I-READY AUTOMATED PROVISIONING

IMPLEMENTATION GUIDE & CSV SPECIFICATION REFERENCE MANUAL

I-READY AUTOMATED PROVISIONING CSV FILES

Contents

Overview

This document provides an overview of the CSV formats used in the process of automatically synchronizing data from your Student Information System (SIS) with i-Ready. We refer to the process of automatic data synchronization between i-Ready and your SIS as *Automated Provisioning*.

The automated provisioning process works as follows:

1. District SIS administrators create scripts to export the appropriate data from their SIS into CSV-formatted files as described in this document.
2. District SIS administrators create scripts to post the files to the SFTP site provided by Curriculum Associates.
3. The CSVs will be processed by Curriculum Associates and imported into i-Ready overnight.
4. Changes made by this process are ready for use in i-Ready the following morning.

Managing Your Data

Each i-Ready Automated Provisioning synchronization uses a set of six CSV files, which should be generated by your SIS administrator and delivered to the Curriculum Associates SFTP site every night. A CSV file is a text file that has a specific format that allows for the saving of textual information/data in an organized fashion. The format, also known as a flat table, is simple: Each row contains one record of information; each record can contain multiple pieces of data (fields) each separated by a character. The character used to distinguish each piece of data within each record is a comma.

IMPORTANT: To prevent a service interruption and guard the integrity of your data, it is *critical* to observe the following practices when generating and exporting your data:

1. **Never make manual changes to your data.** Curriculum Associates requires that the SIS export and delivery of data to the SFTP site be automated. The process should run without any human intervention. Making manual changes to your data as part of the export process is strictly forbidden and introduces a high probability of data corruption. (If you are unable to automate the export and delivery of your data, Automated Provisioning may not be the right solution for you. Consult your Account Manager about our alternatives.)

2. **All six CSV files must be provided, have the correct file name, and the correct file extension**. CSV's should be named: School.csv, Section.csv, Student.csv, Staff.csv, StudentSection.csv, and StaffSection.csv. *Even though a CSV is text file in content, the file extension must be '.csv'.*

3. **Always include a header row in every CSV file, even if the file has no records.** The header row is a requirement for every CSV file. The header row must always be present, even if the file contains no data (see *Automated Provisioning Options* for more information).

4. **Always enclose every piece of data in a set of double quotation marks.** Enclosing data in double quotations ensures that the synchronization process will always be able to distinguish each piece of data correctly. For example, if a student's name is "John Smith, Jr." and the data is not enclosed in quotations, the comma in the student's name would be interpreted as a data delimiter, disrupting the interpretation of the rest of the data**.** *See Appendix A for more information on enclosing data in quotations.*

5. **Avoid providing more than one record with the same unique identifier.** Automated Provisioning uses unique identifiers for each type of data record. Providing multiple records with the same unique identifier will prevent either record from being processed successfully. Make sure to carefully observe the uniqueness constrains outlined for each CSV file.

6. **Practice Referential Integrity.** Automated Provisioning uses unique identifiers between different record types to link those records together. Therefore, the process cannot operate successfully if an ID is referenced but not provided in the data set. For example, consider a student record that is specified to be enrolled in a school that is not included in School.csv, or a teacher record that is specified to be enrolled in a section that is not included in Section.csv. These enrollments cannot be processed successfully, since some of the data to which they refer is missing.

If you are unsure about how to adopt these practices or just need more information, consult your Account Manager.

Automated Provisioning Options

There are two decisions that must be made *prior* to beginning your sync with i-Ready for the new academic year. These decisions will greatly impact the way that your data is auto-provisioned, and should be made after careful consultation with your i-Ready Account Manager:

- Will you synchronize section data?
    - **Yes**: Districts that choose to sync section data with i-Ready will have their i-Ready classes continuously updated with the data provided in the Section, StudentSection, and StaffSection CSV's. Therefore, i-Ready teachers and administrators will not be able to modify class information or enrollments via the i-Ready user interface.
    - **No**: Districts that choose *not* to sync section data with i-Ready will have no synchronization between their SIS section data and i-Ready. i-Ready sections and enrollments must be created and managed manually via the i-Ready user interface.
- Will you synchronize administrators? (i.e., any user with privileges above those of teachers)
    - **Yes**: Districts that choose to sync administrators must provide **all** administrator and administrator enrollment information in the Staff.csv and StaffSection.csv files. The ability to create and manage administrators will not be possible in the i-Ready user interface. Note: this does not include teachers.
    - **No**: Districts that choose *not* to sync administrators will have their administrators in i-Ready managed outside auto-provisioning and will not include administrator information in the CSVs posted to the i-Ready SFTP site. i-Ready administrators for this account must be created and managed manually via the i-Ready user interface.

NOTE: Regardless of the decisions made pertaining to the above, you must always synchronize both teacher and student data.

IMPORTANT: Regardless of whether you have chosen to synchronize section or administrator data, you *must provide all six CSV files* when pushing data to i-Ready's SFTP server. If you have chosen *not* to sync sections, Section, StudentSection.csv, and StaffSection.csv files should contain no data, and instead consist of only a header row as defined by the CSV specification.

- **School.csv**: Contains data on all schools that need access to i-Ready.

- **Student.csv**: Contains data on all students who need access to i-Ready.
- **Staff.csv**: Contains data on all staff members being synced with i-Ready. This must include all teachers, and, optionally, administrators (see above).
- **Section.csv**: Contains data on the sections from the SIS that should be created as classes in i-Ready.
- **StudentSection.csv**: Contains the enrollments of students into sections. Students in i-Ready will be enrolled in the classes specified in this file.
- **StaffSection.csv**: Contains the enrollments of staff members into sections. Teachers in i-Ready will be enrolled in the classes specified in this file. (If you have chosen to sync administrators, you can also specify enrollments for school administrators in this file. Note, however, that you *cannot* enroll district administrators into i-Ready classes.)

IMPORTANT: Whether you are syncing sections or not, you must provide the *complete set* of relevant i-Ready data each time you sync. i-Ready considers the data set provided in the CSVs to be the *complete* set of i-Ready data that is relevant for the current academic year. Every sync operation should occur with the latest, complete set of data (as opposed to a list of changes to be made to your account). Every sync process is therefore a full sync.

Failure to provide the complete set of data can lead to a disruption in i-Ready usage. For example, if you provided 100 sections in Monday's sync, and a different 10 sections in Tuesday's sync, (omitting the original 100 sections from the file), the original 100 sections would be deleted from i-Ready on Tuesday, potentially leaving the students and staff members of those sections unable to log into i-Ready.

The following sections outline the data that make up each of the CSV files.

School.csv

The School.csv file is used to specify the schools in your district will be using i-Ready. Each school must be listed as a single row in this file.

The columns of data contained in the School.csv are described below.

Property	Type	Length	Required	Unique?	Description
Client ID	String	32	Yes		
School ID	String	32	Yes	Yes	
School Name	String	100	Yes		
District Name	String	100	Yes		
State	String	2	Yes		
NCES ID	String	12			The National Center for Education Statistics ID of the school
Partner ID	String	32		Yes	The ID used by partners, if applicable
Action	String	30			Reserved for future use (please include column header)
Reserved1					Reserved for future use (please include column header)
Reserved2					Reserved for future use (please include

					column header)
Reserved3					Reserved for future use (please include column header)
Reserved4					Reserved for future use (please include column header)
Reserved5					Reserved for future use (please include column header)
Reserved6					Reserved for future use (please include column header)
Reserved7					Reserved for future use (please include column header)
Reserved8					Reserved for future use (please include column header)
Reserved9					Reserved for future use (please include column header)
Reserved10					Reserved for future use (please include column header)

Client ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the School.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

SCHOOL ID

"School ID" is a unique, stable, and permanent identifier for each school. Unlike "Client ID," your District's SIS Administrator provides the "School ID". The "School ID" supplied for each school must not change.

"School ID" is a required field but is not imported into i-Ready. Instead, this field is used to assign students, staff members, and sections to schools in the Student.csv, Staff.csv, and Section.csv files.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: Yes

Present in i-Ready User Interface: No

SCHOOL NAME

Your District SIS Administrator will use the name of each school in the SIS to populate the "School Name" field in the CSV.

"School Name" is a required field. This information is not imported into i-Ready. Instead, it is intended to help your District's SIS Administrator verify that the "School ID" they provided is associated with the appropriate "School Name."

Type: String

Length: 100

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No. While school names are visible in the i-Ready user interface, the names in the i-Ready UI are not synchronized with the school names provided here.

DISTRICT NAME

The "District Name" field must contain the name of your district.

"District Name" is a required field. Like the "School Name" field, "District Name" is not imported into i-Ready.

Type: String

Length: 100

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No. While the district name is visible in the i-Ready user interface, the name in the i-Ready UI is not synchronized with the district name provided here.

STATE

The "State" field must be populated with your district's two-digit U.S. State abbreviation.

"State" is a required field but is not imported into i-Ready.

Type: String

Length: 2

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No. While the state is used in a variety of places in the i-Ready user interface, as well as state-specific data (for example, the academic standards associated with your state) that does not directly tie to the value provided here.

NCES ID

"NCES ID" is an optional field that you may use to designate the National Center for Education Statistics (NCES) ID that corresponds to each of your schools. This information is imported into i-Ready.

Type: String

Length: 12

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No.

PARTNER ID

"Partner ID" is an optional field that you may use as an additional identifier for each school. The values entered in this column must be unique across the district. Most customers can safely ignore this field.

Type: String

Length: 64

Required: No

Modifiable: Yes

Unique: Yes

Present in i-Ready User Interface: No

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

RESERVED COLUMNS (1 – 10)

The Reserved columns 1 – 10, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

Student.csv

The Student.csv contains all students who need access to i-Ready. As new students are added to this file, the synchronization will automatically create their user accounts in i-Ready. If students are removed from this file after having been provisioned into i-Ready, their i-Ready logins become inactive (or the accounts are deleted if they have never been used).

The specific columns of data contained in the Student.csv are described below.

Property	Type	Length	Required	Unique?	Description
Client ID	String	32	Yes		ID provided by CA (one per i-Ready account)
School ID	String	32	Yes		School associated with the student and already referenced in the School File
Student SIS ID	String	32	Yes		The unique, stable, and permanent ID found in the SIS system. This must be guaranteed to never change per student.
Student Number	String	50	Yes		The unique ID number assigned to each student in the district.
First Name	String	50	Yes		The student's first name.
Last Name	String	50	Yes		The student's last name.
Grade Level	Int		Yes		Values 0-12 (0=Kindergarten)
User Name	String	50	If used, create-only	Yes, state-wide	The student's username. Providing updated usernames after student creation does not update usernames in i-Ready.
Password	String	24	If used, create-only		Password to be created with this account. Must be between 4 and 24 characters. Providing updated passwords after student creation does not update passwords in i-Ready.
DOB	String	10			YYYY-MM-DD
Ethnicity	Ing				''1' for American Indian or Alaska Native, '2' for Asian, '3' for Black or African American, '4' for Native Hawaiian Or Other Pacific Islander, '5' for White, '6' for Other
Hispanic	String	5			true | false
Gender	String	6			Male|Female
Economically Disadvantaged	String	5			true | false
English Learner	String	5			true | false
Special Education	String	5			true | false
Migrant	String	5			true | false
Math	Int				Reserved for future use (please include

Developmental Level					column header)
English Developmental Level	Int				Reserved for future use (please include column header)
Partner ID	String	32		Yes	The ID used by Partners if applicable
Action	String	30			Reserved for future use (please include column header)
RTI Level	String	6			null, Tier 1, Tier 2, or Tier 3
Gifted/Talented	String	5			true | false
Reserved1					Reserved for future use (please include column header)
Reserved2					Reserved for future use (please include column header)
Reserved3					Reserved for future use (please include column header)
Reserved4					Reserved for future use (please include column header)
Reserved5					Reserved for future use (please include column header)
Reserved6					Reserved for future use (please include column header)
Reserved7					Reserved for future use (please include column header)
Reserved8					Reserved for future use (please include column header)

Client ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the Student.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

SCHOOL ID

The "School ID" field in the Student.csv is used to assign each student to a specific school. The values entered in this column must correspond to the valid "School IDs" located in the School.csv file. Each student provisioned into i-Ready will be enrolled in the school specified in this field. If a given student's "School ID" changes in the CSV over time, he or she will be un-enrolled from the previous school and assigned to the new school in i-Ready.

"School ID" is a required field in the Student.csv.

Type: String

Length: 32

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes. A student's school enrollment is used in a variety of places in i-Ready.

STUDENT SIS ID

"Student SIS ID" is a unique, stable, and permanent value that is used to identify each student. Because this field identifies students for the purposes of user creation and enrollment management, customers must guarantee that this value never changes for a given student.

IMPORTANT: "Student SIS ID" is unique, stable, and permanent. It must never change for a given student.

This value is often generated by the SIS and does not need to be student facing (i.e., because it is an internal, system identifier, students do **not** need to know what this value is). It is **not** the same as Student Number (see below).

IMPORTANT: "Student SIS ID" is not the same as "Student Number".

"Student SIS ID" is a required field and must be unique across the district.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: Yes

Present in i-Ready User Interface: No

STUDENT NUMBER

In many districts, each student is assigned a unique identifier that travels with them as they move throughout the district. Students are often aware of this ID and may even use it as their username for various systems. The "Student Number" field in the Student.csv is represents that unique ID. This value is likely to be permanent for a given student, but is not guaranteed to be permanent throughout a student's time within your district.

"Student Number" is imported into i-Ready as each student's "Student ID." It is a required field and must be unique across the district. If this value is changed for a given student in a subsequent CSV upload, the Student ID will be updated in i-Ready.

IMPORTANT: "Student Number" appears in the i-Ready User Interface as "Student ID". But this is not the same as Auto Provisioning's "Student SIS ID" (see above).

Type: String

Length: 50

Required: Yes

Modifiable: Yes

Unique: Yes

Present in i-Ready User Interface: Yes, this is visible in multiple areas of the user interface, including the roster screens, where it is referred to as "Student ID."

FIRST NAME

The "First Name" field in the Student.csv is used to populate the "First Name" field in i-Ready. If this value is changed for a given student in a subsequent CSV upload, his or her first name will be updated in i-Ready.

"First Name" is a required field.

Type: String

Length: 50

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in multiple areas of the user interface.

LAST NAME

The "Last Name" field in the Student.csv is used to populate the "Last Name" field in i-Ready. If this value is changed for a given student in a subsequent upload, his or her last name will be updated in i-Ready.

"Last Name" is a required field.

Type: String

Length: 50

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in multiple areas of the user interface.

GRADE LEVEL

The "Grade Level" field in the Student.csv is used to set each student's grade level in i-Ready. The District SIS Administrator must enter an integer value between 0 and 12 in this field for each student. The value 0 corresponds to Kindergarten, while all other values correspond directly to grade levels. For example, '1' corresponds to students in grade 1.

If this value is changed for a given student in a subsequent upload, his or her grade level will be updated in i-Ready.

"Grade Level" is a required field.

Type: int

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready: Yes, this is visible in multiple areas of i-Ready, including rosters, reports, and assessment logic.

USER NAME

This is the desired username for students new to i-Ready. When the Automated Provisioning sync creates new students in i-Ready, it sets their username to the value supplied in the Student.csv "User Name" field. Usernames are not updated after initial student creation, although usernames may be changed through the i-Ready user interface.

IMPORTANT: User names are initially set by Automated Provisioning when creating a new student, but they are never changed by Automated Provisioning for existing students.

Note that usernames must be unique across an entire state. This is because students supply their username, password, and state when logging in. For this reason, we strongly encourage customers to supply values that are most likely to be unique at the state level, such as student email addresses.

"User Name" is a required field for new students but may be omitted for existing i-Ready students.

Type: String

Length: 50

Required: Yes, but only at create time (i.e., for new student records).

Modifiable: No. However, student usernames may be updated through the i-Ready user interface.

Unique: Yes, for your entire state.

Present in i-Ready User Interface: Yes, this is visible in multiple areas of the user interface, such as in the roster screens and exports.

PASSWORD

The "Password" field in the Student.csv is used to set each newly-created student's password in i-Ready. Like the "User Name" field, the "Password" value in the CSV is only used during user creation. The Automated Provisioning

sync will not update students' passwords after initial user creation. Updates to passwords in i-Ready must be made through the i-Ready user interface.

IMPORTANT: Passwords are initially set by Automated Provisioning when creating a new student, but they are never changed by Automated Provisioning for existing students.

"Password" is a required field for new students but may be omitted for existing i-Ready students. The "Password" entered in this field must be between 4 and 24 characters in length.

IMPORTANT: Passwords must be at least 4 characters in length, (and no longer than 24 characters).

Type: String

Length: 4 – 24

Required: Yes, at create time.

Modifiable: No. However, student passwords may be updated through the i-Ready user interface.

Unique: No

Present in i-Ready User Interface: Yes, teachers and administrators have access to this information.

DOB

This is each student's "Date of Birth." The "DOB" field is imported into i-Ready as each student's Date of Birth. If this value is changed in the Student.csv for a given student, his or her Date of Birth will be updated in i-Ready. This value must be provided in the following format: "YYYY-MM-DD." For example, "July 4, 2000" must be provided as "2000-07-04"

Type: String

Length: 10

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens.

ETHNICITY

The "Ethnicity" field is used to populate students' "Race/Ethnicity" field in i-Ready. This field accepts integer values between 1 and 6 which correspond to the following ethnicities:

      1: American Indian or Alaska Native
      2: Asian
      3: Black or African American
      4: Native Hawaiian or Other Pacific Islander
      5: White
      6: Other

"Ethnicity" is an optional field. If this value is changed in the Student.csv for a given student, his or her "Race/Ethnicity" field will be updated in i-Ready.

Type: int

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

HISPANIC

The "Hispanic" field is used to populate the "Hispanic" field in i-Ready. The "Hispanic" field accepts the values "True" and "False."

"Hispanic" is an optional field. If this value is changed in the Student.csv for a given student, his or her entry in the "Hispanic" field will be updated in i-Ready.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

GENDER

The "Gender" field is used to populate the gender field in i-Ready. The "Gender" field accepts the values "Male" and "Female."

"Gender" is an optional field. If this value is changed in the Student.csv for a given student, his or her "Gender" will be updated in i-Ready.

Type: String

Length: 6

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

ECONOMICALLY DISADVANTAGED

The "Economically Disadvantaged" field in this CSV is used to populate the "Economically Disadvantaged" field in i-Ready. This field accepts the values "True" and "False"

"Economically Disadvantaged" is an optional field. If this value is changed in the Student.csv for a given student, his or her "Economically Disadvantaged" field will be updated in i-Ready.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

ENGLISHER LEARNER

The "English Learner" field is used to populate the "English Language Learner" field in i-Ready. It accepts the values "True" and "False."

"English Learner" is an optional field. If this value is changed in the Student.csv for a given student, his or her "English Language Learner" status will be updated in i-Ready.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

SPECIAL EDUCATION

The "Special Education" field is used to populate the "Special Ed" field in i-Ready. It accepts the values "True" and "False."

"Special Education" is an optional field. If this value is changed in the Student.csv for a given student, his or her "Special Education" status will be updated in i-Ready.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

MIGRANT

The "Migrant" field is used to populate the "Migrant" field in i-Ready. It accepts the values "True" and "False."

"Migrant" is an optional field. If this value is changed in the Student.csv for a given student, his or her "Migrant" status will be updated in i-Ready.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes, this is visible in i-Ready student detail screens to administrators, only.

MATH DEVELOPMENTAL LEVEL

The "Math Developmental Level" is reserved for future use, and in all cases, should be left blank now.

ENGLISH DEVELOPMENTAL LEVEL

The "English Developmental Level" is reserved for future use, and in all cases, should be left blank now.

PARTNER ID

"Partner ID" is an optional field which customers may use as an additional identifier for each student. The values entered in this column must be unique across the district.

If this value is changed for a given student in a subsequent CSV upload, that student's Partner ID will be updated in i-Ready. However, it is important to ensure that the new value does not already exist for another student in the district. Most customers can safely ignore this field.

Type: String

Length: 64

Required: No

Modifiable: Yes

Unique: Yes

Present in i-Ready User Interface: No

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

RTI LEVEL

"RTI Level" is an optional field that may be used to designate the Response to Intervention (RTI) level of each student in the Student.csv. This field accepts the values "Tier 1", "Tier 2", and "Tier 3".

Although this information is not imported into i-Ready, it may prove useful during the Automated Provisioning setup process, when determining which students need i-Ready access. Consult your Account Manager if you plan to use this criterion in the setup process.

Type: String

Length: 6

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No

GIFTED / TALENTED

"Gifted / Talented" is an optional field which may be used to identify students as Gifted and Talented in Student.csv. It accepts the values "True" and "False."

This information is not imported into i-Ready, but may prove useful during the Automated Provisioning setup process to filter the CSV data that is imported into i-Ready. Consult your Account Manager if you plan to use this criterion in the setup process.

Type: String

Length: 5

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No

RESERVED COLUMNS (1 – 8)

The Reserved columns 1 – 8, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

IMPORTANT NOTE: the Student.csv file has only 8 Reserved columns.

Staff.csv

The Staff.csv contains all teachers who need access to i-Ready. If you choose to sync administrators, all users with privileges above those of a teacher must be included in this file as well. These can include school administrators and district administrators. If you are a New York or Ohio user, it can include coordinators, as well.

As new staff members are added to this file, the sync will automatically create accounts for them in i-Ready. Additionally, if staff members are removed from this file after having been provisioned into i-Ready, their access to i-Ready will be removed.

The specific columns of data contained in the Staff.csv are described below.

Property	Type	Length	Required	Unique?	Description
Client ID	string	32	Yes		ID provided by CA (one per i-Ready account)
School ID	string	32	Yes, for all but district admins		School associated with the staff member and already referenced in the School File
Staff Member SIS ID	string	32	Yes	Yes	The ID found in the SIS system.
First Name	string	50	Yes		
Last Name	string	50	Yes		
Role	string	30	Yes		Teacher, SchoolAdministrator, DistrictAdministrator, Coordinator (Coordinator available in NY & OH only)
Email	string	100	yes		Properly formatted e-mail address
Username	string	50	If used, create-only	Yes, state-wide	The staff member's desired username. Providing usernames after staff member creation does not update passwords in i-Ready.
Password	string	24	If used, create-only		Password to be created with this account. Must be between 4 and 24 characters. Providing passwords after staff member creation does not update passwords in i-Ready.
Partner ID	string	32		Yes	The ID used by partners if applicable
Action	string	30		Yes	Reserved for future use (please include column header)
Reserved1					Reserved for future use (please include column header)
Reserved2					Reserved for future use (please include column header)
Reserved3					Reserved for future use (please include column header)
Reserved4					Reserved for future use (please include column header)
Reserved5					Reserved for future use (please include column header)
Reserved6					Reserved for future use (please include column header)
Reserved7					Reserved for future use (please include column header)
Reserved8					Reserved for future use (please include column header)
Reserved9					Reserved for future use (please

					include column header)
Reserved10					Reserved for future use (please include column header)

CLIENT ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the Staff.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

SCHOOL ID

The "School ID" field in the Staff.csv is used to assign each staff member to a specific school. The values entered in this column must correspond to the valid "School IDs" located in the School.csv file. Each staff member provisioned into i-Ready will be enrolled in the school specified in this field. If a given staff member's "School ID" changes in the CSV over time, he or she will be unenrolled from the previous school and assigned to the new school in i-Ready.

"School ID" is a required field in the Staff.csv.

NOTE: For those customers syncing administrators, "School ID" is a required field for all staff members except District Administrators. *Because district administrators in i-Ready are not assigned to a school, "School ID" must be left blank for these district administrators.*

NOTE: Some teachers may be enrolled in sections at multiple schools. In this case, the "School ID" provided could be any one of the multiple schools at which they teach. (The specific section enrollments for these teachers are provisioned separately, so the "School ID" designation does not limit those teachers' enrollments. *See StaffSection.csv for more information.*)

Type: String

Length: 32

Required: Yes, for all staff members except district administrators.

Modifiable: Yes, for all staff members except district administrators.

Unique: No

Present in i-Ready User Interface: Yes. A staff member's school enrollment is used in a variety of places in i-Ready. For customers syncing administrators, this information is particularly important for school administrators and coordinators (available in NY and OH only).

STAFF MEMBER SIS ID

"Staff Member SIS ID" is a unique, stable, and permanent ID that is used to identify each staff member. Because this field identifies staff members for the purposes of user creation and enrollment management, customers must guarantee that this value never changes for a given staff member.

IMPORTANT: "Staff Member SIS ID" is unique, stable, and permanent. It must never change for a given staff member.

This value is often generated by the SIS and does not need to be staff-facing (i.e. staff members do **not** need to know what this value is).

"Staff Member SIS ID" is a required field and must be unique across the district.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: Yes

Present in i-Ready User Interface: No

FIRST NAME

The "First Name" field in the Staff.csv is used to populate the "First Name" field of each staff member in i-Ready. If this value is changed for a given staff member in a subsequent CSV upload, his or her first name will be updated in i-Ready.

"First Name" is a required field.

Type: String

Length: 50

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

LAST NAME

The "Last Name" field in the Staff.csv is used to populate the "Last Name" field in i-Ready. If this value is changed for a given staff member in a subsequent CSV upload, his or her last name will be updated in i-Ready.

"Last Name" is a required field.

Type: String

Length: 50

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

ROLE

This field determines whether the user is created in i-Ready as a teacher, school administrator, district administrator, or coordinator (coordinators are available in NY and OH only). The "Role" field accepts the values "Teacher", "SchoolAdministrator", "DistrictAdministrator", and "Coordinator".

A staff member's "Role" cannot change once he or she has been created in i-Ready.

IMPORTANT: "Role" is set at staff member creation and cannot be modified. If a Staff Member changes roles within your organization and needs to be updated in i-Ready, contact your Account Manager.

"Role" is a required field.

Type: String

Length: 30

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: Yes. A staff member's i-Ready experience differs based on his or her "Role." Additionally, administrators can see staff members' roles in the i-Ready roster.

EMAIL

The "Email" field in the Staff.csv is used to set the "Email Address" field in i-Ready. If this value is changed for a given staff member in a subsequent CSV upload, his or her email address will be updated in i-Ready.

IMPORTANT: It is critical to provide a valid email address for staff members, since important functions like password recovery are handled via the provided email.

"Email" is a required field.

Type: String

Length: 100

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes. Administrators can see staff members' emails in the i-Ready roster.

USER NAME

This is the desired username for staff members new to i-Ready. When the Automated Provisioning sync creates new staff members in i-Ready, it sets their username to the value supplied in the Staff.csv "User Name" field. Usernames are not updated after initial staff member creation, although usernames may be changed through the i-Ready user interface.

IMPORTANT: User names are initially set by Automated Provisioning when creating a new staff member, but they are never changed by Automated Provisioning for existing staff members.

Note that usernames must be unique across an entire state. This is because staff members supply their username, password, and state when logging in. For this reason, we strongly encourage customers to supply values that are most likely to be unique at the state level, such as student email addresses.

"User Name" is a required field for new staff members but may be omitted for existing i-Ready users. This value must be unique across the entire state.

Type: String

Length: 50

Required: Yes, at create time.

Modifiable: No. However, staff member usernames may be updated through the i-Ready user interface.

Unique: Yes, for your entire state.

Present in i-Ready User Interface: Yes

PASSWORD

The "Password" field in the Staff.csv is used to set each newly created staff member's password in i-Ready. Like the "User Name" field, the "Password" value in the CSV is only used on initial user creation. The Automated Provisioning sync will not update staff members' passwords after initial user creation. Instead, usernames may be changed through the i-Ready user interface.

IMPORTANT: Passwords are initially set by Automated Provisioning when creating a new staff member, but they are never changed by Automated Provisioning for existing staff members.

"Password" is a required field for new staff members but may be omitted for existing i-Ready staff members. The minimum password requirements are: at least 8 characters, with at least one upper case, one lower case, one digit, and one special character. Staff member accounts can be created with a default password that does not meet the convention, but in that case, the staff member will be prompted to change their password upon their first login.

Type: String

Length: 4 – 24

Required: Yes, at create time.

Modifiable: No. However, staff member passwords may be updated through the i-Ready user interface.

Unique: No

Present in i-Ready User Interface: Yes

PARTNER ID

"Partner ID" is an optional field that customers may use as an additional identifier for each staff member in the Staff.csv. The values entered in this column must be unique across the district.

If this value is changed for a given staff member in a subsequent CSV upload, that staff member's Partner ID will be updated in i-Ready. However, it is important to ensure that the new value does not already exist for another entity in the district. Most customers can safely ignore this field.

Type: String

Length: 64

Required: No

Modifiable: Yes

Unique: Yes

Present in i-Ready User Interface: No

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

RESERVED COLUMNS (1 – 10)

The Reserved columns 1 – 10, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

Section.csv

The Section.csv specifies the information required for creating classes in i-Ready. Data is required in this file for Automated Provisioning users who wish to sync sections and enrollments. If you do not wish to sync section and enrollment data, the Section.csv file can be delivered without any records (i.e., containing only a header row).

As new sections are added to this file, the sync will automatically create classes for them in i-Ready. Additionally, if an existing section is removed from this file after having been provisioned, it will be removed from i-Ready.

The Section.csv contains the following fields.

Property	Type	Length	Required	Unique?	Description
Client ID	String	32	Yes		ID provided by CA (one per i-Ready account)

School ID	String	32	Yes		School associated with the section and already referenced in the School File
Section ID	String	32	Yes	Yes	The section or section ID found in the SIS system
Name	String	255	Yes	Yes, within academic year/school/product	Section Name (will also be used as the name displayed for classes in i-Ready)
Grade Level	Int				Values 0-12 (0=Kindergarten)
Term	String	45			Describes the term in which the section is taught. For example, 'Q1,' 'Semester 2,' or '2014-2015.'Providing updated usernames after student creation does not update usernames in i-Ready.
Code	String	10			Additional descriptor for customer use.
Location	String	255			Typically describes where section is held.
Partner ID	String	32		yes	The ID used by partners if applicable
Action	String	30			Reserved for future use (please include column header)
Course Name	String	255	Yes, if "Subject" not provided		Used to specify the course name with which this section is associated, such as "6th Grade Reading" or "8th Grade Math."
Subject	String	255	Yes, if "course Name" not provided		Used to specify the subject taught in this section, such as "Reading" or "Math."
Reserved1					Reserved for future use (please include column header)
Reserved2					Reserved for future use (please include column header)
Reserved3					Reserved for future use (please include column header)
Reserved4					Reserved for future use (please include column header)
Reserved5					Reserved for future use (please include column header)
Reserved6					Reserved for future use (please include column header)

Reserved7				Reserved for future use (please include column header)
Reserved8				Reserved for future use (please include column header)

Client ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the Section.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

SCHOOL ID

The "School ID" field in the Section.csv is used to assign each section to a specific school. The values entered in this column must correspond to valid "School IDs" which appear in the School.csv. Each section provisioned into i-Ready as a class will appear in the school specified in this field.

Unlike the "School ID" field for students and staff members, the "School ID" of a class in i-Ready cannot be updated by the Automated Provisioning sync.

"School ID" is a required field in the Section.csv.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: Yes. A section's school assignment is used in a variety of places in i-Ready.

SECTION ID

"Section ID" is a unique, stable, and permanent identifier for each section. A given section's "Section ID" must be guaranteed never to change.

IMPORTANT: "Section ID" is unique, stable, and permanent. It must never change for a given section.

"Section ID" is a required field.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: Yes

Present in i-Ready User Interface: No

NAME

The "Name" field represents the name of the section as you would like it to appear in i-Ready. The value entered in this field becomes the name of the class in i-Ready. If this value is changed for a given section in a subsequent CSV upload, that section's name will be updated in i-Ready.

"Name" is a required field. Section names must be unique within the district per academic year, school, and product. For instance, two Reading classes at different schools may have the same name, but two Reading classes at the same school cannot have the same name.

IMPORTANT: "Name" must be unique within a school. Two classes at the same school cannot have the same name.

Type: String

Length: 255

Required: Yes

Modifiable: Yes

Unique: Yes, with an academic year, product, and school.

Present in i-Ready User Interface: Yes

GRADE LEVEL

The "Grade Level" field represents the grade level of the section in the SIS. The value entered in this field becomes the grade level of the class in i-Ready. Integer values between 0 and 12 are valid for this field ("0" corresponds to Kindergarten). If this value is changed for a given section in a subsequent CSV upload, that section's grade level will be updated in i-Ready.

"Grade Level" is an optional field in the Section.csv. Although it is not required, the "Grade Level" field in the Section.csv is extremely useful when configuring settings for the Automated Provisioning sync. (Consult your Account Manager if you intend to provision your data on this criterion.)

Type: Int

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

TERM

The "Term" field describes the term in which each section is taught. For instance, your District SIS Administrator may use values from the SIS such as "Q1," "Semester 2," or "2014-2015" to populate this field. The value entered in this field is imported into i-Ready as the "Term" of the class. If this value is changed for a given section in a subsequent CSV upload, that section's term will be updated in i-Ready.

"Term" is an optional field.

Type: String

Length: 45

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

CODE

The "Code" field is an additional descriptor for each section. District SIS Administrators and i-Ready Administrators may choose to use this field for a variety of purposes. For instance, users might tag all their Special Education classes with a specific string value. This field is imported into i-Ready as the "Code" field on each class. If this value is changed for a given section in a subsequent CSV upload, that section's code will be updated in i-Ready.

"Code" is an optional field.

Type: String

Length: 10

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes.

LOCATION

The "Location" field is an additional descriptor typically used to note where each section is held. For instance, an SIS Data Administrator may choose to provide "Building B" for a school that contains multiple buildings, or "204" for the specific room where this section is taught. The "Location" field in the Section.csv is imported into i-Ready as the "Location" field on each class. If this value is changed for a given section in a subsequent CSV upload, that section's location will be updated in i-Ready.

Type: String

Length: 255

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

PARTNER ID

"Partner ID" is an optional field that customers may use as an additional identifier for each section in the Section.csv. The values entered in this column must be unique across the district.

If this value is changed for a given section in a subsequent CSV upload, the corresponding class's Partner ID will be updated in i-Ready. However, it is important to ensure that the new value does not already exist for another section in the district. Most customers can safely ignore this field.

Type: String

Length: 64

Required: No

Modifiable: Yes

Unique: Yes

Present in i-Ready User Interface: No

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

COURSE NAME

In many SISs, multiple sections exist under the umbrella of a single course. For instance, the sections "Mrs. Smith's Grade 8 Math Class" and "Mr. Doe's Grade 8 Math Class" may both be associated with the course "8th Grade Math." The "Course Name" field in the Section.csv is used to specify the course name of the course with which each section is associated.

"Course Name" is an optional field and is not imported into i-Ready. Although not required, it is strongly recommended that "Course Name" be provided in the Section.csv to ensure smooth i-Ready setup and avoid delays in provisioning your i-Ready account.

Type: String

Length: 255

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No

SUBJECT

The "Subject" field is used to specify the subject taught in each section. For instance, you might populate this field with "Math" for the section "Mrs. Smith's Math Class."

"Subject" is an optional field and is not imported into i-Ready. Although not required, it is strongly recommended that "Subject" be provided in the Section.csv to ensure smooth i-Ready setup and avoid delays in provisioning your i-Ready account.

Type: String

Length: 255

Required: No

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: No

RESERVED COLUMNS (1 – 8)

The Reserved columns 1 – 8, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

IMPORTANT NOTE: the Section.csv file has only 8 Reserved columns.

StudentSection.csv

The StudentSection.csv supplies the Automated Provisioning sync with a list of students' enrollments in sections. Data is required in this file for Automated Provisioning users who wish to synchronize sections and enrollments. If you do not wish to sync section and enrollment data, the StudentSection.csv file can be delivered without any records (i.e., containing only a header row).

The StudentSection.csv contains one row for each association between a student and a section. To enroll a student in multiple sections, provide one row in the CSV for each of the student's enrollments.

As new student enrollments are added to this file, the sync will enroll i-Ready students in classes. Additionally, if an existing enrollment for a given student is removed from this file, that student will be unenrolled from the corresponding class in i-Ready.

The StudentSection.csv contains the following fields.

Property	Type	Length	Required	Unique?	Description
Client ID	string	32	Yes		ID provided by CA (one per i-Ready account)
Student SIS	string	32	Yes		The ID found in the SIS system,

ID					referenced in the Student File
Section ID	string	32	Yes		The ID found in the SIS system, Referenced in the Section File
Action	string	30			Reserved for future use (please include column header)
Reserved1					Reserved for future use (please include column header)
Reserved2					Reserved for future use (please include column header)
Reserved3					Reserved for future use (please include column header)
Reserved4					Reserved for future use (please include column header)
Reserved5					Reserved for future use (please include column header)
Reserved6					Reserved for future use (please include column header)
Reserved7					Reserved for future use (please include column header)
Reserved8					Reserved for future use (please include column header)
Reserved9					Reserved for future use (please include column header)
Reserved10					Reserved for future use (please include column header)

Client ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the StudentSection.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

STUDENT SIS ID

The "Student SIS ID" field is used to identify the student to be enrolled. The values in this field must correspond to a valid "Student SIS ID" from the Student.csv.

"Student SIS ID" is a required field.

Type: String

Length: 32

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

SECTION ID

The "Section ID" field is used to identify the section into which a given student is to be enrolled. The values in this field must correspond to a valid "Section ID" from the Section.csv.

"Section ID" is a required field.

Type: String

Length: 32

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

RESERVED COLUMNS (1 – 10)

The Reserved columns 1 – 10, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

StaffSection.csv

The StaffSection.csv supplies the Automated Provisioning sync with a list of staff members' assignments to sections. Data is required in this file for Automated Provisioning users who wish to synchronize sections and enrollments. If you do not wish to sync section and enrollment data, the StaffSection.csv file can be delivered without any records (i.e., containing only a header row).

The StaffSection.csv contains one row for each association between a staff member and a section. To enroll a staff member in multiple sections, provide one row in the CSV for each of the staff member's assignments.

As new staff enrollments are added to this file, the sync will assign i-Ready staff members to i-Ready classes. Additionally, if an existing assignment for a given staff member is removed from this file, that staff member will be unassigned from the corresponding class in i-Ready.

The StaffSection.csv contains the following fields.

Property	Type	Length	Required	Unique?	Description
Client ID	string	32			
Staff Member SIS	string	32		within district	The ID found in the SIS system, referenced in the Staff File
Section ID	string	32		within district	The ID found in the SIS system, Referenced in the Sections File
Action	string	30			
Reserved1					
Reserved2					
Reserved3					
Reserved4					
Reserved5					
Reserved6					
Reserved7					
Reserved8					
Reserved9					
Reserved10					

Client ID

During the Automated Provisioning setup process, your Account Manager will provide you with a "Client ID" for your account. This unique identifier provides an additional level of security and helps to ensure data integrity. The "Client ID" will never change for your account.

The "Client ID" is a required field and must appear on every row of the StaffSection.csv file.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: No

STAFF MEMBER SIS ID

The "Staff Member SIS ID" field is used to identify the staff member to be enrolled. The values in this field must correspond to a valid "Staff Member SIS ID" from the Staff.csv.

"Staff Member SIS ID" is a required field.

Type: String

Length: 32

Required: Yes

Modifiable: No

Unique: No

Present in i-Ready User Interface: Yes

SECTION ID

The "Section ID" field is used to identify the section to which a given staff member's assignment applies. The values in this field must correspond to a valid "Section ID" from the Section.csv.

"Section ID" is a required field.

Type: String

Length: 32

Required: Yes

Modifiable: Yes

Unique: No

Present in i-Ready User Interface: Yes

ACTION

The "Action" field is reserved for future use, and should be left blank in all cases now.

RESERVED COLUMNS (1 – 10)

The Reserved columns 1 – 10, (that is, "Reserved1", "Reserved2", "Reserved3", and so on), are reserved for future use. They are required and must be included. They should be left blank in all cases now.

Appendix A: Enclosing CSV Data in Quotation Marks

All CSV data should be properly enclosed in double-quote marks to ensure that data is properly parsed by the synchronization process. Figure 1 shows an example Section.csv with 5 section records. The data is not properly enclosed in quotation marks:

```
Client ID,SCHOOL ID,SECTION ID,NAME,GRADE LEVEL,TERM,CODE,LOCATION,PARTNER ID,ACTION,COURSE NAME
fl-distr00000,01234,20044133,150:1/6 Literacy Workshop 2,,MMP1 - MS MP1,,119,,,6 Literacy Works
fl-distr00000,01234,20044137,150:1/7 Literacy Workshop 4,,MMP1 - MS MP1,,213,,,7 Literacy Works
fl-distr00000,01234,20044163,000:1/8 Math 1,,MMP1 - MS MP1,,Math,,,8 Algebra,Math,,,,,,,,,
fl-distr00000,01234,20044167,000:1/6 Math 2,,MMP1 - MS MP1,,Math,,,6 Math,Math,,,,,,,,,
fl-distr00000,01234,20044171,000:1/7 Math 3,,MMP1 - MS MP1,,Math,,,7 Math,Math,,,,,,,,,
```

Figure 1: an improper example of Section.csv, with data not enclosed by double-quotation marks.

Figure 2 shows the same example Section.csv, with all fields properly enclosed in double-quote marks. Note that even when a field is blank, a set of double-quote marks appear between comma delimiters.

```
"Client ID","SCHOOL ID","SECTION ID","NAME","GRADE LEVEL","TERM","CODE","LOCATION","PARTNER ID","ACTION","CO
"fl-distr00000","01234","20044133","150:1/6 Literacy Workshop 2","","MMP1 - MS MP1","","119","","","6 Litera
"fl-distr00000","01234","20044137","150:1/7 Literacy Workshop 4","","MMP1 - MS MP1","","213","","","7 Litera
"fl-distr00000","01234","20044163","000:1/8 Math 1","","MMP1 - MS MP1","","Math","","","8 Algebra","Math",""
"fl-distr00000","01234","20044167","000:1/6 Math 2","","MMP1 - MS MP1","","Math","","","6 Math","Math","",""
"fl-distr00000","01234","20044171","000:1/7 Math 3","","MMP1 - MS MP1","","Math","","","7 Math","Math","",""
```

Figure 2: the same Section.csv as in Figure 1, with data properly enclosed in double-quotation marks.