

Data Import Process

Version 1.04

TypingClub's data import process describes four CSV file formats that districts can use to import their data rosters into TypingClub. These files are:

- **School.csv:** List of all schools
- **Instructor.csv:** List of all instructors
- **Class.csv:** List of all classes relevant to typing
- **Student.csv:** List of all students as well as their class enrollment information

While the file names are not important, the column headers are used by the system to identify each file type, and process them in the correct order. The basic behavior of the system is to go through each row in the file, and follow the *action* column, which may instruct it to add, update or delete a record. If you leave the *action* column blank, the system will try to update first, and add if no information is found to be updated.

The system does not assume you are importing your entire roster every time, and excluding one or more of your files does not result in any automatic deletion of your records. For example, if you already have 1,000 students in the program, and you upload a *student.csv* file with only 900 students, the system does *not* remove the remaining 100 students. To remove students, you must use the action *delete* under the *action* column.

The system also attempts to avoid making duplicate records by inspecting the new data against the existing data and making certain assumptions. For instance, if you are trying to upload a list of your instructors, but already have existing instructors, the system will try to see if an instructor with the same email exists prior to adding and sending an email to that instructor.

File Format

The following includes a definition for each of the file types:

School.csv

This file allows you to import all of your schools using a single csv file. [Use this link to download a sample CSV file](#). Here are the columns that are accepted by our internal processor:

<i>Field Name</i>	<i>Description</i>
school-id	This is your internal primary key for the school record. (Required) <ul style="list-style-type: none">• The value can be a number or text• Must be unique in your account• The column must appear as the first column• The column header must appear as “school-id”
name	The name of the school (Required)
address	The school address (Optional)
action	The action to take (Optional) <ul style="list-style-type: none">• Two possible values for this field are: “update” and “delete”• Value “update” will try to update the record if it already exists, and will otherwise add it if doesn’t exist• Value “delete” will try to delete the school from our records

Instructor.csv

This file allows you to import all of your instructors using a single csv file. [Use this link to download a sample CSV file](#). Here are the columns that are accepted by our internal processor:

<i>Field Name</i>	<i>Description</i>
instructor-id	<p>This is your primary key for an instructor. (Required)</p> <ul style="list-style-type: none">• The value can be a number or text• Must be unique per instructor in the entire district. You may not re-use the same instructor-id in a different school.• The column must appear as the first column on the left side of the spreadsheet• The column header must appear as “instructor-id”
school-id	<p>This is the primary key for the school that the instructor resides in. (Required)</p> <ul style="list-style-type: none">• This value is required only if you have more than one school• A school with this ID must exist in the system. If you have a multi-school account, and no such school is identified, the system will default the instructor into the school with the district name.• The column header must appear as “school-id”
first-name	The first name of the instructor (Required)
last-name	The last name of the instructor (Optional)
email	The email address of the instructor (Required)
username	<p>The username of the instructor (Optional)</p> <p>Instructors will be able to sign in with either username or email address.</p>
phone	The instructor’s phone number (Optional)
password	<p>The instructor’s password (Optional).</p> <p>Important Note: If you leave the instructor’s password blank, the system will automatically send an email out to the instructor inviting them to set up their own password. If your instructors wish to sign in using an alternate method and you don’t want TypingClub to send an email to your instructors directly, make sure to have a ‘dummy’ password set for each instructor.</p>
action	<p>The action to take (Optional)</p> <ul style="list-style-type: none">• Three possible values for this field are: “add”, “update”, and “delete”• Value “add” will add the record if it doesn’t already exist• Value “update” will try to update the record if it already exists, and will otherwise add it if doesn’t exist• Value “delete” will try to delete the instructor from our records

Classes.csv

This file allows you to import all of your classes using a single csv file. [Use this link to download a sample CSV file](#). Here are the columns that are accepted by our internal processor:

<i>Field Name</i>	<i>Description</i>
class-id	<p>This is your primary key for this class. (Required)</p> <ul style="list-style-type: none">• The value can be a number or text• Must be unique per class in the entire district. You may not re-use the same class-id in a different school.• The column must appear as the first column on the left of the spreadsheet• The column header must appear as “class-id”
instructor-id	<p>This is the primary key for the instructor that is teaching the class. (Required)</p> <ul style="list-style-type: none">• An instructor with this ID must exist in the system.• The column header must appear as “instructor-id”• You may have more than one instructor per class. In order to do that, you must duplicate this row with the other instructor-id. This will not add the class twice, as long as you use the same class id.
school-id	<p>This is the primary key for the school that the class is taught. (Required)</p> <ul style="list-style-type: none">• This value is required only if you have more than one school• A school with this ID must exist in the system. If no such school is identified, the system will use the school with the district name for the class’s school designation.• The column header must appear as “school-id”
name	<p>The class name (Required)</p>
description	<p>If you have a description for the class (Optional)</p>
grade	<p>The grade for the class (optional)</p> <ul style="list-style-type: none">• Use “K” to identify Kindergarten• Use a number between 1-12 to identify 1st - 12th grade
action	<p>The action to take (Optional)</p> <ul style="list-style-type: none">• Three possible values for this field are: “add”, “update”, and “delete”• Value “add” will add the record if it doesn’t already exist• Value “update” will try to update the record if it already exists, and will otherwise add it if doesn’t exist• Value “delete” will try to delete the instructor from our records

Students.csv

This file allows you to import all of your students and enroll them into their appropriate classes using a single csv file. [Use this link to download a sample CSV file.](#) Here are the columns that are accepted by our internal processor:

Field Name	Description
student-id	<p>This is your primary key for this student (Required)</p> <ul style="list-style-type: none">• The value can be a number or text• Must be unique per student in the entire district• The column must appear as the first column on the left side of the spreadsheet• The column header must appear as “student-id”
class-id	<p>This is the primary key for the class that the student should be enrolled into (Optional)</p> <ul style="list-style-type: none">• A class with this ID must exist in the system.• The column header must appear as “class-id”• In order to enroll this student into more than one class, repeat this row with a different class-id. This shouldn’t create duplicate student entries as long as the student ID is the same in all rows for the different classes.
school-id	<p>This is the primary key for the school in which the student resides (Required)</p> <ul style="list-style-type: none">• This value is required only if you have more than one school• A school with this ID must exist in the system. If no such school is identified, the system will default the student into to a school with the district name• The column header must appear as “school-id”
first-name	The student’s first name (Required)
last-name	The student’s last name (Optional)
username	<p>The student’s username (Optional)</p> <ul style="list-style-type: none">• Either a username or email address is required for each student. If the email address for the student is not provided, the username is required.
password	<p>The student’s password (Optional)</p> <ul style="list-style-type: none">• If you have an alternate login method, or you wish your students to login without a password, you may leave this value blank.

	<ul style="list-style-type: none"> For existing students, it will only set the password if the student has not signed in for the past 3 months.
force-password-update	<p>Possible values are 1 or 0. If set to 1, all passwords for existing students will be changed to the value provided in the "password" column. (Optional)</p> <ul style="list-style-type: none"> Possible values for this column are: 0 or 1 Only include this column if you really need it. By default the password column is disregarded if the student already exists and has had a successful login attempt in the past 3 months. If you set this column's value to 1, that student's password will be updated.
email	<p>The student's email address (Optional)</p> <ul style="list-style-type: none"> Either a username or email address is required for the student. If the username for the student is not provided, the email is required.
grade	<p>The grade for the class (optional)</p> <ul style="list-style-type: none"> Use "K" to identify Kindergarten Use a number between 1-12 to identify 1st - 12th grade
action	<p>The action to take (Optional)</p> <ul style="list-style-type: none"> Three possible values for this field are: "add", "update", and "delete" Value "add" will add the record if it doesn't already exist Value "update" will try to update the record if it already exists, and will otherwise add it if doesn't exist Value "delete" will try to delete the instructor from our records

Importing Files

There are two methods for importing your CSV files into TypingClub. The first method is to use our web interface. The web interface is located in your account's "Settings" -> "Data Import Tool". Once there, you can individually upload and test your files there.

The second method is to upload your files into your TypingClub provided SFTP account. If you don't have your SFTP account already, you may reach out to your TypingClub account representative or by creating a ticket in the support section of your portal. Once your SFTP account is setup, you may use automation tools to generate and upload these files to your account everynight. Our SFTP processor will login to your SFTP account every night and will process the files at around 3:00am EST. A digest of the process will be emailed to you, and the detailed log will become available in your SFTP directory.

Please reach out to your representative for further documentation on how to use your SFTP setup.