

Amplify OneRoster Enrollment: users.csv

The users.csv file contains information for the staff and students in your district and schools. A header row is required for this file, and the Column Field Header must be in the header row for each of the required fields. Also, the Column Field Header must match the capitalization shown in the table below, or the file will not be processed.

Please note that the Amplify OneRoster Enrollment uses bulk upload, so your complete staff and student roster must be included each time you import users.csv; any omitted users will be removed from your enrollment when it is exported into Amplify systems.

Also note that Amplify and mCLASS may require values that are not required in the OneRoster specifications; those attributes are indicated with an asterisk (*) in the Required column and explained in the Description.

The following terms and definitions will be useful as you familiarize yourself with your users.csv file.

- Enumeration - A controlled set of accepted values for an attribute that has been defined by OneRoster. When multiple values are allowed for an attribute, each value will be described; please note that these values are case sensitive.
- GUID - A Globally Unique Identifier is a randomly generated string of alphanumeric characters used by software programs to uniquely identify data objects
- GUID Reference - A reference to a GUID that already exists within this or another CSV file
- String - This is a sequence of characters (i.e., letters, numerals, symbols, spaces, and punctuation marks) with an end or limit.
- 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.

In the Description column, *italic type* indicates a sample value.

Required	Column Field Header	OneRoster Data Type	Description
Yes	sourcedId	GUID	Unique ID for the user (administrator, teacher or student) , which may be provided by your SIS. sourcedId is used in other files, and it must be unique across all users. Note that it is preferable for this value also to be used as the value for the identifier described below.
No	status	Enumeration	Cannot be used with bulk uploads, as all users within the file are considered active. Values other than [null] will be ignored.
No	dateLastModified	DateTime	Cannot be used with bulk uploads. Values other than [null] will be ignored.
Yes	enabledUser	True	One of the permitted values: <ul style="list-style-type: none">• true - Indicates an active user record• false - Indicates an active user record, but access is curtailed according to local administration rules
Yes	orgSourcedIds	List of GUID References	The sourcedId of each school (a sourcedId from orgs.csv) to which the user belongs. In most cases, users will belong to a single school; for teachers and administrators associated with multiple schools, enclose the list in quotation marks, and separate sourcedIds with a comma (e.g., "sourcedId1,sourcedId2").
Yes	role	Enumeration	One of the permitted user roles within the organization: <ul style="list-style-type: none">• administrator• student• teacher For staff members who are teachers and administrators, you must submit two rows, one for each role. Any row without one of these values will be excluded.

Required	Column Field Header	OneRoster Data Type	Description
Yes*	username	String	The username should be a valid, unique email address unless your organization uses district-level Single Sign-On (SSO), in which case the username should be the user's SSO username. *This value is required by OneRoster, but it is not a required value for Amplify or mCLASS enrollment.
No	userIds	List of Strings	Additional optional IDs used for school, district, or state-level reporting can be shared as userIds. A single optional ID is defined in a bracket with the ID type on the left, the ID value on the right, and a colon separating the type and the value: <code>{state_ID:12345678}</code> Multiple optional IDs are enclosed in quotation marks, with commas separating the bracketed values: <code>"{state_ID:12345678},{district_ID:23456789},{school_ID:34567890}"</code>
Yes	givenName	String	The user's first name
Yes	familyName	String	The user's surname
No	middleName	String	The user's middle name(s); if more than one, separate by a space
Yes*	identifier	String	The primary identifier, also known as the SIS ID, for the user. This value must be unique across the district. It is preferable that this value match the sourcedId value provided for the user. *While not required by OneRoster, this value is essential to Amplify and mCLASS enrollment, as this ID is used for reporting purposes within Amplify and mCLASS products.
Yes*	email	String	A valid, unique email address is required for every user; this may be the same email address provided for the username. *While not required by OneRoster, a valid email address is required within Amplify and mCLASS products for administrative purposes.
No	sms	String	An SMS messaging address for the user
No	phone	String	A phone number for the user
No	agentSourcedIds	List of GUID References	Used to indicate relationships between users, this value is not required.
Yes*	grades	String	The grade in which a user with role 'student' is enrolled, using the grade level values from Common Education Data Standards . Students enrolled without a grade or with a grade range may not be accessible from within Amplify products. *This value is only required for students.
No	password	String	A password for the user; this value is not required.