

OneRoster 1.1 manifest File Details Dictionary

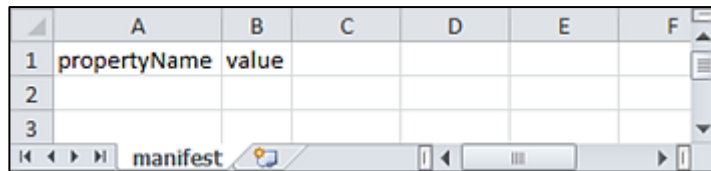
manifest File Details

The manifest.csv file **must** be included in your zipped import file. This file indicates that the submitted template is version 1.1 and not an earlier version. Failure to provide a manifest file results in misleading import errors.



[Click to learn the file requirements and naming rules for OneRoster import files on page 3.](#)

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



	A	B	C	D	E	F
1	propertyName	value				
2						
3						

An example of a populated manifest.csv template file is shown below.

propertyName	value
manifest.version	1
oneroster.version	1.1
file.academicSessions	bulk
file.classes	bulk
file.courses	bulk
file.demographics	bulk
file.enrollments	bulk
file.orgs	bulk
file.users	bulk
file.categories	absent
file.classResources	absent
file.courseResources	absent
file.lineItems	absent
file.resources	absent
file.results	absent

Note: When populating the manifest.csv import template file, remember that required fields must be populated even if data from this file is not currently being stored. 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.

Details for each of the manifest 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	propertyName	Y	<i>HMH does not store this data at this time.</i>	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols for complete list.	oneroster.version
B	value	Y	<i>HMH does not store this data at this time.</i>	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols for complete list.	1.1

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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