

OneRoster 1.1 orgs File Details Dictionary

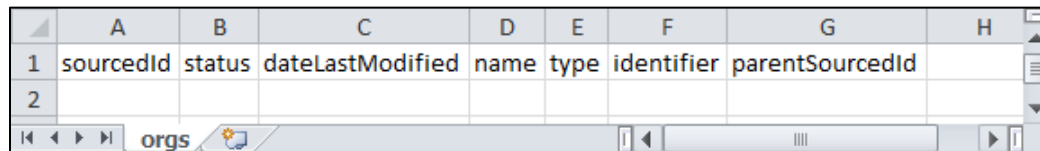
orgs File Details

The orgs file contains the identification numbers of the organizations accessing *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 4.](#)

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

A screenshot of a Microsoft Excel spreadsheet showing the orgs.csv template. The spreadsheet has columns labeled A through H and rows 1 and 2. Row 1 contains the header information: A: sourcedId, B: status, C: dateLastModified, D: name, E: type, F: identifier, G: parentSourcedId, H: (empty). Row 2 is empty. The spreadsheet is titled "orgs" and has a scroll bar at the bottom.

Note: When populating the orgs.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.

Details for each of the orgs 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 ID for the user. Note: <ul style="list-style-type: none"> Must be unique across all users in your organization; for example, schools in your district. If the local building ID from the SIS is unique across all schools, then you can use that for sourcedId. 	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	A_12345678
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	name	Y	Enter the name of the organization.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	type	Y	Enter the type of organization. ("district" or "school")	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 4 for complete list.	district
F	identifier	N		255		
J	parentSourcedId	N	Enter the SourcedId of the parent organization.	255		

Appendix

Supported Symbols

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