Importing Students
Using the Self-Serve Importer

The importer allows for quick entry of a large number of students into Reading Plus.

Before beginning the import, it is essential to prepare the import students.csv file accurately. Please review the sample file and details below for a successful importation.

Prepare a comma-separated values (CSV) file using Microsoft Excel or another spreadsheet program. Save the file as students.csv. The file must contain the following column headers and student data:

SiteCode: A unique code given by Reading Plus which identifies a school

First Name: Student's first name

Last Name: Student's last name

Grade: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, College, or Adult. Note that administrators can also use the value 13 for either College or Adult.

Username: Must be unique to the school district. Some schools use the school's initials with the student state ID.

Password: A student-generated or teacher-generated code that allows a student to log in to Reading Plus. A password may include any character.

Additional Fields

Including demographic identifiers will allow you to filter reports by those demographic variables. In addition, you will make it possible for students identified as either ELL or special education to receive an appropriately modified instructional experience. You may choose which demographic identifiers you would like to include; leave blank if unknown, or if you prefer not to include.

Student Number: A unique student identifier

Gender: M or F

Middle Name: Student's middle name or middle initial

Class: The Reading Plus class in which the student is already enrolled, or a new class in which the student should be enrolled

Race: A (Asian), B (Black or African-American), H (Native Hawaiian or Pacific Islander), I (American Indian or Alaska Native), M (Two or more races), or W (White)

Ethnicity: Y (Hispanic or Latino) or N (Not Hispanic or Latino)

Lunch Status: F (free), R (reduced), N (no discount)

Special Education: Y (Yes) or N (No) *

ELL: Y (Yes) or N (No) *

Here is a table showing import field examples:

SiteCode	First Name	Middle Name	Last Name	Grade	Username	Password	Class	Student Number	Gender	Race	Ethnicity	Lunch Status	Special Education	ELL
wbfooh	Sophia	L	Cruz	4	BE12345	sophiac	Reading 1	2789103	F	A	Y	F		
hill2elem	James	Sam	Ortiz	9	HH77777	ortiz#1	After School	7860312	M	B	Y		Y	N
addhigh	Isabella		Webb	5	TE65656	651777	Fall 2014	5501732	F	I		R		N
jclmid	Anthony	Peter	Palmer	7	EM33030	Palmer8106	Reading 1	6532093				N		Y
ctnms	Naomi	M	Wagner	6	NW12052	nw#nn3r	Howard P3	2241357	F	W	N			

*If a student is designated Y (Yes) under the Special Education and/or ESL/ELL column, the student's starting level for the initial assessment (InSight) will be adjusted (0.5-1.5 grade levels lower for grades 1-4 and 2 grade levels lower for students in grades 5-12). InSight's adaptive logic still allows students to score as high as they are able, but the lower start level provides them with an opportunity to gain more confidence as they begin the assessment.

Call our Customer Service Team with any questions:

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