

Importing Student Data

One way to enroll or update a group of students in Read Live is to export student data from your Student Information System (SIS) and import the students into Read Live using the resulting file.

To import students from a file:

1. Create your import file. You can make a .csv file for students in a single school, or you can use the One Roster v.1.1 standard to import students from multiple schools at once. If your SIS doesn't support the One Roster standard, we recommend using the .csv method. See the next page for formatting requirements and a template .csv file.
2. From the navigation menu in Read Live, select **Student Administration**.
3. Click **Student Import**.
4. Select the file that you created.
5. If you are using a .csv file, select the school for the students you will be importing.
6. Click **Next**.
7. The application will check your file for errors.
 - If errors are detected, you must fix them before you can import the file. Hover over a highlighted cell to see the error, or click **Print Error Log** to see a complete list of errors in the file. Then cancel the import, address the errors, and try again.
 - If no errors are detected, verify that the data you are about to import is accurate, and click **Next**.
8. If any of the students in your file already exist in the account, you will be asked how to handle the duplicate students:
 - Choose **Update Existing Students** to change the existing students' schools, names, student IDs, grades, passwords, email addresses and contact information to match the import file.
 - Choose **Do Not Import** to leave the existing students unchanged.

Note: Cells are highlighted if the value in the import file does not match the existing value in the database. Hover over a highlighted cell to see the corresponding value from the database.
9. Click **Next** and then confirm that you want to import the file.
10. The application will confirm that your import has been scheduled to run overnight. Click **OK**.
11. When the import is complete, you will be notified by email describing the results. Depending on the size of your import file and the number of schools in it, you may receive more than one email.

During the import...

- **For .csv files**, each student's school is set to the one selected at the start of the import. **For One Roster files**, students are assigned to Read Live schools whose names match the ones in your file.
- Unnecessary zeros and spaces in fields are automatically removed.
- Each imported student's status is set to Active.
- The homeroom for new students is set to Unassigned. For updated students who are not changing schools, the homeroom remains unchanged. If the import changes an existing student's school, the homeroom is set to Unassigned.
- Licensing remains unchanged unless the import changes an existing student's school; in this case, the student's license is removed.

Requirements for One Roster files:

To use this method, you will need to export a One Roster v1.1 file from your Student Information System.

Each student must be associated with no more than one school. Do not include students from schools that will not use the program. Before importing, schools must be manually created in Read Live. The school names in Read Live must exactly match the school names in your file.

Your One Roster file should include only active students with unencrypted passwords. Only two sets of parent or guardian contact information will be imported into the Read Live application for each student.

Requirements for .csv files

To use this method, you will need to create your own .csv files for one school at a time. A .csv file can be created from a variety of applications, including Microsoft Excel.

Field Requirements Table for .csv files

Field	Required?	Characters	Allowed values
Student First Name	Required	1 to 40	All supported characters
Student Last Name	Required	1 to 40	All supported characters
Student Grade	Required	1 to 5	Permitted values: k, 1–12, Adult (case sensitive, entered as shown)
Student User ID	Required	1 to 100	<ul style="list-style-type: none">All supported characters <i>except</i> spacesMust be uniqueNot case sensitive (Ann7 is the same as ann7)
Student Password	Required	3 to 20	<ul style="list-style-type: none">All supported characters <i>except</i> spacesNot case sensitive (ABC8 is the same as abc8)Not encrypted
Student ID	Optional	0 to 20	All supported characters
Student Email	Optional	0 to 256	Must be in valid email format
Contact1 Relationship	Optional	0 to 20	All supported characters
Contact1 First Name	Optional	0 to 40	All supported characters
Contact1 Last Name	Optional	0 to 40	All supported characters
Contact1 Email	Optional	0 to 256	Must be in valid email format
Contact2 Relationship	Optional	0 to 20	All supported characters
Contact2 First Name	Optional	0 to 40	All supported characters
Contact2 Last Name	Optional	0 to 40	All supported characters
Contact2 Email	Optional	0 to 256	Must be in valid email format

Your .csv file...

- Must be a comma-separated value (.csv) file with no more than 5,000 students.
- Must have a first row with the **headings** listed in the Field Requirements Table
- Must follow the **rules** laid out in the Field Requirements Table.



**Download the Read Live
Import Template csv file**

Supported characters

The following characters can be used in any field unless otherwise stated in the Field Requirements table:

A–Z, a–z, 0–9, hyphen (-), underscore (_), period (.), space (e.g., Mc Kay), slash (/), dollar sign (\$), percent (%), at (@), ampersand (&), comma (,), colon (:), semicolon (;), exclamation point (!), question mark (?), straight double quotation mark ("), straight single quotation mark ('), parentheses (), brackets [], braces {}, pound sign (#), plus sign (+), equal sign (=), less than symbol (<), greater than symbol (>), caret (^), asterisk (*), grave accent (`), vertical line (|), tilde (~)

Student Data CSV Example

The student data imported from a .csv file must match the example below. You can directly enter the data into a .csv file using a text editor. More likely, you will export the data from your student information system and edit the data using a spreadsheet program like Microsoft Excel, Google Sheets, or Apple Numbers, saving the data as a .csv file. When entering the data, you must include a heading row with named columns (as indicated in the [Read Live Import Template](#) and as shown below).

Viewing student data in a spreadsheet program will look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Student First Name	Student Last Name	Student Grade	Student User ID	Student Password	Student ID	Student Email	Contact1 Relationship	Contact1 First Name	Contact1 Last Name	Contact1 Email	Contact2 Relationship	Contact2 First Name	Contact2 Last Name	Contact2 Email
2	Suzy	Smith	2	ssmith	4hz7q	17891	ssmith@example.com	parent	Ted	Smith	tsmith@example.com	parent	Lynn	Brooks-Smith	lynn.smith@example.com
3	Chad	Jones	11	Cjones	8ae9m	62451	cjones@example.com	Guardian	Sally	Jones	smjones@example.com	Guardian	James	Falk	FALK_J@example.com
4	Lee	Cho	Adult	lcho	7zd5g	78901	lcho@example.com	uncle	Harry	Cho	hc@example.com	aunt	Sue	Cho	sue.c@example.com
5	Juan	Perez	1	jperez	3Py1H	48524	jperez@example.com	Grandmother	Anna	Perez		Brother	John	Kinney	JK@example.com

Tips for creating and editing CSV import files

1. It is best to start from the [Read Live Import Template](#) to avoid problems with the file layout.
2. Manually enter or copy/paste student information into the appropriate columns.
 - a. **The first five columns are required.**
 - b. If using Google login or Clever SSO, Email Address is also required.
3. Save the file as a .csv (comma delimited) file. Spreadsheet programs may require you to use an option like **Save As**, **Save a Copy**, or **Export** to save the file as a .csv file.