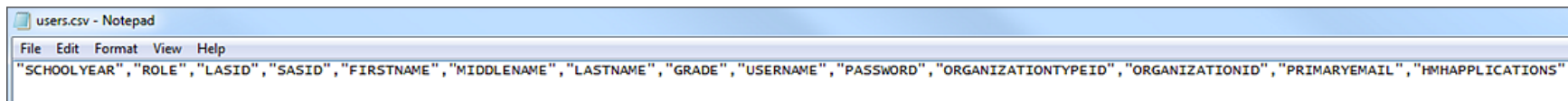# Simple File Format CLASS File Details Dictionary

CLASS File Details

The CLASS file contains all of the classes or courses/section numbers that must be identified for *Holt McDougal Online* and/or *ThinkCentral*.
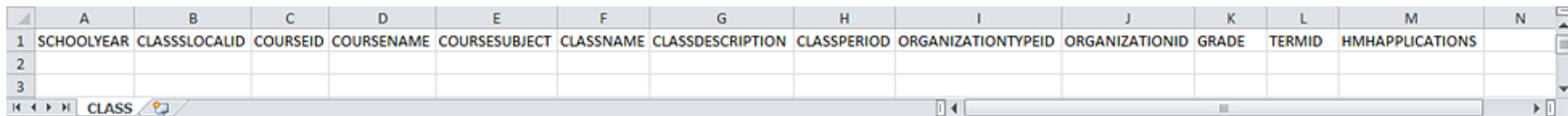
⚠️ Click to learn the file requirements and naming rules for Simple File Format import files on page 11.

An example of the CLASS.csv template in Notepad is shown below.

```
users.csv - Notepad
File  Edit  Format  View  Help
"SCHOOLYEAR","ROLE","LASID","SASID","FIRSTNAME","MIDDLENAME","LASTNAME","GRADE","USERNAME","PASSWORD","ORGANIZATIONTYPEID","ORGANIZATIONID","PRIMARYEMAIL","HMHAPPLICATIONS"
```

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SCHOOLYEAR	CLASSSLOCALID	COURSEID	COURSENAME	COURSESUBJECT	CLASSNAME	CLASSDESCRIPTION	CLASSPERIOD	ORGANIZATIONTYPEID	ORGANIZATIONID	GRADE	TERMID	HMHAPPLICATIONS	
2														
3														

CLASS

Note:

- When populating the import template file, required fields must be populated. 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.
- HMH recommends that quoted identifiers be used around all headers and fields.
- If your data set includes special characters, you must save your file as a UTF-8 File. (See Encode Files as UTF-8 ↗ for details.)

➔ Click to learn how to remove classes on page 13.

➔ Click to open an example of a populated CLASS.csv template file ↗.

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

1

Details for each of the CLASS 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	SCHOOLYEAR	Strongly Recomm-ended	Enter the year (YYYY) that the school year ends. For example, if the school year starts on 8/20/2018 and ends on 5/30/2019, then enter 2019. *(For future use as more features become available)*	4	0–9	2019

B	CLASSLOCALID	Y	Enter the unique class identification number.
			
			Note:
			• It is critical that this value be unique across all classes in the district.
			• This field must have a corresponding teacher entry in the CLASSASSIGNMENTS.csv file.
			• Class IDs should change annually if you want data to clear out from prior year classes. If you do not change class IDs each year but want to start clean with assignments, consider appending a school year to the class ID.
			• HMH recommends the following formula for this field: school year + class ID + section number + org ID
			    o Why include the school year?
			       Including the school year is recommended because it ensures a unique CLASSLOCALID every year. If the same CLASSLOCALID is re-used year after year, then longitudinal reporting by class is not possible.
			    o Why include the org ID?
			       HMH recommends that you add the org ID to the entries for this CLASSLOCALID field as well as the CLASSNAME field to best support classes that may move from org A to org B. If you do not do this, you may encounter situations in which a class cannot be created at a new org because that class already exists (active or inactive) at the original org.
				60	A–Z, a–z, 0–9, spaces, and *symbols acceptable
					
					*See Supported Symbols on page 10 for complete list.
						17-18_ G8Alg1_s ec1_1234 56

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Back to Top						
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
C	COURSEID	N	Enter the course ID. *(For future use as more features become available)*	75	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See <u>Supported Symbols</u> on page 10 for complete list.	128
D	COURSENAME	N	Enter the course name. *(For future use as more features become available)*	255 **See details regarding <u>truncated values</u> on page 10.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See <u>Supported Symbols</u> on page 10 for complete list.	Algebra 2
E	COURSESUBJE CT	N	Enter the subject of the course. *(For future use as more features become available)*	255 **See details regarding <u>truncated values</u> on page 10.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See <u>Supported Symbols</u> on page 10 for complete list.	Algebra

Data requirements may change at any time. For the most up-to-date information,
refer to <u>Import Management Help</u>.

			Back to Top			
Column	**Field Name**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**

F	CLASSNAME	Y	Enter a name for the class.
			
			TIP: For best results, we strongly recommend reviewing the Class Name Tips on page 12.
			
			Note:
			• Each class name must be unique within each teacher account. (In other words, a teacher cannot have more than one class with the same name.) If a class name is not unique for TC or HMO:
			
			   – In TC, the classname is the primary key, so if it is not unique, all classes with that class name are combined and you could end up with 50+ students tied to the class regardless if they have different class local IDs. It is always best to make sure your class names are unique.
			   – In HMO, the class name will be automatically changed to "Classname +(Auto-UniqueID)".
			
			• HMH recommends that you add the OrgId to the entries for this CLASSLOCALID field (as well as the CLASSNAME field to best support classes that may move from org A to org B. If you do not do this, you may encounter situations in which a class cannot be created at a new org because that class already exists (active or inactive) at the original org.
			
			• If class name changes, then *Ed* and HMO will update the name. However, because TC uses the CLASSNAME field as the primary key, TC will inactivate the old class and create a new class.
				75	A–Z, a–z, 0–9, spaces, and *symbols acceptable
					
					*See Supported Symbols on page 10 for complete list.
						2016-12345
						Algebra 1
						Sec 1
						Sem 2
						_123456

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

			Back to Top			
Column	**Field Name**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**
G	CLASSDESCRIPTION	N	Enter a description for the class, if necessary. Most customers do not populate this field, but it is available if your organization deems it necessary.	255 **See details regarding <u>truncated values</u> on page 10.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See <u>Supported Symbols</u> on page 10 for complete list.	Grade8_Last names_M-Z
H	CLASSPERIOD	N	If period structures are used for classes, enter the class period. **Note:** If left as null, then defaults to "1".	255 but maximum length is 20 if rostering to all platforms Ed supports 255. TC supports 25. HMO supports 20.	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See <u>Supported Symbols</u> on page 10 for complete list.	02
I	ORGANIZATION TYPEID	Y	Enter the letters "MDR".	3	Currently "MDR" is the only ORGANIZATIONTYPEID accepted.	MDR

Data requirements may change at any time. For the most up-to-date information, refer to <u>Import Management Help</u>.

**Back to Top**
Column	**Field Name**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**
J	ORGANIZATION ID	Y	Enter your Market Data Retrieval (MDR) number, also known as the school PID. **Note:** • PIDs are not the same as SIS Local Building IDs. • If a user is associated with multiple schools, alternative options are available. See Multi-Org Account Linking for SFF ↗.	8	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 10 for complete list.	12345678
K	GRADE	Y	Enter the grade associated with the class. **Note:** • Only one grade can be entered for each class. • For TC: If you change the grade level of an existing class, the products available to the class will include the products of the new grade level and the products of the previously assigned grade level(s). To limit the available products, return to *ThinkCentral* and manually deselect any unneeded products for the class. • If class consists of multiple grades, enter the grade that best represents the class such as the median grade of the students in the class.	2	• PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12	8

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

			Back to Top			
Column	**Field Name**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**
L	TERMID	N	Can leave field blank (NULL). *(For future use as more features become available; not used at this time)* Other recommended entries include the following: • Quarters 1-4 can be entered as Q1,Q2,Q3,Q4 • Trimesters 1-3 can be entered as T1,T2,T3 • Semesters 1-2 can be entered as S1,S2 • Year Long can be entered as YR • Other marking periods can be entered as MP1,MP2,MP3, and so on	10	Blank or A–Z, a–z, 0–9	

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

			Back to Top			
Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
M	HMHAPPLICATIONS	Strongly Recomm-ended	Enter the code indicating the HMH product(s) available to the teacher, as follows: **ORDER MATTERS:** The code must be entered in the order shown in the table above. **Additional Codes:** Additional *Holt McDougal Online* abbreviations are acceptable. HMO can be substituted with HMOF, HRW, or MYHRW in all instances. *(…continued on following page)*	11	HMO = *Holt McDougal Online* only TC = *ThinkCentral* only ED = *Ed* only TC.HMO = both *ThinkCentral* and *Holt McDougal Online* TC.ED = both *ThinkCentral* and *Ed* HMO.ED = both *Holt McDougal Online* and *Ed* TC.HMO.ED = *ThinkCentral*, *Holt McDougal Online*, and *Ed* ***Blank (NULL) field = TC, HMO, and *Ed* ****Only leave blank if you plan to use all three platforms.*	TC.HMO.ED

Within the Instruction cell, the following product table appears:

Product(s)	Code to Enter
ThinkCentral (only)	TC
Holt McDougal Online (only)	HMO
Ed: Your Friend in Learning (only)	ED
Holt McDougal Online and *ThinkCentral*	TC.HMO
ThinkCentral and *Ed: Your Friend in Learning*	TC.ED
Holt McDougal Online and *Ed: Your Friend in Learning*	HMO.ED
ThinkCentral and *Holt McDougal Online* and *Ed: Your Friend in Learning*	TC.HMO.ED

Note:

Houghton Mifflin Harcourt™ is a trademark of Houghton Mifflin Harcourt Publishing Company.
© Houghton Mifflin Harcourt Publishing Company. All rights reserved.

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

8

			Back to Top			
Column	**Field Name**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**

M	HMHAPPLICATIONS	Strongly Recomm-ended	*(…continued)*
			• **Plan to provide new users with their login credentials:**
			
			  o If you are doing SSO, send them an email personally detailing how to launch from your SSO provider.
			
			  o If you are using the Ed platform login, do either of the following:
			    – 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 Administrator Help.
			
			  o 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.
			
			  o 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.
					HMO = *Holt McDougal Online* only
					
					TC = *ThinkCentral* only
					
					ED = *Ed* only
					
					TC.HMO = both *ThinkCentral* and *Holt McDougal Online*
					
					TC.ED = both *ThinkCentral* and *Ed*
					
					HMO.ED = both *Holt McDougal Online* and *Ed*
					
					TC.HMO.ED = *ThinkCentral*, *Holt McDougal Online*, and *Ed*
					
					***Blank (NULL) field = TC, HMO, and *Ed*
					
					****Only leave blank if you plan to use all three platforms.*	

Back to Top

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Appendix

Supported Symbols

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

If you plan to use these extended special characters, you must save the file as a UTF-8 file. (See Encode Files as UTF-8 ⬈ for details.) Additionally, HMH recommends that all fields and headers be placed in quoted identifiers.

Truncated Values

**While 255 characters are allowed for certain fields, HMH may truncate values if necessary to align with platform size requirements.

Back to Top

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

File Requirements and Naming Rules for Simple File Format Import Files

The SFF (Simple File Format) files that you prepare and submit must be:

- saved as CSV (comma delimited) files

- named a variation of the original file names (users.csv, class.csv, classassignments.csv, demographics.csv) with the following allowances:
  – may be uppercase or lowercase
  – may be singular or plural

  For example: All of the following file names are acceptable: user.csv, users.csv, USER.csv, or USERS.csv

- combined and compressed into a single zipped file 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: Imports using the SFF 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 SFF.

Back to Top

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Class Name Tips

For best results in managing classes, use class names that are unique and easy to identify. The HMH recommendation is provided here.

Note:

- For many reasons (moves, marriage, divorce), the inclusion of the teacher name or teacher ID as part of the class name can be problematic and is not recommended.

- HMH highly recommends the inclusion of the SchoolID (or local building ID) as part of the class name to ensure that situations such as, class moves between schools, are accounted for and do not cause data errors.

School Year + Course ID + Course Name + SchoolID + Section Number + Semester Number

For example, if you have two ninth-grade Algebra classes, one taught by Sarah Masterson and the other taught by Lupina Baez, you may simply name them "**2016-123-Algebra 1 001 Sec1 S1**" and "**2016-123-Algebra 1 001 Sec2 S1**". This method requires less long-term maintenance because you will not have to enter new classes when teachers change roles or leave the school system.

Additional options may include any of the following:

School Year + SchoolID + Class ID + Class Name + Section Number + Semester Number
School Year + SchoolID + Course ID + Course Name + Class Number + Semester Number
School Year + SchoolID + Course ID + Course Name + Class Name + Semester Number

Tip: The **CLASSNAME** field must be no longer than 75 characters, so abbreviations may be necessary.

Back to Top

Remove Classes

By default, the HMH import process only allows you to "inactivate" classes as opposed to "delete" classes.

- Inactivating a class allows a history of that class to be retained and allows the class to be reactivated in the future.
- Deleting a class removes all history of the class from the database.

To inactivate classes using the import process:

➔ Remove the class from the previously submitted SFF import template file and re-submit the file.

To inactivate a single class at a time:

➔ Return to the *ThinkCentral* or *Holt McDougal Online* platform. See the appropriate platform's online help topic for details.
   – *ThinkCentral*: Edit Classes
   – *Holt McDougal Online:* View and Edit Classes

To mass delete a large number of *ThinkCentral* or *Holt McDougal Online* classes:

➔ Request a data purge by downloading and completing the HMH Data Purge Request Form .

Back to Top

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.