

Importing Student Data

One way to enroll or update a group of students in Read Live is to export student data from your Student Information System (SIS) and import the students into Read Live using the resulting file.

To import students from a file:

1. Create your import file. You can make a .csv file for students in a single school, or you can use the One Roster v.1.1 standard to import students from multiple schools at once. If your SIS doesn't support the One Roster standard, we recommend using the .csv method. See the next page for formatting requirements and a template .csv file.
2. From the navigation menu in Read Live, select **Student Administration**.
3. Click **Student Import**.
4. Select the file that you created.
5. If you are using a .csv file, select the school for the students you will be importing.
6. Click **Next**.
7. The application will check your file for errors.
 - If errors are detected, you must fix them before you can import the file. Hover over a highlighted cell to see the error, or click **Print Error Log** to see a complete list of errors in the file. Then cancel the import, address the errors, and try again.
 - If no errors are detected, verify that the data you are about to import is accurate. Then click **Next**.
8. If any of the students in your file already exist in the account, you will be asked how to handle the duplicate students:
 - Choose **Update Existing Students** to change the existing students' schools, student IDs, grades, passwords, and contact information to match the import file.
 - Choose **Do Not Import** to leave the existing students unchanged.

Note: Cells are highlighted if the value in the .csv file does not match the existing value in the database. Hover over a highlighted cell to see the corresponding value from the database.
9. Click **Next** and then confirm that you want to import the file.
10. The application will confirm that your import has been scheduled to run overnight. Click **OK**.
11. When the import is complete, you will receive an email describing the results.

During the import...

- **For .csv files**, each student's school is set to the one selected at the start of the import. **For One Roster files**, students are assigned to Read Live schools whose names match the ones in your file.
- Unnecessary zeros and spaces in fields are automatically removed.
- Each imported student's status is set to Active.
- The homeroom for new students is set to Unassigned. For updated students who are not changing schools, the homeroom remains unchanged. If the import changes an existing student's school, the homeroom is set to Unassigned.
- Licensing remains unchanged unless the import changes an existing student's school; in this case, the student's license is removed.

Requirements for One Roster files:

To use this method, you need to export a One Roster v1.1 file from your Student Information System.

Students must be associated with no more than one school. Do not include students from schools that will not use the program. Before importing, schools must be manually created in Read Live. The school names in Read Live must exactly match the school names in your file.

Your One Roster file should include only active students with unencrypted passwords. Each student in the file can be associated with only one school. Only two sets of parent or guardian contact information will be imported into the Read Live application for each student.

Requirements for .csv files

To use this method, you will need to create your own .csv files for one school at a time. A .csv file can be created from a variety of applications, including Microsoft Excel.

Your .csv file...

- Must be a comma-separated value (.csv) file not more than 500KB in size.
- Must have a first row with the headings listed at right (listed in the order shown).
- Must follow the rules laid out in the Field Requirements Table below.

Field Requirements Table for .csv files

Field	Required?	Characters	Allowed values
Student First and Last Name	Required	1 to 40	All supported characters
Student ID	Optional	0 to 20	All supported characters
Student Grade	Required	1 to 5	Permitted values: k, 1–12, Adult (case sensitive, entered as shown)
Student User ID	Required	1 to 100	<ul style="list-style-type: none"> • All supported characters <i>except</i> spaces • Must be unique • Not case sensitive (Ann7 is the same as ann7)
Student Password	Required	3 to 20	<ul style="list-style-type: none"> • All supported characters <i>except</i> spaces • Not case sensitive (ABC8 is the same as abc8) • Not encrypted
Contact1 and Contact2 Relationship	Optional	0 to 20	All supported characters
Contact1 and Contact2 First and Last Names	Optional	0 to 40	All supported characters
Contact1 and Contact2 Email	Optional	0 to 256	Must be in valid email format



[Download the Read Live Import Template csv file](#)

Columns in a .csv import file (in order)

Student First Name
 Student Last Name
 Student ID
 Student Grade
 Student User ID
 Student Password
 Contact1 Relationship
 Contact1 First Name
 Contact1 Last Name
 Contact1 Email
 Contact2 Relationship
 Contact2 First Name
 Contact2 Last Name
 Contact2 Email

Supported characters

The following characters can be used in any field unless otherwise stated in the Field Requirements table:

A–Z, a–z, 0–9, hyphen (-), underscore (_), period (.), space (e.g., Mc Kay), slash (/), dollar sign (\$), percent (%), at (@), ampersand (&), comma (,), colon (:), semicolon (;), exclamation point (!), question mark (?), straight double quotation mark ("), straight single quotation mark ('), parentheses (), brackets [], braces {}, pound sign (#), plus sign (+), equal sign (=), less than symbol (<), greater than symbol (>), caret (^), asterisk (*), grave accent (`), vertical line (|), tilde (~)

Tips for editing .csv files in a text editor

If you are manually editing a .csv file in a text editor (like Notepad), keep the following in mind.

- To skip a field when entering data, type a comma after the previous field, and then type another comma to indicate the next field is being skipped. Continue entering data (e.g., student ID field skipped: Abe, Levin,,8).
- To include a comma within the text in a field, place quotation marks around the text in the field (e.g., adding Jr. to the student last name field: "Carter, Jr."). If you are using Microsoft Excel or OpenOffice, you do not need to include the extra quotation marks because the software will add them automatically.
- To include a quotation mark in the data, type two quotation marks in a row ("""). It is unlikely you will ever need to do this. If you are using Microsoft Excel or OpenOffice, you do not need to include the extra quotation marks because the software adds them automatically.

Student Data Examples

The student data imported from a .csv file must match the examples here. You can directly enter the data into a .csv file using a .text editor. More likely, you will export the data from your student information system and edit the data using a spreadsheet program like Microsoft Excel, saving the data as a .csv file. When entering the data, you must include a heading row with named columns listed in the correct order (as shown below).

Example: Viewing Student Data in a Spreadsheet

You can view and edit data from a .csv file by opening the file with a spreadsheet program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student First Name	Student Last Name	Student ID	Student Grade	Student User ID	Student Password	Contact1 Relationship	Contact1 First Name	Contact1 Last Name	Contact1 Email	Contact2 Relationship	Contact2 First Name	Contact2 Last Name	Contact2 Email
2	Suzy	Smith	17891	2	ssmith	4hz7q	parent	Ted	Smith	tsmith@example.com	parent	Lynn	Brooks-Smith	lynn.smith@example.com
3	Chad	Jones, Jr.	62451	11	CJones	8ae9m	Guardian	Sally	Jones	smjones@example.com	Guardian	James	Falk	FALK_J@example.com
4	Lee	Cho	78901	Adult	lcho	7zd5g	uncle	Harry	Cho	hc@example.com	aunt	Sue	Cho	sue.c@example.com
5	Juan	Perez	48524	1	jperez	3Py1H	Grandmother	Anna	Perez		Brother	John	Kinney	JK@example.com

Example: Viewing Student Data in a Text Editor

You can also view and edit data in a .csv file by opening the file with a text editor. Note that the file shown below is the same file as that shown above. It looks differently depending on which program you use to open it: spreadsheet program or text editor.

```
Period3 - Notepad
File Edit Format View Help
Student First Name,Student Last Name,Student ID,Student Grade,Student User ID,Student Password,Contact1 Relationship,Contact1 First Name,Contact1 Last
Suzy,Smith,17891,2,ssmith,4hz7q,parent,Ted,Smith,tsmith@example.com,parent,Lynn,Brooks-Smith,lynn.smith@example.com
Chad,"Jones, Jr.",62451,11,CJones,8ae9m,Guardian,Sally,Jones,smjones@example.com,Guardian,James,Falk,FALK_J@example.com
Lee,Cho,78901,Adult,Icho,7zd5g,uncle,Harry,Cho,hc@example.com,aunt,Sue,Cho,sue.c@example.com
Juan,Perez,48524,1,jperez,3Py1H,Grandmother,Anna,Perez,,Brother,John,Kinney,JK@example.com
```