

OneRoster 1.1

demographics

File Details Dictionary

demographics File Details

The demographics.csv file must be included in your zipped import file. HMH recommends that the demographics 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 demographics.csv template in Microsoft Excel® is shown below.

	A	B	C	D	E	F	G	H	I	J
1	sourcedId	status	dateLastModified	birthDate	sex	americanIndianOrAlaskaNative	asian	blackOrAfricanAmerican	nativeHawaiianOrOtherPacificIslander	white
2										
3										

K	L	M	N	O	P
demographicRaceTwoOrMoreRaces	hispanicOrLatinoEthnicity	countryOfBirthCode	stateOfBirthAbbreviation	cityOfBirth	publicSchoolResidenceStatus

Note: When populating the demographics.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 demographics template fields are provided in the table below. (Fields that appear in gray are optional.)

Back to Top						
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
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	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		
D	birthDate	N	Enter the user's date of birth; use the format: "YYYY-MM-DD".	10	0–9 and dashes	2002-11-30
E	sex	N	Enter the user's gender.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
F	americanIndianOrAlaskaNative	N		1		
G	asian	N		1		
H	blackOrAfricanAmerican	N		1		
I	nativeHawaiianOrOtherPacificIslander	N		1		
J	white	N		1		

Back to Top						
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
K	demographicRaceTwoOrMoreRaces	N		1		
L	hispanicOrLatinoEthnicity	N		1		
M	countryOfBirthCode	N		255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
N	stateOfBirthAbbreviation	N		255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
O	cityOfBirth	N		255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	
P	publicSchoolResidenceStatus	N		255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 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, 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.

[Back to Top](#)