

Automated Bulk User Import Process

Things to Know About the Bulk User Import Process:

- **Do not modify the template header** (Row A).
- We accept one file: Students and teachers **must** be included in the same template.
- A “master code” should be provided in the template to assign content (book title) to each designated user
- Send a complete file each time. We will treat the template as THE source of record. If a user is removed from a subsequent template, they will have their content revoked.
- Since the template will be the source of record, users will be restricted from modifying their profile information (name, email address, school, etc) outside of those specified in the template.
- School names on the file must match names as provided by Market Data Research (MDR). A full list for your district can be provided upon request.

How to Complete the Bulk User Import Template

Do not delete or change the column titles in the template. The acceptable values for each field are as follows:

Column Name	User Role	Appropriate Entries	Notes	Required
A – ROLE	All users	Student or Teacher	Administrator should be teacher	Yes
B – USERNAME	All users	80 characters or less; no spaces; we can accept the @ symbol	<ul style="list-style-type: none"> • Must be globally unique to McGraw-Hill Education if you are not implementing a federated Single Sign-On (SSO). • If SSO, must match the user ID being passed in the SSO request. 	Yes
C – PASSWORD	All users	6-16 characters; Must be alpha/numeric	<ul style="list-style-type: none"> • Contain at least one number and one letter • We can turn off “update password” so that teachers can change their password – must be requested 	Yes (non-SSO) If SSO: leave blank
D – LAST_NAME	All users	Minimum of 1 character		Yes
E – FIRST_NAME	All users	Minimum of 2 characters		Yes
F – MIDDLE_INITIAL	Student	1 character, no special characters such as a period	Not required but suggested to identify users that share the same first and last name	No – recommended
G – GENDER	Student	M or F only		Yes
H – EMAIL	Teacher			Yes

Contact your McGraw-Hill Education support specialist directly or digitalsolutions@mheducation.com for questions.

I – STUDENT_GRADE	Student	PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 or NA only		Yes
J – STUDENT_ID	Student	Alpha-numeric only	District ID	No
K – SCHOOL_ZIPCODE	Teacher	5 digit school zip code	5 digit only	Yes
L – SCHOOL_NAME	Teacher	Enter complete school name as matched to MHE	This must match the list found in connectED Can be provided upon request	Yes
M – MASTER_CODE	All users	Teacher: must have both the Teacher Edition and Student Edition Master Codes for each course taught Student: must have the corresponding student edition for each course enrolled	<ul style="list-style-type: none"> This assigns content or puts the book in the book bag. Teachers will have at least 2 rows with the duplicate fields except for column M for each course taught 	Required for content management and class rostering
N – CONTENT_EXPIRY_DATE	All users	Enter the date to remove content from students Format: MM/DD/YYYY	<ul style="list-style-type: none"> Semester long courses: December and July Year long courses: July, allow for summer school 	Required for content management. Will only revoke from students
O – CLASS_NAME	All users	Enter the name of the class	<ul style="list-style-type: none"> This can be anything. We do recommend including the teacher last name and year. Teachers with multiple prep/courses will have multiple class names (rows) with same Master Code 	Required for class rostering. You must provide Master Codes on the file in order to roster classes
P – CLASS_GRADE	None	Leave Blank	Leave Blank	No
Q – STUDENTS_TEACHER_USER_NAME	Student	Enter the username of their corresponding teacher (as provided in column B)	<ul style="list-style-type: none"> This places the student in the corresponding teacher's class. Teacher must be included in the file 	You must provide Master Codes on the file in order to roster classes

Upload Notes

- McGraw-Hill Education may request to run the first files in validation mode
- There is not a “delete” feature, ensuring that users are created correctly is our first priority
- We accept one file per day; the system automatically checks your assigned SFTP at 2:30AM Eastern. You are not required to put a file in everyday but your connectED account is updated only when a file has been loaded in your SFTP.

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SFTP Notes

- Place one (1) file only in the “in” folder of your assigned SFTP
- The system will begin searching the SFTP for files at 2:30AM Eastern
- An error log is placed in the “out” folder after every upload
- It is the district responsibility to review the error log and update the csv file