

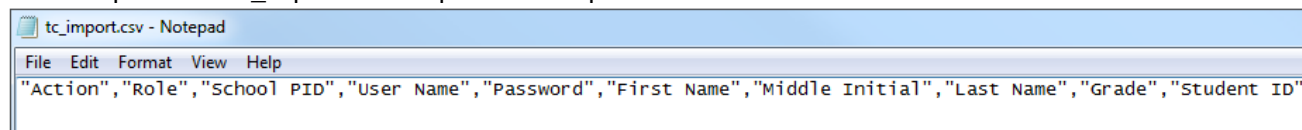
ThinkCentral Template File Details Dictionary

ThinkCentral Template File Details

The *ThinkCentral* (TC) import file must follow the guidelines detailed below. The files that you submit must be saved as CSV (comma delimited) files and submitted into HMH Import Management as a single zipped file.

Student accounts, teacher accounts, and class data can all be imported using a single file. Keep in mind, however, that the data and data fields vary for each role (student, teacher, class). For this reason, you may find it easier to separate each role into individual files, for example, one file for teacher accounts, one for student accounts, and one for class data. Each individual CSV file must be compressed into a separate zipped file prior to upload, and each zipped file should be given a unique name.

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




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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Action	Role	School PID	User Name	Password	First Name	Middle Initial	Last Name	Grade	Student ID	Gender	Ethnicity


M	N	O	P	Q	R	S
Special Services	English Proficiency	Special Conditions	Economic Status	Email	Active/Inactive	Classroom name



T	U	V	W	X	Y
Class grade	Products	Period	Description	Add Students	Remove Students



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.)
- 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 template fields are provided in the table below. (Fields that appear in gray are optional.)


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
A	Action	Teacher Student Class	Y	<p>Specify whether the account is being added (A), updated (U), moved (M), or transferred (T) by entering A, U, M, or T.</p> <p>Note:</p> <ul style="list-style-type: none"> The move (M) and transfer (T) options are only available to districts using the District Level User Name Uniqueness feature. Special conditions apply for each value. See Move User Accounts  for complete details. This field must have a corresponding entry in the CLASS.csv file. Import Management tolerates and corrects some input errors as follows: <ul style="list-style-type: none"> If you enter an A to add a user but that user record is already in the database, the import process will perform an update. Likewise, if you enter a U to update but the user record does not exist, then HMH will perform an add for that user. 	1	A = Add U = Update M = Move T = Transfer	A
B	Role	Teacher Student Class	Y	Enter the account's role type.	1	1 = Teacher 2 = Student 3 = Class	2


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
C	School PID	Teacher Student Class	Y	<p>Enter the school PID, also known as the Market Data Retrieval (MDR) number, which is available in the MDR List.</p> <p>See Locate MDR PIDs  for more details.</p> <p>Note:</p> <ul style="list-style-type: none"> PIDs are not the same as SIS Local Building IDs. If a user is associated with multiple schools, <u>alternative options are available on page 21.</u> <i>(Click link to learn more.)</i> 	9	0–9	1234567 8
D	User Name	Teacher Student Class	Y	<p>Enter the user name each user must enter to sign into the application.</p> <p>For classes, enter the teacher's user name.</p> <p>For single sign on (SSO) users, see the list of SSO considerations . <i>(Click link to learn more.)</i></p> <p>Note:</p> <ul style="list-style-type: none"> The user name must be unique to the district, and if the user accesses HMH Player®, the user name must be globally unique. If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 16. <p>Warning: Once the user name is submitted, it cannot be changed.</p>	5–75	<p>A–Z, a–z, 0–9, and *symbols acceptable</p> <p>Note: Spaces are not allowed.</p> <p>*See Supported Symbols on page 16 for complete list.</p>	KOMalle y_12

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	Password	Teacher Student	Y	<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"> 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. (For TC import files, passwords reset with each import.) <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 16 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 User Name. Use passphrases  instead of passwords. (Click link to learn more.) 	Passwor d_12345 67

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	Password	Teacher Student	Y	<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 *.hnhco.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 16 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 User Name. • Use passphrases  instead of passwords. (Click link to learn more.) 	paswd


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
F	First Name	Teacher Student	Y	Enter the first name of the user.	32	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 16 for complete list.	Kimberly
G	Middle Initial	Teacher Student	N	Enter the middle initial of the user.	1	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 16 for complete list.	A
H	Last Name	Teacher Student	Y	Enter the last name of the user.	32	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 16 for complete list.	O'Malley


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
I	Grade	Teacher Student	Y	<p>Enter the user's grade.</p> <ul style="list-style-type: none"> Students can be assigned to only one grade. Teachers can be assigned to more than one grade. <p>Note:</p> <ul style="list-style-type: none"> Multiple values must be separated by a pipe (). To determine the range of grade levels of the students associated with a teacher, you may use the SQL sample code file provided here . (Click link to open SQL code file.) Teachers often need access to grade-level material above or below the grade level(s) that they teach; it may be easier to assign your teachers additional grade levels or even the full range of grade levels (K–8) for the school. 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 <i>ThinkCentral</i> and manually deselect any unneeded products for the class. 	2 characters between pipes ()	PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	5 6


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
J	Student ID	Student	N	Enter the student's unique ID. Note: <ul style="list-style-type: none"> Leading zeros must be preserved. See Retain Leading Zeros  for more details. If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 16. 	15	A–Z, a–z, 0–9	Student00345
K	Gender	Student	N	Enter 1 for female, 2 for male, or 0 for unknown.	1	0 = Unknown 1 = Female 2 = Male	1
L	Ethnicity	Student	N	Enter 1–8 to indicate the student's ethnicity.	1	1 = Unknown 2 = Native American 3 = Asian 4 = African American 5 = Hispanic 6 = Native Hawaiian/Pacific Islander 7 = White 8 = Other	1



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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
M	Special Services	Student	N	Enter 1–6 to indicate the student's special services. Note: Multiple values must be separated by a pipe ().	1 character between pipes ()	1 = IEP 2 = 504 3 = Gifted/Talented 4 = Migrant Education 5 = Title I 6 = Other	3
N	English Proficiency	Student	N	Enter 1–7 to indicate the student's English proficiency.	1	1 = Unknown 2 = English Fully/Only 3 = English Proficient 4 = English Student Level 1 - Beginning/Pre-production 5 = English Student Level 2 - Beginning/Production 6 = English Student Level 3 - Intermediate 7 = English Student Level 4 - Advanced	5

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
O	Special Conditions	Student	N	Enter 1–14 to indicate the student's special conditions. Note: Only a single entry is accepted.	2	1 = Autism 2 = Visual Impairment 3 = Deaf – Blindness 4 = Developmental Delay 5 = Hearing Impairment 6 = Orthopedic Impairment 7 = Multiple Disabilities 8 = Intellectual Disability 9 = Emotional Disturbance 10 = Speech and Language Disorders 11 = Specific Learning Disabilities 12 = Other Health Care Needs 13 = Traumatic Brain Injury 14 = None	10

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
P	Economic Status	Student	N	Enter 1–5 to indicate the student's economic status.	1	1 = Unknown 2 = No - NOT economically disadvantaged 3 = Eligible for free lunch program 4 = Eligible for reduced price lunch program 5 = Economically disadvantaged by other criteria	2
Q	Email	Teacher	Y	Enter the teacher's email address. Note: <ul style="list-style-type: none"> Recommended practice is to use official district or school email address. Unless the email notification setting in the <i>ThinkCentral</i> platform is turned off, newly added teachers receive an automated email containing their log in user names. See TC-Edit District Configuration Settings and Add Products  for details. 	75	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	jgrant@c cpsmail.c om
R	Active/Inactive	Teacher Student Class	Y	Enter the status of the account.	1	A = Active D = Inactive	A

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
S	Classroom name	Class	Y	<p>Enter a name to identify the class.</p> <p>TIP: For best results, we strongly recommend reviewing the Class Name Tips provided on page 17.</p> <p>Note:</p> <ul style="list-style-type: none"> Classroom name must be unique within teacher's list of classes. If a teacher is moving from class to class, then enter the class name, followed by a pipe (), followed by the teacher's user name. (For example: Algebra 1_a KOMalley_12) See Move User Accounts  for complete details. 	75	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See Supported Symbols on page 16 for complete list.</p>	Algebra 1_a

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
T	Class grade	Class	Y	<p>Enter the grade associated with the class.</p> <p>Note: Only one grade can be entered for each 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.</p> <p>To help determine the most representative grade for a class, do the following:</p> <ol style="list-style-type: none"> 1. Obtain the course/class grade if available and accurate. 2. Map the course code to a grade level, if applicable. 3. Use the SQL sample code file provided here  to find the median grade level of students in the class. (Click link to open SQL code file.) 	2	PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	5

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
U	Products	Class	N	<p>Enter the 10 or 13 character ISBN product codes to identify the free play products associated with the class.</p> <p>See Locate ISBN Codes  for details.</p> <p>Note:</p> <ul style="list-style-type: none"> Multiple ISBN product codes can be entered for each class local ID, but multiple codes must be separated by a pipe (). Must use the student-edition ISBN, not the teacher-edition ISBN. Leading zeros must be preserved by preceding the number with an apostrophe ('). See Retain Leading Zeros  for more details. Leaving this field empty allows you to activate products using the <i>ThinkCentral</i> platform. See Activate Products on page 24 for details. 	13 characters between pipes ()	A–Z and 0–9 acceptable	9284618 003976
V	Period	Class	N	Enter the period associated with the class.	25	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See Supported Symbols on page 16 for complete list.</p>	Mon-1.2


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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
W	Description	Class	N	Enter a description of the class.	200	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 16 for complete list.	An example <i>ThinkCentral</i> virtual classroom
X	Add Students	Class	N	Enter a student roster for the class. Note: <ul style="list-style-type: none"> Multiple user names can be entered but must be separated by a pipe (). A student roster is not required, but it must be added before students can access their materials. When importing a class, use this field to enter the student user names to add with the class. To update an existing class, be sure to enter "U" in column A. 	75	A–Z, a–z, 0–9, and *symbols acceptable Note: Spaces are not allowed. *See Supported Symbols on page 16 for complete list.	Username1 Username2 Username3
Y	Remove Students	Class	N	Enter one or more students to remove from the class roster. Note: Multiple user names can be entered but must be separated by a pipe ().	75	A–Z, a–z, 0–9, and *symbols acceptable Note: Spaces are not allowed. *See Supported Symbols on page 16 for complete list.	Username1 Username2 Username3

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Appendix

Supported Symbols

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

User Names 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 user names 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.

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

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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.

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TC - Moving User Accounts Using Import Process

For *ThinkCentral* data management, district administrators can move multiple user accounts from school-to-school or from class-to-class using the import process. User names must be district-level unique. See [Tips for Creating User Names](#) on page 22 for recommendations.

Note: Only district administrators are allowed to move user accounts from school to school. School administrators do not have access to do this and will receive an import error if they attempt to move users from school to school.

Move User Accounts Using the Import *ThinkCentral* Template

To move *ThinkCentral* users via the import:

1. [Download the *ThinkCentral* template](#) or [extract your *ThinkCentral* file](#) . (See [Download Template Files](#) , [Prepare and Import TC Template](#) , and [ThinkCentral Template File Details](#)  for more information.)
2. [Populate your import file](#)  as needed, noting the following:
 - To move a **student** account (school to school / class to class within the same school / class to class at a different school), enter **M** (for move) in the **Action** field (column A).
 - To move **teacher** accounts, refer to the table on the following.

(...continued on following page)

(...continued)

TEACHER MOVE IN <i>THINKCENTRAL</i>	
Type of Move	Entry Required
school to school	➔ In the Action field (column A), enter M (for move).
class to class within the same school	a. In the Action field (column A), enter T (for transfer). b. In the Classroom Name field (column S), enter the class name, followed by a PIPE (), followed by the teacher's user name (Classroom Name User Name). (For example: Algebra 1_a KOMalley_12)
class to class at a different school	<p>Two separate rows are required (one for the move and one to link the teacher with the class), as follows:</p> <p>First row moves the teacher to the new school.</p> <p>➔ In the Action field (column A), enter M (for move).</p> <p>Second row links teacher to the class.</p> <p>➔ Does the class already exist in the new school?</p> <ul style="list-style-type: none"> ○ If yes, then do the following: <ul style="list-style-type: none"> i. In the Action field (column A), enter T (for transfer). ii. In the Classroom Name field (column S), enter the class name, followed by a PIPE (), followed by the teacher's user name (Classroom Name User Name). (For example: Algebra 1_a KOMalley_12) ○ If no, enter A (for add) in the Action field (column A).

- Change the school (PID) and class details as needed to associate the user account to the new school or the new class.
- For the user accounts being edited, enter **A** in the **Active/Inactive** field (column R). Otherwise, the move fails.

Note: See [ThinkCentral Import Template File Details](#) for field-level instructions.

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Data Impact of Moving *ThinkCentral* Users

Student

- The student gains access to the resources and assignments of the new class/grade.
- The student continues to have access to all **completed** assessments and assignments, including notes, annotations, and bookmarks from the previous class/grade.
- The student no longer has access to incomplete (**in-progress** or **not started**) assessments and assignments from the previous class/grade.
- The student's previously assigned teacher continues to have access to the student's historical data.
- The student's newly assigned teacher **cannot** access any of the student's historical data, including assessments and assignments.

Recommended Best Practice: The newly assigned teacher should request the student's historical data from the previously assigned teacher.

Teacher

- The teacher no longer has access to any of the previous class's assessments and assignments.
- The teacher has access to the all of the new class's assessments and assignments, including those that are incomplete (**in-progress** or **not started**) and completed.
- If no teacher is assigned to the new class, the class becomes "inactive," but the students can continue to access assignments; when a new teacher is assigned to the class, the class becomes "active" again.
- If the resources are the same in both the original (source) school and the target school, then the teacher's custom resources and old assignments are copied for reuse and moved with the teacher's account. (Scores from previous class's assignments are not moved with the teacher.)

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Associate Users with Multiple Schools

If a student or teacher is associated with two schools, HMH recommends that you convert to data entry using the Simple File Format template or the OneRoster 1.0 CSV template. If that is not an option, then use the alternative solution of creating multiple accounts with different user names, described as follows.

Specific field-level entries of the primary account and secondary accounts are detailed below.

To associate a user with two different schools:

1. Create a primary account for the user, and enter the MDR PID of the main school on the user's primary account. Below are the files and fields by template type that require the MDR PID of the main school for the primary account.

File	Field	Column
tc_import.csv	School PID	C

2. Create a second account for the same user, using an **alternative** user name, password, and student or staff ID and link the user to the secondary school by entering the second school's MDR PID on the second account. Below are the files and fields by template type that require alternative entries for the secondary account, in addition to an alternative entry for the MDR PID field.

File	Field	Column
tc.import.csv	User Name	D
	Password	E
	Student ID	J

Warning: The secondary account and login are for single use only and cannot be utilized for single sign on (SSO).

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User Name 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 user name 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 user name 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 on the following page.	User Principal Name (UPN) or NameID resembles a long user name format similar to that of an email address. Be aware that users who change their user names 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 on the following page.	User Principal Name (UPN) or NameID resembles a long user name format similar to that of an email address. Be aware that users who change their user names 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 user names. Be aware that users who change their user names 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)

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.	(...continued) User Principal Name (UPN) or NameID resembles a long user name format similar to that of an email address. Be aware that users who change their user names 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 user name. 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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Activate Products

The options for activating products to your organization differ depending on several factors, first and foremost being the template you use to import data.

To activate products to your districts using the ThinkCentral template:

→ Refer to the following table to view the steps needed to activate products to your district.

Product Activation Options	
Use Import Process	Use Tools within Platform (recommended)
<p>Include the product codes (ISBNs) in the import template.</p> <p>Note: Product codes are entered in the Products field (column U) of the import file. (See Locate ISBN Codes ) for details.) For <i>ThinkCentral</i>, products can be added using an import file, but products cannot be removed using an import file. Product allocation is determined by the grade level entered in the first import when a class is created. For this reason, it is important to get the grade levels of the classes correct when the original import is submitted. To remove products after the original import, you must return to the <i>ThinkCentral</i> platform and remove them manually for every class or you must request a data purge and re-import your data. (See TC-Edit Classes  or Purge or Retain Data  for details.)</p>	<p>I. Leave the Products field (column U) of the import file empty.</p> <p>II. Return to <i>ThinkCentral</i> to activate products by doing one of the following:</p> <ul style="list-style-type: none"> – Mass activate products. (See TC-Automate Products for All Classes ) for details.) <p> ThinkCentral – Automate Products for All Classes  (PDF 216 Kb)</p> <p>or</p> <ul style="list-style-type: none"> – Activate products by classes. (See TC-Add Classes  or TC-Edit Classes  for details.) <p>Note: For <i>ThinkCentral</i>, class products above or below a given class can be made available when an administrator or a teacher adds or edits a class.</p>

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