Lexia's Guidelines for Manually Importing Students & Staff

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US: (800)-507-2772   Outside US: 978-405-6231

You can create new Lexia accounts and modify existing accounts for students and staff in myLexia (www.mylexia.com) by importing comma-separated (.csv) or tab-delimited (.txt) spreadsheet files. The import process also allows you to create classes through student and staff assignments.

The following permissions are needed in order to run imports in myLexia:

- District customers: Users need District Admin access to import the files. District Admins may also allow School Admins to do imports within their assigned school. To allow School Admins to run imports, in myLexia, go to the Settings tab > Security section and enable the "Allow School Amins to run imports & exports" setting.
- School customers: Users need School Admin access to import the files.

Note: The manual import can modify existing student and staff accounts with the following restrictions:

- The manual import *cannot* be used to modify exisiting student usernames, first names, last names, and middle initials.
- The manual import *cannot* be used to modify exisiting staff usernames, first names, or last names.

Step #1: Get the Import Files (template or export)

Get the files you will need to prepare by using one of these two options:

Option 1: Use a template:

a. Download an import template by clicking one of the links in the following table, or by typing the entire URL into a web browser

b. Save the file on your computer.

c. Then, proceed to Step #2, Prepare the Import Files.

Import Type	Link to Template File
Student (US, Canada)	http://www.lexialearning.com/tr/tech/StudentImport_US.csv
Student (UK, NZ, AU)	http://www.lexialearning.com/tr/tech/StudentImport_UK.csv
Staff (all locales)	http://www.lexialearning.com/tr/tech/StaffImport.csv

Option 2: Export existing students and staff from myLexia and modify the file:

a. In myLexia, go to the Manage tab.

b. To export student information, on the Students list, select the students you want to Export, and click Export. The file will download to your computer.

c. To export staff information, on the Staff list, select the staff you want to Export, and click Export. The file will download to your computer.

Step #2: Prepare the Import Files

    a.   Open the file in MS Excel or another spreadsheet program.

    b.   Under the column headings, enter each student or staff's information in a single row. Use the tables on the following pages for guidance. Special characters in some fields will cause errors.

           Important: Save the file as a comma-separated (.csv) or tab-delimited text (.txt) file.

Note: The import templates only contain columns that are required or commonly used. You can add additional column headings. Refer to the following table and enter the exact column heading in the first row of the spreadsheet.

Student Import File

Column Heading	Column Description	Character Limit
First Name *(Required)*	Student's first name. The first name may contain letters, numbers, underscores, periods, apostrophes, dashes, and spaces.	50
Last Name *(Required)*	Student's last name. The last name may contain letters, numbers, underscores, periods, apostrophes, dashes, and spaces.	50
Username *(Required)*	Each student's username must be unique to your school or district. The username may contain letters, numbers, underscores, periods, apostrophes, and dashes. The username cannot contain any spaces. Usernames are not case-sensitive.	4-255
Password *(Required)*	Student passwords can only contain letters, numbers, and underscores. Student passwords are case-sensitive (i.e., a student with a password of "READ" cannot log in with "read".)	4-50
Grade (US only) *(Required)*	PRE-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9,10,11,12, Graduate, OTHER	na
Year (UK only) *(Required)*	Nursery, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, Post 16/Adult, OTHER	na
Class (optional)	Assign the student to a class by entering the class name. You can place the student in an existing class or create a new class: • To place the student in an existing class, make sure the class name is spelled identically to how it appears in the Classes list in www.mylexia.com or a new class will be created. • To create a new class, specify a class name. If all students in the class have the same grade, then the class grade will be created with that grade. If students have different grades, the new class will have a grade of Undefined. If the class grade is Undefined (due to a previous student or staff import), you can change the grade by importing students with the same grade. Class names are not case-sensitive. A student may be placed in more than one class; each class name should be separated by a comma and with no space after the comma.	40

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School *(Required)*	Assign the student to a school by entering the school name. To place the student in an existing school, make sure the school name is spelled identically to how it appears in www.mylexia.com, or else a new school will be created. If you are a School Admin, this column must match your school name exactly.	50
Lexia ID (optional)	The Lexia ID is for import purposes; it is not visible after the import.	None
MI (optional)	Student's middle initial. Only the first letter will be accepted.	1
Suffix (optional)	Use this field to add suffixes like Jr., Sr., III.	10
Date of Birth (optional*)	Acceptable formats for US: mm/dd/yyyy Acceptable formats for UK: dd/mm/yyyy Months and days may be 1 or 2 digits; years may be 2 digits	na
Sex (optional*)	You may specify: **M** or **F**, **Male** or **Female**	na
Race (optional*)	Use the following bolded values to indicate the student's race: **0998** or **998** American Indian or Alaska Native; **0999** or **999** Asian; **1000** Black or African American; **1001** Native Hawaiian or Other Pacific Islander; **1002** White; **5000** Other; **5001** Multiracial	na
HispanicLatino (optional*)	Use **Yes** or **Y** to indicate that a student is Hispanic/Latino. Use **No** or **N** to indicate no.	na
IDEA (optional*)	Use **Yes** or **Y** to indicate that a student is receiving IDEA services. Use **No** or **N** to indicate no.	na
ELL (optional*)	Use **Yes** or **Y** to indicate that a student is designated as an English Language Learner. Use **No** or **N** to indicate no.	na
Title1 (optional*)	Use **Yes** or **Y** to indicate that a student is receiving Title 1 services. Use **No** or **N** to indicate no.	na
FRL (optional*)	Indicate the student's meal status: **Free** or **F**; **Reduced** or **R**; **None** or **N**	na
State ID (optional)	Indicate the student's State ID. Note that this field only displays in myLexia if a customer setting is enabled.	50
SIS ID (optional)	Indicate the student's SIS (student information system) ID. Note that this field only displays in myLexia if a customer setting is enabled.	50
Student Number (optional)	Indicate the student number. Note that this field only displays in myLexia if a customer setting is enabled.	50

* Student demographic data is only permitted to be imported into myLexia if the "Allow student demographics" setting is enabled.

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Staff Import File

You can remove the optional Class column; all other columns are required. Special characters in some fields will cause errors.

Important: Save the file as a comma-separated (.csv) or tab-delimited text (.txt) file.

Column Heading	Column Description	Character Limit
First Name **(Required)**	Staff/teacher's first name. The first name may contain letters, numbers, under-scores, periods, apostrophes, dashes, and spaces.	20
Last Name **(Required)**	Staff/teacher's last name. The last name may contain letters, numbers, under-scores, periods, apostrophes, dashes, and spaces.	30
Username **(Required)**	Staff/teacher's username to log into www.mylexia.com. Usernames must be unique and in the form of an email address. The username cannot contain any spaces or '	255 (must be email address)
Password (**Required** when adding staff; optional when editing staff)	Staff/teacher's password to log into www.mylexia.com. The password must be 6-20 characters long and can contain any combination of numbers, letters, and special characters ! # $ % & ' * + - / = ? ^ _ ` {	} ~	6-20
Access **(Required)**	Staff/teacher's role in myLexia. Use one of the following abbreviations in bold for the access level you wish to set for the staff member: DAA - District Admin DRO - District Read Only SAA - School Admin SRO - School Read Only C - Teacher CRO - Teacher Read Only	na
School **(Required)**	Assign the staff/teacher to a school by entering the school name. To place the staff/teacher in an existing school, make sure the school name is spelled identically to how it appears in www.mylexia.com or a new school will be created. If you are a School Admin, this column must match your school name exactly.	50
Class (optional)	Assign the staff/teacher to a class by entering the class name. To place the staff/teacher in an existing class, make sure the class name is spelled identically to how it appears on the Classes tab in myLexia (www.mylexia.com) or a new class will be created. Class names are not case-sensitive. A staff/teacher may be placed in more than one class; each class name should be separated by a comma and with no space after the comma.	40

Step 3: Import the file into myLexia.com

a.   Login to myLexia (www.mylexia.com).

b.   To import students, go to the Manage tab and click the Students list.

To import staff, go to the Manage tab and click the Staff list.

c.   Click the Import button.

d.   Select the Choose File button and find the import file on your computer.
Important: You can only import comma-separated (.csv) or tab-delimited text (.txt) files.

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e. After the file is selected, click the Continue button.

f. Review the details of the import:

- Verify the number of staff or students you will be creating and/or modifying upon importing. Select the radio buttons to verify you want to create or modify these staff or students.

- Verify the number of classes and/or schools you will be creating upon importing. If this is unintentional, you may have incorrectly spelled Classes/School in the import file.

- To address any errors, click Download Error Report to view them. The last column, "Error," explains the error. For help correcting these errors, please consult the Import Error document by clicking "Troubleshoot these errors."

g. If you want to fix any classes, schools, or errors before importing, click the Back button. You can make changes to your import file and then restart the upload from the Upload File tab.

h. To proceed, click the Import button.

The green Success screen displays the results of the import. If there are any errors that were not fixed in the previous step, you may export the list. Contact Lexia Customer Support with any questions: support@lexialearning.com