Student Support Time Data Import Specification

For the initial setup of Student Support Time you can manually enter all data through the interface. However, we recommend importing data from your School Information System. A regular data import (via sFTP) can be setup and run automatically. All data fields are required unless noted as optional.

Below is a description of each CSV file needed for import. The **order** of the columns in the files matters, column headers do not. The file names listed are the recommended file names, but the system can be configured to use *any file name* your SIS system might use.

Teachers Data File

File Name: Teachers.csv
File Purpose: Provide a list of staff members (teachers)
NOTE: If roles are not provided staff are imported into the role of "Teacher" - SST staff assigns admin roles that can change the role of staff in the SST system. See SST User Roles.pdf for more details
File Columns:

- Teacher ID — unique identifier
- Salutation — MR, MS, or M, F (*OPTIONAL*)
- First Name
- Last Name
- Email
- School — unique identifier, string or number (*OPTIONAL if only 1 school*)
- Role — Admin, Counselor, Teacher (default if not provided), Monitor

Example of File:

Teacher ID	Salutation	First Name	Last Name	Email	School	Role
82823		Bailey	Berggren	bberggren@sst.org	Sample HS	Admin
160752	Mr	Jon	Babcock	jbabcock@sst.org	Sample HS	Teacher

Students Data File

File Name: Students.csv
File Purpose: Provide a list of students
File Columns:

- Student ID — unique identifier
- First Name
- Middle Name
- Last Name
- Email
- Grade — Year in school, ex 12
- School — unique identifier, string or number (*OPTIONAL if only 1 school*)

Example of File:

Student ID	First Name	Middle Name	Last Name	Email	Grade	School
100	Jacklyn	Ann	Emayo	jacklyn@sst.org	12	Sample HS
1205	Rubin	Micheal	Crotts	rubin@sst.org	11	Sample HS

Courses Data File

File Name: Courses.csv
File Purpose: Provide a list of courses (classes)
File Columns:
- Course ID   unique identifier
- Name   name of course
- Subject   course subject matter, ex. Science. (*OPTIONAL*)
- School   unique school identifier (string or number)

Example of File:

Course ID	Name	Subject	School
EN0079	Creative Writing I	English	Sample HS
EN0114	Efficient Reading T3	Electives	Sample HS

Teachers Courses Data File

File Name: TeachersCourses.csv
File Purpose: Provide a list of teachers' classes (sections)
File Columns:
- Course ID   unique identifier - reference to Course
- TeacherID   unique identifier - reference to Teacher
- Class Period   period of day the class takes place
- Teacher Course ID   unique identifier
- Team Teacher   unique identifier of team teacher if applicable
- School   unique school identifier (*OPTIONAL if only 1 school*)
- TermID

Example of File:

Course ID	Teacher ID	Class Period	Teacher Course ID	Team Teacher	School	Term Id
EN0079	82823	T3_03	EN0079_82823_T3_03		Sample HS	T3
EN0114	160752	T3_04	EN0114_160752_T3_04		Sample HS	T3

Student Courses Data File

File Name: StudentCourses.csv
File Purpose: Provide a list of students' classes
File Columns:

- Student ID   unique identifier - reference to Student
- Teacher Course ID   unique identifier - reference to Teacher Course
- School   unique school identifier (OPTIONAL if only 1 school)

Example of File:

Student ID	Teacher Course ID	School
100	EN0079_82823_T3_03	Sample HS
1205	EN0114_160752_T3_04	Sample HS

Parents Data File

File Name: Parents.csv
File Purpose: Provide a list of student's parents
File Colums:

- Student ID   unique identifier
- First Name
- Last Name
- Email
- School   unique school identifier (OPTIONAL if only 1 school)

Example of File:

Student ID	First Name	Last Name	Email	School
100	Sheri	Berggren	sherib@domain.com	Sample HS
1205	Mike	Babcock	mike@gmail.com	Sample HS