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# CREATING IMPORT FILES FOR ENRICHING STUDENTS

For the initial setup of Enriching Students, you can manually enter all of the data through the Enriching Students interface. However, if you have the data already stored in an external application, 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. The order of the fields within each file matters. The spelling of the field names is also important.

Finally, all fields must be represented in the file. Any field not marked as required, may be left blank, but the field still needs to be added to file.

For example, you might not have student email addresses to send us, but the header row for the student file would still look like this:

FirstName,LastName,YearofGraduation,StaffId,StudentID,StudentEmail,GuidanceCounselor,ParentsEmail

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## Staff Data File

**File Name:** Staff.csv

**File Purpose:** Provide a list of staff members who will have access to Enriching Students

**Field Headers:**

*FirstName* – max characters: 35 – First name of staffer - required

*LastName* – max characters: 35 - Last name of Staffer - required

*Email* – max characters: 200 – Email of staffer – required; this will be the login Id of the staffer

*HomeRoomId* – max characters: 15 – Homeroom Id – required. This value is displayed to students and allows them to know which room they have been scheduled to.

*UserType* – Admin or Teacher

*StaffId* – max characters: 15 - This is your internal id, likely from your Student Information System; required.

*DepartmentName* – max characters: 150 – Name of department the teacher is associated with. Some schools have provided a single department for all staffers. This will work, however, please bear in mind that courses are filtered by department. So, if a single department has been provided, when scheduling a student, the staffer will be provided with one long list of courses.

*MaximumNumberOfStudents* – integer value; this is the default value that will be used when determining if a course is fully booked. Required field, but 0 is an acceptable value.



## Example of File Layout

FirstName	LastName	Email	HomeroomId	UserType	StaffId	DepartmentName	MaximumNumberOfStudents
Ashley	Mauger	email1@gmail.com		101 Teacher	300662	English	15
Harold	LaMontagne	email2@gmail.com		102 Admin	201311	Admin	10
Mark	Bernard	email3@gmail.com		103 Teacher	300837	Math	20
Richard	LaMontagne	email4@gmail.com		104 Teacher	300084	English	15
Aaron	LaMontagne	email5@gmail.com		110 Admin	300221	Science	13

## Students Data File

**File Name:** Student.csv

**File Purpose:** Provide a list of all students

**Field Headers:**

*FirstName* – max characters: 35 – First name of student - required

*LastName* – max characters: 35 – Last name of student - required

*YearOfGraduation* – formatted as yyyy – Year student is expected to graduate – required; must provide all four digits (Example: 2015, not 15)

*StaffId* - max characters: 15 – the id of the staffer who is the homeroom/advisory teacher. This MUST match the StaffId used in staff file. Students are assigned to the homeroom/advisory via this value.

*StudentId* – max characters: 15 - your internal id for the student, likely will come from your Student Management System.

*StudentEmail* – max characters: 200 – email address of student - required

*GuidanceCounselor* – max characters: 50 – not required

*ParentsEmail* – max characters: 200 – not required. Can be used to email schedule to parents of students

## Example of File Layout

FirstName	LastName	YearOfGraduation	StaffId	StudentId	StudentEmail	GuidanceCounselor	ParentsEmail
Austin	LaMontagne	2013	300221	2	email1@gmail.com	Kimberly Peters	email8@gmail.com
Alexis	LaMontagne	2014	300837	3	email2@gmail.com	Charles Craig	email8@gmail.com
Olivia	LaMontagne	2013	300662	4	email3@gmail.com	Kimberly Peters	email8@gmail.com
Michelle	LaMontagne	2017	300837	5	email4@gmail.com	Charles Craig	email8@gmail.com
Nic	Bernard	2014	300221	6	email5@gmail.com	Charles Craig	email8@gmail.com
Carter	LaMontagne	2015	300662	7	email6@gmail.com	Charles Craig	email8@gmail.com
Nicole	Gagnon	2017	300837	8	email7@gmail.com	Charles Craig	email8@gmail.com
Artie	Gagnon	2017	300221	9	email8@gmail.com		



## Teacher Roster File

**File Name:** StudentsToCourses.csv

**File Purpose:** Allows rosters to be created. Note, file is NOT required, staffers may create their own rosters. However, if the file is provided, all the fields are required

**Field Headers:**

*StaffId – Id of Staffer - required*

*StudentId – Id of Student – required*

*CourseName – max characters: 300 – Name of course, this will be used as the roster title*

### Example of File Layout

StaffId	StudentId	CourseName
300084		2 English
300837	1001	Math
300662	9	Science
300084		9 English
300837	8	Algebra 2
201311	4	English