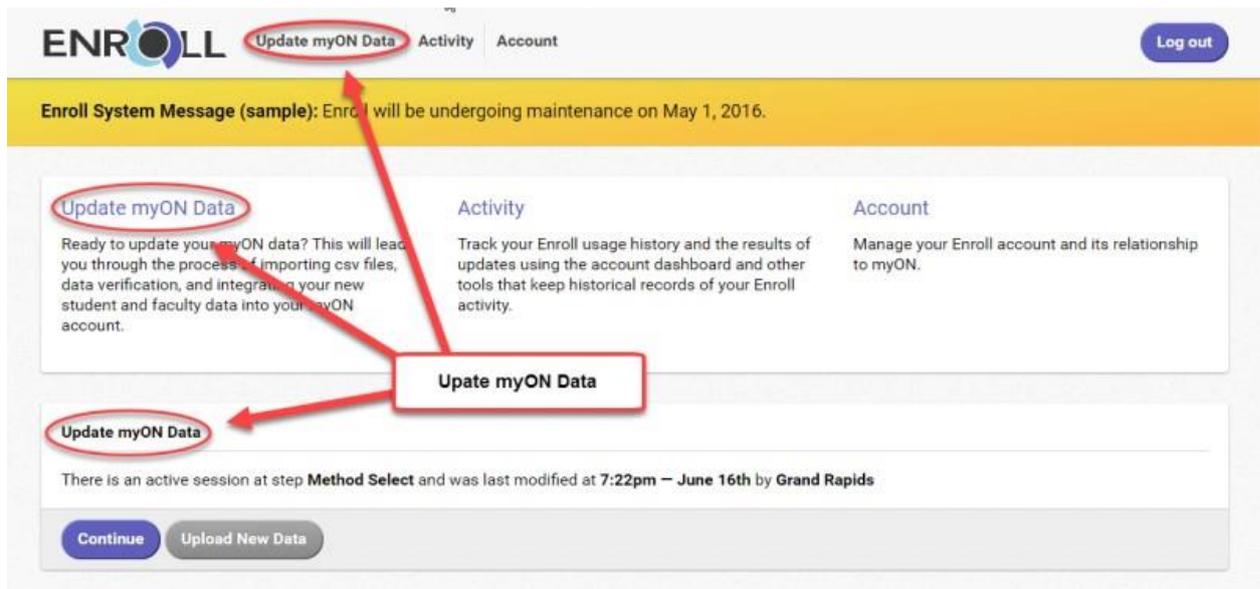


Processing your Data in Enroll

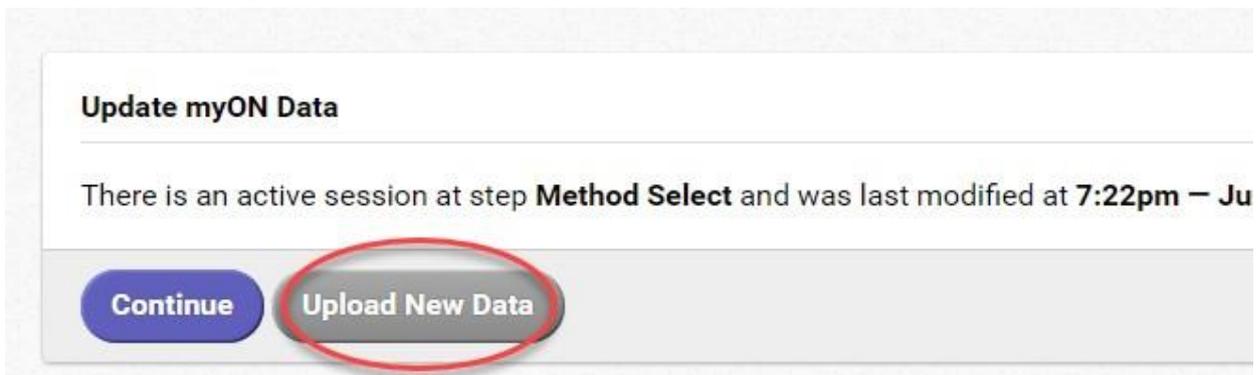
Getting Started with Enroll: The Enroll Home Page

The Enroll home page allows you to continue working on data that has been started but not completed or start a new data update. To get started with the data upload process:

- Select “Update myON Data” located in the top of the screen.



- If you are starting a new session, select “Upload New Data.”



If you started a data submission process previously and are returning to complete it, click on “Continue” to resume that process.

Step 1: myON Sync

First, you will notice a message that Enroll is syncing buildings. Enroll is simply syncing to your myON account.



Step 2: Submit CSV

Action: Select your Student, Faculty (teacher), and Roster (class) file and click “Upload”.

Please note: The roster file is not required, but is recommended, since it creates ‘classes’ in myON, rostering students to their teachers automatically. In order to upload a roster file, you will need to upload student and faculty file.

Step 3: CSV Issues

Once you upload your files, Enroll will begin to process them. If there are no formatting problems with your files, you will receive a message that your spreadsheets were stored successfully.

Status	Time	Message
error	Jun 28 2016 1:58:17PM	File `Students.csv` missing column `sis_id`
info	Jun 28 2016 1:58:16PM	Spreadsheet `Students.csv` stored successfully!

If there are formatting problems with your files, Enroll will alert you with an error message. If you receive an error message, ensure:

- Your files follow the required naming conventions
- You have the correct columns in your files.
- The column headers are named correctly.
- There are no odd characters present in your file. Examples include - â,€, ñ, etc.

You may also see the message “Merged duplicate users.” This means one or more of your files had more than one line of data for a user. Enroll will consolidate these rows and alert you that this action has taken place.

Status	Time	Message
info	Jul 14 2016 1:01:37PM	Ingestion succeeded
info	Jul 14 2016 1:01:37PM	Ingested 1 student(s), 0 faculty, and 0 roster relationships
warning	Jul 14 2016 1:01:37PM	Merged 1 duplicate user(s)
info	Jul 14 2016 1:01:30PM	Spreadsheet `students.csv` stored successfully!

Action: Once you have addressed the issues in your files, you will need to resubmit them following the same steps previously.

Step 4: Select Schools

On this step, you need to select which buildings in the district (MAT) that need to be updated. Enroll automatically selects all schools, but if you only want to update certain buildings, make sure only these buildings are ticked.

Select Schools				
Building	Id	Students	Faculty	
<input checked="" type="checkbox"/> BROOKSIDE ELEMENTARY	BBE	28	0	
<input type="checkbox"/> CAMPUS ELEMENTARY SCHOOL	CLE	37	0	
<input checked="" type="checkbox"/> DICKINSON ELEMENTARY	DAE	79	0	
<input type="checkbox"/> MARTIN LUTHER KING ACADEMY	MLE	35	0	
<input type="checkbox"/> MULICK PARK ELEMENTARY SCHOOL	MHE	21	0	

Submit

****PLEASE NOTE:** If you see an “unknown” value in the building column, Enroll notifies you that a school_ID in one of your CSV files is not a valid ID in myON, or you are assigning users to an account that does not have an active myON subscription. Enroll will not be able to process these users. If you believe this is an error, please contact myON support for assistance. See example below:

Status	Time	Message
info	Feb 26 2018 10:10:44AM	Ingestion succeeded
warning	Feb 26 2018 10:10:44AM	Could not identify 1 building(s) for 1 user(s)
info	Feb 26 2018 10:10:44AM	Ingested 1 student(s), 0 faculty, and 0 roster relationships
info	Feb 26 2018 10:10:42AM	Spreadsheet `students.csv` stored successfully!

Select Schools

Building	Id	Students	Faculty
Unknown	AJ1538KJ	1	0

Submit

Action: Once you have selected the buildings you wish to update, click **“Submit”**.

Step 5: Validate data

Enroll will look through the CSV files to ensure it can be loaded to myON. Any data troubleshooting will happen at this stage. Possible scenarios include:

- **Duplicate SIS IDs belonging to more than one user:**

Each SIS ID number must be unique. To fix this error in Enroll, you can select one user to upload to myON, and the other user will be disregarded, or you can update the SIS IDs in your files and start a new data submission session.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Duplicate IDs

Multiple users were found with the same ID. myON requires IDs to be unique across the entire account. Please choose one user for each ID to be sent to myON.

Id	Username	Role	Name			Grade	Email	Building
			First	Middle	Last			
Multiple users with id: 800164								
800164	AllisonB	Student	Bob		Allison	3		BBE
800164	CarewR	Student	Rodney		Carew	3		BBE

Save

- **Unrecognised grades:**

If the student file contains grades (years) that are not recognised by Enroll, you can tell Enroll which grades (years) you want these students in.

Accepted grade (years) values are PK, K, and any value 1-12. All other values will be flagged.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Resolve Grades

Some GRADEs were provided that we could not recognize. Choose a corresponding GRADE from the dropdowns below to continue.

Unrecognized grade	Choose a grade	Students
13	Select a grade ▼	1

Save

- **Duplicate Usernames:**

Each username must be unique to each user. To fix this error in Enroll, you can select one user to upload to myON, and the other user will be disregarded, or you can update the SIS IDs in your files and start a new data submission session.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Duplicate Usernames

Multiple users were found with the same USERNAME. myON requires USERNAMES to be unique across the entire account. Please choose one user for each USERNAME to be sent to myON.

Id	Username	Role	Name			Grade	Email	Building
			First	Middle	Last			
Multiple users with username: CarewR								
<input type="radio"/> 800164	CarewR	Student	Rodney		Carew	3		BBE
<input type="radio"/> 799668	CarewR	Student	Brian		Dozier	3		BBE

Save

- **Blank SIS IDs:**

If a user is submitted without a SIS ID, you can manually enter the SIS ID. All users must have a unique SIS ID.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Invalid IDs

Some users were found with invalid or empty IDs. Users in myON are required to have valid, unique IDs. Please enter the ID for each user to continue.

Id	Username	Role	Name			Grade	Email	Building
			First	Middle	Last			
<input type="text" value="Id"/>	DavisC	Student	Chili		Davis 800700	3		BBE

[Save](#)

Missing passwords:

If passwords are not supplied in your CSV files, you can:

1. Manually enter a password.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Missing Passwords

Some users were uploaded without PASSWORDS.

Id	Username	Password	Role	Name			Grade	Email	Building
				First	Middle	Last			
801885	MackS	<input type="text" value="Password"/>	Student	Shane		Mack	5		BBE

[Save](#) [Launch password generator](#)

2. If you have established your account defaults under Account Settings, you can use this option to allow the same password for all students and/or faculty.
3. Generate passwords for these users using a pattern generator by selecting “Launch password generator.” The generator allows you to create passwords in batch by role (student or teacher) and building.

Missing usernames:

Usernames must be unique. If usernames are not supplied in your CSV files, you can:

4. Manually enter a unique username

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Invalid Usernames

Some users were found who are missing USERNAMES. Please enter valid, unique USERNAMES for these users to continue.

Id	Username	Role	Name			Grade	Email	Building
			First	Middle	Last			
763184	<input type="text" value="Username"/>	Student	Larry		Hisle	5		BBE

Save

Launch username generator

5. Generate usernames by selecting “Launch username generator.” The generator allows you to create usernames in batch by role (student or teacher) and building.

Missing required data:

If required data such as first name, last name, or grade (class for students) is not present in the CSV files, you will see the records in question and will be able to supply the missing information.

****PLEASE NOTE**** You can either populate the missing information directly in Enroll, or fix your CSV files and start the data submission process over.

Validate Data : Your CSV uploads had some problems. Before we compare data against myON, we need to fix them.

Missing Data

Some users were found who were missing data. Please enter valid data for these users to continue.

Id	Username	Role	Name			Grade	Building
			First	Middle	Last		
784991	PuckettK	Student	Kirby		Puckett	— Select a grade —	BBE
801457	HrbekK	Student	<input type="text" value="First name:"/>		Hrbek	3	BBE
795135	KillebrewH	Student	Harmon		<input type="text" value="Last name"/>	3	BBE
794849	BostockL	Student	Lyman		Bostock	— Select a grade —	BBE

Save

Action Step: Make the appropriate corrections, then click **Save**.

Step 6: Import Method

Next, you need to select an import method. There are two import methods to choose from:

1. Additive Method

Choose the additive method if you only want to add, move, or modify users. This is best used for smaller changes throughout the school year, and will never deactivate any users.

2. Refresh Method (BACK TO SCHOOL)

This method will deactivate any users not included on the CSV file you submit, add new users, promote grade levels of current users, and reassign students to their new teacher rosters. **** Please note: This process will deactivate any user not included on the CSV files provided. Please use the refresh option carefully.**

Select a method: Before we compare your data against myON, we need to know what kind of import you would like to do.

Select a method

Need help choosing a method? [Help](#)

Additive
With ADDITIVE, the data you've uploaded will be added to myON. Users will either be added or updated, but not deleted.

Refresh
With REFRESH, your myON data will become exactly what you've uploaded. Users not in your uploaded data will be deleted.

[Submit](#)

3.Action Step: Once you selected the best method, click “Submit” to continue.

Step 7: Validate Import

Enroll will now communicate with myON to ensure the new data can be pushed into myON. Some conflicts you may need to resolve to include:

- **Username conflict:**

This conflict exists when a user in your CSV files has the same username as an existing, active myON user in the account. Usernames must be unique across the district for all active users.

Enroll will provide several options to resolve this conflict -

Username Conflict

The incoming user has the same username as a user who already exists in myON, yet their IDs don't match.

	Enroll User	myON
ID	230750	750230
Username	Moody-G	Moody-G
Building	DAE	DAE
Name	Blues Moody	Gabryl Moody

Change the Enroll user's ID to match the user in myON
 Remove the Enroll user
 Remove the user from myON
 Change the Enroll user's username

 Change the myON user's username

Triangle conflict:

A triangle conflict occurs when an Enroll user shares an SIS ID with an existing user in myON (active or deactivated) and also shares a username with a second, active myON user. Enroll will provide several options to resolve this conflict.

Triangle Conflict

The Enroll User has the same username as one user in myON and the same ID as another user in myON

	myON user matching username	Enroll User	myON user matching ID
ID	300334	300333	300333
Username	KnowlesB	KnowlesB	RobinsonS
Building	BBE	BBE	BBE
Name	Bradley Cooper	Beyonce Knowles	Smokey Robinson

Remove the Enroll user
 Remove the user from myON who shares the Username
 Change the Enroll user's username

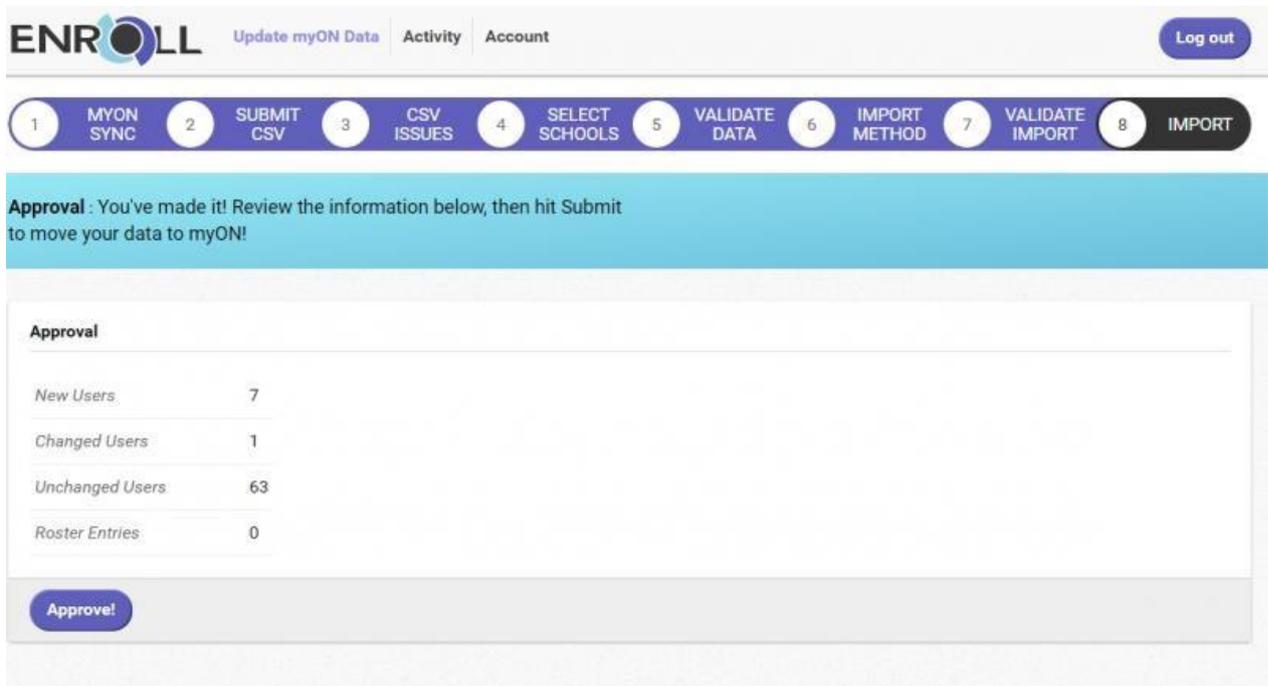
 Change the Enroll user's ID

 Change the myON user's username who shares the username with the Enroll user

 Change the ID of the user in myON whose ID matches the Enroll user

Action Step: Once all conflicts are resolved, you will see counts of updates and the option to approve and finalize the update. This moves the data to myON!

Step 8: Import



The screenshot displays the ENROLL user interface. At the top, there is a navigation bar with the ENROLL logo, links for 'Update myON Data', 'Activity', and 'Account', and a 'Log out' button. Below this is a progress bar with eight steps: 1. MYON SYNC, 2. SUBMIT CSV, 3. CSV ISSUES, 4. SELECT SCHOOLS, 5. VALIDATE DATA, 6. IMPORT METHOD, 7. VALIDATE IMPORT, and 8. IMPORT. The current step, 'Approval', is highlighted in a blue banner with the text: 'Approval : You've made it! Review the information below, then hit Submit to move your data to myON!'. Below the banner is a table titled 'Approval' with the following data:

Approval	
New Users	7
Changed Users	1
Unchanged Users	63
Roster Entries	0

At the bottom of the table, there is a blue button labeled 'Approve!'.

Action Step: Click “Approve!”

Congratulations, you have successfully updated your data in myON!