

Importing Teachers

Using the Self-Serve Importer

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

Before beginning the import, it is essential to prepare the import teachers.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 teachers.csv. The file must contain the following column headers and teacher data:

- SiteCode:** A unique code given by Reading Plus which identifies a school
- First Name:** Teacher's first name
- Last Name:** Teacher's last name
- Username:** Must be unique to the school district and may contain letters, numbers, periods, and @. We recommend using the teacher's school email address.
- Password:** A teacher-generated security code that grants access to the Reading Plus Management System. The password field may contain any character and must be at least six characters.
- E-Mail:** A teacher's email address

The following is an optional header and teacher data:

- Middle Name:** Teacher's middle name or middle initials

You may choose to assign teachers to one or more classes upon importation. To do so, please add the header and data for the field:

- Class:** Class(es) assigned to each teacher, if any. The *Class* field is optional but recommended. When assigning multiple classes to a teacher, simply add a duplicate row for that teacher with Class name specified for each assigned class. See the example of Owen Hughes below.

SiteCode	First Name	Middle Name	Last Name	Username	Password	E-Mail	Class
wbfooh	Benjamin	T	Williams	bwilliams@school.edu	WB2345	bwilliams@school.edu	Williams Period 1
hill2elem	Cleo	A.B.	Miller	cleom@hills.com	Miller*	cleom@hills.com	Miller Period 3
addhigh	Patrick	Baron	Rodriguez	prz@hotmail.com	Rod3z1	prz@hotmail.com	Baron After School
jclmid	Lola		Ross	lolaross2@midschool.net	R()ssL	lolaross2@midschool.net	Ross Period 4
brkmid	Owen	L	Hughes	owen4cp@school.net	Hughes996	owen4cp@school.net	Hughes Period 2
ctnms	Owen	L	Hughes	owen4cp@school.net	Hughes996	owen4cp@school.net	Hughes Period 3

Call our Customer Service Team with any questions:

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