

# Creating Import Files for Enriching Students

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If you 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 Students you will need a Staff file, and a Student file. You can also add a Roster file if you like. Below is a description of each file. Fields marked with \* are required.

## STAFF FILE

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**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
Ashley	Mauger	ashley@fortk	101	Admin	300662	English	15
Harold	LaMontagne	harold@fortk	102	Teacher	201311	Admin	10
Mark	Bernard	mark@fortke	103	Teacher	300837	Math	20
Richard	LaMontagne	richard@fort	104	Teacher	300084	English	15
Aaron	LaMontagne	aaron@fortk	110	Admin	300221	Science	13
John	Gerken	john@fortke	210	Admin	300187	Business	13
Steve	Jones	steve@fortke	390	Teacher	302261	Gym	25
Ben	Franklin	ben@fortker	391	Admin	300522	Science	20

## STUDENT FILE

**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	300221	2	austin@fortkentprepjr.com	Kimberly Casey	
Alexis	LaMontagne	2021	300662	3	alexis@fortkentprepjr.com	Charles Harvard	
Olivia	LaMontagne	2020	300084	4	olivia@fortkentprepjr.com	Kimberly Casey	
Michelle	LaMontagne	2022	300662	5	michelle@fortkentprepjr.com	Charles Harvard	
Nic	Bernard	2023	300221	6	nic@fortkentprepjr.com	Charles Harvard	
Carter	LaMontagne	2024	300662	7	carter@fortkentprepjr.com	Charles Harvard	
Nicole	Gagnon	2024	300837	8	nicole@fortkentprepjr.com	Charles Harvard	
Artie	Gagnon	2023	300221	9	artie@fortkentprepjr.com		
Elain	Katchusky	2024	300522	10	elaine@fortkentprepjr.com	Kimberly Casey	

# ROSTER FILE

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**File purpose:** Allows rosters to be created. This file is not required, staff may create their own rosters.

## Field headers:

StaffId - (50 characters max )\*

StudentId - (50 characters max)\*

CourseName - (Max 300 characters)\*

## Example of Roster File Layout

StaffId	StudentId	CourseName
300662	2	English
300662	4	English
300662	6	English 2
300662	7	English 2
300837	3	Math
300084	9	English
300837	8	Algebra 2
300662	4	English
300662	7	English
300187	5	Business
300837	7	Algebra 2
300837	2	Algebra 2
300837	6	Algebra 2
300837	9	Algebra 2
300187	5	Business

