



Wixie account administrators can upload user data to create and update students, teachers, courses, and schools using a single CSV file.

The purpose of the CSV upload is to allow you to export data from your master course list and/or student information system and upload the data into Wixie. The CSV upload allows you to add, update, or delete any entity.

In the CSV file, each entity (school, class, teacher, or student) is identified by a unique reference ID. The entity's reference ID should never change, although any other piece of information about that entity may change.

- ♦ Each reference ID should be the unique identifier used by your organization's student information system.
- ♦ The reference ID is not provided by Tech4Learning.

Upload your user file in the Organization User List section of the Home page for the Wixie administrator.

File Contents

The CSV file contains a series of values delimited by commas. There will be 11 comma-separated values per line, with each line representing a relationship between a school, student, class, and teacher.

Consider the following example:

DCOLLINS234, Dean, Collins, dcollins234:password,
K, MATH2, Advanced Math for Kindergartners,
NBROWN345, Natalie, Brown, nbrown345:password

The line above indicates that Dean Collins is a kindergarten student in Natalie Brown's math class at Washington Grade School.

Fields

The table below gives a detailed overview of each of the 11 fields.

Field	Entity type	Field description	Example
A	Student	Reference ID for this student	DCOLLINS234
B		Student's first name	Dean
C		Student's last name	Collins
D		Student's login and password (if applicable), separated by a colon.	dcollins234:password
E		Student's grade. Use K or KK for kindergarten and digits 1-12 for all other grades.	K
F	Class	Reference ID for this class	MATH2
G		Class name	Advanced Math for Kindergartners
H	Teacher	Reference ID for this teacher	NBROWN345
I		Teacher first name	Natalie
J		Teacher last name	Brown
K		Teacher's login and password (if applicable), separated by a colon.	nbrown345:password

The letters to the Field column correspond to the sample.csv file columns when opened in a spreadsheet program.

Login Names

Ideally, students and teachers should use the same credentials that they use to log in to a school computer.



Passwords

Ideally, students and teachers should use the same password that they use to log in to a school computer. If the Wixie account will be authenticating against an LDAP server, it is not necessary to provide a password. In this case, omit the colon after the Login Name. LDAP requests from Wixie will come from the following IP address: 216.105.43.98

Values Containing Commas

If a value contains a comma (for example, in the course name "Physics, Advanced"), the value should be enclosed in quotes.

Empty Values

It is possible for a line to contain empty values. The required fields are those that pertain to the teacher. This permits a school to add a teacher without students or classes (such as a substitute or administrator). If you use this option, do not put any spaces between the commas. For example:

```
,,,,, NBROWN345, Natalie, Brown,  
nbrown345:password
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Classes

There is no limit to the number of classes a student or teacher can be assigned to. If a student is enrolled in 6 separate classes, there will be 6 line entries for that student.

File Header Row

The CSV file should not contain a header row with the field names. The first row should contain the first set of values.

Adding, Updating, and Deleting Users

The CSV file is a complete list of user accounts. The entire CSV file must be uploaded every time. If a existing user is not included in the CSV file when it is uploaded, the account will be deleted.