



Importing Student Schedule Data

West Corporation

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066
800-920-3897
www.schoolmessenger.com



Contents


Overview	3
Data Import Files	3
Section Data File	3
Enrollment Data File	3
Teacher User Data File (optional)	3
Data File Format	3
Section Field Data	4
Section Data Fields	4
Section Data File Sample	4
Enrollment Field Data	4
Enrollment Data Fields	5
Enrollment Data File Sample	5
Teacher User Data	5
Teacher User Data Fields	5
Teacher Data File Sample	6
Questions?	6
SchoolMessenger Solutions Support	6


Overview

Schools and districts routinely import demographic data into their SchoolMessenger Communicate account along with an individual's contact information. This allows users to selectively target certain groups of recipients. For example, if a user needs to contact all of the students at a single school in a district, the school associated with each student would be used to create the recipient list. The students' school affiliation is an example of demographic data which is imported along with contact information.

Student schedule data is another type of demographic data which can be used to target groups of students based on their class enrollment or specific subjects and courses that are taught. As with other types of demographic data, users may be restricted to viewing students who are enrolled only in specific classes. This is particularly useful if your district allows teachers to send notifications to their students.

This document covers the data export files you will need for importing student class schedule data as well as an optional data export file for creating restricted teacher accounts, allowing teachers to send messages to their students.

 **Note:** The option to import student schedule data is included in the Classroom Messaging Module. Contact your sales representative for additional information.

 **Important:** After creating the data extracts described below, it is strongly recommended that you work with one of the SchoolMessenger solutions support representatives to ensure your account is properly configured and to test the automated daily imports of your data files.

Data Import Files

Student schedule data is imported using two separate data import files: a *Section Data File* and an *Enrollment Data File*. You will need to create these exports from your database.

Section Data File

The section data file contains data describing the classes (sections) that are taught at each school. This file does not contain any student specific information. The fields typically included in this file will be described in further detail in the Section Field Data section.

Enrollment Data File

The enrollment data file contains data mapping the students to the classes they are enrolled in. The contents of this file will be elaborated in the Enrollment Field Data section.

Teacher User Data File (optional)

The teacher user data file allows you to create teacher user accounts which restrict teachers to being able to contact only the students who are enrolled in the classes they're teaching. You will only need to create this data file if you plan to allow teachers to access the system and send messages to their students.

Data File Format


The final format of the data file to be imported into your Communicate account must be an ASCII encoded Comma Separated Values (CSV) file with a carriage return (CR) and line feed (LF) at the end of each record.

Section Field Data

Section data defines the attributes of each class (section) taught at each school. The most important fields are the section ID and the school at which that section takes place – the combination of section ID and school must be unique. You can think of section data as a complete list of every class offered by a school district. Each section should display as a separate record in the data file.

Section Data Fields

Field Description	Data Format	Max Characters	Required	Notes
School ID	Alphanumeric	255	<input checked="" type="checkbox"/>	Should be the same values as those used in the student contact and demographic data import.
Section ID	Alphanumeric	255	<input checked="" type="checkbox"/>	Represents a unique class taught by a particular teacher. This value cannot be duplicated within a particular school location.
Staff/Teacher ID	Alphanumeric	255	<input type="checkbox"/>	If you plan to import teacher user account data and allow teachers to log into the system to send messages to their students, then this Staff/Teacher ID must match the Staff ID number used when creating teacher user accounts.
Period Number	Alphanumeric	255	<input type="checkbox"/>	
Course Name	Alphanumeric	255	<input type="checkbox"/>	Human-readable course name
Instructor Name	Alphanumeric	255	<input type="checkbox"/>	Name of the teacher or course instructor.

 **Note:** Although not required, Section IDs that include descriptive class identifiers are desirable since it makes it easier for users to select the proper class from a list of sections. For example, “Algebra-101-6” where 101 is the course and 6 is the period the class is taught would be a more useful naming convention than a non-descript section code such as “6475863”.

Section Data File Sample

The following example shows a few lines of a representative section data file:

```
School ID#,Section#,Staff ID,Period,Course Name,Instructor
"001","MATH345-1","10081","1","Mathematics","Mr. Anderson"
"314","PE980-3","10083","3","Physical Education","Ms. Andrews"
"423","MATH301-2","10080","2","Mathematics","Mr. Henry"
"227","SCI739-1","10024","1","Science","Mrs. Robbins"
"001","ENG913-5","10038","5","English","Mr. Johnson"
```

Enrollment Field Data

Enrollment data links each student to their classes (sections) and only contains three fields. Each section that a student is enrolled in should display as a separate record in the data file.

Enrollment Data Fields

Field Description	Data Format	Max Characters	Required	Notes
Student ID	Alphanumeric	255	<input checked="" type="checkbox"/>	Must match the student ID number used in the student contact and demographic data import.
Section ID	Alphanumeric	255	<input checked="" type="checkbox"/>	Represents a unique class taught by a particular teacher. These correspond with the unique section ID numbers in the section data import file.
School ID	Alphanumeric	255	<input checked="" type="checkbox"/>	Should be the same values as those used for the student contact and demographic data import.

Enrollment Data File Sample

The following example shows a few lines of a representative enrollment data file:

```

Student ID,Section#,School ID#
"309482094","MATH345-1","001"
"487598475","AGR036-5","227"
"93824729","AGR038-2","227"
"57646463","PE980-3","314"
"88564743","MATH301-2","423"
"12383455","SCI739-1","227"
"75647439","ENG913-5","001"

```

Teacher User Data

If you plan to allow teachers to access the system to send notifications to their classes it will be necessary to create a special user import item that automatically creates the teacher accounts and restricts them to only those students who are enrolled in classes that the teacher instructs.

Teacher User Data Fields

Field Description	Data Format	Max Characters	Required	Notes
Teacher ID	Alphanumeric		<input checked="" type="checkbox"/>	Must match the teacher ID value used in the section data file
First Name	Alphanumeric		<input checked="" type="checkbox"/>	
Last Name	Alphanumeric		<input checked="" type="checkbox"/>	
User Name	Alphanumeric		<input checked="" type="checkbox"/>	This will typically be the first part of the user's email address.
Email Address	Alphanumeric	100	<input checked="" type="checkbox"/>	
Description	Alphanumeric		<input type="checkbox"/>	

Teacher Data File Sample

The following example shows a few lines of a representative enrollment data file.

```
ID#,FirstName,LastName,UserName,Email,Description
"10081","Albert","Anderson","aanderson","aanderson@example.com","Elementary Teacher"
"10034","John","Smith","jsmith","jsmith@example.com","Middle School Teacher"
"10081","Mary","Thomas","mthomas","mthompson@example.com","Elementary Teacher"
"10034","Bill","Williams","bwilliams","bwilliams@example.com","High School Teacher"
"10083","Sally","Andrews","sandrews","sandrews@example.com","High School Teacher"
"10080","Tom","Henry","thenry","thenry@example.com","High School Teacher"
"10024","Margaret","Robins","mrobins","mrobinson@example.com","Middle School Teacher"
```

Questions?

If you have any questions regarding the above, please contact support.

SchoolMessenger Solutions Support

800-920-3897

support@schoolmessenger.com