

STUDENT ACCOUNTS

Required Columns

LName	FName	Grade	Identification	SchoolName*
Smith	Johnny	8	123456	Anywhere HS

*If you are submitting information for multiple schools or an entire district, include the name of the school the student attends in this column. Include all students and all locations on one tab within your .csv or .xls file.

Additional Optional Columns

Header	Description / Suggested Inputs
Email	Provides users with an alternate login option as well as login information retrieval
Gender	Male, Female, Unknown
Race	White, Black, Hispanic, Native American, Native Hawaiian, Asian, Unknown
LEP	Yes, No, Former, Unknown
Disability	Yes, No, Unknown

NOTE: Demographic data can be altered to "-NotSet-" during account updates. You can update account information individually or in bulk throughout the year; contact Customer Support to learn more.

Student Information

- ◆ Send one file for student information (and a separate file for teacher information)
- ◆ Important: Processing may be delayed if multiple files per user type are submitted and/or if information is entered on multiple tabs within a file.

- ◆ The default format for account creation is the use of a school or district prefix followed by the student identification number. If your school or district would like to use an alternative format, please call Customer Support at **(800) 345-7606**.
- ◆ Send only one file per user type. For districts with multiple locations, compile the district into one .csv or .xls (Excel) file on one tab and include a column for "Location."

TEACHER ACCOUNTS

Required Columns

LName	FName	Email	SchoolName*
Smith	Johnny	johnsmith@ahs.edu	Anywhere HS

*If you are submitting information for multiple schools or an entire district, include the name of the school where the teacher is located in this column. Include all teachers and all locations on one tab within your .csv or .xls file.

Additional Optional Columns

Header	Description / Suggested Inputs
Identification	Unique identifier (i.e. employee number) enables the ability to process bulk account updates throughout the year.

Teacher Information

- ◆ Send one file for teacher information (and a separate file for student information)
- ◆ Important: Processing may be delayed if multiple files per user type are submitted and/or if information is entered on multiple tabs within a file.

- ◆ The default format for teacher Login ID creation is: "district prefix." + "first name." + "last name.". If your school or district would like to use an alternative format, please call Customer Support at **(800) 345-7606**.
- ◆ Send only one file per user type. For districts with multiple locations, compile the district into one .csv or .xls (Excel) file on one tab and include a column for "Location."

NOTES: ◆ Files with complete information will be processed within 3 business days
 ◆ Files with missing information or files in a format other than .csv or .xls (Excel) will cause a delay and will necessitate a phone or email correspondence