

OneRoster 1.1

academicSessions

File Details Dictionary

academicSessions File Details

The academicSessions.csv file must be included in your zipped import file. HMH recommends that the academicSessions file be populated with the relevant data per the IMS OneRoster specifications, but HMH does not currently use that data. As such, you may create this file with only the header row populated, but the resulting OneRoster set will not be compliant with the specification and may not work with other vendors.



[Click to learn the file requirements and naming rules for OneRoster import files on page 4.](#)

An example of the academicSessions.csv template in Microsoft Excel® is shown below.

	A	B	C	D	E	F	G	H	I
1	sourcedId	status	dateLastModified	title	type	startDate	endDate	parentSourcedId	schoolYear
2									
3									

Note: When populating the academicSessions.csv import template file, remember that data from this file is not currently being stored, so **only the header row must be populated**. Be sure to enter it exactly as it appears in the downloaded template; the **header row field names are case sensitive**.



Details for each of the academicSessions template fields are provided in the table below. (Fields that appear in gray are optional.)

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
A	sourcedId	Y	Enter the SourcedId of this academic session.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
B	status	N <i>Not required by HMH despite being required on OneRoster spec</i>	Leave this field blank. HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	255		
C	dateLastModified	N <i>Not required by HMH despite being required on OneRoster spec</i>	Leave this field blank. HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	10		
D	title	Y	Enter the name or title of this academic session.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
E	type	Y		255		
F	startDate	Y	Enter the start date for this academic session.	10	0–9 and dashes	
G	endDate	Y	Enter the end date for this academic session.	10	0–9 and dashes	

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
H	parentSourcedId	N	Enter the SourcedId of the parent of this academic session.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
I	schoolYear	Y	Enter the year that this school year ends .	4	0–9	2019

Appendix

Supported Symbols

!#\$%&'()*+,-./:;<=>?@[_`{|}~\|;¢£¥¦§¨©ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãääåæçèéêëìíîïðñòóôõö÷øùúûüýþ

Quoted identifiers are strongly recommended for characters such as commas (",").

Truncated Values

**While 255 characters are allowed for certain fields, HMH may truncate values if necessary to align with platform size requirements.

File Requirements and Naming Rules for OneRoster Import Files

The OneRoster files that you prepare and submit must be:

- saved as .csv (comma delimited) files *with quoted identifiers* (HMH strongly recommends that you use quoted identifiers.)
- named to match the original file names (orgs.csv, users.csv, classes.csv, enrollments.csv, manifest.csv, courses.csv, academicSessions.csv, demographics.csv)
- combined and compressed into a single zipped file, which includes all CSV files, prior to upload and named according to the following rules:
 - Valid values: alphanumeric (A–Z, a–z, 0–9), dashes (-), underscores (_)
 - Must **not** contain special characters (except dashes and underscores)
 - For SFTP site file submissions (automated imports), **spaces are not allowed** (Import Management accepts zipped files with spaces, but the SFTP site does not.)
- complete snapshots of your organization's data

Note: HMH supports BULK rostering, which is full files every run. Imports using the OneRoster templates require that all data be included at the time of the import. Your submitted import files are considered full year-to-date data files, so every import file replaces the last one imported. For example, if you import 500 users today and 15 tomorrow, then that triggers the removal of 485 users. Always submit full files for all locations if using OneRoster.

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