

# New Student/Teacher Upload



Please use the attached spreadsheets. If any headers or fields are changed, the upload will fail. The required fields are listed below for your convenience.

**REQUIRED STUDENT FIELDS:**

- 1. **Column A** – External ID. This is your school’s unique ID for staff and students, usually from your SIS system. Many schools use the PERM ID.
- 2. **Column B** – Username. We strongly recommend using the student email address for the username. If that is not possible our system can generate one or you can enter one you like (see notes about username below).
- 3. **Column C** – Edgenuity School ID. You can find the school ID by clicking on your school name in the top right corner.

The screenshot shows the Edgenuity user interface. At the top left is the Edgenuity logo. A navigation bar contains links for Students, Courses, Reports, Communication, Administration, and Support. The 'Administration' link is highlighted, and a red box with the text 'Click on school name' has an arrow pointing to the 'EDGENUITY - VERSION 5 PLAYGROUND' link in the top right corner. Below this is a 'Select School' section with a search bar. A table lists two schools:

School ID	School	Students
35425	<a href="#">Course Management School</a>	0
35426	<a href="#">EDGENUITY - VERSION 5 PLAYGROUND</a>	32

A red box highlights the '35426' School ID, with an arrow pointing to it and a text box that says 'Choose the school ID for these students'. Below the table is a 'Select District' dropdown menu set to 'EDGENUITY - VERSION 5 PLAYGROUND' and another search bar. The footer contains copyright information and support contact details.

- 4. **Column D** – Grade level
- 5. **Column E and F** – Last and first name
- 6. **Column S** – Student email address
- 7. **Column Y** – NWEA ID#, Renaissance STAR ID#, or Scantron ID#\*

\*If you do not have an NWEA, Renaissance STAR or Scantron integration with MyPath skip #7. For more information on integrations for existing students please see page 2.

**REQUIRED ADMIN/TEACHER FIELDS:**

- 1. **Column A** – External ID. This is your school’s unique ID for staff and students. Many schools use the PERM ID.
- 2. **Column B** – Username. Email is recommended, but if you want a specific username enter here (see notes below).
- 3. **Column C** – Edgenuity School ID
- 4. **Column D and E** – First and last name
- 5. **Column H** – Email address
- 6. All other columns are optional.

**NOTES:**

**The Edgenuity External ID** – Is typically the ID number that is used in the district in their SIS system (Skyward, Infinite Campus, PowerSchool, etc.).

**The School ID** – Should match the ID in our system. If you have multiple schools this tells us which school in your district to assign the students. You can find the school ID by clicking on your school name in the top right corner. This will bring up a list of all available schools, so you can select the correct school ID.

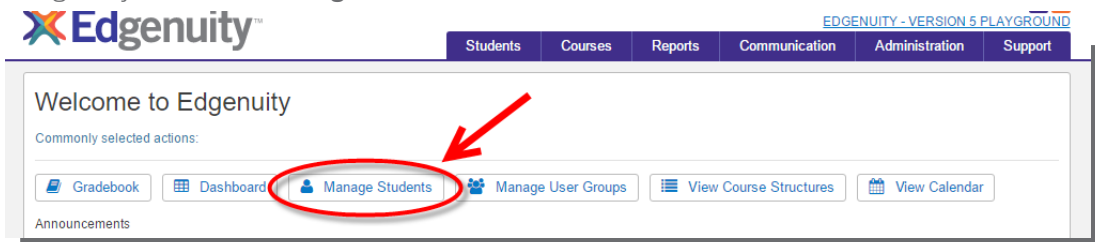
**Username** – We highly recommend using the student’s school email as your user ID. If you do not wish to use the email address our system will automatically generate usernames, or you can send us specific name requests. Please note, we require a combination of letters and numbers in all usernames, so if you send a numeric username we will add a prepend with your district initials to the file before upload.

**Passwords** – Our system will create a unique password for each student or you can send us your desired password and we will enter it for you.

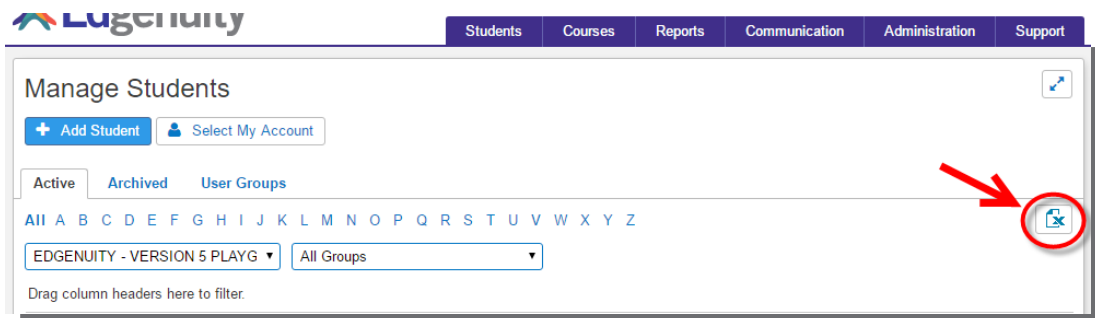
## MyPath Integration for Existing Students

To add NWEA, Renaissance STAR, or Scantron ID# to existing student accounts:

1. Login to the Edgenuity LMS. Go to **Manage Students**



2. Export your current students to Excel spreadsheet.



3. In your Excel spreadsheet add a column called "Integration ID."

- a. Enter the NWEA, Renaissance STAR, or Scantron ID# for the necessary students, and delete any students that don't need updating

	A	B	C	D	E	F	G
1	User ID	External User ID	Username	First Name	Last Name	Grade	Integration ID
2			prearizo	Prescott	Arizona	0	

4. Return the spreadsheet to your account manager so we can update on the backend.

\*Note: You must use the Excel spreadsheet from the Edgenuity LMS. A file pulled from your district SIS is not sufficient.