

Import: Create Class Rosters

The Class Roster import combines the Teacher and Student usernames with the Classes that were previously created. You must have created the Usernames and Classes before you can use this import. You will need administrative access to www.discoveryeducation.com. Click on **My Admin** to access the administrative page, and then click on **Bulk Import/Update Classes** under the **Classroom Management Tools** section.

1. Select the **Create Rosters** tab:



The screenshot shows the 'Create Rosters' tab selected in a navigation bar. Below the navigation bar, there is a heading '1 Download the Blank Templates' and a 'Download All Files' button. The main content area is divided into four columns: 'Teacher Rosters', 'Student Rosters', 'Class Lists', and 'Class Rosters'. Each column contains a 'Download' icon, a title, and a list of items: 'Teacher Template', 'Basic Student Template', 'Advanced Student Template', 'Class Template', and 'Class Roster'. Each item has an 'Example' and a 'User Guide' link.

2. Click on **Class Roster**, save the .csv file to your computer, then open the file with Excel:



The screenshot shows the same interface as the previous one, but with the 'Class Roster' item in the 'Class Rosters' column highlighted. A mouse cursor is pointing at the 'Class Roster' link, indicating it has been selected.

3. Columns A, B, and C (**Site Passcode**, **Account Name**, and **Site Name**) are automatically populated with your specific District and School's information. The Site Passcode is the unique identifier for each school in our database and is **Required**. Multiple schools can be used on the same spreadsheet.

***Copy and paste this information for each entry that you wish to create under that specific school*:**

	A	B	C
1	Site Passcode	Account Name	Site Name
2			

4. Column D (**Class ID**) is **Required**. This is the Class ID that was created in the Class List import. The Class ID must already exist within your Site or else the entry will be rejected:

D
Class ID

5. Column E, F, and G (**Username**, **Teacher ID**, and **Student ID**) are used to enroll the user within the class. At least one of these fields is **Required** for each row. You may enter a Username to enroll a teacher or student, or if desired, you may use the Teacher ID or Student ID fields to enroll a teacher or student. Each row should contain the information for only 1 user. Only 1 Teacher is allowed to be enrolled for a given Class. The Username or an associated Teacher/Student ID must already exist or else the entry will be rejected:

E	F	G
Username	Teacher ID	Student ID

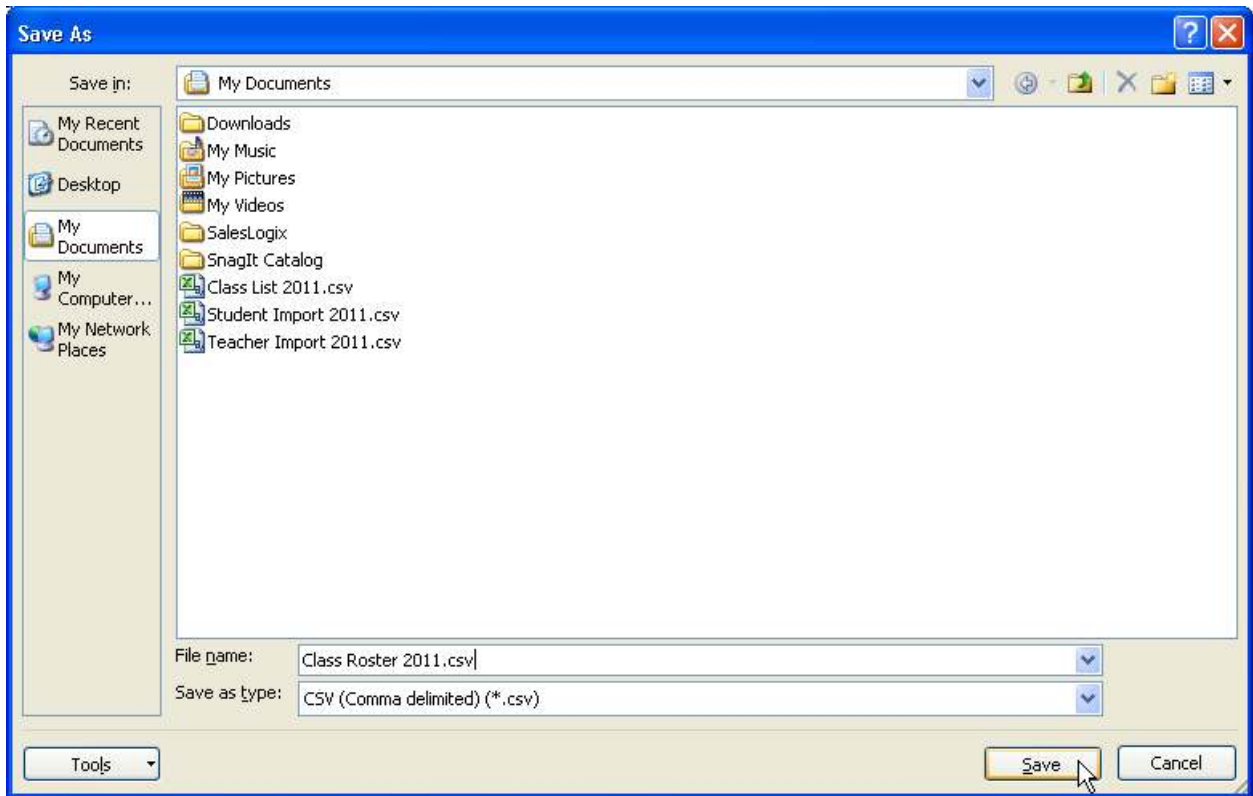
6. Column H (**Remove Flag**) is **Required**. This determines if the user is to be enrolled in the class. To enroll the user enter "N". To remove the user from the class, enter "Y":

H
Remove Flag

7. Be sure that all the required fields are filled out for each entry and that all special characters (especially commas) are removed. Save the file to your computer as a .csv file type:

A	B	C	D	E	F	G	H
Site Passcode	Account Name	Site Name	Class ID	Username	Teacher ID	Student ID	Remove Flag

8. Within Excel, click **File** then choose **Save as..** so that you can choose the name, file type, and location of your file. Always keep a copy of your file on your computer for future reference:



9. Return to the Import page within My Admin. Click on the **Browse** button under Step 2:

2 Import Your Files

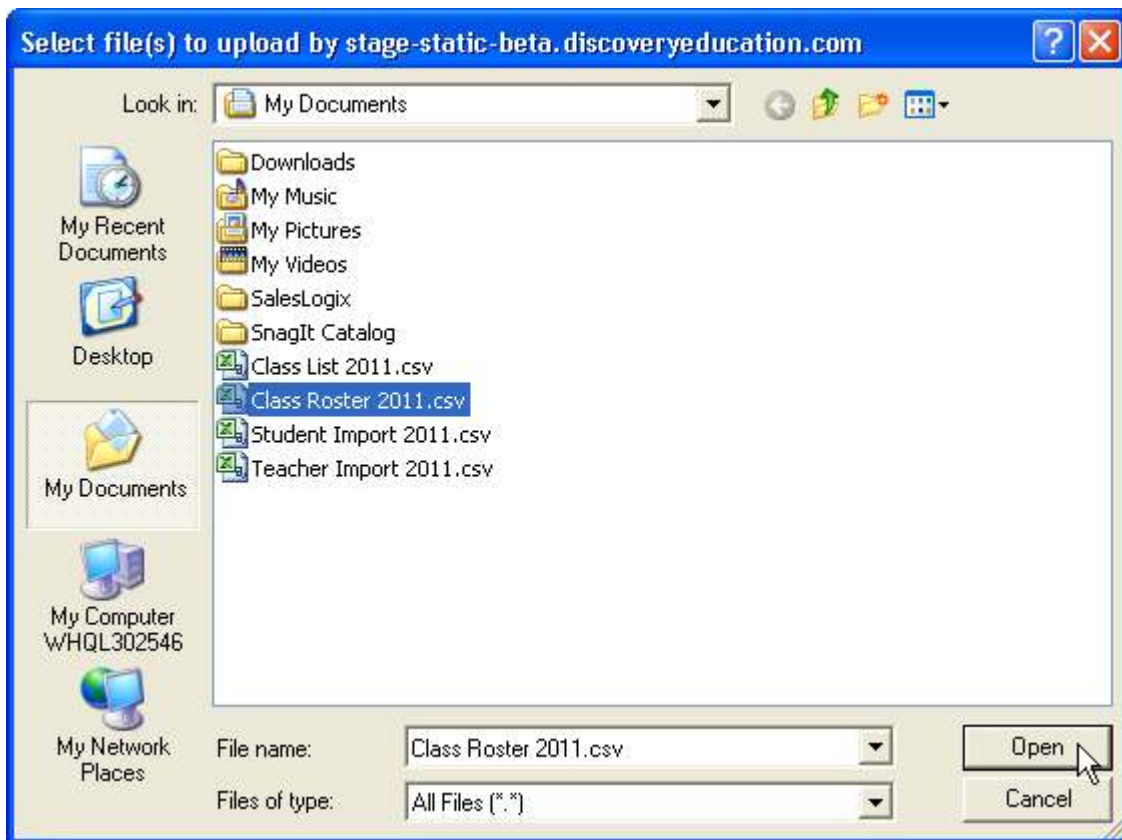
Upload your files for Teachers, Students, Class Lists and/or Class Rosters below

Import Rosters

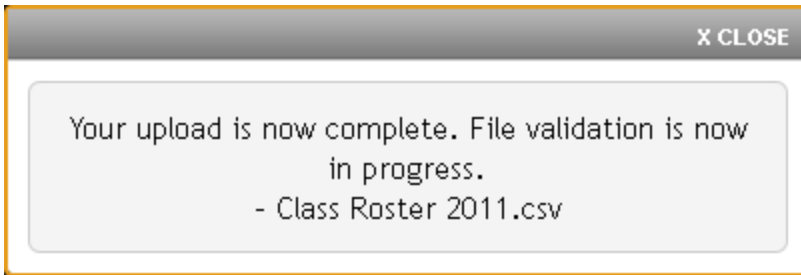
Browse and select one or more files to upload (.csv*)

To select multiple files at once, hold down the Ctrl+Shift keys (PC) or Cmd+Option (Mac)

10. A pop-up window will appear. Locate the file on your computer, then click **Open**:



11. If the file format is correct and all of the column headers match the template, then the file will be uploaded into the Validation Queue. If the file is in an incorrect format or the column headers were changed or missing, then the file will be rejected:



12. The data will be validated within 2 hours. A status email will be sent to your provided email address that will outline any errors in the spreadsheet. You can see a detailed report once it is available by returning to the import page and clicking the **Import Status** button. You also have the option to abandon the upload:

Create Rosters Update Rosters Import Status					
First Previous 1 2 Next Last					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 2:08PM	Class Roster 2011.csv	roster	■ Validation In Progress		<ul style="list-style-type: none"> abandon upload

13. If the file format is correct and there are no extraneous commas, then the process will check each individual entry for any possible errors. If no errors were found then the file is ready for Import at 12:00 a.m. (CST). If there were entries with errors then you may view these by clicking on **Info** in the Validation column. You may also save a detailed report of all entries by clicking on **Download Details** under the Actions column:

Create Rosters Update Rosters Import Status					
First Previous 1 2 Next Last					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 2:08PM	Class Roster 2011.csv	roster	■ Validation Completed 2 Errors info 10 Succeeded info	■ Pending	<ul style="list-style-type: none"> view error(s) abandon upload download details

14. Once all errors are corrected you have the option to either abandon the original upload and reimport the entire file, or you can simply upload a file with only the corrections. Only entries that pass Validation will be scheduled for Import at 12:00 a.m. (CST):

Create Rosters		Update Rosters		Import Status	
First Previous 1 2 3 Next Last					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 3:54PM	Class Roster 2011.csv	roster	■ Validation Completed	■ Import Complete	• download details

Error Messages

Error Message	Cause	Solution
Account Permissions Error	You do not have Admin Access to the specified Account.	You may only import/edit users within the Account you have admin access to.
SITE Permissions Error	You do not have Admin Access to the specified Site.	You may only import/edit users within the Site you have admin access to.
Valid Passcode/Site ID not provided	Passcode entered does not exist or is not active.	Review your active Site Passcode.
Target Site is archived/inactive	Passcode entered does not exist or is not active.	Review your active Site Passcode.
Class ID is required	Class ID field was left blank.	Enter a Class ID which must be unique to your Site (School).
Class ID does not match an existing class	The entered Class ID does not exist in your account/site.	Enter a Class ID that has been created within your acct/site.
Remove Flag must be Y or N	Invalid entry for the Remove Flag field.	Enter Y or N in the Remove Flag field.
Cannot find valid user	A Username, Teacher ID, or Student ID could not be found within your account/site.	Enter a valid Username or a valid Teacher/Student ID.
Invalid username	The username was not found in your account/site.	The username must exist within your account /site before enrolling in a class.
Invalid Teacher ID	The Teacher ID was not found in your account/site.	The Teacher ID must be associated to a username before enrolling in a class.
Invalid Student ID	The Student ID was not found in your account/site.	The Student ID must be associated to a username before enrolling in a class.
Username and Teacher ID do not match	The Teacher ID is not associated with that username.	Associate the Teacher ID to that specific username.
Username and Student ID do not match	The Student ID is not associated with that username.	Associate the Student ID to that specific username.

Tips

1. Enter all the Usernames for Teachers and Students on separate rows that you wish to be in a Class. Then paste the Class ID for each entry. Only 1 Teacher is allowed to be in a given Class. You may use a Teacher ID or Student ID to enroll a user instead of a Username. Only 1 user's information should be entered on each row.
2. The Usernames and Class IDs must already exist within your Site for them to be mapped using this import. If either field is not found then that entry will be rejected.
3. Do not change, rename, or delete the column headers from the template, even if the optional columns are not filled out.
4. Copy and paste the Site Passcode, Account Name, and Site Name that populated for your specific account for each entry. If you have multiple schools under you, then delete the populated entries that you do not wish to use.
5. Avoid using any special characters eg. commas, hyphens, apostrophes, spaces. **Use of commas in any cell will cause the import to fail.** *Please note that when copying information from another program, hidden characters may be present*

If you have any questions, please feel free to contact the Customer & Technical Support team at 800-323-9084 or education_info@discovery.com.