

# Haiku LMS Import Files Specification

## Legend:

**R** – Required: This field must have a value.

**U** – Unique: This field must have a unique value across your entire school system (domain).

**O** – Overridable: The value in this field can be changed using the *Haiku LMS* web interface. Once changed, the value from import file will be ignored.

## Notes:

- Import files are in [csv format](#), separated by commas (,) and enclosed with double quotes (").
- The first line of each csv file must be a header, listing the column titles.
- All files must be compressed into a zip file before upload.

## Important:

- All columns must be included in the csv file in the order listed below. Optional columns must be included even if they do not have any values.
- File name must match the specified name: users.csv, classes.csv, roster.csv, etc.
- The import file should always contain the complete data. If you need to add / edit only a few records, do not upload just the modified records, but the complete data with the modified records.

## organizations.csv (optional)

<b>import_id</b>	RU	An identifying string or number.
<b>name</b>	R	
<b>parent_org_id</b>		The import_id of the parent organization. If blank the organization will be a child of the root organization.

**Note:** There is always one root organization created when you register for your domain account. Use organizations.csv only if you wish to have more than one organization / school.

For example: *Smallville School District*, which consists of a high school and a middle school, will only need to include *Smallville High School* and *Smallville Middle School* in organizations.csv.

Another example: *Smallville Private High School* which does not have any other sub organization, does not need to create an organizations.csv file.

## What organizations are used for:

At the time of this writing, having multiple organizations gives you granularity when setting up or limiting features. For example you could set up different class schedules and grading scales for your *Smallville High School* and *Smallville Middle School*. You could also block the Discussion and Poll features for the *Smallville Middle School* organization and set up the *Smallville High School* to hide more elementary school-looking design skins. Every class within *Haiku LMS* belongs to an organization and will inherit the appropriate settings. Please note, that when a teacher creates a new class, he/she will be able to associate the class with any organization not just the organization he/she is associated with.

## users.csv

<b>import_id</b>	RU	An identifying string or number.
<b>first_name</b>	R	
<b>middle_name</b>		
<b>last_name</b>	R	
<b>suffix</b>		
<b>nickname</b>	O	
<b>login</b>	R	The username used to sign in to <i>Haiku LMS</i> .
<b>password</b>		Required if you will be using <i>Haiku LMS</i> for authentication. If this field is blank, the previous password will not be overridden. If you turn on settings that allows users to modify their password, this field will never override the existing password (even when it's not blank).
<b>email</b>		
<b>user_type</b>	R	Acceptable values: T – Teacher S – Student P – Parent  If a user has multiple roles, then select as their level the single highest level in this order, listed from highest to lowest: Teacher, Student, Parent.
<b>organization_id</b>		The import_id of this user's organization. If blank the class will be assigned to the root organization.
<b>enabled</b>	R	Acceptable values: 1 – Enabled 0 – Disabled  If a user is disabled they will not be able to sign in. No existing data (roster entries, grades, discussion posts, etc.) will be deleted.
<b>display_id</b>		The ID number that will be displayed to users in the roster, gradebook, etc (student ID, employee ID, etc). Doesn't have to be unique.

## users\_custom.csv (optional)

<b>import_id</b>	R	The import_id of a user (see import_id on users.csv)
<b>custom_field_1</b>		Custom fields are a string value which will not be shown anywhere in <i>Haiku LMS</i> , but can be exported for reports and integration purposes.
<b>custom_field_2</b>		See description above
<b>custom_field_3</b>		See description above

## classes.csv

<b>import_id</b>	RU	An identifying string or number.
<b>name</b>	RO	
<b>shortname</b>	O	shortname will be used in class URL. If blank it will be auto generated based on the class name. This field is immutable by the import file once the class is created
<b>description</b>	O	
<b>code</b>		eg: MATH101
<b>year</b>	R	eg: 2007 or 2006-2007
<b>teacher_id</b>	R	The import_id of the user that will be the primary teacher of this class.
<b>organization_id</b>		The import_id of this class's organization. If blank the class will be assigned to the root organization.

## classes\_custom.csv (optional)

<b>import_id</b>	R	The import_id of a class.
<b>custom_field_1</b>		Custom fields are a string value which will not be shown anywhere in <i>Haiku LMS</i> , but can be exported for reports and integration purposes.
<b>custom_field_2</b>		See description above
<b>custom_field_3</b>		See description above

## roster.csv

<b>class_id</b>	R	The import_id of a class.
<b>user_id</b>	R	The import_id of a user, who is supposed to belong to this class.
<b>role</b>		Acceptable values: T – Co-teacher S – Student  If you leave this column blank the entry is assumed to be a Student. The primary teacher (teacher_id in classes.csv) does not need to be included again here.

## parent\_child.csv (optional)

<b>parent_id</b>	R	The import_id of a parent user.
<b>child_id</b>	R	The import_id of a child user.