

ALO Import Set up Instructions

****Important Notes****

- 1. If you are planning to import information into the ALO system, you will need to create import files for all of the required data (i.e. Schools, Classes, Students, Staff, Student Enrollments, and Staff Enrollments).**
- 2. Any time an import is processed it will COMPLETELY OVERRIDE ALL INFORMATION in your account. Imports processed after your initial import MUST BE COMPLETE AND UP TO DATE. Information that is not included in successive imports will result in the deletion of data.**
- 3. Demographic fields are included as optional fields for the “Students” import file, but that information will not be added to your account at this time. You are welcome to set up your import file to include that information, but it will not be added via import until the system is set up to receive demographic information.**

SFTP Instructions

- Connect to the SFTP server at: <sftp.alo.acadiencelarning.org>
- Log in with the username and password that were provided to you by email
- You will receive an email after you upload your file indicating if your upload was successful.

General Instructions

- You will need to generate the following 7 CSV files for your import.
 - Manifest
 - Schools
 - Classes
 - Students
 - Staff
 - Student Enrollments
 - Staff Enrollments
- Each file must be saved in the Comma Separated Values format (.csv file extension).
- After all 7 files are ready, they need to be put in a folder and compressed so they are in a zip folder (.zip file extension) for uploading. The SFTP server will only accept the import files in a zip folder.
- All required columns must exist in the file, and all fields must contain valid, non-empty values. Optional columns may be omitted from the file entirely, or can be added with a mix of valid and empty values. (See information below for setting up each individual file.)
- Some fields require unique values (i.e. all ID fields). Fields that are unique must not be repeated within a file.
- Alphanumeric fields are limited to 256 characters.

- For subsequent imports, records are matched using the “ID” fields, which are required and unique in every import file.
- If a record is present in one import (or in the system in general) and is missing from a subsequent import, **the record will be deleted.**
- If data is imported and then changed manually within the ALO UI, a subsequent import will overwrite those changes.
- Groups can be set up manually in ALO after an import. Future imports will not have an impact on groups.

File Set up Instructions

****Note**** File names, file headers and values (when listed) need to match exactly what is listed in the requirements below.

Manifest.csv

The manifest file will contain exactly two columns with the headers ‘Property Name’ and ‘Value’, in that order. Each row will contain a single name/value pair.		
Column	Constraints	Description
Property Name	Required	Should list “Version”
Value	Required	Should be set to “1.0”.

Schools.csv

Column	Constraints	Description
ID	Required, unique, alphanumeric	Unique identifier of the school. This ID will be referenced in other import files and must be consistent across imports.
NCES ID	Optional, unique, numeric	National Center for Education Statistics (NCES) identifier for this school.
Name	Required, unique, alphanumeric	Name of the school

Classes.csv

Column	Constraints	Description
ID	Required, unique, alphanumeric	Unique identifier of the class. This ID will be referenced in other import files and must be consistent across imports.
School ID	Required, alphanumeric	ID of the school containing this class. This must match the ID of a school in the Schools.csv import file.

Name	Required, alphanumeric	Name of the class Class names must be unique within a school, although they may be duplicated in other schools within the district.
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Students.csv

Column	Constraints	Description
ID	Required, unique, alphanumeric	Unique identifier of the student. This ID will be referenced in other import files and must be consistent across imports.
Primary ID	Required, unique, alphanumeric	Student's unique Primary ID, usually a district-issued ID.
Secondary ID	Optional, unique, alphanumeric	Secondary ID for a student, sometimes a state-issued ID or other ID that is different from the student's Primary ID.
Last Name	Required, alphanumeric	The student's last name
First Name	Required, alphanumeric	The student's first name
Nickname	Optional, alphanumeric	A nickname for the student, useful to distinguish students who have the same name
Email	Optional, unique, valid email	The student's email address
DOB	Required, date	The student's date of birth, formatted mm/dd/yyyy
Grade Level	Required, alphanumeric	The current grade level in which the student is enrolled. Must be K or 1-6.
Teacher ID	Optional, alphanumeric	The ID of the student's teacher of record. If included, this value must match the ID of a teacher in the Staff.csv import file.
Gender	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Female • Male • Nonbinary
Race/Ethnicity	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • American Indian/Alaskan Native • Asian

		<ul style="list-style-type: none"> • Black or African-American • Hispanic or Latino • Native Hawaiian/Pacific Islander • White non-Hispanic • Two or more races
ELL Status	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • English Speaking/Fluent English Proficient • ELL/LEP
Section 504	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Yes • No
Special Education	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Yes • No
Special Education Category	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Autism • Developmental Delay • Deaf-Blindness • Emotional Disturbance • Hearing Impairment • Intellectual Disability • Multiple Disabilities • Orthopedic Impairment • Other Health Impairment • Specific Learning Disability • Speech or Language Impairment • Traumatic Brain Injury • Visual Impairment Including Blindness
Title 1 Reading	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Yes • No
Title 1 Math	Optional, alphanumeric	Allowed values: <ul style="list-style-type: none"> • Yes • No

Staff.csv

Column	Constraints	Description
ID	Required, unique, alphanumeric	Unique identifier of the staff member. This ID will be referenced in other import files and must be consistent across imports.

Primary ID	Required, unique, alphanumeric	The staff member's Primary ID, usually a district-issued ID.
Secondary ID	Optional, unique, alphanumeric	Secondary ID for a staff member, sometimes a state-issued ID or other ID that is different from the staff member's Primary ID.
Last Name	Required, alphanumeric	Last name of the staff member
First Name	Required, alphanumeric	First name of the staff member
Nickname	Optional, alphanumeric	Nickname for the staff member, useful to distinguish staff members who have the same name.
Email	Required, unique, valid email	Email address for the staff member. This will also be used for logging in.
Job Title	Optional, alphanumeric	The staff member's job title. This is for display only, it will not be used to assign permissions.

StudentEnrollments.csv

Column	Constraints	Description
ID	Required, unique, alphanumeric	Unique ID for this enrollment record
Student ID	Required, unique, alphanumeric	ID of the user referenced by this enrollment record. This must match an ID value in either the Students.csv or Staff.csv file. NOTE: This is not the student's primary or secondary ID, it is the field called ID in the Students.csv file.
Class ID	Required, unique, alphanumeric	ID of the class referenced by this enrollment record. This must match the ID of a class in the Classes.csv file. You may include multiple rows for a student in this file, each with a different Class ID, in order to enroll a student in multiple classes.

StaffEnrollments.csv

Column	Constraints	Description	
ID	Required, unique, alphanumeric	Unique ID for this enrollment record	
Staff ID	Required, alphanumeric	<p>ID of the staff member referenced by this enrollment record. This must match an ID value in the Staff.csv file.</p> <p>NOTE: This is not the staff member's primary or secondary ID, it is the field called ID in the Staff.csv file.</p> <p>You may include multiple rows for a staff member in this file. For example, you may enroll a staff member in any combination of classes, schools, and at the district level, each with its own set of permissions determined by the value specified in the Role field. However, you can only enroll a staff member in a particular class, school, or district a single time.</p>	
School ID	Optional, alphanumeric	ID of the school referenced by this enrollment record. If present, this must match the ID of a school in the Schools.csv file.	<p>School ID and Class ID are used to assign a staff member permissions to either a specific class, school, or the entire district, as follows:</p> <p>To assign permissions at the district level, leave both School ID and Class ID empty.</p> <p>To assign permissions at the school level, specify the School ID and leave Class ID empty.</p>
Class ID	Optional, alphanumeric	ID of the class referenced by this enrollment record. If present, this must match the ID of a class in the Classes.csv file.	<p>To assign permissions to a specific class, specify the Class ID.</p> <p><i>If both School ID and Class ID contain non-empty values, School ID will be ignored and permissions will be assigned at the class level.</i></p> <p>Use multiple entries in this file to assign a staff member permissions for any combination of classes, schools, and the district. Different permissions (roles) may be used for each entry.</p>
Role	Required, alphanumeric	Role is used to assign this staff member certain permissions to the specified class, school, or district.	

		<p>Allowed values: Assessor, Teacher, Administrator, Data Viewer, Data Manager.</p> <p>User permissions are granted as follows:</p> <p>Assessor: assess students Teacher: assess students, view assessment data Administrator: assess students, view assessment data, manage rosters (<i>not applicable for classes</i>) Data Viewer: view assessment data Data Manager: view assessment data, manage rosters (<i>not applicable for classes</i>)</p>
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