Overview

Instead of having teachers register manually using the school passcode, you have the option of importing a spreadsheet to create teacher usernames. 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 Users under the User Management Tools section.

Importing users follows this process:

1. Download the Template.
2. Enter data.
3. Ensure **no commas** are in any fields.
4. Upload the file.
5. Check post-validation status (~1-2 hours after uploading).
6. Check post-import status (Overnight if validation is complete by 6:00 PM EST).

Download the Template

The Template can be found in the Bulk Import section of My Admin. Choose the tab for Create Rosters then download the appropriate template for the import you want to do.

Enter Data - Template Overview

This chart gives a high level overview of the Column Headers and required fields for the Template. Please read below for a more detailed description of each field.

Do not change, rename, or delete the column headers from the template, even if the optional columns are not filled out.

Col.	Header	Required	Discovery or Customer Generated	Description	Accepted Entries
A	Site Passcode	**Required**	Discovery	This is the Unique Identifier for each school.	
B	Account Name	No	Discovery	Friendly name for your district.	
C	Site Name	No	Discovery	Friendly name for your school.	
D	First Name	**Required**	Customer	Teacher's first name.	
E	Last Name	**Required**	Customer	Teacher's last name.	
F	UserName	**Required (Primary Key)**	Customer	Username must be unique to all of Discovery Education. Must be at least 6 characters long.	Letters, numbers, periods, underscores, @ symbol
G	Password	**Required**	Customer	Must be at least 5 characters long and alphanumeric only.	Letters, numbers
H	Grade	No	Customer	Grade level for teacher.	K, 1-12
I	Teacher ID	No	Customer	Unique Identifier for teachers within your district.	
J	Email	No	Customer	Teacher's email.	

K	Assessment Access Flag	No	Customer	For Assessment customers only. Determines if user has access to Assessment.	Y or N
L	Archive Flag	**Required**	Customer	Determines if user should be created or archived.	Y or N

Enter Data - Field Descriptions and Rules

Site Passcode

- **Required Field**.
- **Must be entered for each entry.**
- This is the Unique Identifier for each School.
- This determines where the user will be created.
- All Site Passcodes should be automatically generated when downloading the template.
- Example: ABCD-1234

Account Name

- Optional Field.
- This is the friendly name for your District.
- Example: MD_MARYLAND SCHOOL DISTRICT

Site Name

- Optional Field.
- This is the friendly name for your School.
- Example: MARYLAND ELEMENTARY SCHOOL

First Name

- **Required Field**.
- Enter the First Name of the user.
- Example(s): Bob, Mary Ann, Sue-Ellen

Last Name

- **Required Field**.
- Enter the Last Name of the user.
- Example(s): Barker, Becker-Smith, D'Andrio

UserName

- **Required Field**.
- **Must be at least 6 characters long.**
- **Must be unique to all of Discovery Education.**
- **Must not contain spaces.**
- This is the UserName that the user will log in with.
- Example(s): MSD456123, teacher@district.org, JSmith70

The usernames should have a unique school identifier at the beginning or end to avoid the username already being taken in the database. Even using just an ID number will not guarantee the username will not already be taken. Eg, JohnSmith_AMS, 123456CHS, 123456_Wildcats. For teachers, using a school email address is a viable option, eg. jsmith@school.k12.md.us.

Password

- **Required Field**.
- **Must be at least 5 characters long.**
- **Must not be the same as the username.**
- **Must not contain any restricted words:**
  - 'user', 'username', 'test', 'pass', 'password', 'free', 'blank'
- **Must not contain spaces.**
- This is the Password that the user will log in with.
- Example(s): 19701231, teacher456123

Grade

- Optional Field.
- Can only accept 1 entry.
- Cannot accept leading zeros.

- Accepted entries:
    - K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Teacher ID

- Optional Field.
- **Must be unique within your Account (District).**
- This can be used for:
    - Searching for users.
    - Enrolling users in a class.
    - Updating users.
- Example(s): 456123, e33221100

Email

- Optional Field.
- **Must be unique to all of Discovery Education.**
- This can be used for:
    - Searching for users.
    - Sending username/password recovery emails.
- Example: user@district.k12.md.us

Assessment Access Flag

- Optional Field.
- This is used for Assessment customers only.
- Accepted entries:
    - Y – This will grant access to the Assessment product.
    - N – This will deny access to the Assessment product.

Archive Flag

- **Required Field**.
- This determines if the user will be created, updated, or archived.
- Accepted entries:
    - Y – This will archive and deactivate the username.

o N – This will create or update the user.

Upload the File

Once the Template is filled out, ensure the following requirements are met:

1. No commas in any field.
2. All required fields are entered.
3. File is saved as a .csv file
   a. Save as Type: CSV (Comma Delimited)(*.csv)

Navigate back to the Bulk Import section and upload your file(s) under Step 2.

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.
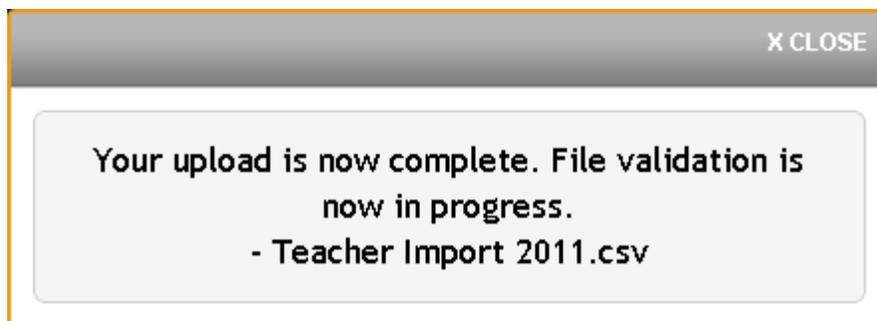
If the file is in an incorrect format or the column headers were changed or missing, then the file will be rejected:
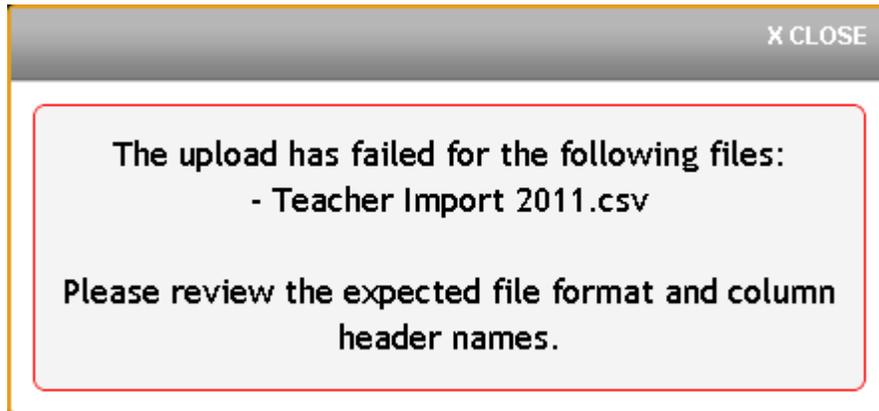
Check post-validation status

Validation is the process where the data is checked for any errors that would prevent an entry from being created. This process can take up to 2 hours or longer during peak periods. Once complete, you will receive an email detailing the successful/failed entries. The successful entries will enter the Import queue which begins processing at 6:00 PM EST.

Failed entries can be corrected by the following:

1. Download the errors by clicking View Error(s).
2. Correct the errors as detailed in the "Message" column. (See chart below)
3. Delete the "Message" column so the headers match the original template.
4. Save and upload the corrected file.

See the Error Code Chart below for possible error messages, their cause, and the solution.

Check post-import status

The import process occurs overnight. You can check the results in the Import Status tab within the Bulk Import section. It is suggested that you save a copy of the Details file for your records.

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 11:41AM	Teacher Import 2011.csv	teacher	■Validation Completed	■Import Complete	• download details

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

Error Code Chart

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.
Archive Flag must be Y or N	Invalid entry for the Archive Flag field.	Enter Y or N in the Archive Flag field.
Benchmark must be Y or N	Invalid entry for Benchmark.	Enter "Y" if it is a benchmark class. Enter "N" if it is not a benchmark class.
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.
Cannot update Admin profile through import process	Tried to edit an Admin's profile via import.	You may not edit an Admin's profile via import.

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.
Class ID is required	Class ID field was left blank.	Enter a Class ID which must be unique to your Site (School).
CLASS_ID exists more than once in your import file	Duplicate Class IDs on the file.	Change one of the Class IDs to be unique.
Email Address associated with another user	Email address is already registered to another username in our database.	Use Find Users to find the username associated with that email address.
Email contains invalid character(s)	A special character is in the Email field.	Remove all special characters.
First Name contains invalid character(s)	A special character is in the First Name field.	Remove all special characters.
First Name is required on initial import	First Name is a required field.	Enter a first name.
Grade and Subject are required	Grade and Subject are required if Benchmark Class Flag is set to "Y".	Enter a Grade and Subject that matches Assessment interim benchmarks in your state.
Grade is invalid	A non-accepted grade was entered.	Enter a valid grade. K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.
Grade is invalid (For Class List)	Invalid entry for Grade.	Grade should match grades offered for Assessment interim benchmarks in your state.
Grade is required on initial import	Grade is required to create a student.	Enter a grade.
Imported File has no valid records	The .csv file is empty.	Enter data in the .csv file.
Invalid Password	Password contains invalid characters or does not meet requirements.	Remove all special characters and review the requirements.
Invalid Username	Username contains invalid characters or is not at least 6 characters long.	Remove all special characters and review the requirements.
Invalid Username (For Class Roster)	The username was not found in your account/site.	The username must exist within your account /site before enrolling in a class.
Last Name contains invalid character(s)	A special character is in the Last Name field.	Remove all special characters.

Last Name is required on initial import	Last Name is a required field to create a user.	Enter a last name.
Parent Email contains invalid character(s)	Only valid email characters are allowed.	Enter only one valid email address without special characters.
Assessment Access Flag value must be Y or N	Invalid entry for Assessment Access Flag field.	Enter Y to give the user access to Assessment, enter N or leave blank to deny access.
Password cannot be the same as your username	Password cannot be the same as your username.	Change your password so that it does not match the username.
Password is required on initial import	Password is a required field to create a user.	Enter a password.
Passwords must be at least 5 characters	Password was not at least 5 characters long.	Enter a password with at least 5 characters.
School Year is invalid	Invalid entry for school year.	Enter a valid school year. For example, for 2013-2014 enter "1314".
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.
Student ID already tied to another Username	Student ID is already registered to a different username in your Account.	Use Find Users to find the username associated with that Student ID.
Student ID and Teacher ID cannot both be populated (For Class Roster)	Only one ID field should be used on each row.	Enter only one ID on each row.
Student ID contains invalid character(s)	A special character is in the Student ID field.	Remove all special characters.
Student ID does not exist in this account	Student ID is not registered to a username in this Account.	You may not use the Student ID to update a profile unless it is associated to a Username.
Student ID is not associated with Site	Student ID is not registered to a username in this Site.	You may not use the Student ID to update a profile unless it is associated to a Username.
Subject is invalid	Invalid entry for Subject.	Subject should match subjects offered for Assessment interim benchmarks in your state.

Target Site is archived/inactive	Passcode entered does not exist or is not active.	Review your active Site Passcode.
Teacher ID already tied to another Username	Teacher ID is already registered to a different username in your Account.	Use Find Users to find the username associated with that Teacher ID.
Teacher ID contains invalid character(s)	A special character is in the Teacher ID field.	Remove all special characters.
Teacher ID does not exist in this account	Teacher ID is not registered to a username in this Account.	You may not use the Teacher ID to update a profile unless it is associated to a Username.
Teacher ID is not associated with Site	Teacher ID is not registered to a username in this Site.	You may not use the Teacher ID to update a profile unless it is associated to a Username.
Teacher ID exists more than once in your import file	There are duplicate Teacher IDs in the .csv file.	Remove the duplicate Teacher IDs.
Semester/Block ID must be 0, 1 or 2	Invalid entry for Semester/Block ID field.	For Full-year (enter "0"), Fall semester (enter "1") or Spring semester (enter "2").
Username already exists outside your Account	Username is already taken by another user.	Make the Username more unique so that it will not already be registered to another user.
Username already exists outside your Site	Username is already taken by another user.	Make the Username more unique so that it will not already be registered to another user.
Username exists more than once in your import file	Duplicate Usernames exist on the .csv file.	Change one of the Usernames to be unique.
Username is required	Username is a required field to create a user.	Enter a Username.
Username must be at least 6 characters	Username was not at least 6 characters long.	Enter a Username with at least 6 characters.
Valid Passcode/Site ID not provided	Passcode entered does not exist or is not active.	Review your active Site Passcode.