



Reading Plus®

**Support Document :Guidelines for importing your data into Reading Plus®**

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## **Guidelines for importing your data into Reading Plus®**

### **Data can be imported into Reading Plus® regardless of installation type.**

If you are running Reading Plus® Online or Hosted, you will need to send us a CSV file. We process files in the order that they are received and normally this is within 48 hours of receiving the CSV file. Please email your file to <mailto://imports@readingplus.com>. We will import into the online system, one csv file per contact period free of charge. There is a fee for additional file imports into Reading Plus® online.

### **Guidelines for Importing Data into Reading Plus®.**

*Regardless of installation type, you will need to complete Step 1.*

#### **Step 1**

In order to import data into Reading Plus® the first thing you will need is a prepared comma separated value (CSV) text file. A CSV file is a text file that has the values separated by commas and can commonly be created/obtained by saving an Excel file as CSV. If you are unsure of how to create one of these files, you can [download](#) a sample from our support page.

The following fields are required for importing into Reading Plus®:

First Name, Last Name and Grade. If you only specify the minimum fields, Reading Plus® will create usernames and passwords.

Your CSV file can also have the following columns: Class, Student Number, Username, Password, Email, Title One, Special Ed, ESL/ELL, Gender, Ethnicity, and two custom fields.

If you are an online or hosted site, this file will need to be emailed to the above address <mailto://imports@readingplus.com>.

#### **Step 2 (3.5+ LAN/WAN Users only)**

You will need to download our [Student CSV import tool](#). Once downloaded, unzip and read the [directions for importing students](#) PDF then find and double click the CIU.BAT file.

If you have teachers to import, you can download our [Teacher CSV import tool](#). Once downloaded read the [directions for importing teachers](#) PDF, then find the CIUT.BAT file.

You will need to do the import on your Reading Plus® server.

#### **Step 3**

Once the import completes, log into Management to make sure all your students are in the system. If you did not assign classes for the students you imported, you will need to create classes and place them into those classes.

If classes were specified in the CSV file, Reading Plus® will add those students to the classes you specified.