

impero education pro

SIS Integration CSV Import

Impero Education Pro 2018

EXTERNAL



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

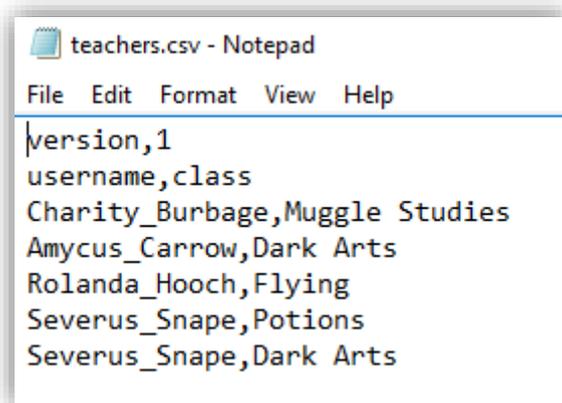
Each row in the CSV files represents a user and contains two values, a username and a class. The username must match the one used to login by the user for Impero to track it correctly. The class is the name given to the created group. The top two rows are reserved for version number and column headers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

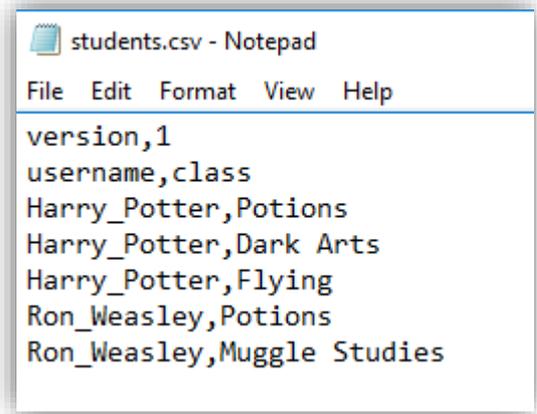
teachers.csv



```
teachers.csv - Notepad
File Edit Format View Help
version,1
username,class
Charity_Burbage,Muggle Studies
Amycus_Carrow,Dark Arts
Rolanda_Hooch,Flying
Severus_Snape,Potions
Severus_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
```

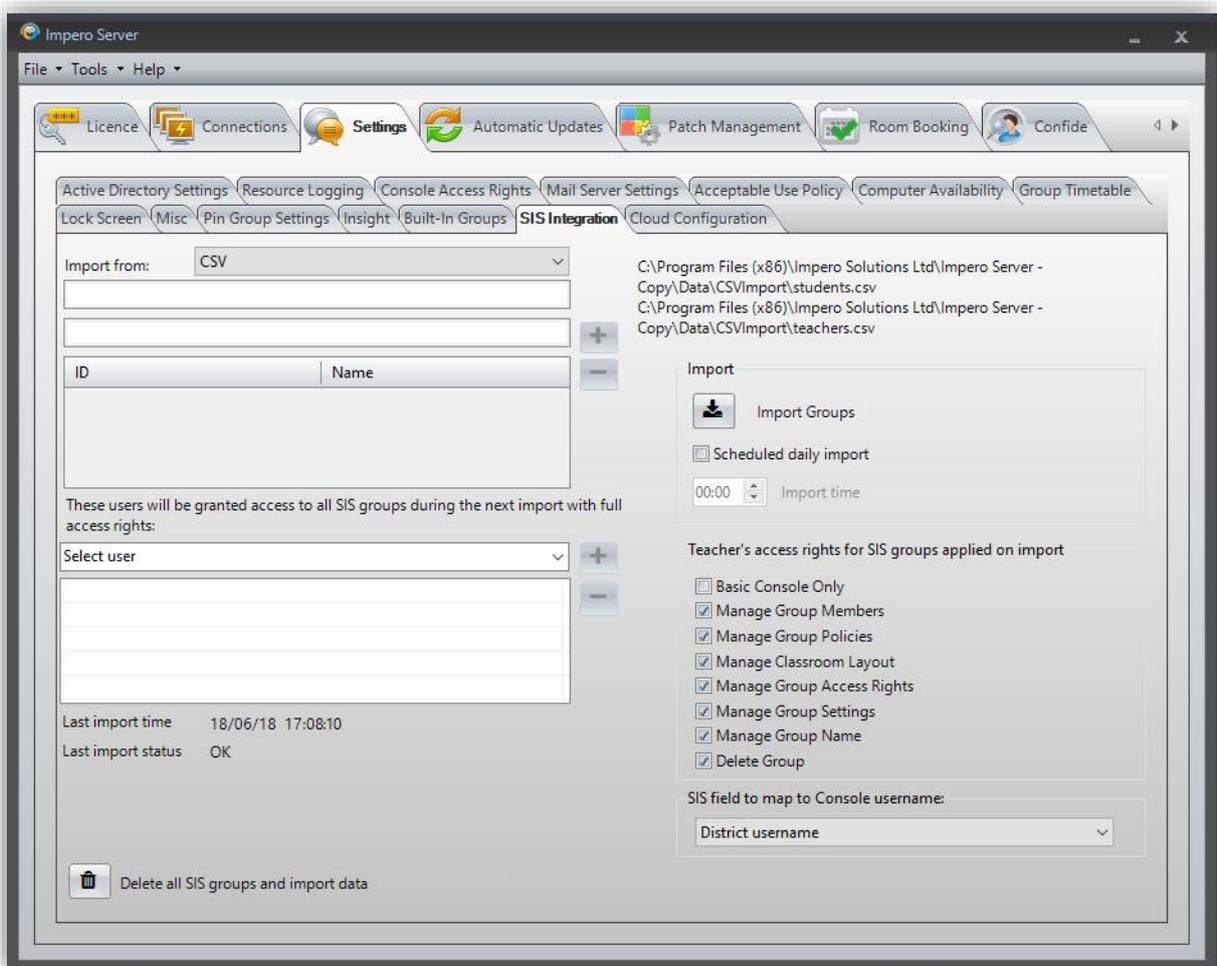
In the example above, two students will be added to four groups as members. Both students are listed next to **Potions** so both students will be added to that group as members

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.

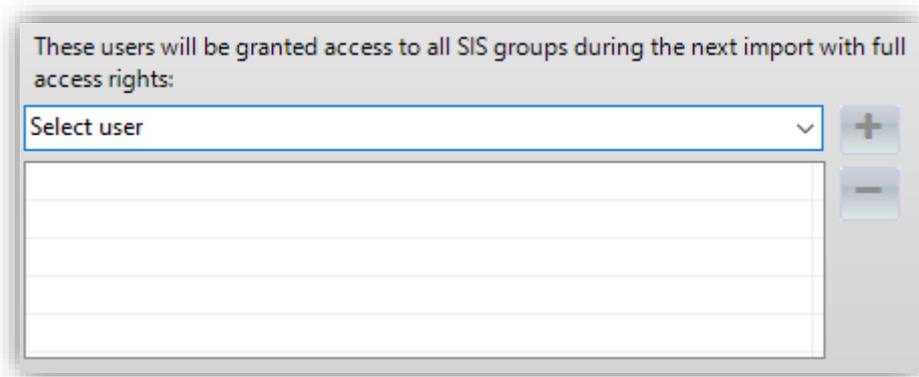
Open the Impero Server app and navigate to the **SIS Integration** tab (Settings->SIS Integration). In the **Import from** drop down menu select CSV. To the right of the drop down menu we can see the path Impero Server is looking at to find these files

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.



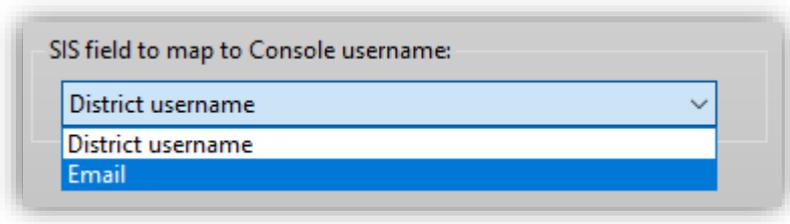
Before we import our CSV files we will take a look at some of the other settings on the SIS Integration page.



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)

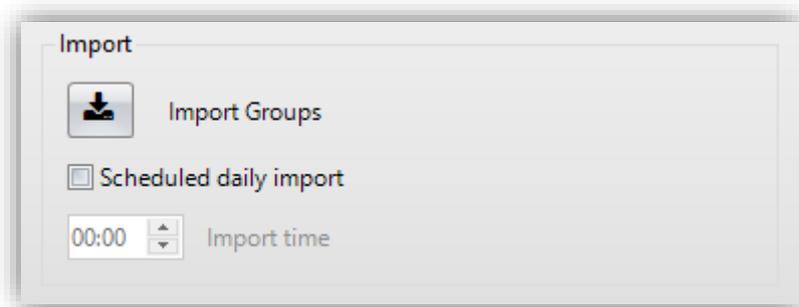


With the above setting you define whether the import pulls a username or an email address to be added to Impero. If your users are signing into Windows or Mac based devices then use the **District username** option. If users are using ChromeOS devices then select the **Email** option.

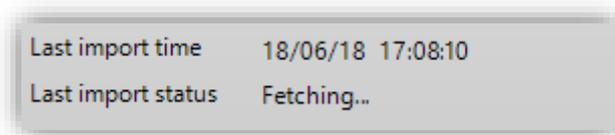
You may encounter the scenario where some users are on Windows/Mac but others are on ChromeOS (Teachers use Windows laptops but students use Chromebooks for example). In this case you would use the **District username** option. Add the Windows/Mac usernames as normal. For ChromeOS take the email address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

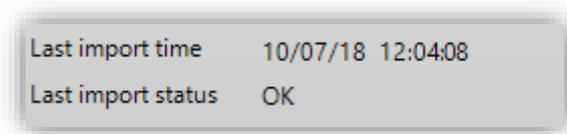
Now that your CSV files are in place and you have selected any desired options from the SIS Integration tab we can perform our Import



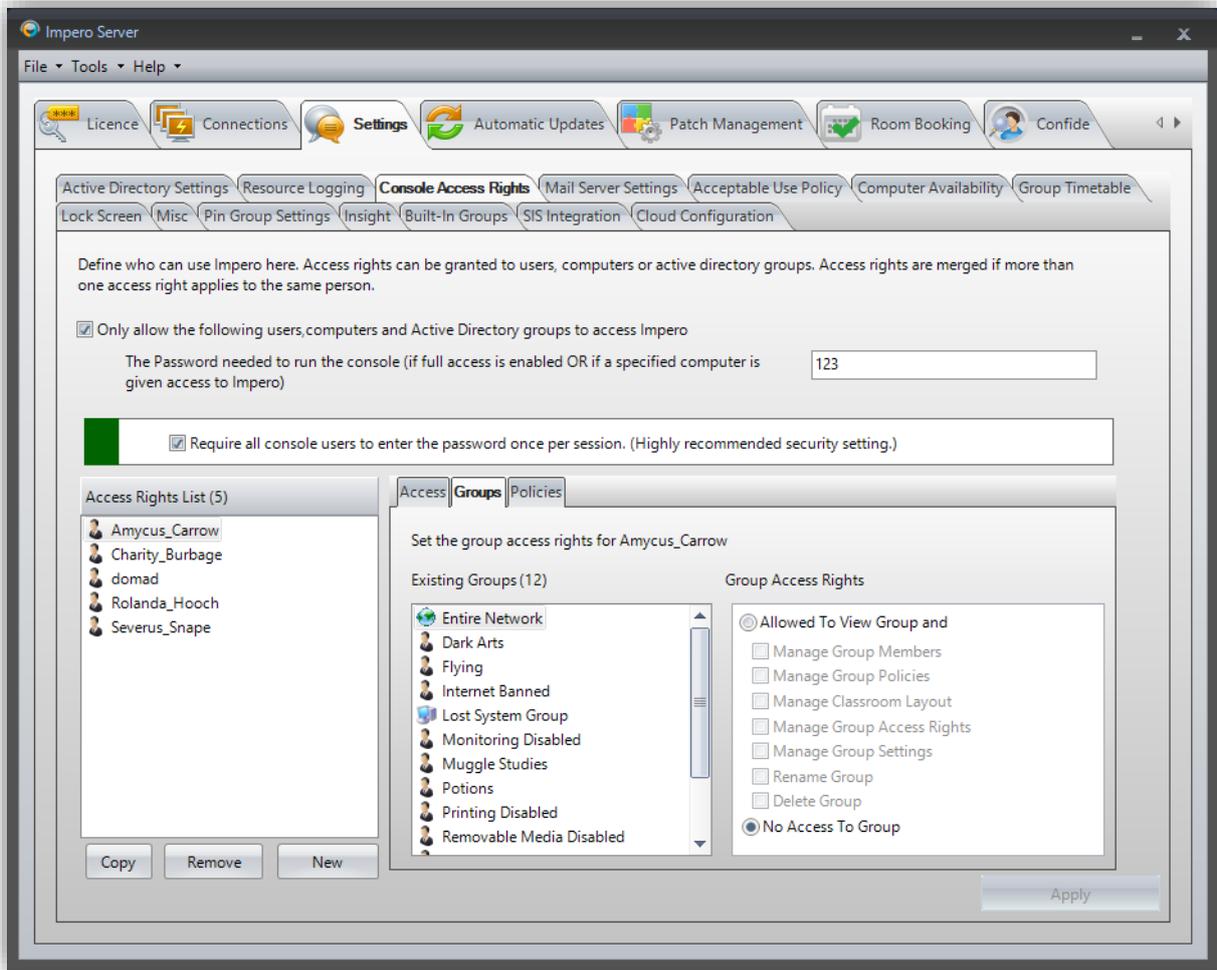
Click the **Import Groups** button to begin the import process. An import in progress is identified by the fetching dialog displayed next to the import status



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



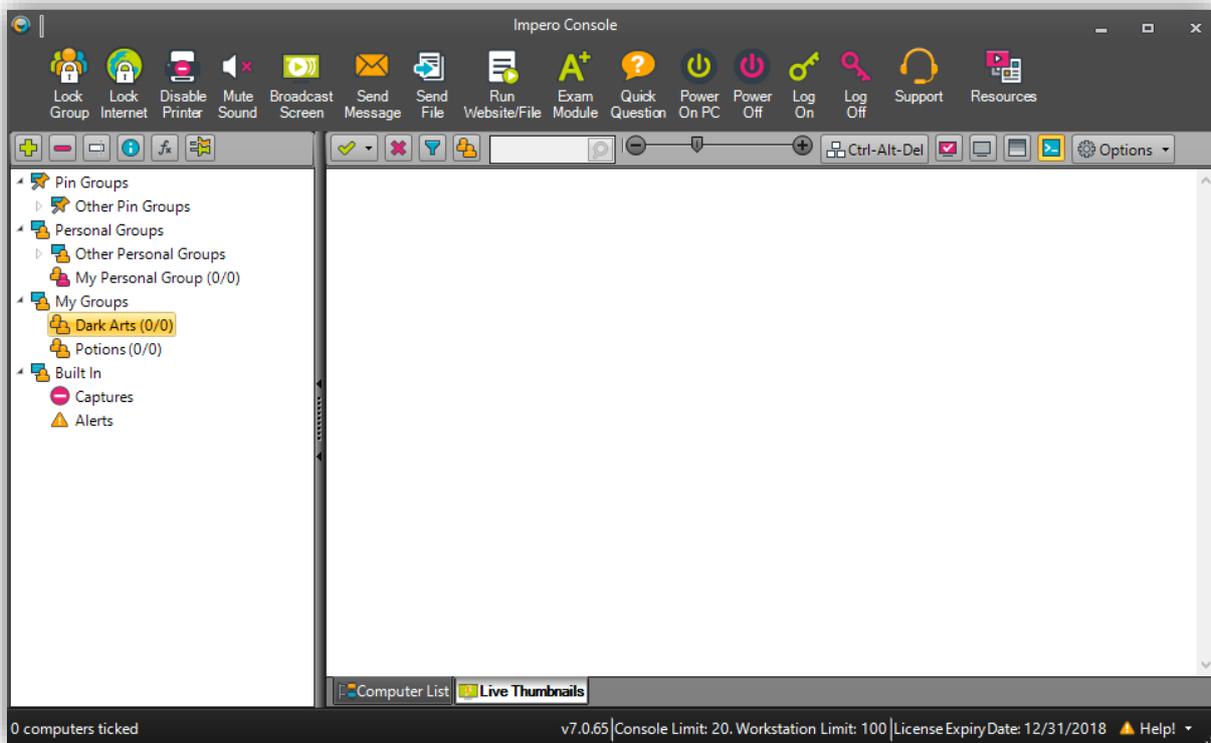
Now the import has been completed lets take a look at the console access rights tab on the Impero Server



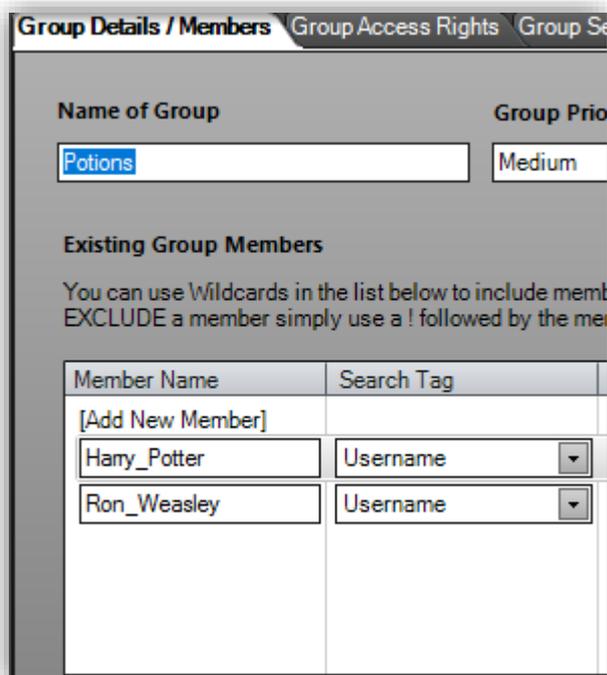
We can see that four users have been added to the access rights list from our CSV files. We can also see that our groups listed in the CSV files have also been added.

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.



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



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