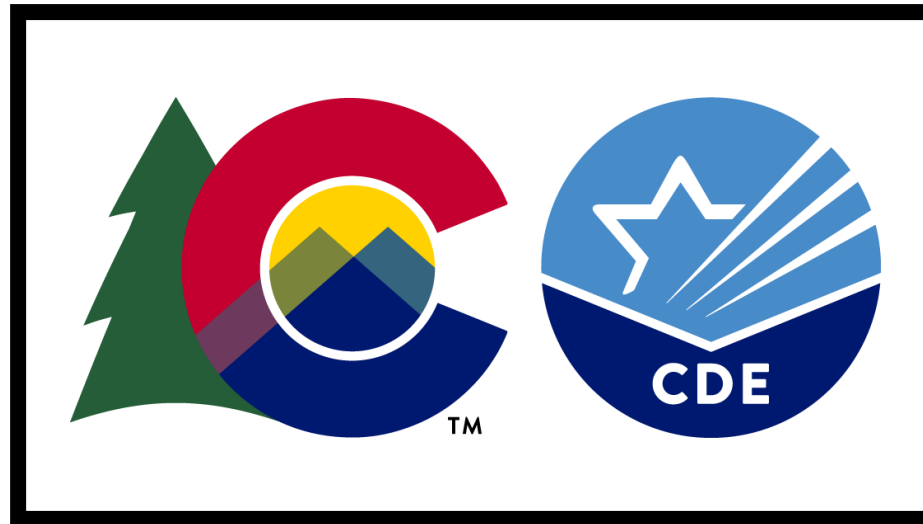


User File Field Definitions



Version 1.0

**CMAS Science, Social Studies, Mathematics
and English Language Arts (including CSLA)**

CoAlt Science and Social Studies

Document Revisions

Revision Date	Version	Description
10/18/2021	1.0	Initial Version

If assistance is needed, call 1-888-687-4759 or visit <https://co.pearsonaccessnext.com/>, sign in to your account, and select **Contact COLORADO Support**.

Copyright 2021, Pearson

The purpose of this document is to provide the information needed to populate values in the User Data File and instructions for importing the file into PearsonAccess^{next} to create or edit users. The first section of this document has a checklist of tasks to complete before importing the file, helpful hints, and step-by-step instructions for importing the file into PearsonAccess^{next}. The second section of this document contains a table with the list of fields that are present in the data file. This table also indicates if fields are required, field length requirements, field definitions, notes/validations, and lists of expected values or criteria for entering valid values.

Checklist Prior to File Import		
1	Receive a PearsonAccess ^{next} User Account.	<input type="checkbox"/>
2	Verify the appropriate organizations are available in PearsonAccess ^{next} .	<input type="checkbox"/>
3	Verify all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
4	All expected values match the values found in this document. Bold text in the Expected Values column must be entered exactly as it appears in this document.	<input type="checkbox"/>
5	Do not delete the header row.	<input type="checkbox"/>
6	Import the file as a Comma Delimited File (.csv file extension).	<input type="checkbox"/>

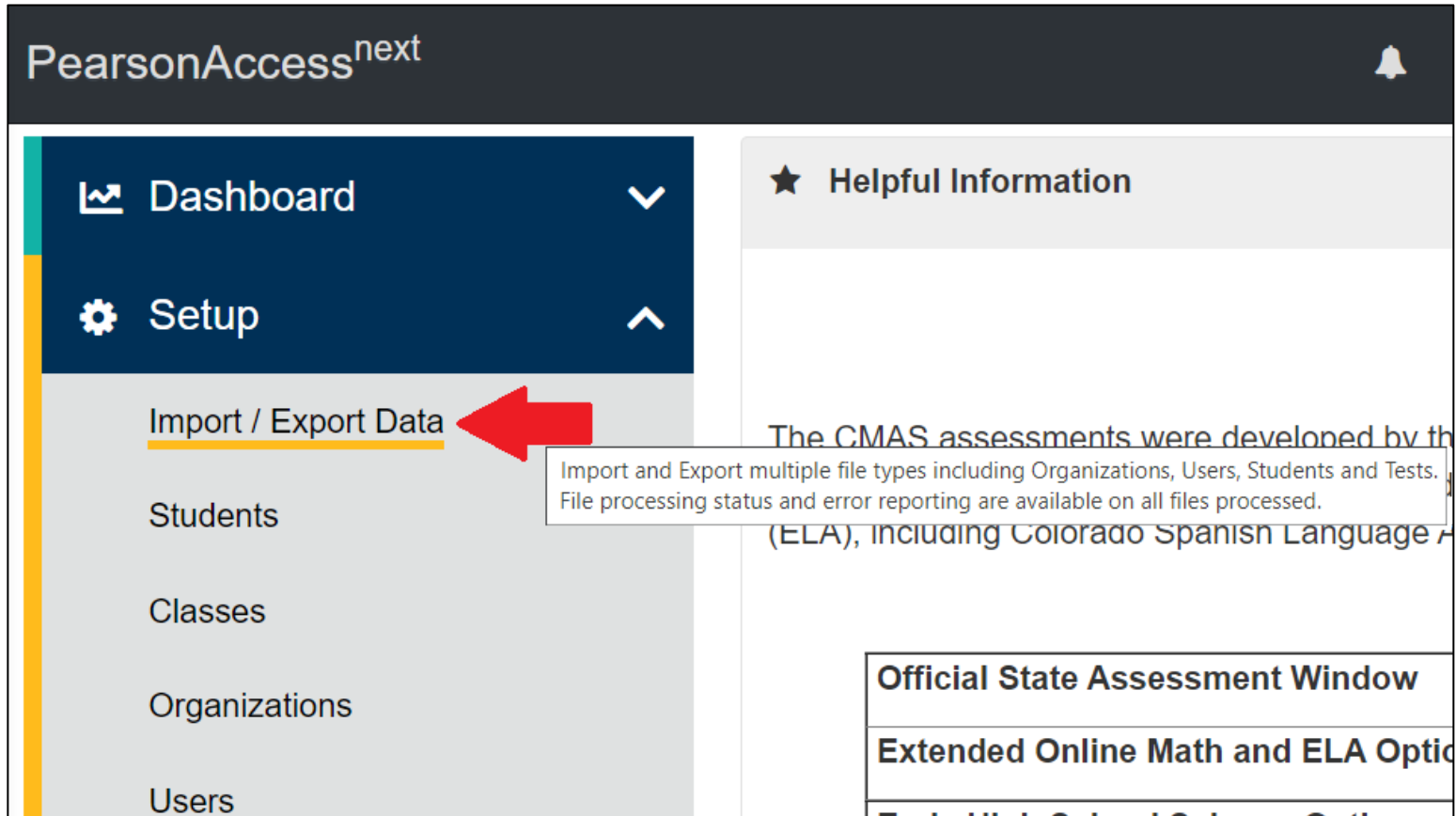
Helpful Hints:

If using Microsoft Excel, it is recommended that the source file is saved as an Excel spreadsheet to keep formatting (leading zeros). Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If an error is encountered, make the updates in the source Excel spreadsheet and save, then save again as a .csv file. Repeat as necessary.

Importing a User Data File

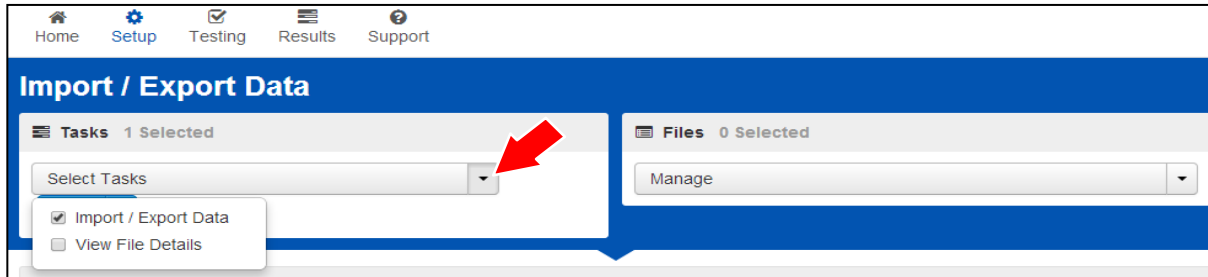
To import a User file

1. Log into PearsonAccess^{next}.
2. Select **Import / Export Data** under **Setup** drop down menu.

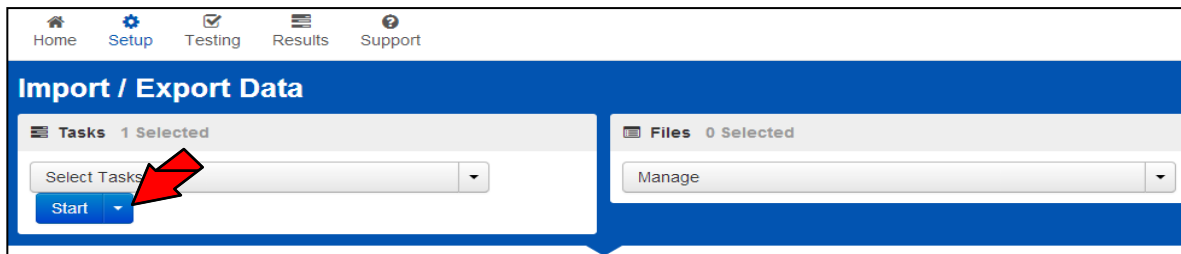


The screenshot shows the PearsonAccess^{next} user interface. The top navigation bar is dark blue with the PearsonAccess^{next} logo and a notification bell icon. Below this is a dark blue sidebar menu with 'Dashboard' and 'Setup' options. The 'Setup' menu is expanded, showing a list of options: 'Import / Export Data', 'Students', 'Classes', 'Organizations', and 'Users'. A red arrow points to the 'Import / Export Data' option, which is underlined. A tooltip box is positioned over the arrow, containing the text: 'Import and Export multiple file types including Organizations, Users, Students and Tests. File processing status and error reporting are available on all files processed.' To the right of the sidebar is a main content area with a 'Helpful Information' section. Below this, there is a section titled 'Official State Assessment Window' with a sub-section for 'Extended Online Math and ELA Optic'.

3. Select **Import / Export Data** under **Select Tasks** drop down menu.



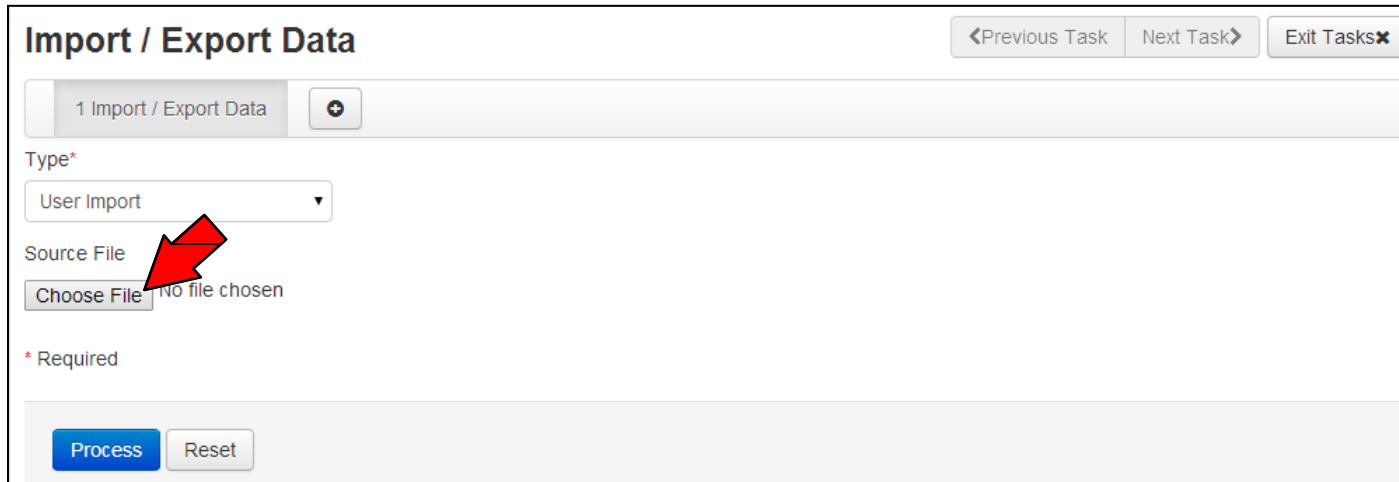
4. Select **Start**.



5. Select **User Import** from the **Type** drop down menu.

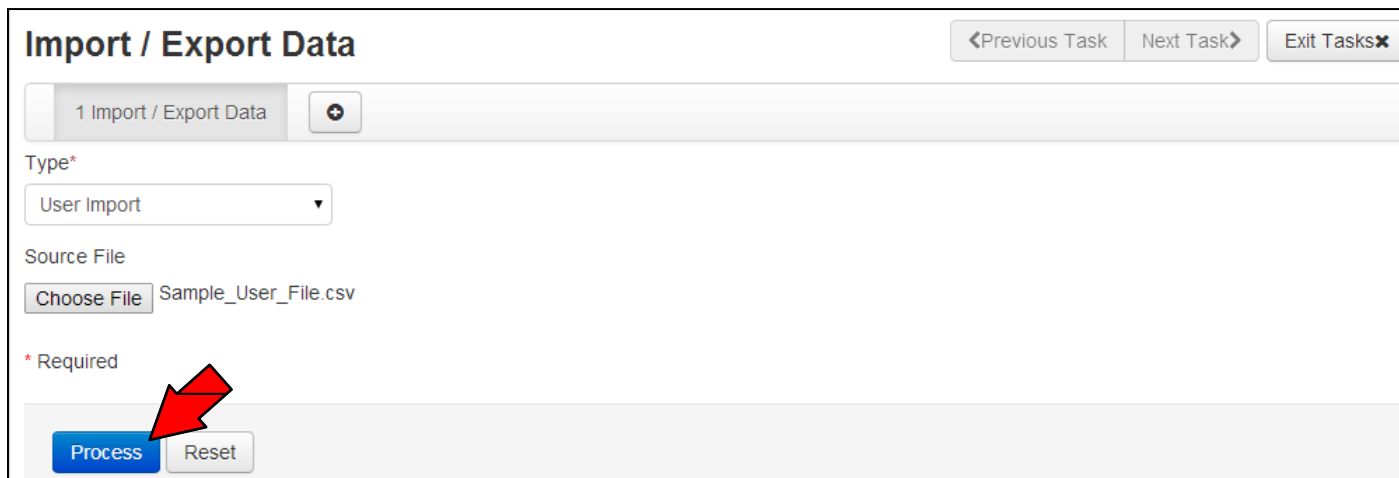


6. Select **Choose File** to select the file to be imported.




The screenshot shows the 'Import / Export Data' interface. At the top right, there are navigation buttons: '<Previous Task', 'Next Task>', and 'Exit Tasks✕'. Below this is a breadcrumb trail '1 Import / Export Data' with a '+' icon. The 'Type*' dropdown menu is set to 'User Import'. The 'Source File' section contains a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Choose File' button. At the bottom, there are 'Process' and 'Reset' buttons. A '* Required' label is positioned above the buttons.

7. Select **Process** to import the selected file.



The screenshot shows the 'Import / Export Data' interface after a file has been selected. The 'Source File' section now displays 'Sample_User_File.csv' next to the 'Choose File' button. A red arrow points to the 'Process' button at the bottom. The rest of the interface, including the navigation buttons and breadcrumb trail, remains the same as in the previous screenshot.

Checking the status of an imported file

The **View File Details** screen will appear after selecting **Process**. This screen shows the processing status. Select the  icon to refresh the screen.


View File Details

< Previous Task
Next Task >
Exit Tasks ✕

1 Import / Export Data
2 View File Details
↻

Files (1)

Sample_User_File.csv

Details 

Pending

File has been queued for processing.

File Information

Type	Organization
User Import	Sample District
Name	User
Sample_User_File.csv	Biederman
Request Date	Download File ⓘ
2014-08-07 10:08 AM	
Total Records	
0	
Successful Records	
Error Records	

After the file processes, the **View File Details** screen shows the number of successful records.

View File Details

[<Previous Task](#) [Next Task>](#) [Exit Tasks✕](#)

1 Import / Export Data
2 View File Details
↻

Files (1)

Sample_User_File.csv

Details ↻

Complete

Saved information for all records in the file

File Information

<p>Type User Import</p> <p>Name Sample_User_File.csv</p> <p>Request Date 2014-08-07 10:29 AM</p> <p>Total Records 5</p> <p>Successful Records 5</p> <p>Error Records 0</p>	<p>Organization Sample District</p> <p>User Biederman</p> <p style="text-align: center;">Download File ⓘ</p>
--	--

Steps

Step	Message
Import	Complete

If there are errors, they are displayed at the bottom of the screen. There is an option to download a file with just the records that contain errors or a list of error messages.

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

Helpful Hints:

A file may contain records that processed correctly and records that contain errors. The records that processed correctly were added to the system. Only records that contain errors need to be processed again.

If attempting to create a record and the provided username already exists in the system, the record errors.

If attempting to update a record and the provided username does NOT already exist in the system, the record errors.

User Data File Fields

Column Letter	Field Name	Required Y/N	Field Length	Definitions/Notes	Expected Values
A	Action	Y	1	Contains the code representing the requested action for the record.	C = Create U = Update
B	Username	Y	100	Contains the username which must be unique. Best Practice: Use the user's email address as the username.	A-Z \$ + / ` ~ a-z % { 0-9 ^ = ' @ ! & } ? # * No embedded spaces
C	First Name	Y	35	The user's first name.	A-Z . a-z -
D	Last Name	Y	35	The user's last name.	0-9 ' . Embedded Spaces
E	Email Address	Y	100	The numbers, letters, and symbols used to identify an email address within the network to which the user belongs. Requires proper formatting. Example: example@email.com.	A-Z \$ + / ` ~ a-z % { 0-9 ^ = ' @ ! & } ? # * No embedded spaces
F	Authorized Organizations	Y	34	Identifies the organizations to which a user has access. Delimited field. Separate multiple organization codes with a colon (e.g., CO-1234-1234:CO-1234-3456). Include leading zeros. District: CO-DDDD where DDDD equals the four-digit district code assigned by CDE School: CO-DDDD-SSSS where DDDD equals the four-digit district code and SSSS equals the four-digit school code assigned by CDE Note: Users with district level access (e.g., CO-1234) do not need access to individual schools within the district as this is built into the district level access. Most users have only one authorized organization listed (i.e., the district or a single school). An example of a user who may need access to multiple organizations is a special education teacher shared by two schools, but this teacher should not have access to the entire district.	A-Z a-z 0-9 -

Column Letter	Field Name	Required Y/N	Field Length	Definitions/Notes	Expected Values
G	Roles	Y	50	<p>Identifies the roles assigned to a user.</p> <p>This is a delimited field. Separate multiple role codes with a colon (e.g., SCHOOL_INST_TC: SENSITIVE_DATA).</p>	<p>LEA_DIST_TC = LEA/District Test Coordinator SCHOOL_INST_TC = School/Institution Test Coordinator TEST_ADMINISTRATOR = CMAS Test Administrator TECHNOLOGY_COORDINATOR = Technology Coordinator PUBLISHED_REPORTS = Published Reports Role DELETE_STUDENT = Delete Student Role SENSITIVE_DATA = Sensitive Data Role REJECTED_STUD_TEST = Rejected Student Test STUDENT_TEST_UPDATE_ROLE = Student Test Update Role ONDEMANDTEACHER = OnDemand Teacher Report Access Role ONDEMAND_ADMIN = OnDemand Admin Report Access Role</p>
H	Active Begin Date	N	10	<p>This date identifies when a user account becomes active.</p> <p>When blank, the system populates the start date to the import date.</p>	Format as: YYYY-MM-DD
I	Active End Date	N	10	<p>This date identifies when a user account becomes inactive.</p> <p>The Active End Date must be equal to or after the Active Begin Date.</p>	
J	Disabled	Y	3	<p>This identifies whether the user's account is disabled.</p> <p>The Disabled Date within the system is populated with the import date if Disabled field is set to Yes.</p> <p>Use this field when a user no longer needs to access the system (e.g., the user retires or changes jobs).</p>	<p>Yes = Account is disabled. No = Account is not disabled.</p> <p>Case Insensitive</p>
K	Disabled Reason	Y*	100	<p>Do not populate if the Disabled field is set to No.</p> <p>*Required if Disabled field is set to Yes.</p>	<p>A-Z 0-9</p>