Importing Users: Detailed Instructions

Import Users gives you the ability to import a large number of teacher and student accounts, eliminating the need to create them one at a time.

- **District Administrators** can import teacher and student accounts for all schools.
- **School Administrators** can import teacher and student accounts within their school.
- **Teachers** can import student accounts within their school.

Before importing any users, please verify with your District and/or School Administrator that you are authorized to import users into ThinkCentral.

Creating Data Import Files

In order to import users, you must first create a data file and save it in comma separated value (.csv) format. You can do this in Microsoft® Excel or many other spreadsheet programs. You may also be able to export information in this format from a student information system.

ThinkCentral requires that the data file be set up in a very specific manner.

Creating a User Import File

1. The import file requires a header row, so do not put any user data into row 1. See the sample file layout.
2. The system requires users within each school to have unique user names.
3. A District Administrator can include users for multiple schools in the same file. Each school is identified using a unique Property Identification (PID) number. You can retrieve the school PID numbers for your district by clicking school organization IDs on the Import Users page.
4. If a column is listed as required in the table below, do not leave it blank, or the system will reject the record.
5. If a teacher or student meets multiple criteria in a category, you may enter more than one designation by separating them with a "pipe" (located on the same key as the backslash). For instance, if a student has both an IEP and a 504 plan, you may enter 1|2.
6. When you are finished entering data into your spreadsheet, give your file a descriptive name and save it as a .csv file.

Sample Teacher File Layout

	A	B	C	D	E	F	G	H	I	J
1	Action	School PID	User Name	Password	First Name	MI	Last Name	Grade	Email address	Active/Inactive
2	A	21154512145	jsmith	apple	John	M	Smith	2|3	jsmith@myprovider.com	A
3	A	35652212121	mbrown	book	Mary		Bbrown	1|2	mbrown123@myschool.com	A
4										

Create your file using the column structure shown. Use the values below as entries in the columns.

Teacher File Details

Column	Field Name	Required	Defined Values or Rules
A	Action	Yes	Add or update user • **A** = add • **U** = update
B	School PID	Yes	**District Administrators**: Enter the unique school PID available from the School Organization IDs hyperlink on the Import Users page. **If you are using Excel, make the field a text field [prefix with an apostrophe (')] to ensure leading zeros are not truncated. **School Administrators:** Leave this column blank.
C	User Name	Yes	Enter 5-32 alphabetic or numeric characters.
D	Password	Yes	Enter 5-32 alphabetic, numeric, or special characters.
E	First Name	Yes	Enter the teacher's first name, up to 32 characters. Apostrophes and hyphens are allowed.
F	Middle Initial	No	Enter the teacher's middle initial.
G	Last Name	Yes	Enter the teacher's last name, up to 32 characters. Apostrophes and hyphens are allowed.
H	Grade	Yes	Enter the grade(s) the teacher is associated with, using the values below. Multiple selections are allowed. Enter more than one designation by separating them with a "pipe" (Example: 2|3). • **PK** = Pre-Kindergarten • **K** = Kindergarten • **1** = Grade 1 • **2** = Grade 2 • **3** = Grade 3 • **4** = Grade 4 • **5** = Grade 5

			• **6** = Grade 6 • **7** = Grade 7
I	Email address	Yes	Enter the teacher's email address. Up to 75 characters are allowed.

J	Active/Inactive status	Yes	Enter the user's account status, active or inactive.
			    • **A** = active
			    • **D** = inactive

Using a Teacher Import File

To import the completed file, click **Users** and then select **Import Users**.

Select the **Teachers** user type, and then click **Browse.** Locate your file, select it, and click **Open**. To begin the upload process, click **Start Import**.

If there are any errors in your import file, such as missing required data or invalid formats, you will see an import failure page displaying the errors.

Please note: Until the import file is error-free, no data from the file will be processed.

Make the appropriate corrections to the data in your .csv file, resave it and repeat the import process.

Sample Student File Layout

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Action	School PID	User Name	Password	First Name	MI	Last Name	Grade	Student ID	Gender	Ethnicity	Spec Svc	Eng Prof	Spec Cond	Econ St	Active/Inactive
2	A	21154512145	rblack	fiddle	Robert		Black	2		2	1	0	2	14	1	A
3	A	35652212121	gthomas	study	Greg		Thomas	2			1			14	1	A
4																

Create your file using the column structure shown. Use the values below as entries in the columns.

Student File Details

Column	Field Name	Required	Defined Values or Rules

A	Action	Yes	Add or update user
			    • **A** = add
			    • **U** = update

B	School PID	Yes	**District Administrators**: Enter the unique school PID available from the School Organization IDs hyperlink on the Import Users page. **If you are using Excel, make the field a text field [prefix with an apostrophe (')] to ensure leading zeros are not truncated.

			School Administrators: Leave this column blank.
C	User Name	Yes	Enter 5-32 alphabetic or numeric characters.
D	Password	Yes	Enter 5-32 alphabetic, numeric, or special characters.
E	First Name	Yes	Enter the student's first name, up to 32 characters. Apostrophes and hyphens are allowed.
F	Middle Initial	No	Enter the student's middle initial.
G	Last Name	Yes	Enter the student's last name, up to 32 characters. Apostrophes and hyphens are allowed.
H	Grade	Yes	Use one of the following values: • **PK** = Pre-Kindergarten • **K** = Kindergarten • **1** = Grade 1 • **2** = Grade 2 • **3** = Grade 3 • **4** = Grade 4 • **5** = Grade 5 • **6** = Grade 6 • **7** = Grade 7
I	Student ID	No	Enter 1–8 alphabetic and/or numeric characters.
J	Gender	No	Use one of the following values: • **0** = unknown • **1** = Female • **2** = Male
K	Ethnicity	No	Use one of the following values: • **1** = unknown • **2** = American Indian/Alaskan Native • **3** = Asian • **4** = Black or African American • **5** = Hispanic or Latino • **6** = Native Hawaiian or other Pacific Islander • **7** = White • **8** = Other
L	Special Services	No	Use the following numeric values. Multiple selections are allowed. Enter more than one designation by separating them with a "pipe" (Example: 2|3). • **1** = IEP • **2** = 504

			• **3** = Gifted/Talented • **4** = Migrant Education • **5** = Title 1 • **6** = None
M	English Proficiency	No	Use one of the following values: • **1** = unknown • **2** = English Fully/Only • **3** = English Proficient • **4** = English Student Level 1 – Beginning/Pre-production • **5** = English Student Level 2 – Beginning/Production • **6** = English Student Level 3 – Intermediate • **7** = English Student Level 4 – Advanced
N	Special Conditions	No	Use one of the following values: • **1** = Autism • **2** = Visual Impairment • **3** = Deaf - Blindness • **4** = Developmental Delay • **5** = Hearing Impairment • **6** = Orthopedic Impairment • **7** = Multiple Disabilities • **8** = Mental Retardation • **9** = emotional Disturbance • **10** = Speech and Language Disorders • **11** = Specific Learning Disabilities • **12** = Other Health Care Needs • **13** = Traumatic Brain Injury • **14** = None
O	Economic Status	No	Use one of the following values: • **1** = unknown • **2** = No – NOT economically disadvantaged • **3** = Eligible for free lunch program • **4** = Eligible for reduced-price lunch program • **5** = Economically disadvantaged by other criteria
P	Active/Inactive status	Yes	Enter the user's account status, active or inactive. • **A** = active • **D** = inactive

Using a Student Import File

To import the completed file, click **Users** and then select **Import Users**.

Administrators, select the **Students** user type (teachers do not have any other option) and then click **Browse.** Locate your file, select it, and click **Open**. To begin the upload process, click **Start Import**.

If there are any errors in your import file, such as missing required data or invalid formats, you will receive an import failure page displaying the errors.

Please note: Until the import file is error-free, no data from the file will be processed.

Make the appropriate corrections to the data in your .csv file, resave it and repeat the import process.

Further Assistance

If you have additional questions or need help with this process, please visit http://importhelp.thinkcentral.com.