Rostering Guidelines

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Overview and Requirements

The following guidelines are based on IMS Global's OneRoster™ CSV Tables standard, version 1.1 Final. For more information on the OneRoster standard, please go to http://www.imsglobal.org/activity/oneroster.

Only the following four CVS files are required:

"Orgs.csv", "Users.csv", "Classes.csv", and "Enrollments.csv".

Processing Schedule

Our system scans for updated files every ten minutes and imports changes within an hour.

Format

The file format for each of the data files is a comma separated values format (CSV) with the extra restriction that carriage-returns are not permitted within a field. Fields containing commas and double quotes must be enclosed with double quotes. If double-quotes are used to enclose a field, then a double-quote appearing inside the field must be escaped by preceding it with another double-quote. The CSV files must be encoded by UTF-8.

Not every field in each file will be processed, but in conformance with the OneRoster™ CSV Tables standard, header rows are required and are case sensitive. All header fields must be provided in the order listed in their respective entries, and optional fields with no data must still be present in the file.

Bulk Processing

Our roster import scripts use Bulk processing data. Any changes present in the files will be applied to the data in our platform.

File Upload Procedure

CSV files must be uploaded via SFTP to our server. We will provide credentials for an upload-only account.

If the CSV files are exchanged as a zipped file, then the encompassed files must be at the root level (i.e., they MUST NOT be contained within an enclosed directory). There is no constraint on the name of the zip file, but it must have a file extension of 'zip'. These files must NOT be encrypted.

Orgs.csv

The following information is taken from https://www.imsglobal.org/oneroster-v11-final-csv-tables#_Toc480293263 with minor modifications to required fields.

Column Field Header	Required	Format	Description
sourcedId	**Yes**	GUID	Unique id for the organization. SourcedId is used in other files and must be unique across all organizations. (For example, schools in your district).
status	No	Enumeration	"active" or "tobedeleted"
dateLastModified	No	DateTime	The date that this record was last modified. (format is YYYY-MM-DD)
name	**Yes**	String	Name of the organization.
type	No	Enumeration	"school" | "local" | "state" | "national"
identifier	No	String	NCES ID National Center for Education Statistics) for the school/district.
parentSourcedId	No	GUID Reference	SourcedId of an Org representing the Parent organization.

Users.csv

The following information is taken from https://www.imsglobal.org/oneroster-v11-final-csv-tables#_Toc480293266 with minor modifications to required fields.

Column Field Header	Required	Format	Description
sourcedId	**Yes**	GUID	Unique ID for the user. SourcedId is used in other files and must be unique across all users.
status	No	Enumeration	"active" or "tobedeleted"
dateLastModified	No	DateTime	The date that this record was last modified. (FORMAT IS YYYY-MM-DD)
enabledUser	No	Boolean	Boolean: { "true" | "false" }. 'false' denotes that the user is an active record but system access is curtailed according to the local administration rules.
orgSourcedIds	**Yes**	List of GUID References	SourcedIds of the Organizations to which this user belongs. If multiple Ids are required then use double quotes and separate with commas. (Note in most in cases, it is expected that users will belong to a single school.)
role	**Yes**	Enumeration	"teacher", "student", "parent"
username	No	String	User name
userIds	No	List of Strings	external machine readable id (e.g. LDAP id, LTI id) for this user, to be used if the sourcedId should not be used.
givenName	**Yes**	String	User's first name
familyName	**Yes**	String	User's surname
middleName	No	String	User's middle name (s). If more than one then they are separated by a space.
identifier	No	String	Identifier for the user with a human readable meaning
email	**Yes**	String	Email address for the user

sms	No	String	SMS address for the user
phone	No	String	Phone number for the user
agentSourcedIds	No	List of GUID References	SourcedIds of the users to which this user has a relationship. If multiple Ids are required then use double quotes and separate with commas. Note: In most cases this will be for indicating parental relationships.
grades	**Yes**	String	Grade for which a user with role 'student' is enrolled. The permitted vocabulary is from CEDS (Version 5) for the 'Entry Grade Level' element https://ceds.ed.gov/CEDSElementDetails.aspx?TermId=7100.
password	**Yes**	String	Password for the user. This field is not required if using SSO.

Classes.csv

The following information is taken from https://www.imsglobal.org/oneroster-v11-final-csv-tables#_Toc480293256 with minor modifications to required fields and descriptions. Please note: "classType", "schoolSourceId" and "termSourceId" set to not required.

Column Field Header	Required	Format	Description
sourcedId	**Yes**	String	Unique ID for the class. SourcedId is used in other files and must be unique across all classes.
status	No	Enumeration	"active" | "inactive" | "tobedeleted". A tobedeleted object may be deleted in receiving systems if it already exists
dateLastModified	No	DateTime	The date that this record was last modified. (FORMAT IS YYYY-MM-DD)
title	**Yes**	String	Name of this class
grades	No	List of Strings	Grade(s) for which the class is attended. The permitted vocabulary is from CEDS (Version 5) and the 'Entry Grade Level' element https://ceds.ed.gov/CEDSElementDetails.aspx?TermId=7100
courseSourcedId	No	GUID Reference	SourcedId of the course of which this class is an instance
classCode	No	String	Human readable code used to help identify this class
classType	No	Enumeration	"homeroom", "scheduled"
location	No	String	Human readable description of where the class is physically located
schoolSourcedId	No	GUID Reference	SourcedId of the Org that teaches this class
termSourcedIds	No	List of GUID References	SourcedId of the terms (the academicSessions) in which the class is taught. If more than one term is needed, use double quotes and delimit with commas, (per RFC 4180) Examples: "1,2" 1
subjects	No	String	Subject name(s). If more than one subject is needed, use double quotes, and delimit with commas (per RFC 4180):

			Examples: “history, geography” history
subjectCodes	No	List of Strings	Subject codes(s) in machine readable form. If more than one subject code is needed, use double quotes, and separate with commas (per RFC 4180). If the 'subjects' attribute is present the two lists must have the same length and have order significance. The vocabulary is from SCED (School Codes for the Exchange of Data): http://ceds.ed.gov/ScedCourseCodes.aspx (any commas in the label should be removed).
periods	No	List of Strings	The time slots in the day that the class will be given. If more than one period is needed, use double quotes, and separate with commas (per RFC 4180). Examples: 1; "1,3,5"

Enrollments.csv

The following information is taken from https://www.imsglobal.org/oneroster-v11-final-csv-tables#_Toc480293261 with modifications to required fields.

Column Field Header	Required	Format	Description
sourcedId	**Yes**	GUID	Unique identifier of this enrollment.
status	No	Enumeration	"active" or "tobedeleted"
dateLastModified	No	DateTime	The date that this record was last modified.
classSourcedId	**Yes**	GUID Reference	SourcedId of the Class.
schoolSourcedId	**Yes**	GUID Reference	SourcedId of an Org with type 'school'.
userSourcedId	**Yes**	GUID Reference	SourcedId of the User.
role	**Yes**	Enumeration	"teacher", "student"
primary	No	Boolean	Applicable only to teachers. Only one teacher should be designated as the primary teacher for a class in the period defined by the begin/end dates. Boolean: { "true" | "false" }.
beginDate	No	Date	The start date for the enrollment. This date must align with the associated academic session (term) identified in the class.
endDate	No	Date	The end date for the enrollment (exclusive). This date must align with the associated academic session (term) identified for the class.