

OneRoster 1.1 users File Details Dictionary

users File Details

The users file contains all of the students and teachers who will be using HMH Ed™, *ThinkCentral* (TC), and/or *Holt McDougal Online* (HMO).



Click to learn the file requirements and naming rules for OneRoster import files on page 12.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	sourcedid	status	dateLastModified	enabledUser	orgSourcedids	role	username	userids	givenName	familyName	middleName	identifier	email	sms	phone	agentSourcedids	grades	password
2																		

Note: When populating the users.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 users 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	<p>Enter the unique ID for the user.</p> <p>Note:</p> <ul style="list-style-type: none"> • Must be unique across all users in your organization. • 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 for sourcedId. • This value will map to the LASID field and will be shown in some platforms, exports, and reports. • Uppercase, lowercase, and all UTF8 versions of a character are considered the same; for example, "e" is treated the same as "E" and treated the same as any UTF-version over the letter "e" including, ë, è, é, and ê (upper and lower case): "TèyE_123e" is considered a match with "TEYE_123E" • HMH does NOT recommend the use of special characters or LASIDs that use last names because last names can change for many reasons (custody, marriage, divorce), which can lead to the removal of old accounts and creation of new accounts. IDs should be numeric and come from your student information system. • If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 11. 	255	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See Supported Symbols on page 11 for complete list.</p>	STF_1234567

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
B	status	N <i>Not required by HMH despite being required on OneRoster spec</i>	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 <i>Not required by HMH despite being required on OneRoster spec</i>	Leave this field blank. HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	10		
D	enabledUser	Y	Enter "true" or "false" to indicate if this user record is active (true) or not active (false).	5	true false	true



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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	orgSourcedIds	Y	<p>Enter the user's organization sourcedId. If the user is enrolled in classes that span multiple orgs, do the following:</p> <ul style="list-style-type: none"> Enter ALL the orgSourcedIds to which the user is tied. Enter multiple orgids on the same row, separated by commas ("1, 2, 3, 4"). When entries in fields include commas, the use of quoted identifiers to contain the entries is important. Place the primary organization ID first in the orgSourcedIds field. DO NOT create separate rows for a single user, one for each org, because that is not a supported OneRoster 1.1 design. Some platforms automatically invoke account linking to support a user tied to more than one organization. To learn more, see Account Linking Using OneRoster on page 11. <p>Note:</p> <ul style="list-style-type: none"> This orgsourcedId must <i>exactly</i> match the sourcedId in the orgs file. Be aware that "001" is not the same as "1". If a user attends classes that span across multiple schools, the best practice is to list all those schools here. However, per the IMS standard, HMH will automatically enroll the user in all schools in which the user has class enrollments regardless if the schools are listed here or not. 	255	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See Supported Symbols on page 11 for complete list.</p>	A_1234567
F	role	Y	<p>Enter the role of the user. If multiple roles exist, enter only the primary role.</p> <p>Note: Multiple roles are not supported at this time.</p>	255	teacher student	teacher


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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
G	username	N	Enter the username. Note: <ul style="list-style-type: none"> It is critical that this username be unique across all users and all locations within your district. If the user accesses HMH Player®, the username must be <i>globally unique</i>. If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 11. Warning: Unlike <i>Ed</i> , TC and HMO accounts do not allow for username changes. <ul style="list-style-type: none"> If a username is changed for a TC or an HMO user account, a new account is created and the old account goes inactive. If a username is changed for an <i>Ed</i> user account, the username for that account is changed. 	5–255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	John.Doe@mydistrict.com
H	userId	N	Enter the user's ID. HMH does not manage this field at this time.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	John.Doe@DistrictA.ca.usd
I	givenName	Y	Enter the user's first name.	255 **See details regarding truncated values.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	John
J	familyName	Y	Enter the user's last name.	255 **See details regarding truncated values.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	Doe

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
K	middleName	N	Enter the user's last name.	255 **See details regarding truncated values.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	
L	identifier	N	Enter the user's identifier.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 11 for complete list.	
M	email	Student:	For students, enter the email address.	255, but HMH recommends 100 <i>Ed</i> supports 255. TC and HMO support only 100.	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	jdoe@ccpsmail.com
		Teacher	(...continued on following page)			

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
M	email	Teacher: Y Required by HMH despite not being required on OneRoster spec Needed to receive HMH email comms and for password reset notifications	(...continued) For teachers, enter the teacher's email address. Note: Recommended practice is to use official district or school email address.	255, but HMH recommends 100 <i>Ed</i> supports 255. TC and HMO support only 100.	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	jdoe@ccpsmail.com
N	sms	N	HMH does not store this data at this time.	255		
O	phone	N	HMH does not store this data at this time.	255		
P	agentSourcedIds	N	HMH does not store this data at this time.	255		

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
Q	grades	Student: Y Required by HMH despite not being required on OneRoster spec	Enter the grade associated with the student. <ul style="list-style-type: none"> Students can be assigned to only a single grade. <ul style="list-style-type: none"> If a grade range is entered for a student, it defaults to first grade listed in the range. If the field is blank, the student is not rostered and an import file error occurs. To determine the grade levels associated with a user by platform, view this OneRoster Grade Level Table on page 13. 	Students can be assigned only one grade, so 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] See acceptable values by platform OR Grade Level Table on page 13.	06
		Teacher: N	Enter the grade(s) associated with the teacher. <ul style="list-style-type: none"> If teacher grade is not provided, it defaults to all grades (PK through 12), which gives the teacher access to all available materials for all grade levels. Teachers can be assigned to a single grade or a list of grades, such as 06, 07, 08. <ul style="list-style-type: none"> If teachers need access to grade-level material above or below the grade level(s) that they teach, you can assign multiple grades, such as K, 01, 02 or 09, 10, 11, 12. The more specific the grade range, the easier it is for teachers to find the materials they need. To determine the grade levels associated with a user by platform, view this OneRoster Grade Level Table on page 13. 	255 Teachers can be assigned lists of grades, so they can support up to 255 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 13 to see acceptable values by platform. While OR 1.1 supports grade lists, HMH can accept a grade range, such as 01–12.	06, 07, 08

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
R	password	N	<p>Enter the password each user must use to sign into the application.</p> <p>For single sign on (SSO) users:</p> <ul style="list-style-type: none"> Leave the password field blank (NULL). Before proceeding, see the list of SSO Considerations . (Click link to learn more.) <p>For district-controlled passwords:</p> <ul style="list-style-type: none"> Plan to provide new users with their login credentials: <ul style="list-style-type: none"> If you are doing SSO, send them an email personally detailing how to launch from your SSO provider. If you are using the Ed platform login, do either of the following: <ul style="list-style-type: none"> Select users to receive an email with login information. For details, see Send Login Credentials to School Admins and Teachers in Ed Administrator Help. Direct your newly added teachers and administrators to go to the Ed Sign In page, click the "Request sign in details" link, and follow the instructions. For details, see Request Ed Platform Login Credentials in Ed Help. For TC administrators, any newly added administrator or teacher will get an email. You can manage this preference from the TC platform; see TC-Edit District Configuration Settings and Add Products for details. For HMO administrators, any newly added administrator or teacher will get an email. You can manage this preference from the HMO platform; see HMO-District Settings for details. Set this field to a value of your choice. Provide classroom teachers with their credentials and the credentials of their students. Provide instructions for classroom teachers to follow if they forget or misplace the login credentials. Warn users that even if they change a password in the UI, the password may be changed back on next import. Passwords reset back if that user account has any changes. Example: If you import a user and set the password to P@ssword1 and then you go in the UI and change the password to ABC123, nothing changes the password back to P@ssword1, UNLESS something triggers that user account's row in the import file to be updated, such as a change to the username, org location, or so on. <p>(...continued on following page)</p>	Min. Field Length = 8	<p>Teachers and Administrators: A–Z, a–z, 0–9, and *symbols acceptable</p> <p>Note: Spaces are not allowed.</p> <p>*See Supported Symbols on page 11 for complete list.</p> <p>Case sensitive Must contain at least one of each:</p> <ul style="list-style-type: none"> uppercase character (A–Z) lowercase character (a–z) number (0–9) special character (! @ # \$ % ^ & () _ - + = { } [] \ : ; " ' / ? < > , .) <p>For improved security, HMH strongly recommends the following:</p> <ul style="list-style-type: none"> Do not match Username. Use passphrases  instead of passwords. (Click link to learn more.) 	

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
R	password	N	<p>(...continued)</p> <p>For districts allowing users to control their own passwords:</p> <ul style="list-style-type: none"> • Leave the password field blank (NULL). For the first upload, this creates a random password; for subsequent uploads, this retains the existing password. • Provide your teachers with the following instructions: <ul style="list-style-type: none"> – Manage Teacher Passwords: If the password was set to null, it is not accessible. Upon first login, teachers must click Reset Password. Teachers receive an email with reset instructions, allowing them to change their passwords. Be sure to allow emails from *.hmhco.com. – Manage Student Passwords: Teachers can do one of the following: <ul style="list-style-type: none"> ○ Change the students' passwords themselves and provide the passwords to the students. ○ Set temporary passwords for students and provide students with the temp passwords. After successful login with temp passwords, students are prompted to create their own passwords. 	Min. Field Length = 5	<p>Students: A–Z, a–z, 0–9, and *symbols acceptable</p> <p>Note: Spaces are not allowed.</p> <p>*See Supported Symbols on page 11 for complete list.</p> <p>Case sensitive</p> <p>For improved security, HMH strongly recommends the following:</p> <ul style="list-style-type: none"> • Do not match Username. • Use passphrases  instead of passwords. (Click link to learn more.) 	paswd

Appendix

Supported Symbols

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

Username and LASIDs for Independent, Non-SIS, and Private/Catholic Schools

If you are moving students between organizations in your diocese or the organizational structure of your diocese is not centrally managed and you prefer to continue with school-based management only, then your district should adhere to a district-based user name formula.

HMH suggests that you create LASIDs and usernames using the formulas indicated as follows.

Field	Formula	Example	Notes
USERNAME	student ID or name + building ID	123.98765432	Be aware that names can change; if that happens, multiple accounts are created.
LASID	value of your choice + building ID	JDOE.98765432	The building ID can be a local building ID or the MDR PID found in the platform.

Account Linking Using OneRoster

Using these formulas for LASIDs and usernames allows your school or site to operate independently of other schools that are associated with the diocese or higher reporting organization.

ThinkCentral (TC) and *Holt McDougal Online* (HMO) provide the ability for a user to be in multiple org locations using a process called "account linking." By default, the HMH OneRoster agent identifies a user belonging to more than one org based on the orgSourceId field in the users.csv file and then rosters the user to all org locations in this field. The first org listed is assigned the global username. Secondary org locations automatically receive a new account with a separate username. However, because all the accounts are all "account linked," the user can login with the standard global username and simply jump from profile to profile. This will not impact SSO in anyway.

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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 rosters, 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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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 and classes.csv files.

Entry	Teacher			Student		
	ED	TC	HMO	ED	TC	HMO
"IT"	PK	PK	PK	PK	PK	PK
"PR"	PK	PK	PK	PK	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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Username Recommendations by Identity Provider

If your organization is considering a single-sign on (SSO) options now or in the future, it is important to note that many of the Identity Providers (IdPs) have restrictions on the form of the user name that is used. At this time, establishing a new username requires a district to purge accounts in the HMH database. Because of this, HMH wants to offer recommendation son how to choose a post-purge username convention that positions you for a smooth implementation of the SSO now or later. Taking this action now eliminates the need to purge data again later when you are ready to implement SSO.

Identity Provider	Username	Comments
Microsoft Active Directory Federation Services (AD FS)	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.
Stoneware, Inc.	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.
G Suite for Education	Email	Google links on email addresses, so use your student and teacher email addresses as the usernames. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available. While Google is not a supported IdP, at this time, setting this value now ensures a quick and easy SSO integration when it is available.

(...continued on following page)

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Identity Provider	Username	Comments
Azure AD <i>Not currently available</i>	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available. While Azure AD is not a support IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.
LTI <i>Not currently available</i>	LTI User_Id or LIS_person_sourceId	This value may not be known by your end users, so it is a new value they must remember or write down. While LTI is not a supported IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.

***Additional Options**

- LASID + Domain (12345@myDistrict.com)
- LASID is a locally assigned student or staff Id. It does not change. Append the domain name to make a globally unique username. Be aware that this setting requires a custom claim to be added unless this entire string is already stored in a field in your SSO User Store.

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