Data Integration

You can set up data integration between Schoology and your Student Information System via export out of your SIS into comma-separated value (CSV) files. You can then import this data manually, or schedule it to import automatically into Schoology on a periodic basis. This document describes the types of data that can be imported, and the requirements for each corresponding CSV file.

All files require column headers. See sample data and sample CSV files. Note that the Schoology administrative interface allows you to flexibly map column headers, so using the headers depicted in this document is not a requirement.

Users

The users file creates and updates Schoology users.

Sample Data

First Name	Last Name	Username	Email	User Unique ID	Role	School
Jenny	Brown	Jenny_Brown15	jenny_brown15@college.edu	805860	Student	Graduate
Katie	Stevens	Katie_Stevens14	katie_stevens14@college.edu	882606	Student	Graduate
Patrick	Black	Patrick _Black15	patrick_black15@college.edu	789568	Student	Undergrad
James	Smith	James_Smith	james_smith@college.edu	T156279	Instructor	Graduate
Susie	Murphy	Susie_Murphy	susie_murphy@college.edu	T67457	Instructor	Undergrad

Sample CSV

download here

Available Fields

* - Either/or

Field	Required?	Notes
First Name	Yes	
First Name (Preferred)	No	
Middle Name	No	
Last Name	Yes	
Name Prefix	No	
Username	**Yes ***	If you are setting up Single-Sign-On, the Username, E-mail, or Unique User ID field values must match a corresponding field in your identity provider.
E-mail	**Yes ***	

Field	Required?	Notes
Unique User ID	Yes	Must be unique across the entire institution, including across roles. If IDs are not unique across role, then we recommend prepending **1_** for students, **2_** for instructors, and so on.
Role	Yes	Should correlate to values in your SIS. Examples: system administrator, instructor, student.
School	Yes	This will determine the school the user is associated with. All users can be associated with the same school. **Examples:** Springfield College, Fairfield University, Undergraduate, Graduate.
Schoology User ID	No	This field is generally ONLY used in special cases to update users exported and reimported to Schoology.
Position/Job Title	No	
Password	No	
Gender	No	Acceptable values: **M, Male, F, Female** Once you've added Gender as a field to a user's account, you cannot hide it from the public profile. Additionally, you cannot automatically remove the field via import; that is, you can't overwrite the gender field with a blank value and must complete these updates manually if you do not wish this information to display in the user's public profile. Before adding gender information to your import file, be sure you want that information included in your users' public profiles.
Grad Year	Recommended	Although Grad Year is not required, including it in import files makes the end of year process much easier to manage.
Additional Schools	No	Additional schools should be separated with pipes(|). **Note**: Assigning additional schools is not a requirement for enrolling students in courses offered in multiple schools; instead it determines access to shared resources, announcements, etc.

Courses

The courses file creates course shells. Please note that the courses file does not create course content. Content will either be created in the course shell or migrated to the course shell from a Legacy LMS.

Sample Data

Course Name	Course Code	Section Name	Section School Code	School	Grading Period
Introduction to Psychology	101_PSY101	1	7940	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	2	7016	101	Sem 1|Sem 2|Sum

Course Name	Course Code	Section Name	Section School Code	School	Grading Period
Introduction to Psychology	101_PSY101	3	8950	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	4	7804	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	1	6106	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	2	9667	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	3	7195	101	Sem 1|Sem 2|Sum
Introduction to Psychology	101_PSY101	4	9380	101	Sem 1|Sem 2|Sum

Sample CSV

download here

Available Fields

* - Either/or. Must match the field used in the course provisioning file.

Field	Required?	Notes
Course Name	Yes	
Department Name	No	
Course Code	Yes	May not be used across multiple schools. If a course does span multiple schools, please prepend a unique school identifier (for example, **123_PSY101**, where **123** is the unique School ID).
Credits	No	
Course Description	No	
Section Name	Yes	
Section School Code	**Yes ***	Global unique identifier for the section - must be unique across all courses and sections in the institution, cannot be repeated.
Section Code	**Yes ***	Section Code is used if you cannot generate global unique identifiers. However, if you use section code, then the combination of Course Code, Section Code, and Grading Period must be unique.
Section Description	No	
Location	No	
School Building	Yes	
Grading Periods	Yes	Standard 'term'. Multiple grading periods should be separated with pipes (|) - see sample data.

Course Section Enrollment

The enrollments file enrolls users into course sections (linking imported users to imported course shells).

Sample Data

Course Code	Section School Code	User Unique ID	Role
PSY101	6541	T156279	Instructor
PSY101	6542	T67456	Student
PSY101	6543	T120026	Student
PSY101	6544	322256	Student
PSY101	6545	T156279	Instructor
PSY101	6546	343545	Student
PSY101	6547	454656	Student

Sample CSV

download here

Available Fields

* - Either/or. Must match the field used in the course provisioning file.

Field	Required?	Notes
Course Code	Yes	The combination of Course Code and Section Code identifies the specific course in which the user is enrolled.
Section Code	**Yes***	
Section School Code	**Yes***	May not be used across multiple schools. If a course does span multiple schools, please prepend a unique school identifier (for example, **123_PSY101**, where **123** is the unique School ID).
User Unique ID	Yes	Identifies the enrolled user.
Role	Yes	Indicates instructor/student for the course. Designates administrators for the section. **Note**: Users imported as instructors can be students in sections, and vice-versa.
Grading Periods	Yes	Standard 'term'. Multiple grading periods should be separated with pipes (|) - see sample data. **Note:** Grading Periods are **not** required in the Course Enrollments file if the Courses file is using Section School Code. Required if Courses file uses Section Code.

Course Section Cross-Listing

If you wish multiple course sections (for example, a section listed in multiple departments) appear as one unified course section in Schoology, you can import a cross-listing file.

Sample Data

Cross Listed Section School Code	Target Section School Code
9951	6541
9952	6542
9963	6543
9972	6544
9973	6545
9981	6546
9982	6547

Sample CSV

download here

Available Fields

Field	Required?	Notes
Cross Listed Section School Code	Yes	
Target Section School Code	Yes	