

Creating Import Files for Enriching Teachers

For the initial setup of Enriching Teachers, you can manually enter all of the data through the Enriching Teachers interface once you have access to your account. However, if you have the data already stored in your SIS or LMS, you can export the data and we can import it for you. Below is a description of each CSV file that needs to be created.

To do so, you will need to create CSV files so that we can import the data. This document contains instructions for the setup of these CSV files.

Your file will need to be set up with specific headers. The order of these doesn't matter, but it is important that they are spelled correctly and that all headers are present in the file, even if there is data missing.

STAFF FILE

File name: Staff.csv

File purpose: Provide a list of staffers that will have access to Enriching Teachers

Field headers:

FirstName - (under 149 Characters)

LastName - (under 149 Characters)

ThirdPartyId - (under 500 characters)

EmailAddress - (under 249 characters)

Example of Staff File Layout

FirstName	LastName	ThirdPartyId	EmailAddress
Aaron	LaMontagne	220837	aaron@email.com
Josh	Couto	200225	josh@email.com
John	Gerken	200844	john@email.com
Mark	Bernard	200900	mark@email.com
Nic	Bernard	200555	nic@email.com
Carter	LaMontagne	214405	carter@email.com
Nicole	Gagnon	211098	nicole@email.com

STUDENT FILE

File name: Student.csv

File purpose: Provides a list of students for Enriching Teachers

File headers:

FirstName - (under 149 Characters)

LastName - (under 149 Characters)

ThirdPartyId - (under 500 characters)

EmailAddress - (under 249 characters)

GraduationYear - Integer

Example of Student File Layout

FirstName	LastName	ThirdPartyId	EmailAddress	GraduationYear
Austin	LaMontagne	300837	austin@email.com	2020
Alexis	LaMontagne	300221	alexis@email.com	2022
Olivia	LaMontagne	300874	olivia@email.com	2020
Michelle	LaMontagne	300221	michelle@email.com	2021
Nic	Bernard	300555	nic@email.com	2022
Carter	LaMontagne	311405	carter@email.com	2023
Nicole	Gagnon	311656	nicole@email.com	2024

