

Import: Create Class Lists

Instead of having teachers or admins create classes manually, you have the option of importing a spreadsheet to create a class list for your school or district. 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 template name, an 'Example' icon, and a 'User Guide' icon. A mouse cursor is pointing at the 'Create Rosters' tab.

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

This screenshot is identical to the one above, but with a mouse cursor clicking on the 'Class Template' link in the 'Class Lists' column. The 'Class Template' link is highlighted in blue.

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**. These 3 columns will determine where the Class is created. 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 Name**) is **required**. This is how it will appear to the Teacher. The Class Name must be unique to each Teacher to avoid confusion:

D
Class Name

5. Column E (**Class ID**) is **required**. This must be unique to your Site (School). It is the unique identifier for each class. Duplicate Class IDs will be rejected:

E
Class ID

6. Column F (**Class Description**) is optional. This describes the class in less than 256 characters:

F
Class Description

7. Column G (**School Year**) is optional. This determines what year the class will be active for. For example, school year 2011-2012 would be "1112":

G
School Year

8. Column H (**Benchmark Class Flag**) is optional. This determines if the class is going to be used for Benchmarks within Assessment. If the class is to be used for Benchmarks then enter "Y". If not, then leave it blank or enter "N":

H
Benchmark Class Flag

9. Column I, J, and K (**Grade, Subject, and Semester/Block**) are **required only for Benchmark classes**. Grade should match grades offered for Assessment interim benchmarks in your state. Subject should match subjects offered for Assessment interim benchmarks in your state. Semester/Block indicates if a class is Full-year (enter "0"), Fall semester (enter "1") or Spring semester (enter "2"):

I	J	K
Grade	Subject	Semester/Block

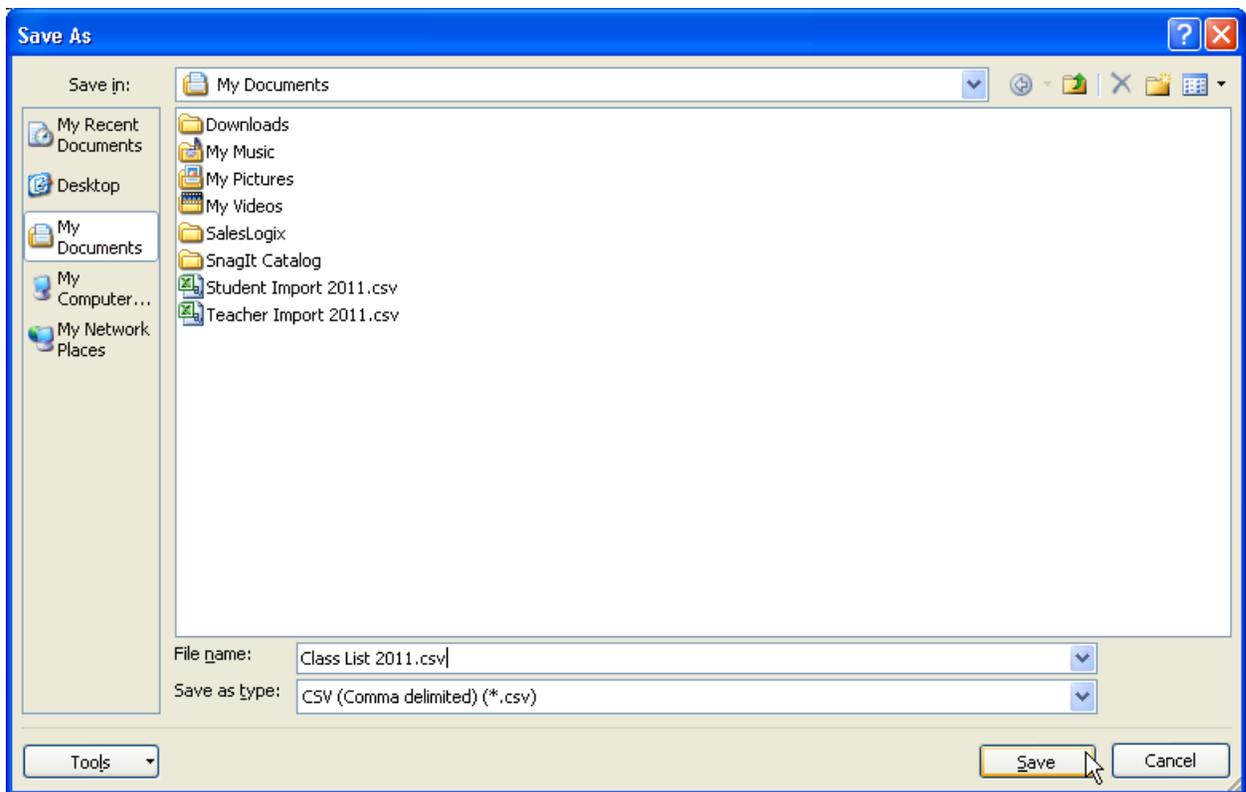
10. Column L (**Archive Flag**) is **required**. This field is used to determine if the entry will be created or archived. Enter "N" in this field to create the entry. Enter "Y" in this field to archive the entry. This must be entered for each row or else the entry will be rejected:

L
Archive Flag

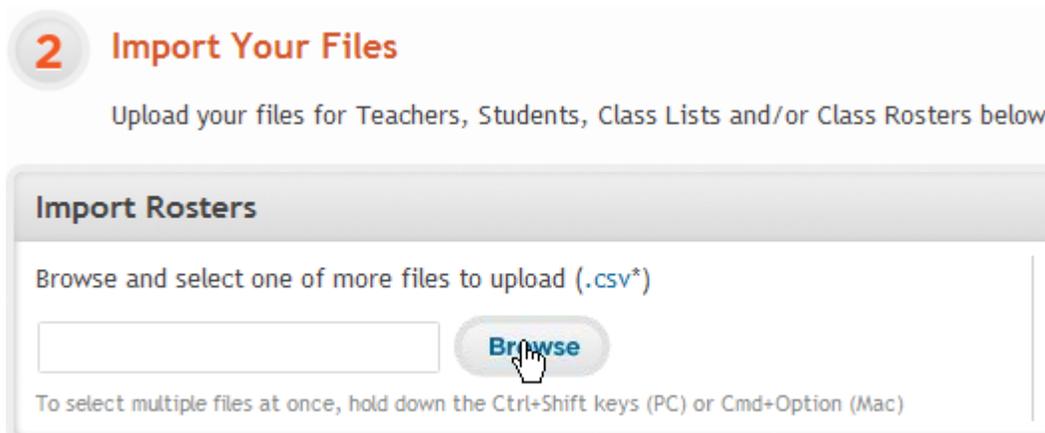
11. Be sure that all the required fields are filled out for each entry and that all special characters (especially commas) are removed. Save the file to your computer as a .csv file type:

A	B	C	D	E	F	G	H	I	J	K	L
Site Passcode	Account Name	Site Name	Class Name	Class ID	Class Description	School Year	Benchmark Class Flag	Grade	Subject	Semester/Block	Archive Flag

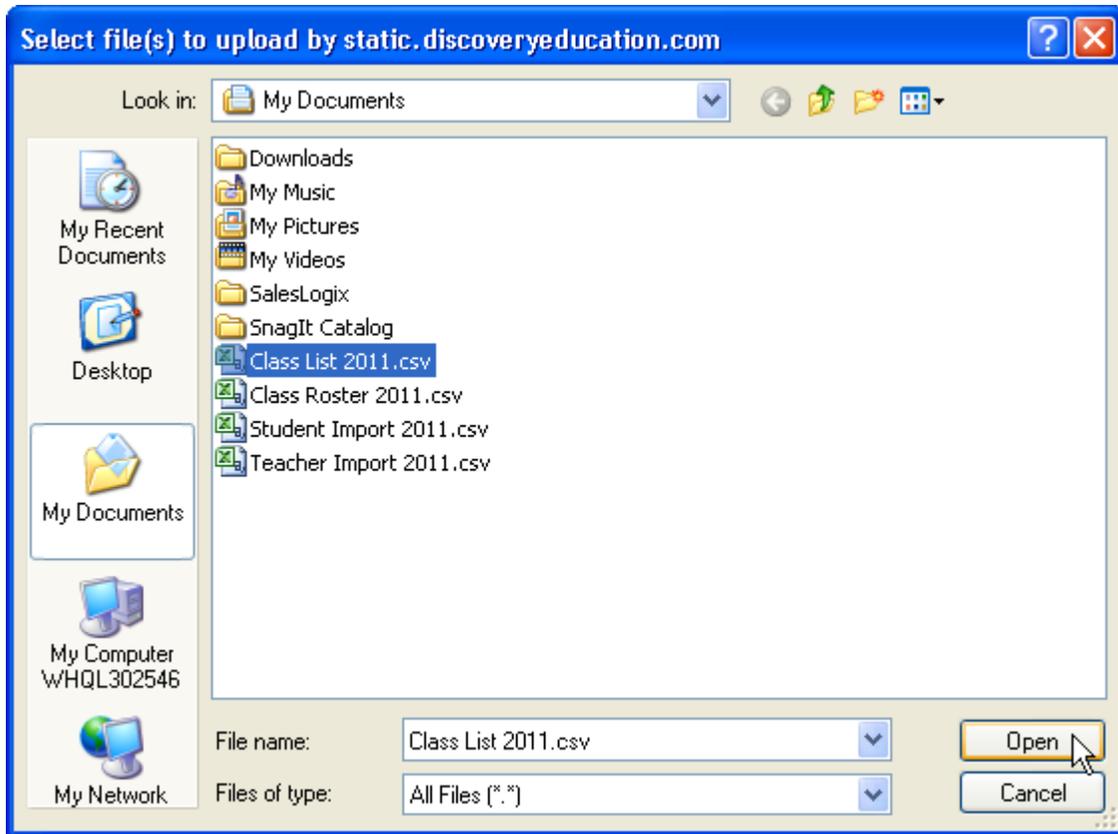
12. Within Excel, click **File** then choose **Save as..** so that you can choose the name, file type, and location of your file. Always keep a copy of your file on your computer for future reference:



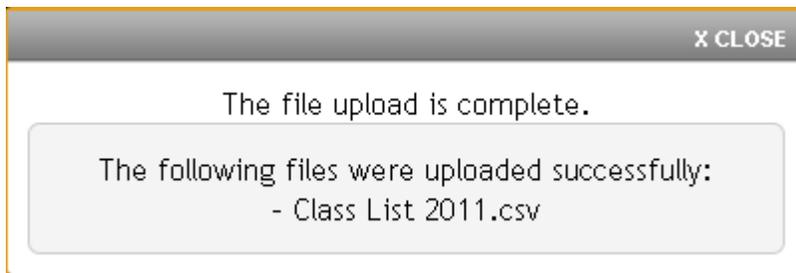
13. Return to the Import page within My Admin. Click on the **Browse** button under Step 2:



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



15. 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:



16. 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 12:33PM	Class List 2011.csv	class	 Validation In Progress		<ul style="list-style-type: none"> abandon upload

17. 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 12:33PM	Class List 2011.csv	class	 Validation Completed 3 Errors info 26 Succeeded info	 Pending	<ul style="list-style-type: none"> view error(s) abandon upload download details

18. 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 Next Last					
Upload Date	Filename	File Type	Validation Status	Import Status	Actions
7.18.2011 12:44PM	Class List 2011.csv	class	 Validation Completed	 Import Complete	<ul style="list-style-type: none"> 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 exists more than once in your import file	Duplicate Class IDs on the file	Change one of the Class IDs to be unique.
Class Name is required on initial import	Class Name field was left blank.	Enter a Class Name.
School Year is invalid	Invalid entry for school year	Enter a valid school year. For example, for 2011-2012 enter "1112".
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.
Grade and Subject are required	Grad 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	Invalid entry for Grade	Grade should match grades offered for Assessment interim benchmarks in your state.
Subject is invalid	Invalid entry for Subject	Subject should match subjects offered for Assessment interim benchmarks in your state.
Semester/Block must be 0, 1 or 2	Invalid entry for Semester/Block	For Full-year (enter "0"), Fall semester (enter "1") or Spring semester (enter "2").
Archive Flag must be Y or N	Invalid entry for the Archive Flag field	Enter Y or N in the Archive Flag field.

Tips

1. The Class Name must be unique for the Teacher so that it is distinguishable from other classes. This should be a friendly name, for example, 5th period Algebra or Mrs. Johnson English 1.
2. The Class ID must be unique to the Site (school). This is used to distinguish classes with the same name within the school's account. This should be a unique identifier for each class, for example, 910-KCPS-7M or MJohnsonEng1.
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.