

Requirements/procedures to import students, teachers and classes into PracticePlanet:

- File must be saved in a CSV file format. One file per school. When students & teachers are imported they **MUST** be associated with a **class**.
- The file must be saved in the following format:
  - LASTNAME,FIRSTNAME,USERNAME (optional),PASSWORD (optional),CLASSNAME,GRADE,USERTYPE
    - Example: Jones,Michael,Mike,test,Mr. Jones' Class.,4,S
- **Class names can use:** letters, numbers, dash, underscore, apostrophe and period
- **First names and last names can use:** letters, numbers, dash, underscore, apostrophe and period
- **Usernames can use:** letters, numbers, dash, underscore, apostrophe and period
- **Passwords can use:** letters, numbers, dash, underscore, apostrophe and period
- Username and/or Password are not required fields and may be left blank. If they are blank, we will automatically assign them; however, even when blank, the file must contain seven (7) comma-separated columns.
  - Example with no password or username:
    - Jones,Michael,,,Mr. Jones' Class,4,S
- If a Password is supplied, it **MUST** be between four and fifteen characters in length.
- Usernames should be unique per school. If duplicates exist, the import tool will correct this by appending a number.
- Teachers and students **MUST** be included in the import file. There cannot be more than 50 students per class. And only one teacher can be assigned to a class. You cannot have more than one teacher assigned to the same class.
- User Types options are:
  - S for students
  - T for teachers
  - Files should be forwarded to [support@siboneylg.com](mailto:support@siboneylg.com) for processing and importing.