## impero education pro

### SIS Integration CSV Import Impero Education Pro 2018 EXTERNAL

# impero

#### Introduction

In version 6 of Impero Education Pro we Introduced SIS Integration. Powered by the Clever API, this allowed district admins to directly sync the SIS data in clever with the Impero Server to automate the creation of groups, the adding of students to those groups as members and finally the adding and configuring of teachers to the Console Access Rights so they can only see the groups they teach.

In version 7 we have added an option to directly import two CSV files that will create all your groups, add all your students and setup access rights for all your teachers.

Impero Server requires two source files in order to build your groups and add your users. These files must be in .CSV format and be UTF-8 encoded. They must be named specifically;

#### teachers.csv students.csv

Each row in the CSV files represents a user and contains two values, a username and a class. The username must match the one used to login by the user for Impero to track it correctly. The class is the name given to the created group. The top two rows are reserved for version number and column headers and will not be imported. These two rows are place holders reserved by Impero in case they are required at a later date for additional functionality. Imported data should be entered from the 3<sup>rd</sup> row onwards.

In the **students.csv** the username value will be added to a group as a member while the class value is used to create the group(s) to add the username too. **Be advised groups must contain members in order to be created via the students.csv** 

In the **teachers.csv** the username will be added to the Impero Server console access rights, giving imported teachers access to the Impero Console. The class value is then used to configure access rights so that only that username has access to the created group.

Here is a set of CSV files we will use to demonstrate the process:

#### teachers.csv

🥘 tea	chers.csv - No	tepad	
File E	dit Format	View	Help
versi	ion,1		
userr	name,class		
Chari	ity_Burbag	e,Mug	gle Studies
Amycu	us_Carrow,	Dark	Arts
Rolar	nda_Hooch,	Flyin	g
Sever	rus_Snape,	Potio	ns
Sever	rus_Snape,	Dark	Arts

In the example above, four teachers will be added to the console access rights. Note that one user, **Severus\_Snape** appears twice. This is so that the user can get access to both the **Potions** and **Dark Arts** groups. **Severus\_Snape** and **Amycus\_Carrow** are both listed next to **Dark Arts** so they are both given access to that group. students.csv

students.csv - Notepad File Edit Format View Help version,1 username,class Harry\_Potter,Potions Harry\_Potter,Dark Arts Harry\_Potter,Flying Ron\_Weasley,Potions Ron\_Weasley,Muggle Studies

In the example above, two students will be added to four groups as members. Both students are listed next to **Potions** so both students will be added to that group as members Once you have created and formatted your CSV files. You will need to Import them via the Impero Server. Let's take a look at the process.

Open the Impero Server app and navigate to the **SIS Integration** tab (Settings->SIS Integration). In the **Import from** drop down menu select CSV. To the right of the drop down menu we can see the path Impero Server is looking at to find these files

#### C:\Program Files (x86)\Impero Solutions Ltd\Impero Server\Data\CSVImport

You must place your CSV files in this location for the import to function.

Licence Gonnections Settings	Automatic Updates	Patch Management Room Booking Confide
Active Directory Settings Resource Logging Console Acce	ss Rights (Mail Server Sett	ings (Acceptable Use Policy (Computer Availability (Group Timetable )
Lock Screen Misc Pin Group Settings Insight Built-In Gr	oups SIS Integration Clo	ud Configuration
Import from: CSV		\Program Files (x86)\Impero Solutions Ltd\Impero Server - ypy\Data\CSVImport\students.csv \Program Files (x86)\Impero Solutions Ltd\Impero Server - ypy\Data\CSVImport\teachers.csv
ID Name		Import
		Import Groups
		Scheduled daily import
These users will be granted access to all SIS groups during th access rights:	e next import with full	00:00 🗘 Import time
Select user	× +	Teacher's access rights for SIS groups applied on import
		Basic Console Only
		Manage Group Members
		Manage Group Policies
		Manage Group Access Rights
		Manage Group Settings
Last import time 18/06/18 17:08:10		Manage Group Name
Last import status OK		🗷 Delete Group
		SIS field to map to Console username:
		District username 🗸

Before we import our CSV files we will take a look at some of the other settings on the SIS Integration page.

These users will be granted access to all SIS groups during the access rights:	e next import with full
Select user	~ +

This setting allows Admins to grant users access to all Imported groups regardless of the rights specified in the CSV files. The **Select user** drop down is populated with the users already listed in your console access rights



This option allows admins to specify group access rights on import to restrict customisation of imported groups. You can also specify if teachers have access to **Basic Console Only**, a cut down version of the Impero Console with the focus on Classroom Management for teachers (Windows only)

IS field to map to Console username:	
District username	~
District username	
Email	

With the above setting you define whether the import pulls a username or an email address to be added to Impero. If your users are signing into Windows or Mac based devices then use the **District username** option. If users are using ChromeOS devices then select the **Email** option.

You may encounter the scenario where some users are on Windows/Mac but others are on ChromeOS (Teachers use Windows laptops but students use Chromebooks for example). In this case you would use the **District username** option. Add the Windows/Mac usernames as normal. For ChromeOS take the email address and remove everything from the @ symbol to the end.

So if my Student email to log on to the Chromebook is

**"myusername@imperoschool.org.uk"**, then we would add "**myusername**" to the CSV file, Removing the @ symbol and the school domain.

Now that your CSV files are in place and you have selected any desired options from the SIS Integration tab we can perform our Import

Import	
Import Groups	
Scheduled daily import	
00:00 Import time	
import time	

Click the **Import Groups** button to begin the import process. An import in progress is identified by the fetching dialog displayed next to the import status

Last import time	18/06/18 17:08:10
Last import status	Fetching

Once complete the status will display OK and will update the Last import time

Last import time	10/07/18 12:04:08
Last import status	ОК

Now the import has been completed lets take a look at the console access rights tab on the Impero Server

	Settings Automatic Updates Patch Management Room Booking Conf ogging Console Access Rights (Mail Server Settings (Acceptable Use Policy (Computer Availability (Group 1 as (Insight (Built-In Groups) (SIS Integration) (Cloud Configuration)	ide (
Define who can use Impero here. Ac one access right applies to the same Only allow the following users, co The Password needed to run given access to Impero) Require all console	ccess rights can be granted to users, computers or active directory groups. Access rights are merged if more than a person. Imputers and Active Directory groups to access Impero the console (if full access is enabled OR if a specified computer is users to enter the password once per session. (Highly recommended security setting.)	
Access Rights List (5) Amycus_Carrow Charity_Burbage domad Rolanda_Hooch Severus_Snape	Access   Groups   Policies     Set the group access rights for Amycus_Carrow     Existing Groups (12)   Group Access Rights     Image: Set the group access rights   Image: Set the group and the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access rights   Image: Set the group Access Rights     Image: Set the group access   Image: Set the group Access Rights     Image: Set the group access   Image: Set the group Access     Image: Set the group access   Image: Set the group Access	
Copy Remove N	Iew	ply

We can see that four users have been added to the access rights list from our CSV files. We can also see that our groups listed in the CSV files have also been added.

Lets login with Severus\_Snape and take a look at his Impero Console

As you can see from the image, Severus\_Snape only has access to the two groups specified in the teachers.csv file Dark Arts and Potions. Basic Console Only has also been applied.

	Impero Console		x
internet Printer Sound Scree	I I I I I I I I I I I I I I I I I I I		
Pin Groups Proceeding of the Pin Groups Proceeding of the Personal Groups My Personal Group (0/0) Dark Arts (0/0) Potions (0/0) Built In Captures Alerts		Options •	~
	Computer List Live Thumbnails		
0 computers ticked	v7.0.65 Console Limit: 20. Workstation Limit: 100 License Expiry Date: 12/31/20	18 🔺 Help! י	•

If we examine the Potions group we can see that the correct users have been added as group members from the students.csv

Name of Group	Group P
Potions	Medium
Existing Group Mer	nhars
EXCLUDE a member	ds in the list below to include me r simply use a ! followed by the i
EXCLUDE a member	ds in the list below to include me r simply use a ! followed by the i
Member Name	ds in the list below to include me r simply use a ! followed by the Search Tag
Member Name [Add New Member]	ds in the list below to include me r simply use a ! followed by the Search Tag
Member Name [Add New Member] Hany_Potter	ds in the list below to include ma r simply use a ! followed by the Search Tag Username
Member Name [Add New Member] Hamy_Potter Ron_Weasley	ds in the list below to include me r simply use a ! followed by the Search Tag Username
Member Name [Add New Member] Hamy_Potter Ron_Weasley	ds in the list below to include me r simply use a ! followed by the Search Tag Username
Member Name [Add New Member] [Hamy_Potter Ron_Weasley	ds in the list below to include me r simply use a ! followed by the Search Tag Username

info@imperosoftware.com www.imperosoftware.co.uk www.imperosoftware.com +44 (0) 1509 611341 UK 877-883-4370 USA