

# Admin Portal Batch Upload: Rostering non-SIS Staff users.csv

The users.csv file is used to submit enrollment information for the support staff not rostered through your SIS. You are required to have a unique identifier (Primary ID) for each staff member you roster through this spreadsheet; this Primary ID can be any string of alphanumeric characters, but it must be unique to that staff member throughout your district.

To update your support staff throughout the school year, you can specify changes using the options in the action column:

- ADD-UPDATE adds or updates a staff member or student to the specified school(s) and class(es)
- REMOVE-USER removes the student or staff member from the school roster
- REMOVE-CLASS removes all staff and students from the class and deactivates the class
- UNASSIGN removes the student or staff member from a class

The following terms and definitions will be useful as you familiarize yourself with Batch Upload's users.csv template:

- Conditional - indicates that a value is necessary in the CSV file to store useful information and is only required when specific conditions are met (e.g., if classId is provided, then className and classGrade are required.). A conditional field is denoted by \*\* and more information can be found in the table.
- CSV - Comma-separated values is a format of spreadsheet that uses commas to separate the different fields of the plain text file.
- Enumeration - A controlled set of accepted values for an attribute that has been defined by Batch Upload. When multiple values are allowed for an attribute, each value will be described; please note that these values are case sensitive.
- Requested - indicates that a value is necessary in the CSV file to store useful information but not required to complete enrollment (e.g., a userStateld is useful for reporting scores back to the SIS).
- Required - indicates that a valid value is necessary in the CSV file (e.g., a userId; if this information is missing or incorrect, enrollment cannot be completed). A required field is denoted by \* and more information can be found in the table.
- String - This is a sequence of characters (i.e., letters, numerals, symbols, spaces, and punctuation marks) with an end or limit. Please note that these values are case sensitive.
- Student Information System (SIS) - This is a system districts use to manage student and staff data. Generally, your SIS is the data source for rostering staff and students and registering them in applications.

The Accepted Values column in this table shows the format or provides the range of values for each spreadsheet column in users.csv. In the Description column, *italic type* indicates a sample value.

Every column header in this table must be included as shown in your users.csv file. If a header is missing, misspelled, or improperly capitalized, or if you add column headers not present in this table, the upload will fail. If this happens, download the provided error report. The report contains a notation of each error per row of the file along with instructions for how to resolve the error. Correct each error in your file and upload the file again.

Column	Data Requirement	Column Header	Data Type	Accepted Values	Description
A	Required	action*	Enumeration	ADD-UPDATE REMOVE-USER REMOVE-CLASS UNASSIGN	Specify the enrollment action you wish to make: <ul style="list-style-type: none"> <li>• ADD-UPDATE: Add or update a student or staff member to a school and/or a class</li> <li>• REMOVE-USER: Remove the student or staff member from the school roster</li> <li>• REMOVE-CLASS: Removes all staff and students from the class and deactivates the class</li> <li>• UNASSIGN: Unassign the student or staff member from a class</li> </ul>
B	Required	schoolId*	String	1 to 100 characters	The campus or building ID or Code that uniquely identifies a school.
C	Required	schoolName*	String	1 to 75 characters	A school name; this name must be unique within a district (e.g., <i>Example School, Example School of Math and Science</i> ).
D	Conditional	classId**	String	1 to 100 characters	The Unique Identifier assigned to this section by the originating SIS (e.g., <i>homero01864</i> ). This is not required for users without a class. **If classId is provided, then className and classGrade are required.

Column	Data Requirement	Column Header	Data Type	Accepted Values	Description
E	Conditional	className**	String	1 to 75 characters	A section name; this name must be unique within a school (e.g., <i>Tsai 4th Grade HR</i> ). This is not required for users without a class. **If classId is provided, then className and classGrade are required.
F	Requested	classDisplayName	String	1 to 75 characters	A name that staff can easily identify in Amplify programs. If a classDisplayName is present, it will display in Amplify programs. If a classDisplayName is not provided, it will default to the className.
G	Conditional	classGrade**	Enumeration	KG 01–12	All the grade levels associated with the class section. If multiple grades, use commas (e.g., <i>KG,01,02</i> ). See <a href="#">CEFS</a> for recommended grade levels. **If classId is provided, then className and classGrade are required. +Double quotes are required for multiple grades, but will be automatically added by a spreadsheet editor.
H	Requested	subject	Enumeration	Course Subject Area	The subject area of the class (recommended values: <i>english/ language arts, science, math, homeroom/advisory, other</i> ).
I	Required	role*	Enumeration	administrator teacher student	The role of the user within your organization.
J	Required	userId*	String	1 to 100 characters	The user's identifier provided by the SIS (the SIS ID) (e.g., <i>S1, 52641, student-0002</i> ).
K	Requested	userStateId	String	1 to 75 characters	An ID or code that uniquely identifies the staff member or student within the state. Note: this may be the same value as the userId or SISID from an information system at the state level.
L	Requested	userDistrictId	String	1 to 75 characters	The district ID or Code that uniquely identifies the user's district. Note: This may be the same value as the userId or SISID for student information systems owned at the district level.
M	Required	userFirstName*	String	1 to 75 characters	The staff member's or student's first name.
N	Required	userLastName*	String	1 to 75 characters	The staff member's or student's last name.
O	Conditional	userGrade**	Enumeration	KG 01–12	The grade associated with the homeroom or courses in which the user will be associated with in the coming school year. If multiple grades, use commas (e.g., <i>KG,01,02</i> ). See <a href="#">CEFS</a> for recommended grade levels. **If role is student, a userGrade is required. +Double quotes are required for multiple grades, but will be automatically added by a spreadsheet editor.
P	Required	userEmail*	String	A valid email address (e.g., <i>name@district.edu</i> )	The staff member's or student's email address (must be unique).
Q	Requested	primaryTeacher	Enumeration	True False Blank	If left blank, it is set to False by default. If True and the role is teacher, this teacher will be the official teacher for the class in mCLASS assessment and reporting. If False, the teacher will have access to the class for assessment and classroom/student reports but will not have access to aggregate (RAS) reports. Only one official teacher should be designated per class.