Updating Student IDs in the MAP Administrative Site

The directions below are required for Ohio Dropout Recovery and Prevention schools who need to replace their local student IDs in the MAP Admin site with the correct Ohio State Student IDs.

Please note: You will only have to follow the process below one time. In the future when you roster for consecutive terms, place the Ohio State Student IDs in the "Student ID" column and leave the Previous ID column blank.
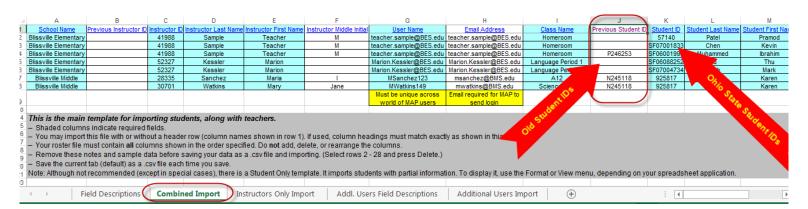
A: Gather Templates and Data

Attached is a copy of the NWEA Roster file (M2_Roster_File_Template.xls). It is the main set of templates for importing students and staff.

Possible data sources you may need:

- Student Information System (SIS) with user names, student names and grades, classes, student IDs used to previously roster in MAP and Ohio State Student ID.

- Server that provides teacher and staff e-mail addresses

B: Edit the Roster File Templates

In the roster file (M2_Roster_File_Template.xls), you edit the applicable template:

School Name	Previous Instructor ID	Instructor ID	Instructor Last Name	Instructor First Name	Instructor Middle Initial	User Name	Email Address	Class Name	Previous Student ID	Student ID	Student Last Name	Student First Name
Blissville Elementary		41988	Sample	Teacher	M	teacher.sample@BES.edu	teacher.sample@BES.edu	Homeroom		57140	Patel	Pramod
Blissville Elementary		41988	Sample	Teacher	M	teacher.sample@BES.edu	teacher.sample@BES.edu	Homeroom		SF07001833	Chen	Kevin
Blissville Elementary		41988	Sample	Teacher	M	teacher.sample@BES.edu	teacher.sample@BES.edu	Homeroom	P246253	SF0600199	Muhammed	Ibrahim
Blissville Elementary		52327	Kessler	Marion		Marion.Kessler@BES.edu	Marion.Kessler@BES.edu	Language Period 1		SF0608825		Thu
Blissville Elementary		52327	Kessler	Marion		Marion.Kessler@BES.edu	Marion.Kessler@BES.edu	Language Per		SF07004734		Mark
Blissville Middle		28335	Sanchez	Maria	I	MSanchez123	msanchez@BMS.edu	A12	N245118	925817		Karen
Blissville Middle		30701	Watkins	Mary	Jane	MWatkins149	mwatkins@BMS.edu	Science	N245118	925817		Karen
						Must be unique across world of MAP users	Email required for MAP to send login					

This is the main template for importing students, along with teachers.
– Shaded columns indicate required fields.
– You may import this file with or without a header row (column names shown in row 1). If used, column headings must match exactly as shown in this
– Your roster file must contain **all** columns shown in the order specified. Do **not** add, delete, or rearrange the columns.
– Remove these notes and sample data before saving your data as a .csv file and importing. (Select rows 2 - 28 and press Delete.)
– Save the current tab (default) as a .csv file each time you use.
Note: Although not recommended (except in special cases), there is a Student Only template. It imports students with partial information. To display it, use the Format or View menu, depending on your spreadsheet application.

Field Descriptions | **Combined Import** | Instructors Only Import | Addl. Users Field Descriptions | Additional Users Import | ⊕

Roster File Tips

- Open the M2_Roster_File_Template.xls.

- Refer to the first tab, "Field Descriptions," for the accepted formats, such as the date format (MM/DD/YYYY).

- Remove the notes and sample data on the Combined Import tab by deleting rows 2- 28. Then save the "Combined Import" tab as a .csv file to your computer.

- Complete all shaded columns and the "Previous Student ID" column. Your roster file must contain all columns shown in the order specified. Do not add, delete, or rearrange the columns.

- Make sure the student IDs listed in the "Previous Student ID" column are the student IDs that were used when you previously rostered in the MAP Administrative site (Old Student IDs).
- Make sure the student IDs listed in the "Student ID" column are the Ohio state student IDs. These IDs should have 2 letters followed by 7 numbers (Example: AB9896523)

- You may import this file with or without a header row (column names shown in row 1). If used, column headings must match exactly as shown in this template

- Save your data as a .csv file

- Login to your MAP Administrative site and under Import Profiles follow the prompts to upload this roster as a "Combined" roster.

- See also: Import Errors - Causes and Solutions.

Please note: You will only have to follow the process below one time. In the future when you roster for consecutive terms, place the Ohio State Student IDs in the "Student ID" column and leave the Previous ID column blank.