MCAP Guide to Importing Classes into Pearson Access

Maryland Comprehensive Assessment Program
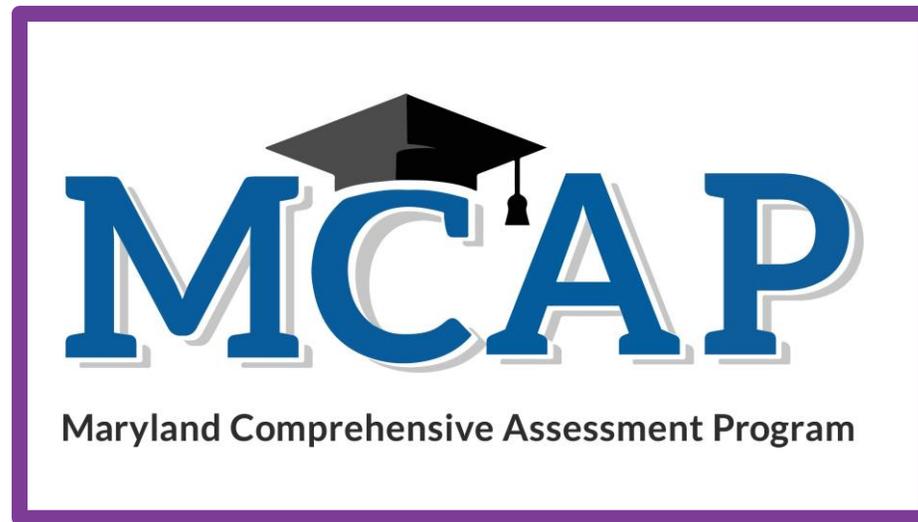
Version 1.2

ELA/L, Mathematics, MISA, and Social Studies

Guide to Importing Classes

Document Revisions

Revision Date	Version	Description
10/03/2022	1.1	Initial Version
9/19/2023	1.2	Updated Customer Code

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit **support.mdassessments.com** and select **Support.**

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Updateable
A	Update Indicator (updateIndicator)	Y	1	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	**I** = Insert **U** = Update **D** = Delete	Y
B	Customer Code	Y	255	Pearson created unique ID to identify project.	**MARYLAND23-24** Must be in uppercase	N
C	Organization Code **UI Display Name:** School Code	Y	50	Must be an active school that the student or teacher is assigned to in the student or user file. Must match to the org code provided in the student file or record will error.	Numeric 0-9	N
D	Class ID	Y	50	Unique ID for the class. This must be unique for the school. Each time a new, unique, class id is received we will add a new class. If a new value is provided, PA will assume it is a new class.	Alphanumeric Special Characters	N
E	Class Name	Y	255	Name of the Class.	Alphanumeric Special Characters	Y
F	Class Grade	N	2	Grade of class. Allows for single digits (3,4,5), PA will translate to two digits.	03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Y
G	Class Subject	N	255	Subject of class.	Alphanumeric Special Characters	Y

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Updateable
H	Role	Y	255	Teacher role and above can be assigned to a class. This role must match the role of the user in the file. If a student or a teacher is associated to multiple classes, a separate row for each class is required.	Teacher Test Coordinator Administrator Student	Y
I	ID	Y	255	Unique ID for the student or teacher: Student ID for students must match to the student ID provided in the student file or record will error Email for teachers This must be unique, so if there is a new value PA will assume it is a new student or teacher. A class can be created with either a single student or teacher. Only one is required and teachers can be added later. A teacher only has access to student details for students in their class, so a teacher without a class will have limited information.	Student – Numeric Teacher – Before the @: A-Z, a-z, 0-9, ., _, %, +, `, ~, /, #, $, !, &, ', *, =, ?, ^, {, |, }, - After the @: A-Z, a-z, 0-9 . – After the last period: (.), 2-4 in length A-Z, a-z	N
J	Course ID **UI Display Name:** Course Code	N	255	Unique ID for the course	Alphanumeric Special Characters	N