

# OneRoster 1.1 classes

## File Details Dictionary

## classes File Details

The classes file contains all the classes or courses/section numbers that must be identified for *Ed: Your Friend in Learning*, *ThinkCentral* (TC) and/or *Holt McDougal Online* (HMO).



[Click to learn the file requirements and naming rules for OneRoster import files on page 6.](#)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	sourcedId	status	dateLastModified	title	grades	courseSourcedId	classCode	classType	location	schoolSourcedId	termSourcedIds	subjects	subjectCodes	periods
2														
3														

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**Note:** When populating the classes.csv import template file, required fields must be populated and columns must appear in the proper order. Fields that are not required may remain empty, but even empty fields must be retained using commas. Do **not** use a space for an empty field. **The header row must always be included** exactly as it appears in the downloaded template; the **header row field names are case sensitive**. HMH strongly recommends that you use quoted identifiers.

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Details for each of the classes 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 unique class identification number.  <b>Note:</b> <ul style="list-style-type: none"> <li>It is critical that this value be unique across all classes in the district.</li> <li>Examples of possible formulas are as follows:                             <ul style="list-style-type: none"> <li>primary key of a class table</li> <li>course ID + section number</li> <li>school year + course + section number</li> <li>composite key of course number + section number.</li> </ul> </li> </ul>	255, but HMH recommends 40  <i>Ed</i> supports 255, but HMO supports only 40.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 6 for complete list.	G801AtoL
B	status	N	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	Leave this field blank.  HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	10		

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
D	title	Y	<p>Enter a name for the class.</p> <p><b>TIP:</b> For best results, we recommend reviewing the <a href="#">Class Name Tips for OneRoster</a> on page 8.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>For TC and HMO, each class name must be unique within each teacher account. (In other words, a teacher cannot have more than one class with the same name.) If a class name is not unique for TC or HMO:                             <ul style="list-style-type: none"> <li>In TC, the classname is the primary key, so if it is not unique, all classes with that class name are combined and you could end up with 50+ students tied to the class regardless if they have different class local IDs. It is always best to make sure your class names are unique.</li> <li>In HMO, the class name will be automatically changed to “Classname +(Auto-UniqueID)”.</li> </ul> </li> <li>HMH recommends a class name using the formula SY+sourcedId+title. Some HMH platforms are limited to 40 characters, so it is important that the first portion of the title be unique. Otherwise, those platforms may not capture unique class names.</li> </ul>	<p>255, but HMH recommends 75</p> <p><i>Ed</i> supports 255, but TC and HMO support only 75.</p>	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See <a href="#">Supported Symbols</a> on page 6 for complete list.</p>	<p>2016-12345 Algebra 1 Sec 1 Sem</p>

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	grade	Optional	<p>Enter the grade associated with the class.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>For TC and HMO, only one grade can be entered for each class. If multiple grades are entered for TC or HMO, only the first grade in the list will be imported. If class consists of multiple grades, enter the grade that best represents the class such as the median grade of the students in the class.</li> <li>Grade level is used to auto-assign products to the classes in some platforms.</li> <li>For TC, if you change the grade level of an existing class, the products available to the class will include the products of the new grade level and the products of the previously assigned grade level(s). To limit the available products, return to the <i>ThinkCentral</i> platform and manually deselect any unneeded products for the class.</li> </ul>	<p>255</p> <p><i>Ed</i> supports lists of multiple grades, so it allows up to 255 characters.</p> <p>TC and HMO support only one grade, so they allow 2 characters.</p>	<p>IT, PR, PK, TK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, PS, UG, Other, [null]</p> <p>View the <a href="#">OneRoster Range of Grade Levels Table</a> on page 7 to see acceptable values by platform.</p> <p><i>Ed</i> only: commas (,) acceptable (used for ranges, such as 06, 07, 08)</p> <p>While OR 1.1 supports grade lists, HMH can accept a grade range, such as 01–12.</p>	06
F	courseSourcedId	Y	Enter the SourcedId of this course.	255		
G	classCode	N		255		
H	classType	Y	Enter the class type for this class.	255	<p>homeroom</p> <p>scheduled</p>	<p>homeroom</p>
I	location	N		255		

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
J	schoolSourcedId	Y	Enter the unique ID for the school.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 6 for complete list.	12345678
K	termSourcedIds	Y	Enter the sourcedIds from the academicSession file this class reports to.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 6 for complete list.	6F9619F F-8B86- D011- B42D- 00C04FC 964FF
L	subjects	N		255		
M	subjectCodes	N	Enter the subject codes associated with the class.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 6 for complete list.	
N	periods	N	Enter the class period associated with the class.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 6 for complete list.	

## Appendix

### Supported Symbols

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

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**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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## Range of Grades Levels by Platform

The following table shows the grade levels associations by platform for entries in the "grades" field of OneRoster user.csv and classes.csv files.

Entry	Teacher			Student		
	ED	TC	HMO	ED	TC	HMO
"IT"	PK	PK	PK	PK	PK	PK
"PR"	PK	PK	PK	PK	PK	PK
"PK"	PK	PK	PK	PK	PK	PK
"TK"	TK	K	K	TK	K	K
"KG"	KG	K	K	KG	K	K
"01"	1	1	1	1	1	1
"02"	2	2	2	2	2	2
"03"	3	3	3	3	3	3
"04"	4	4	4	4	4	4
"05"	5	5	5	5	5	5
"06"	6	6	6	6	6	6
"07"	7	7	7	7	7	7
"08"	8	8	8	8	8	8
"09"	9	9	9	9	9	9
"10"	10	10	10	10	10	10
"11"	11	11	11	11	11	11
"12"	12	12	12	12	12	12
"13"	12	12	12	12	12	12
"PS"	12	12	12	12	12	12
"UG"	12	12	12	12	12	12
"Other"	12	12	12	12	12	12
[null]	PK-12	PK-12	PK-12	invalid	invalid	invalid

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## Class Name Tips for OneRoster

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**Note:** HMH automatically appends the Classes.sourcedId value to the beginning of the title (class name) entry, up to 50 characters to help make it unique.

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For best results in managing classes, use class names that are unique and easy to identify. The HMH recommendation is provided here.

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**Note:**

- For many reasons (moves, marriage, divorce), the inclusion of the teacher name or teacher ID as part of the class name can be problematic and is not recommended.
  - HMH highly recommends the inclusion of the SchoolID (or local building ID) as part of the class name to ensure that situations such as, class moves between schools, are accounted for and do not cause data errors.
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### **school year + course ID + course name + section number + semester number**

For example, if you have two ninth-grade Algebra classes, one taught by Sarah Masterson and the other taught by Lupina Baez, you may simply name them “2016-123-Algebra 1 Sec1 S1” and “2016-123-Algebra 1 Sec2 S1”. This method requires less long-term maintenance because you will not have to enter new classes when teachers change roles or leave the school system.

Additional options may include any of the following:

**school year + class name + section number + semester number**

**school year + course ID + course name + class number + semester number**

**school year + course ID + course name + semester number**

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