doe, passwd2, lincoln, jane, doe, jdoe@school.edu
```

Sample Student CSV File

```
unique_id, password, school_username, teacher_username, first_name, last_name, gender, grade_level  
jtang, passwd1, sycamore, mr_smith, jay, tang, M, K  
kjones, passwd2, lincoln, miss_doe, kay, jones, F, 8  
nhem, passwd3, lakeann, , nat, hem, , 11
```
