

Creating Import Files for Enriching Students

For the initial setup of Enriching Teachers..But if you already have data stored in an external application, such as a Student Information System, you can export that data and we will import it for you.

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.

In Enriching Teachers you will need a Staff file and a Student file. Below is a description of each file. Fields marked with * are required.

STAFF FILE

File name: Staff.csv

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

Field headers:

FirstName - (35 Characters max)*
LastName - (35 Characters max)*
Email - (254 characters max)*
HomeroomId - (50 characters max)*
UserType - Admin or Teacher
StaffId - (50 characters max)*
DepartmentName - (150 characters max)
MaximumNumberofStudents - Integer*

Example of Staff File Layout

FirstName	LastName	Email	HomeroomId	UserType	StaffId	DepartmentName	MaximumNumberOfStudents
Aaron	LaMontagne	josh@email.com	101	Admin	200225	Science	25
Josh	Couto	aaron@email.com	102	Admin	200844	Admin	10
John	Gerken	john@email.com	103	Teacher	220837	English	25
Mark	Bernard	mark@email.com	110	Admin	200900	Math	15
Nic	Bernard	nic@email.com	115	Teacher	200555	Math	20
Carter	LaMontagne	carter@email.com	121	Teacher	214405	Art	25
Nicole	Gagnon	nicole@email.com	122	Teacher	211098	English	25

STUDENT FILE

File name: Student.csv

File purpose: Provides a list of students in Enriching Students.

Field headers:

FirstName - (35 characters max)*

LastName - (35 characters max)*

YearofGraduation - yyyy

StaffId - (50 characters max)*

StudentId - (50 characters max)*

StudentEmail - (254 characters max)*

GuidanceCounselor - (50 characters max)

ParentsEmail - (254 characters max)

Example of Student File Layout

FirstName	LastName	YearofGraduation	StaffId	StudentId	StudentEmail	GuidanceCounselor	ParentsEmail
Austin	LaMontagne	2020	200225	300837	austin@email.com	Kimberly Peters	lamontagne@email.com
Alexis	LaMontagne	2022	200844	300221	alexis@email.com	Charles Craig	lamontagne@email.com
Olivia	LaMontagne	2020	220837	300874	olivia@email.com	Charles Craig	lamont2@email.com
Michelle	LaMontagne	2021	200900	300221	michelle@email.com	Kimberly Peters	lamont2@email.com
Nic	Bernard	2022	200555	300555	nic@email.com	Kimberly Peters	bernard@email.com
Carter	LaMontagne	2023	214405	311405	carter@email.com	Charles Craig	lamontagne@email.com
Nicole	Gagnon	2024	211098	311656	nicole@email.com	Charles Craig	gagnon@email.com

ROSTER FILE

File name: StudentstoCourses.csv

File purpose: Allows rosters to be created. This file is not required, staff may create their own rosters. If this file is created all fields are required.

Field headers:

StaffId - (50 characters max)*

StudentId - (50 characters ax)*

CourseName - (Max 300 characters)*

Example of Roster File Layout

StaffId	StudentId	CourseName
200225	300837	Science
200844	300221	Art
220837	300874	English
200900	300221	Math
200555	300555	Math
214405	311405	Art
211098	311656	English

