

OneRoster 1.1 enrollments File Details Dictionary

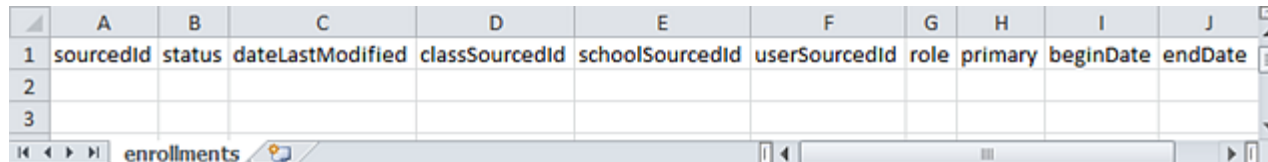
enrollments File Details

The enrollments file contains all of the students and teachers who will be using *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 5.](#)

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



	A	B	C	D	E	F	G	H	I	J
1	sourcedid	status	dateLastModified	classSourcedid	schoolSourcedid	userSourcedid	role	primary	beginDate	endDate
2										
3										

Note:

- When populating the enrollments.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.
- HMH strongly recommends that you use quoted identifiers.
- Some features, content, reporting, and user interface pages have class size limitations, and as such, cannot support an unlimited number of users tied to a class. As such, a general rule is to keep class enrollments under 50 students. If any given HMH platform exceeds the number of users allowed, HMH will reject the creation of that class to that system and report an error. If you have classes like Lunchroom, Study Hall, and so on, it is best to filter that data out from being sent.
- Teachers should not be assigned to more than 50 classes either, regardless if they are team or lead teachers. If you have high number of TBD Staff or Virtual Teacher tied to hundreds/thousands of classes, you may wish to filter that out because some systems cannot support a user tied to more than 50 classes.

Details for each of the enrollments 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 of this enrollment. Note: It is critical that this value be unique across all enrollments.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 5 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	classSourcedId	Y	Enter the unique class identification number. Note: <ul style="list-style-type: none"> • Must match the sourcedId from the class file. • Must be unique across all classes, for example – all schools in your district. • If the local classId from the SIS is unique across all schools, then you can use that. 	255, but HMH recommends 40 Ed supports 255, but HMO supports only 40.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 5 for complete list.	G801AtoL

Back to Top						
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	schoolSourcedId	Y	Enter the unique ID for the school. Note: <ul style="list-style-type: none"> • Must match the sourcedId from the orgs file. • Must be unique across all organizations, for example – schools in your district. • If the local building ID from the SIS is unique across all schools, then you can use that. 	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 5 for complete list.	12345678
F	userSourcedId	Y	Enter the unique ID for the user. Note: <ul style="list-style-type: none"> • Must match the sourcedId from the user file. • Must be unique across all users, for example – schools in your district. • If your locally assigned student/staff ID (LASID or Identifier) from your SIS is unique across all schools and user types, then you can use that. 	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 5 for complete list.	A_1234567
G	role	Y	Enter the role of the user.	255	teacher student	student

Back to Top						
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
H	primary	Student: N	Leave this field blank.	5	true false	true
		Teacher: Strongly Recommended	Enter "true" for primary teacher or "false" for team (secondary) teacher. Note: <ul style="list-style-type: none"> HMH recommends that you identify one and <i>only</i> one primary (lead) teacher for each class. This prevents a class flipping between teachers. If no primary teacher is identified, then the first teacher account imported is designated as the primary teacher. Subsequent teacher accounts will be designated as team teachers, if the platform allows team teachers. Team teacher data is applicable to <i>Ed</i> only. For <i>ThinkCentral</i> and <i>Holt McDougal Online</i>, team teacher position data can be stored but not utilized at this time. Some platforms do not support team teachers.			
I	beginDate	N	Enter the start date for this enrollment; use the format: "YYYY-MM-DD".	10	0–9 and dashes	2018-08-29
J	endDate	N	Enter the end date for this enrollment; use the format: "YYYY-MM-DD".	10	0–9 and dashes	2019-05-30

Appendix

Supported Symbols

!#\$%&'()*+,-./:;<=>?@[]_`{|}~\|;ϕ£¤¥¦§¨©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

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](#)