

Importing Students

When a large number of student accounts are being created for the Harcourt eProducts and Harcourt School Publishers Online Assessment (HSPOA), you may want to use the Importing Students feature. This will eliminate having to create student accounts one at a time. Once the student accounts are imported and created, the student's names will appear on a grade level list. Click the **Assign Students** button to go to the *Assign Students to a Class* screen to find this list. Teachers can select students to add them to their classes or an HSPOA administrator may set up classes for teachers.

A data file must be created in order to use the Import Students feature. This file must be saved in .csv (comma separated value) format. You can create and save a .csv file using Microsoft® Excel. CSV is also a standard file format that can be exported from many Student Information Systems (SIS). The Harcourt eProducts system requires that the .csv data be set up in one of the following 2 formats for the import to occur. Please read through both descriptions before setting up your data file.

Importing Students: Allowing the System to assign Usernames and Passwords

The Harcourt eProducts system requires unique usernames. If you allow the system to assign usernames and passwords, it will automatically create unique ones. Follow these directions to create this type of file.

Column Designations

	A	B	C	D	E	F	G	H	I	J	
1	John	Smith	12345678	2	1	0	2	1		0	
2											

Example File

TIP: You may want to add headers to your columns to help you as you create the file. Be sure to remove the headers and the row in which they appear before saving the file as a .csv file.

Use the values below as entries in the columns. Columns marked with an asterisk (*) cannot be left blank.

*Column A: First name

*Column B: Last name

Column C: Student ID (limited to 8 digits or less)

*Column D: Grade

- K = Kindergarten
- 1
- 2
- 3

- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Column E: Gender (represented as a number)

- 0 = Unknown
- 1 = Female
- 2 = Male

Column F: Ethnicity (represented as a number)

- 0 = unknown
- 1 = American Indian/Alaskan Native
- 2 = Asian
- 3 = Black or African American
- 4 = Hispanic or Latino
- 5 = Native Hawaiian or other Pacific Islander
- 6 = White
- 7 = Other

Column G: Special Services (represented as a number)

- 1 = IEP
- 2 = 504
- 3 = Gifted/Talented
- 4 = Migrant Education
- 5 = Title I
- 0 = None of the Above

Column H: English Proficiency (represented as a number)

- 0 = Unknown
- 1 = Fully/Only
- 2 = English Proficient
- 3 = English Student Level 1 – Beginning/Pre-production
- 4 = English Student Level 2 – Beginning/Production
- 5 = English Student Level 3 – Intermediate
- 6 = English Student Level 4 – Advanced

Column I: Special Conditions (represented by a number)

- 1 = Autism
- 2 = Visual Impairment
- 3 = Deaf - Blindness
- 4 = Developmental Delay
- 5 = Hearing Impairment

- 6 = Orthopedic Impairment
- 7 = Multiple Disabilities
- 8 = Mental Retardation
- 9 = Emotional Disturbance
- 10 = Speech and Language Disorders
- 11 = Specific Learning Disabilities
- 12 = Other Health Care Needs
- 13 = Traumatic Brain Injury
- 0 = None of the above

Column J: Economic Status (represented by a number)

- 0 = Unknown
- 1 = No – NOT economically disadvantaged
- 2 = Eligible for free lunch program
- 3 = Eligible for reduced-price lunch program
- 4 = Economically disadvantaged by other criteria

There is a limit of one response per column. If the student meets multiple criteria in a category, you may enter more than one designation by separating them with a pipe (use the uppercase backslash key to type a pipe. Example: 2|3). You can also add additional criteria after the import is completed by editing a student’s record from within the eProducts system.

To import the completed file, log into your account for the Harcourt eProducts at <http://www.eharcourtschool.com>. Click the **Import Students** button, and browse to the location of the .csv file you created. After locating the file, click **Submit**. Administrators will select **Menu/Students/Import Student Accounts**.

Importing Students: Specifying Usernames and Passwords

If you would like to specify usernames and passwords, construct your .csv file using the instructions below. Be sure to check the boxes indicating that the user names and passwords are contained in the import file.

CSV File:

Import files must be smaller than 1 MB in size.

- User names are specified in CSV file
- Passwords are specified in CSV file

Since the Harcourt system requires unique usernames, any names you submit that are not unique will not be accepted and you will receive a message letting you know that the username is already in use by the system and that the student account was not created and you will see the

error message below. This means that the import was not successful and the listed accounts must be changed.. After changing the data file, repeat the import process.

1 errors were found. No user accounts were created. The errors must be corrected and the complete CSV file must be re-imported.

Line #	Last Name	First Name	User Name	Reason For Failure
1	Smith	John	jsmith	User name already exists

Import More Students Done

Error Message: The import was not successful and none of the data was imported. Fix the listed errors and repeat the import process.

Column Designations

	A	B	C	D	E	F	G	H	I	J	K	L
1	jsmith	learn	John	Smith	12345678	2	1	0	2	1		0
2												

Example file

TIP: You may want to add headers to your columns to help you as you create the file. Be sure to remove the headers and the row in which they appear before saving the file as a .csv file.

Use the values below as entries in the columns. Columns marked with an asterisk (*) cannot be left blank.

- *Column A: Username (between 5-32 characters, alpha and/or numeric)
- *Column B: Password (between 5-32 characters, alpha and/or numeric, and case sensitive)
- *Column C: First name
- *Column D: Last name
- Column E: Student ID (limited to 8 digits or less)
- *Column F: Grade
 - K = Kindergarten
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7

- 8
- 9
- 10
- 11
- 12

Column G: Gender (represented as a number)

- 0 = unknown
- 1 = Female
- 2 = Male

Column H: Ethnicity (represented as a number)

- 0 = Unknown
- 1 = American Indian/Alaskan Native
- 2 = Asian
- 3 = Black or African American
- 4 = Hispanic or Latino
- 5 = Native Hawaiian or other Pacific Islander
- 6 = White
- 7 = Other

Column I: Special Services (represented as a number)

- 1 = IEP
- 2 = 504
- 3 = Gifted/Talented
- 4 = Migrant Education
- 5 = Title I
- 0 = None of the Above

Column J: English Proficiency (represented as a number)

- 0 = Unknown
- 1 = English Fully/Only
- 2 = English Proficient
- 3 = English Student Level 1 – Beginning/Pre-production
- 4 = English Student Level 2 – Beginning/Production
- 5 = English Student Level 3 – Intermediate
- 6 = English Student Level 4 – Advanced

Column K: Special Conditions (represented by a number)

- 1 = Autism
- 2 = Visual Impairment
- 3 = Deaf - Blindness
- 4 = Developmental Delay
- 5 = Hearing Impairment
- 6 = Orthopedic Impairment
- 7 = Multiple Disabilities
- 8 = Mental Retardation
- 9 = Emotional Disturbance

- 10 = Speech and Language Disorders
- 11 = Specific Learning Disabilities
- 12 = Other Health Care Needs
- 13 = Traumatic Brain Injury
- 0 = None of the above

Column L: Economic Status (represented by a number)

- 0 = Unknown
- 1 = No – NOT economically disadvantaged
- 2 = Eligible for free lunch program
- 3 = Eligible for reduced-price lunch program
- 4 = Economically disadvantaged by other criteria

If you have additional questions or need help with this process, please contact the **Harcourt School Publishers Technical Support Center** at 1-800-419-3900.