

Canvas SIS Import Format Documentation

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Overview

Instructure Canvas can integrate with an institution's Student Information Services (SIS) in several ways. The simplest way involves providing Canvas with several CSV files describing users, courses, and enrollments.

These files can be zipped together and uploaded to the Account admin area.

All text should be UTF-8 encoded.

Standard CSV rules apply:

- The first row will be interpreted as a header defining the ordering of your columns. This header row is mandatory.
- Fields that contain a comma must be surrounded by double-quotes.
- Fields that contain double-quotes must also be surrounded by double-quotes, with the internal double-quotes doubled. Example: Chevy "The Man" Chase would be included in the CSV as "Chevy ""The Man"" Chase".

users.csv

```
user_id,login_id,password,first_name,last_name,email,status
01103,bsmith01,,Bob,Smith,bob.smith@myschool.edu,active
13834,jdoe03,,John,Doe,john.doe@myschool.edu,active
13aa3,psue01,,Peggy,Sue,peggy.sue@myschool.edu,active
```

Field Name	Data Type	Default	Description
user_id	text	<i>required</i>	A unique identifier used to reference users in the enrollments table. This identifier must not change for the user, and must be globally unique.
login_id	text	<i>required</i>	The name that a user will use to login to Instructure. If you have an authentication service configured (like LDAP), this will be their username from the remote system. If they will be using normal Instructure authentication it is preferred that the login_id be the user's email address.
password	text		If the account is configured to use LDAP or an SSO protocol then this isn't needed. Otherwise this is the password that will be used to login to Canvas along with the 'login_id' above. If the user already has a password (from previous SIS import or otherwise) it will <i>not</i> be overwritten.
first_name	text		First name of the user.
last_name	text		Last name of the user.
email	text	<i>required</i>	The email address of the user. This might be the same as login_id, but should still be provided.
status	enum	active	active, deleted

When a student is 'deleted' all of its enrollments will also be deleted and they won't be able to log in to the school's account. If you still want the student to be able to log in but just not participate, leave the student 'active' but set the enrollments to 'concluded'.

A column to be added in the future:

Field Name	Data Type	Default	Description
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local_account	boolean	false	If true, and if the account (as found by the login_id) is not found, this user will be sent an invitation via their email address. They will choose their password when the click the invitation link.
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accounts.csv

```
account_id,parent_account_id,name,status
A001,,Humanities,active
A002,A001,English,active
A003,A001,Spanish,active
```

Field Name	Data Type	Default	Description
account_id	text	<i>required</i>	A unique identifier used to reference accounts in the enrollments data. This identifier must not change for the account, and must be globally unique.
parent_account_id	text		The account identifier of the parent account. If this is blank the parent account will be the root account.
name	text	<i>required</i>	The name of the account
status	enum	active	active, deleted

Any account that will have child accounts must be listed in the csv before any child account references it.

terms.csv

```
term_id,name,status,start_date,end_date
T001,Winter2011,active,,
T002,Spring2011,active,2010-9-03 00:00:00,2010-12-14 00:00:00
T003,Fall2011,active,,
```

Field Name	Data Type	Default	Description
term_id	text	<i>required</i>	A unique identifier used to reference terms in the enrollments data. This identifier must not change for the term, and must be globally unique
name	text	<i>required</i>	The name of the term
status	enum	active	active, deleted
start_date	date		The date the term starts. The format should be: YYYY-mm-DD HH:MM:SS
end_date	date		The date the term ends. The format should be: YYYY-mm-DD HH:MM:SS

courses.csv

```
course_id,short_name,long_name,account_id,term_id,status
E411208,ENG115,English 115: Intro to English,A002,,active
R001104,BIO300,"Biology 300: Rocking it, Bio Style",A004,Fall2011,active
A110035,ART105,"Art 105: ""Art as a Medium""",A001,,active
```

Field Name	Data Type	Default	Description
course_id	text	<i>required</i>	A unique identifier used to reference courses in the enrollments data. This identifier must not change for the course, and must be globally unique
short_name	text	<i>required</i>	A short name for the course
long_name	text	<i>required</i>	A long name for the course. (This can be the same as the short name, but if both are available, it will provide a better user experience to provide both.)
account_id	text		The account identifier from accounts.csv, if none is specified the course will be attached to the root account
term_id	text		The term identifier from terms.csv, if no term_id is specified the default term for the account will be used
status	enum	active	active, deleted, completed

sections.csv

```
section_id,course_id,name,status,start_date,end_date
S001,E411208,Section 1,active,,
S002,E411208,Section 2,active,,
S003,R001104,Section 1,active,,
```

Field Name	Data Type	Default	Description
section_id	text	<i>required</i>	A unique identifier used to reference sections in the enrollments data. This identifier must not change for the term, and must be globally unique
course_id	text	<i>required</i>	The course identifier from courses.csv
name	text	<i>required</i>	The name of the section
status	enum	active	active, deleted
start_date	date		The date the section starts. The format should be: YYYY-mm-DD HH:MM:SS
end_date	date		The date the section ends. The format should be: YYYY-mm-DD HH:MM:SS
account_id	text		The account identifier from accounts.csv. If the section is for a different account (a cross-listed course) than the course's account, specify it here

enrollments.csv

```
course_id,user_id,role,section_id,status  
E411208,01103,student,1B,active  
E411208,13834,student,2A,active  
E411208,13aa3,teacher,2A,active
```

Field Name	Data Type	Default	Description
course_id	text	<i>required if section_id missing</i>	The course identifier from courses.csv
user_id	text	<i>required</i>	The user identifier from users.csv
role	text	<i>required</i>	student, teacher, ta, observer, designer
section_id	text	<i>required if course_id missing</i>	The section identifier from sections.csv, if none is specified the default section for the course will be used
status	enum	active	active, deleted, completed
associated_user_id	text		For observers, the user identifier from users.csv of a student in the same course that this observer should be able to see grades for. Ignored for any role other than observer

When an enrollment is in a 'completed' state the student is limited to read-only access to the course.

This new column will be implemented some time in the future:

Field Name	Data Type	Default	Description
exclusive_section	boolean	false	If true, then any enrollments for this user in this course NOT in the section specified in section_name will be deleted.

xlists.csv

```
xlist_course_id,section_id,status  
E411208,1B,active  
E411208,2A,active  
E411208,2A,active
```

Field Name	Data Type	Default	Description
xlist_course_id	text	<i>required</i>	The course identifier from courses.csv
section_id	text	<i>required</i>	The section identifier from sections.csv
status	enum	active	active, deleted

xlists.csv is optional. The goal of xlists.csv is to provide a way to add cross-listing information to an existing course and section hierarchy. Section ids are expected to exist already and already reference other course ids. If a section id is provided in this file, it will be moved from its existing course id to a new course id, such that if that new course is removed or the cross-listing is removed, the section will revert to its previous course id.

If xlist_course_id does not reference an existing course, it will be created. If you want to provide more information about the cross-listed course, please do so in courses.csv.