

- ❑ Create your Data Spreadsheet in a program like Excel or Google Sheets

Teacher CSV ([Click here for the support article and video tutorial](#))

- ❑ Ensure that the title of your Teacher CSV includes **Schoolname - Teacher**
- ❑ Create the titles of your columns:
 - ❑ **TeacherID**: This is a unique code or number to identify an individual teacher. Once this is set it cannot be changed. *****This is a required column.***
 - ❑ **Email**: This is the email account that will be attached to the teacher's Chalk account. They will use it to log in, and receive all notifications to this email address. Once this is set it cannot be changed. *****This is a required column.***
 - ❑ **FirstName**: The teacher's first name. *****This is an optional field.***
 - ❑ **LastName**: The teacher's surname name. *****This is an optional field.***
- ❑ Enter the data into the columns
- ❑ Double check that the emails are correct, as this is how your teachers will log into their account, and that everything is spelled properly
- ❑ Save or Export the file as a CSV ([Support video](#))

Student CSV ([Click here for the support article and video tutorial](#))

- ❑ Ensure that the title of the Student CSV includes **Schoolname - Student**
- ❑ Create the titles of your columns:
 - ❑ **StudentID**: A unique number or code to identify each individual student. Once this is set it cannot be changed. *****This is a required column.***
 - ❑ **FirstName**: The student's first name. *****This is a required column.***
 - ❑ **LastName**: The student's surname. *****This is a required column.***
 - ❑ **GradeLevel**: The student's grade. *****This is an optional field.***
 - ❑ **Email**: The student's email address. *****This is an optional field.***
 - ❑ **GuardianEmail**: Email address for each guardian to access their child's grades from their guardian accounts. There is no limit on the number of guardian accounts that can be connected, simply create a new column for GuardianEmail2, etc. *****This is an optional field.***
 - ❑ **isArchived**: Set this to TRUE if you need to archive a student from the entire school. [Learn more about Archiving here.](#) *****This is an optional field.***
 - ❑ **isDeleted**: Set this to TRUE if you would like to delete a student from an entire school. Deleting completely removes this student from all student, guardian and teacher accounts, as well as deletes all student records including grades. **Once a student is deleted this cannot be undone.** *****This is an optional field.***
- ❑ Enter the data into the columns
- ❑ Double check that the emails are correct, as this is how students and guardians will receive their invites, and that everything is spelled properly

- ❑ Save or Export the file as a CSV ([Support video](#))

Classlist CSV ([Click here for the support article and video tutorial](#))

- ❑ Ensure that the title of the Classlist CSV includes **Schoolname - Classlist**
- ❑ Create the titles of your columns:
 - ❑ **ClassID:** A unique number or code to identify each individual section that will be taught. This will only be displayed to administrators and teachers will not see this information. *****This is a required column.***
 - ❑ **ClassName:** The name/title of each class as you want it to appear in your teachers' accounts. *****This is a required column.***
 - ❑ **TeacherID:** A unique number or code to identify each individual teacher. This will be the same TeacherID you assigned in your Teacher CSV. *****This is a required column.***
 - ❑ **SubjectID:** In most cases you will not use this field. This field will group two Sections of the same Subject when a teacher instructs both. [Click here](#) for more info on this field. *****This is an optional field.***
 - ❑ **ReportingClass:** This is a TRUE or FALSE value and helps when printing student reports as an administrator for the whole school. It works similarly to Grade Level which is found on the Student CSV. Instead of grouping by Grade Level you can group by Reporting Class which groups student reports by all classes that have a 'TRUE' value here. TRUE means that you do want a report printed, while FALSE or leaving this blank means that it will not print reports. *This is an optional field.*
 - ❑ **TermID:** This is the ID that you gave your terms when setting them up for your Marking Periods. *****This is an optional field.***
 - ❑ **GradingScaleID:** This field will let you assign a specific Grading Scale to a specific class. If this isn't set (i.e. you don't include this column in your CSV or leave the value blank for a given class) then the Grading Scale will automatically be set to the default Grading Scale for the school. [Learn more about Grading Scales here.](#) *****This is an optional field.***
 - ❑ **isArchived:** Set this to TRUE if you need to archive a class from the entire school. Archiving a class will hide it's information from all student, guardian and teacher accounts. This applies to all students enrolled in the class as well as the teacher managing the class. [Learn more about Archiving here.](#) *****This is an optional field.***
 - ❑ **isDeleted:** Set this to TRUE if you would like to delete a class from an entire school. Deleting completely removes this class from all student, guardian and teacher accounts. **Once a class is deleted this cannot be undone.** *****This is an optional field.***
- ❑ Enter the data into the columns
- ❑ Double check that all information is correct. This is very important.

- ❑ Save or Export the file as a CSV ([Support video](#))

Enrollment CSV ([Click here for the support article and video tutorial](#))

- ❑ Ensure that the title of the Enrollment CSV includes **Schoolname - Enrollment**
- ❑ Create the titles of your columns:
 - ❑ **ClassID:** A unique number or code to identify each individual class that will be taught. This is the same ClassID you created in the Classlist CSV. *****This is a required column.***
 - ❑ **StudentID:** A unique number or code to identify each individual student. This will be the same StudentID you assigned in your Student CSV. *****This is a required column.***
 - ❑ **isArchived:** Set this to TRUE if you need to archive a student from a specific class. Leaving this blank or setting it to FALSE will not have any impact on that student's enrollment. Archiving an enrollment will hide that student's information in that class from all student, guardian and teacher accounts. Archiving can be undone from the Admin panel. [Learn more about Archiving here.](#) *****This is an optional field.***
 - ❑ **isDeleted:** Set this to TRUE if you would like to delete a student from a specific class. Leaving this blank or setting it to FALSE will not have any impact on that student's enrollment. Deleting completely removes this student's information in that class from all student, guardian and teacher accounts. **Once an enrollment is deleted this cannot be undone.** *****This is an optional field.***
- ❑ Enter the data into the columns
- ❑ Double check that all information is correct. Specifically the ClassID and StudentIDs.
- ❑ Save or Export the file as a CSV ([Support video](#))

After you've finished creating your CSV files.

- ❑ Double check that the files are named properly
 - ❑ Teacher CSV includes the word **Teacher** in the title
 - ❑ Student CSV includes the word **Student** in the title
 - ❑ Classlist CSV includes the word **Classlist** in the title
 - ❑ Enrollment CSV includes the word **Enrollment** in the title
- ❑ Ensure that they are all saved as proper CSV files ([Support video](#))
- ❑ Import all 4 files at once. ([Here is the support article and how-to video](#))

Resources

If you run into trouble, be sure to check out [Lesson 3 of our Assessment Learning Guide](#), where we have a complete webinar on CSV uploading.