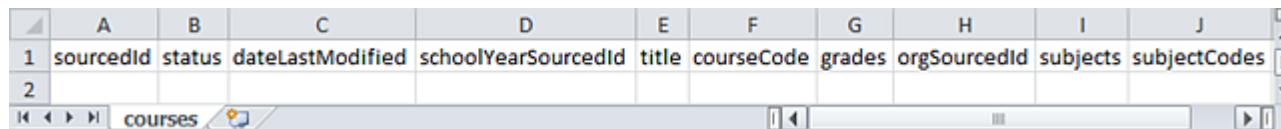# OneRoster 1.1 courses
File Details Dictionary

courses File Details

The courses.csv file must be included in your zipped import file. HMH recommends that the courses 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.

⚠️ <u>Click to learn the file requirements and naming rules for OneRoster import files</u> on page 4.

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

	A	B	C	D	E	F	G	H	I	J
1	sourcedId	status	dateLastModified	schoolYearSourcedId	title	courseCode	grades	orgSourcedId	subjects	subjectCodes
2										

courses

Note: When populating the courses.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**.

Data requirements may change at any time. For the most up-to-date information, refer to <u>Import Management Help</u>.

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

Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
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A	sourcedId	Y	Enter the unique ID for the course.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
B	status	N *Not required by HMH despite being required on OneRoster spec*	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 *Not required by HMH despite being required on OneRoster spec*	Leave this field blank. HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	10		
D	schoolYearSourcedId	N			A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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Column	**Field Name**	**Require d**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**
E	title	Y	Enter a name for the course.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
F	courseCode	N		75		
G	grades	N	Enter the grade(s) for which the class is attended. **Note:** While OR 1.1 supports grade lists, HMH can accept a grade range, such as 01–12.	255 Teachers support up to 255 characters. Students are allowed only 2 characters.	IT, PR, PK, TK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, PS, UG, Other, [null] View this **OneRoster Grade Level Table** on page 5 to see acceptable values by platform.	06, 07, 08 (teacher) 06 (student)
H	orgSourcedId	Y	Enter the SourcedId of the org to which this course belongs.	255		
I	subjects	N	Enter the subject name(s) of the course.	255		
J	subjectCodes	N	Enter the subject codes associated with the class.			

Appendix

Supported Symbols

!#$%&'()*+,-./:;<=>?@[]_` {|}~\¡¢£¤¥¦§¨©ª«¬®¯°±²³´¶¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñòóôõö÷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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Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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, classes.csv files, and courses.csv.

Entry	Teacher			Student		
	ED	TC	HMO	ED	TC	HMO
"IT"	IT	PK	PK	IT	PK	PK
"PR"	PR	PK	PK	PR	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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Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.