

# Importing Students

## Using the Self-Serve Importer

The importer allows for quick entry of a large number of students into Reading Plus.

Before beginning the import, it is essential to prepare the import students.csv file accurately. Please review the sample file and details below for a successful importation.

Prepare a comma-separated values (CSV) file using Microsoft Excel or another spreadsheet program. Save the file as students.csv. The file must contain the following column headers and student data:

|                    |  |
|--------------------|--|
| <b>SiteCode:</b>   | A unique code given by Reading Plus which identifies a school  |
| <b>First Name:</b> | Student's first name   |
| <b>Last Name:</b>  | Student's last name  |
| <b>Grade:</b>      | K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, College, or Adult. Note that administrators can also use values 13 and 14 for College and Adult, respectively, when importing. |
| <b>Username:</b>   | Must be unique to the school district. Some schools use the school's initials with the student state ID.   |
| <b>Password:</b>   | A student-generated or teacher-generated code that allows a student to log in to Reading Plus. A password may include any character.                                     |

The following are optional headers and student data (leave blank if unknown):

|                           |  |
|---------------------------|--|
| <b>Student Number:</b>    | A unique student identifier  |
| <b>Gender:</b>            | M or F   |
| <b>Middle Name:</b>       | Student's middle name or middle initial  |
| <b>Class:</b>             | The Reading Plus class in which the student is already enrolled, or a new class in which the student should be enrolled                                      |
| <b>Race:</b>              | A (Asian), B (Black or African-American), H (Native Hawaiian or Pacific Islander), I (American Indian or Alaska Native), M (Two or more races), or W (White) |
| <b>Ethnicity:</b>         | Y (Hispanic or Latino) or N (Not Hispanic or Latino)   |
| <b>Lunch Status:</b>      | F (free), R (reduced), N (no discount)   |
| <b>Special Education:</b> | Y (Yes) or N (No) *  |
| <b>ELL:</b>               | Y (Yes) or N (No) *  |

Here is a table showing import field examples:

| SiteCode  | First Name | Middle Name | Last Name | Grade | Username | Password   | Class        | Student Number | Gender | Race | Ethnicity | Lunch Status | Special Education | ELL |
|-----------|------------|-------------|-----------|-------|----------|------------|--------------|----------------|--------|------|-----------|--------------|-------------------|-----|
| wbfooh    | Sophia     | L           | Cruz      | 4     | BE12345  | sophiac    | Reading 1    | 2789103        | F      | A    | Y         | F            |                   |     |
| hill2elem | James      | Sam         | Ortiz     | 9     | HH77777  | ortiz#1    | After School | 7860312        | M      | B    | Y         |              | Y                 | N   |
| addhigh   | Isabella   |             | Webb      | 5     | TE65656  | 651777     | Fall 2014    | 5501732        | F      | I    |           | R            |                   | N   |
| jclmid    | Anthony    | Peter       | Palmer    | 7     | EM33030  | Palmer8106 | Reading 1    | 6532093        |        |      |           | N            |                   | Y   |
| ctnms     | Naomi      | M           | Wagner    | 6     | NW12052  | nw#nn3r    | Howard P3    | 2241357        | F      | W    | N         |              |                   |     |

\*If a student is designated Y (Yes) under the Special Education and/or ESL/ELL column, the student's starting level for the initial assessment (InSight) will be adjusted (0.5-1.5 grade levels lower for grades 1-4 and 2 grade levels lower for students in grades 5-12). InSight's adaptive logic still allows students to score as high as they are able, but the lower start level provides them with an opportunity to gain more confidence as they begin the assessment.

Call our Customer Service Team with any questions:

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