

DETAILED INSTRUCTIONS FOR IMPORTING STUDENTS

A Guide to Adding and Updating Students to the Learning Ally Educator Portal

Adding and updating students from a file is the most efficient way to make sure that your school or district gets the most out of the Learning Ally Audiobook Solution.

The Roster Import process happens in 4 phases: **Validate**, **Analyze**, **Select**, and **Confirm**. The Roster Import Tool maintains your proposed new students and updates to existing students in a temporary database. The changes you propose in the file you import are not complete until you receive a confirmation email.

To begin, visit Manage Students in the Learning Ally Educator Portal and select Add or Update Students from File. Then, follow the instructions below to ensure a successful roster import process!

VALIDATE

Prepare Your File

1. Download the Learning Ally School Org ID list.
2. Download the Learning Ally Student Template.
3. To add new students: manually add your student information or cut and paste it from an export of your own SIS, LMS, or other source file. If you configure an export from your SIS to match the template, be sure to match exactly to ensure a successful import. To match students to schools you must use the Learning Ally School Org ID provided in the downloadable link.
4. To update existing students: export existing students from the "Manage Students" page. Use this file to make updates to any field. Do not edit the first column which contains the Learning Ally Key to match updates to existing students.
5. Ensure your file is uncorrupted and a valid file type. Acceptable file types include Comma Separated Values (.csv) or Excel (.xls or .xlsx).
6. To ensure the validity of the data, please follow these instructions when adding or editing data:
 - a. **Do not** change the column headers.
 - b. **Do not** delete any of the columns. If you are not providing data for an optional column, leave the column blank.
 - c. Check your data for duplicates.
7. When updating existing students:
 - a. Navigate to "Manage Students" to export the list of existing students.
 - b. The export includes: Learning Ally Key (Do Not Edit), First Name, Last Name, Grade, School Name, Learning Ally School Org ID, Student Email, Student ID Number, Username, Password, Eligibility Type and Family Email Address
 - c. All of the fields in the export, EXCEPT, the Learning Ally Key and Username, can be edited through Roster Import.
 - d. If the student's status is Needs Update, and you edit the grade level, student ID number, or eligibility the student status will be updated to Active. Otherwise, you can edit student details through roster import, but the status must be updated in the educator portal.

DETAILED INSTRUCTIONS FOR IMPORTING STUDENTS

Provide the following student data:

STUDENT DATA	DEFINITION	RULES
First Name*	Student's first name	50 character maximum
Last Name	Student's last name	50 character maximum
Grade*	Grade level of student	Acceptable Values: PreSchool, Pre-school Pre-Kindergarten, Pre-K, PK Kindergarten, K 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, >12 College, University
School Name*	Full name of school	
Learning Ally School Org ID*	Learning Ally School Org Identifier	Obtain the Learning Ally School Org ID from the download link
Student Email Address	Email address that will be sent Learning Ally Audiobook Solution credentials	250 character maximum
Family Email Address	Email address that will be sent their child's Learning Ally Audiobook Solution information to parents/caregivers	250 character maximum
Student ID Number*	Unique student identifier	<ul style="list-style-type: none"> • 5 character minimum • Letters, numbers or a combination can be used • You may use the school's student ID number
Username*	Identification used by the student to access the Learning Ally Audiobook Solution	<ul style="list-style-type: none"> • 5 character minimum • 100 character maximum • Do not use special characters (', #, &, <, *, etc.) • Do not use spaces • Email can be used • Letters or numbers can be used • Usernames can be added for new students • Usernames for existing students can be edited as long as your file has the unedited Learning Ally Key for each student. (Export a list of your existing students from the "Manage Students" page to obtain the Learning Ally Key).

DETAILED INSTRUCTIONS FOR IMPORTING STUDENTS

Password*	<p>Combination of characters used to identify the student to access the Learning Ally Audiobook Solution</p> <p>Tips:</p> <ul style="list-style-type: none"> • In the Student Roster export, passwords will not be displayed for existing students nor do existing passwords need to be updated when processing the roster import (if no password information is included in the update, passwords will remain the same). • Passwords need to be added for all new students added to the roster import • Passwords may be the same or different for each student 	<ul style="list-style-type: none"> • A strong password of at least 8 characters (case sensitive) • Not from a list of commonly used or publicly compromised passwords • Easy to remember but difficult for others to guess; consider using a memorable phrase like "Bigredcat"
Eligibility	<p>The Learning Ally Audiobook Solution is a reading accommodation for students who fall into one of the following categories: Reading Deficit (RD), Blind or Visually Impaired (BVI), or Other Physical Disability (OPD)</p>	<ul style="list-style-type: none"> • Indicate student eligibility: RD, BVI or OPD. • If unknown, leave the field blank. An educator can determine eligibility within the portal • Eligibility type will not be displayed for existing students exported for update. • Eligibility types added for existing students will update eligibility in the portal • Students submitted for update with no change to eligibility type will remain eligible and be updated to the status of "active" • Existing students "pending eligibility" will remain "pending" in the portal until eligibility type is provided either in the file or in the portal.

*Required Field

Confirm Eligibility Requirements

1. Confirm that you understand the eligibility requirements of the Learning Ally Audiobook Solution and that any determinations within the file have been established according to the guidelines. Students may be created without eligibility type but will not be granted access to read until their eligibility has been determined in the portal.

Import Data to Validate File

1. Drag and drop or select your prepared file and select Import.
2. In order to be validated, your file must be a readable csv.

DETAILED INSTRUCTIONS FOR IMPORTING STUDENTS

ANALYZE



1. The Learning Ally Roster Import tool will check your file against the database to determine which records will be added as new students and which will be updated.
2. The analysis phase is checking for the following:

A. CHECKING THE FILE	B. CHECKING THE LEARNING ALLY DATABASE (LADB)
<ul style="list-style-type: none">• Readable file (.csv, .xls or .xlsx)• Required Column Missing: First Name• Required Column Missing: Grade• Required Column Missing: School Name• Required Column Missing: Learning Ally School Org ID• Required Column Missing: Student ID Number• Required Column Missing: Username• Required Column Missing: Password• Required Column Missing: Eligibility Type	<ul style="list-style-type: none">• Required Field Missing: First Name• Required Field Missing: Grade• Required Field Missing: School Name• Required Field Missing: Learning Ally School Org ID• Required Field Missing: Student ID Number• Required Field Missing: Username• Username(s) with Leading/Trailing Space• Student ID(s) with Leading/Trailing Space• Invalid Grade• Updated Grade• Invalid Username• Invalid Email Address• Password(s) must be a minimum of 6 characters• Student ID(s) must be a minimum of 5 characters• Duplicate Entry• Duplicate Username within the file• Duplicate User in Your Account• Duplicate User in the Learning Ally System• Duplicate Student In Your Account• Invalid Learning Ally School Org ID• School(s) not in Your Account• Invalid Eligibility Type

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SELECT DATA

1. Once the file has been validated and checked for errors, review your data.
2. Add/Update the student records that do not have errors by selecting students individually or through "Select All". Add specific groups of students by filtering your data. If your data is filtered, "Select All" will select all the data within the parameters of the filter.



New student that will be added.



Existing student that will be updated.

CONFIRM DATA

1. After selecting the students, select "Confirm Selection".
2. You will receive a confirmation email once the students have been successfully added/updated.
3. If your data has errors, they will be detailed so that you can correct them in your file and re-import.