

Importing Teachers

When a large number of teacher accounts are being created for Harcourt School Publishers Online Assessment (HSPOA), you may want to use the Importing Teachers feature. This will eliminate having to create teacher accounts one at a time. This task is only available to District and System Administrators.

A data file must be created in order to use the Import Teachers 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 Teachers: 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
1	Joan	M	Flanigan	joan.flanigan@myschool.com
2				
3				

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: Middle Initial
- *Column C: Last name
- *Column D: Email Address

To import the completed file, log into your administrator account for the Harcourt eProducts at <http://www.eharcourtschool.com>. Click  in the left column, then click **Import Teachers Accounts**. Browse to the location of the .csv file you created. After locating the file, click **Submit**.

Importing Teachers: 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.

Import Teachers

Albany Co School District 1

School:

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 teacher account was not created and you will see an error message similar to the one 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.

Import Teachers Results

Albany Co School District 1 Centennial Elementary School

Checking for errors...
1 lines processed - done

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	Flanigan	Joan	Energetic	User name already exists

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
1	Energetic	12345	Joan	M	Flanigan	joan.flanigan@myschool.com
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 (20 characters or less, alpha and/or numeric)

*Column B: Password (between 5 and 20 characters, alpha and/or numeric, and case sensitive)

*Column C: First name

Column D: Middle Initial

*Column E: Last name

*Column F: email address

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.