

Student Support Time Data Import

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.

Below is a description of each CSV file needed for import. The order of the columns in the files matter, as does the spelling of the column headers. 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:* all staff are imported into 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 Column Headers:

- 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 in district*)

Example of File:

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

Students Data File

File Name: Students.csv

File Purpose: Provide a list of students

File Column Headers:

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

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 Column Headers:**

- 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 teachers classes (sections)**File Column Headers:**

- 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 (*OPTIONAL*)
- School unique school identifier (string or number)
- Begin Date Start date of class (*OPTIONAL*)
- End Date End date of class (*OPTIONAL*)

Example of File:

Course ID	Teacher ID	Class Period	Teacher Course ID	Team Teacher	School	Begin Date	End Date
EN0079	82823	T3_03	EN0079_82823_T3_03		Sample HS	3/11/2019	6/10/2019
EN0114	160752	T3_04	EN0114_160752_T3_04		Sample HS	3/11/2019	6/10/2019

Student Courses Data File

File Name: StudentCourses.csv

File Purpose: Provide a list students classes

File Column Headers:

- Student ID unique identifier - reference to Student
- Teacher Course ID unique identifier - reference to Teacher Course
- School unique school identifier (string or number)

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 Column Headers:

- Student ID unique identifier
- First Name
- Last Name
- Email
- School unique school identifier (string or number)

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