XtraMath class rostering

There are three ways classes can be added to teacher accounts in XtraMath:

- **Manually** - the teacher signs up for a teacher account, creates and names their class, and then adds students by typing in names. This approach is well covered by our [Teacher Quick Start Guide](#).
- **Clever integration** (via the [Clever Library](#)) - teachers may "install" XtraMath for their classes within Clever, allowing those rosters to be automatically created in XtraMath. As a Library app within Clever, rather than a Secure Sync one, XtraMath cannot be pushed out by the district or school. See our FAQ entry on [Clever setup for teachers](#) (the guide includes Clever information as well).
- **.CSV import** - we can upload data (provided by a district or school) directly to our database. There are currently no user-facing tools to import .csv files. The rest of this document explains what data is needed and how it should be formatted.

Import Overview

Importing will create XtraMath teacher accounts for teachers who do not have an account and will add their classes and students. If a teacher already has an XtraMath account, it will just add the class(es) to their existing account.

All students are created anew. We cannot rearrange or update existing rosters via importing data. For additional limitations, please see the *Import Limitations* section.

XtraMath's [Google template](#) provides a good starting point for importing. Make a copy of the sheet in order to add and organize your own data. Hover over a column heading for hints, but use the *Data Structure* section below for a full explanation. Do not change the column headings. Make sure all three data sheets (School, Teachers, and Students) have the required information, then share your copy with info@xtramath.org. Additionally, send an email to info@xtramath.org letting us know you have data ready for import.

If you prefer not to use the Google template, you can send us .csv files via email. We will need two files: `yourschool-teachers.csv` and `yourschool-students.csv`. Replace "yourschool" with your school or district name, but ensure that the filenames end in `-teachers` and `-students` exactly. We will also need the following information (as per the School sheet of the Google template):

School / District:	
Requester name:	
Requester email address:	

Share ALL imported classes with the requester? Yes/ No		*Our system does not have admin accounts and the UI is not designed for a single teacher to have thousands of students in dozens of classes. See full import instructions for more information.*
Also, share ALL imported classes with this additional teacher/admin:		*Leave empty or provide a single email address. You can share with additional teachers after the import, if needed.*
When should classes end?		*Usually the last day of school.*
School time zone:		

Data Structure

Teachers

The Teachers sheet, or `yourschool-teachers.csv`, should contain the following columns:

Teacher Name	Addressed as	Class Name	Teacher Email

If a teacher has more than one class, they will be listed multiple times. Each class should only be listed once (see Import Limitations section).

- **`Name:`** The teacher's full first and last name
  - Examples: *Jane Doe* or *Fyodor Dostoevsky*
- **`Addressed as:`** The name the teacher goes by at school, with their students. This can be the same as the full name, if preferred.
  - Examples: *Ms. Doe* or *Mr. D*
- **`Class Name:`** The name of the class. In case of a large district import you may want to start with the grade number or school initial, for sorting purposes.
  - Examples: *Doe's Superstars* or *4 Dostoevsky*
- **`Email:`** The teacher's email address. If this email already exists in our database, the class(es) will be added to that existing account. If not, a new account will be created for the teacher. Double-check for typos to avoid new accounts being created in error.
  - Examples: *jane.doe@example.com* or *dostoevsky@example.com*

Students

The Students sheet, or `yourschool-students.csv`, should contain the following columns:

Name	Grade	Class Name	Teacher Email	PIN

Students are each listed just once. They cannot be added to multiple classes via import.
- **`Name:`** The student's first name. Names should be unique within their class - add the last initial if two students have the same name. If you prefer to use usernames, that is fine, as long as students are clear on what they need to enter as their "name" when signing in.
  - Examples: *Emma S* or *Jackson*
- **`Grade:`** The student's grade level. Enter this as a number, 0-12. Kindergarten and Pre-K should be entered as 0 or K.
  - Examples: *2* or *4*
- **`Class Name:`** The class name. It must exactly match one of the classes listed in the Teachers data.
  - Examples: *Doe's Superstars* or *4 Dostoevsky*
- **`Teacher Email:`** The **teacher's** email address, not the student's. This must exactly match the email address corresponding to the class within the Teachers data. The import will fail if you provide student email addresses.
  - Examples: *jane.doe@example.com* or *dostoevsky@example.com*
- **`PIN:`** A four-digit PIN used to sign in. Any PINs not provided will be randomly generated. However, you must always include the PIN column heading.
  - If you want to specify PINs:
    - They should be unique within a class.
    - They must be four digits. Ensure that leading zeros are included (e.g., 0123 will work, 123 will not).
  - Examples: *5190* or *2355*

Import Limitations / Quirks

The following are current limitations of our import process:

- **A student can only be included in one class.** If you provide the same name in two separate classes, two separate accounts will be created, one in each class. After import, you can manually add a specific student to a second class, but there is no way to do so for many students at once.
- **A class can only belong to one teacher.** Classes can be shared with co-teachers after the import is complete.
- **We cannot update existing rosters.** If a teacher has already created a class, importing a modified roster will create a second class (with new student accounts) rather than updating the original class.
- **You cannot designate specific program assignments at the time of import.** Students will all be assigned the default program for their specific grade-level. These default programs are explained in the [Teacher Quick Start Guide](). After the import is complete, you can change program assignments as needed.
- **We cannot link students to Google SSO via import.** While we have Google sign-in for students, importing a class cannot set this up. Any student email addresses included in the import data are ignored, and providing student email addresses instead of teacher ones will make the import fail.
- **XtraMath does not have true admin-level accounts.** Teachers can share classes with other teacher accounts. However, at this time, there are no higher-level accounts that can access another teacher's account settings, etc. When we import classes, we can share them all with a specific teacher or school administrator, but if a teacher adds another class later, it will not be automatically shared with that individual.

Example data

School / District: **Example Unified School District, CA**
Requester name: **Jessica Wilson**
Requester email address: **wilson@example.com**
Share ALL imported classes with the requester? **Yes**
Also share ALL imported classes with this teacher/admin: **adams@example.com**
When should classes end? **June 18, 2021**
School time zone: **Pacific**

exampleschool-teachers.csv

Name	Addressed as	Email	Class Name
Fyodor Dostoevsky	Mr. D	dostoevsky@example.com	4 Dostoevsky
Jane Doe	Ms. Doe	jane.doe@example.com	Doe's Superstars
Jane Doe	Ms. Doe	jane.doe@example.com	Kinder Math

exampleschool-students.csv

Name	Grade	Class Name	Email	PIN
Bryan	2	Doe's Superstars	jane.doe@example.com	5794
Emma S	2	Doe's Superstars	jane.doe@example.com	1933
Emma W	2	Doe's Superstars	jane.doe@example.com	5170
Oliver	0	Kinder Math	jane.doe@example.com	1340
Nina	4	4 Dostoevsky	dostoevsky@example.com	
Jackson	4	4 Dostoevsky	dostoevsky@example.com	

Note: The students in "4 Dostoevsky" will have random PINs assigned, as they were left empty.