



Calvert Digital Data Onboarding Quick Reference Card

Use this quick reference card to build your spreadsheet for onboarding students and teachers into Calvert Digital so that it will contain all necessary data for a smooth upload and onboarding process. Be sure to utilize the naming conventions at the bottom of the table to appropriately name your file.

Tab Number	Tab Name	Guidance
Tab 1	Genius Student Upload Template	<p>Required Fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A- Student Local ID- (Should match what the school/district uses to identify the student, such as a PowerSchool ID; If unknown, please use the student's email address) <input type="checkbox"/> Column B- Student Last Name <input type="checkbox"/> Column C- Student First Name <input type="checkbox"/> Column E- Grade Level <input type="checkbox"/> Column F- Student Email (This will be the username) <p>Optional Fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column D- Student Middle Name <input type="checkbox"/> Column G- Student Password (If left blank, a password will be auto-generated by the system) <input type="checkbox"/> Columns H-AC- Optional Demographic Information
Tab 2	Genius Teacher Upload Template	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A- Teacher Local ID- (Teacher Local ID / identifier can match your SIS or some other unique identifier attached to the teacher) <input type="checkbox"/> Column B- Teacher Last Name <input type="checkbox"/> Column C- Teacher First Name <input type="checkbox"/> Column D- Teacher Email (This will be the username) <p>Optional:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column E- Teacher Password (If left blank, a password will be auto-generated by the system) <input type="checkbox"/> Column F-H- DOB, Gender, Cap



<p>Tab 3</p>	<p>User Upload Template</p>	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A- User Last Name <input type="checkbox"/> Column B- Teacher Last Name <input type="checkbox"/> Column C- Teacher First Name <input type="checkbox"/> Column D- User Privilege- (Role Types: Affiliate, Site Coordinator, Teacher, Guardian, Coach) <p>This tab enables you to add various additional users from the school or district to your account.</p> <p>Explanation of System Roles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affiliate Role- limited admin who can only manage the objects (learners, courses, sections and enrollments tied to affiliations) <input type="checkbox"/> Coach Role- access and visibility over a limited subset of Learners
<p>Tab 4</p>	<p>Genius Section Upload Template</p>	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A- Section Local ID- (This is the course id used in your SIS system. It may be the code from your SIS or the same as your section name (column C)) <input type="checkbox"/> Column B- Teacher Local ID- (Same value as found in the Teacher Upload Template Column A) <input type="checkbox"/> Column C- Section Name- (The preferred names of the section/class. Visible to teacher, students, and parents) <input type="checkbox"/> Column D- Calvert Course ID – (find the correct name on tabs 6-8) <input type="checkbox"/> Column F- LMS Term Index – (this refers to local course term 1,2,3 or 4th semester) <p style="text-align: center;">***IMPORTANT NOTE***</p> <p>Each subject for each grade level must be itemized in the rows.</p> <ul style="list-style-type: none"> • Line 1: miller-2nd grade- ELA • Line 2: miller-2nd grade- Math • Line 3: miller-2nd grade- Science <p>Optional:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column E- Section credits (Value of credits- matches local SIS)



Tab 5	Genius Enrollment Upload Template	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A- Student Local ID- (Should match what the school/district uses to identify the student, such as a PowerSchool ID; If unknown, please use the student's email address) <input type="checkbox"/> Column B- Section Local ID- (This is the course id used in your SIS system. It may be the code from your SIS or the same as your section name) <p>Optional:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column C- Start Date – (MM/DD/YYYY Initial access date for teacher and student. System will NOT allow early access into the course. Defaults to current date if no values provided) <input type="checkbox"/> Column D- Enrollment End Date- (MM/DD/YYYY When student enrollment ends, defaults to current date if no values provided) <p>*users can access account after enrollment end date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column E- Enrollment Exit Date- (MM/DD.YYY a user will not have access to the system) <input type="checkbox"/> Column F- Enrollment Status- (active, complete, or dropped)
	Course List	<p>Please use this course list to determine the Course ID in the Genius Section Upload Template.</p> <p>Michigan Customers: Use the MI tab Wisconsin Customers: Use the WI tab All other Customers: Use the National tab</p>
Naming Convention for your Calvert Digital Data File		<p>When uploading your data file, you must name the file in the following way: SchoolDistrictName.CalvertData example: EdmentumUnified.CalvertData</p>
Uploading Your File		<p>Upload your data through this secure link</p>



Tab 1 Ex:

	A	B	C	D	E	F	G
1	StudentLocalID Required. Should match what the school/district uses to identify the student, such as a PowerSchool ID; If unknown, please use the student's email address.	StudentLastName Required	StudentFirstName Required	StudentMiddleName	StudentGradeLevel Required 0 = K; 1-12	StudentEmail Required This email is where the student's login credentials will be sent. Will also serve as the student username.	StudentPassword Password for the stu password is not requ password will be aut the system.
2							
3	21164	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
4	20242	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
5	21205	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
6	21964	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
7	21201	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
8	22265	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
9	21192	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
10	21188	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
11	21436	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
12	21175	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
13	21217	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
14	21232	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
15	21168	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
16	21184	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
17	21213	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
18	21223	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
19	21170	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
20	21210	SampleLastName	SampleFirstName		0	SampleEmail@edmentum.com	
21							
22							

Tab 2 Ex:

	E	F	G	H
1	TeacherPassword Password for the teacher. If a password is not requested, a password will be auto-generated by the system.	TeacherDOB MM/DD/YYYY	TeacherGender Male, Female, or Other	TeacherCap What is the maximum capacity of this teacher's classes? If not provided will default to no limit
2				
3	First Example			
4	900951	Jones	Christina	Sampleteacheremail@edmentum.com
5	901280	Cooper	Samantha	Sampleteacheremail@edmentum.com
6	901462	Nance	Eric	Sampleteacheremail@edmentum.com
7	010030	Smith	Angela	Sampleteacheremail@edmentum.com
8	022028	Brown	Amanda	Sampleteacheremail@edmentum.com
9	Second Example			
10	6540370	Miller	Amy	Sampleteacheremail@edmentum.com
11				
12				
13				
14				



Tab 3 Ex:

	A	B	C	D	E
1	UserLastName	UserFirstName	UserEmail	UserPrivilege	
2	Required	Required	Required- Email address will serve as username.	Required- Role Type: Affiliate, Site Coordinator, Teacher, Student, Coach, Guardian	
3	Jones	Christina	Sampleteacheremail@edmentum.com	site coordinator	
4	Cooper	Samantha	Sampleteacheremail@edmentum.com	teacher	
5	Nance	Eric	Sampleteacheremail@edmentum.com	teacher	
6	Smith	Angela	Sampleteacheremail@edmentum.com	coach	
7	Brown	Amanda	Sampleteacheremail@edmentum.com	guardian	
8					
9					
10					
11					

Tab 4 Ex:

	A	B	C	D	E	F	G
1	SectionLocalID	TeacherLocalID	SectionName	SectionCalvertCourseID	SectionCredits	SectionLMSTermIndex	
2	Required- This is the course id used in your SIS system. It may be the code from your SIS or the same as your section name (column C).	Required- This is the value found in the Teacher Upload Template Column A	Required- The preferred names of the section/class. Visible to teacher, students, and parents.	Required- Which Calvert Course should be provisioned to this section? See list of courses in last tabs of this worksheet.	0, 0.5, 1.0	Required- Designation of Term (1,2,3,4)	
3	First Example						
4	900951-1	900951	Grade K ELA	1598		1	
5	900951-2	900951	Grade K Math in Focus	1566		1	
6	900951-3	900951	Grade K Science	1567		1	
7	900951-4	900951	Grade K Social Studies	1577		1	
8	901280-1	901280	Grade K ELA	1598		1	
9	901280-2	901280	Grade K Math in Focus	1566		1	
10	901280-3	901280	Grade K Science	1567		1	
11	901280-4	901280	Grade K Social Studies	1577		1	
12	901462-1	901462	Grade 1 ELA	1598		1	
13	901462-2	901462	Grade 1 Math in Focus	1566		1	
14	901462-3	901462	Grade 1 Science	1567		1	
15	901462-4	901462	Grade 1 Social Studies	1577		1	
16	Second Example						
17	Miller-2-ELA	6540370	Grade 2 ELA	1597		1	
18	Miller-2-Math	6540370	Grade 2 Math	1571		1	
19	Miller-2-Science	6540370	Grade 2 Science	1581		1	
20	Miller-3-ELA	6540370	Grade 3 ELA	1594		1	
21	Miller-3-Math	6540370	Grade 3 Math	1570		1	
22	Miller-3-Science	6540370	Grade 3 Science	1573		1	



Tab 5 Ex:

	A	B	C	D	E	F	G
1	EnrollmentStudentLocalID	EnrollmentSectionLocalID	EnrollmentStartDate	EnrollmentEndDate	EnrollmentExitDate	EnrollmentStatus	
2	Required- The unique code associated with the student, such as a PowerSchool ID or their username.	Required- This is the course id used in your SIS system. It may be the code from your SIS or the same as your section name	MM/DD/YYYY Initial access date for teacher and student. System will NOT allow early access into the course. Defaults to current date if no values provided.	MM/DD/YYYY When will the student's enrollment end? Example: last day of the term. Defaults to current date if no values provided.	MM/DD.YYY a user will not have access to the system)	Active, Dropped, or Completed	
3	First Example						
4	20235	900951-1	08/28/2020	06/03/2021		Active	
5	22703	900951-1	08/28/2020	06/03/2021		Active	
6	20234	900951-1	08/28/2020	06/03/2021		Active	
7	22705	900951-1	08/28/2020	06/03/2021		Active	
8	21858	900951-1	08/28/2020	06/03/2021		Active	
9	21859	900951-1	08/28/2020	06/03/2021		Active	
10	20235	900951-2	08/28/2020	06/03/2021		Active	
11	22703	900951-2	08/28/2020	06/03/2021		Active	
12	20234	900951-2	08/28/2020	06/03/2021		Active	
13	22705	900951-2	08/28/2020	06/03/2021		Active	
14	21858	900951-2	08/28/2020	06/03/2021		Active	
15	20235	900951-3	08/28/2020	06/03/2021		Active	
16	22703	900951-3	08/28/2020	06/03/2021		Active	
17	20234	900951-3	08/28/2020	06/03/2021		Active	
18	22705	900951-3	08/28/2020	06/03/2021		Active	

	A	B	C	D	E	F	G
1	EnrollmentStudentLocalID	EnrollmentSectionLocalID	EnrollmentStartDate	EnrollmentEndDate	EnrollmentExitDate	EnrollmentStatus	
2	Required- The unique code associated with the student, such as a PowerSchool ID or their username.	Required- This is the course id used in your SIS system. It may be the code from your SIS or the same as your section name	MM/DD/YYYY Initial access date for teacher and student. System will NOT allow early access into the course. Defaults to current date if no values provided.	MM/DD/YYYY When will the student's enrollment end? Example: last day of the term. Defaults to current date if no values provided.	MM/DD.YYY a user will not have access to the system)	Active, Dropped, or Completed	
3	First Example						
44	SECOND EXAMPLE						
45	21203	Miller-2-ELA	08/28/2020	06/03/2021		Active	
46	21203	Miller-2Math	08/28/2020	06/03/2021		Active	
47	21203	Miller-2-Science	08/28/2021	06/03/2021		Active	
48	21219	Miller-2-ELA	08/28/2022	06/03/2022		Active	
49	21219	Miller-2-Math	08/28/2023	06/03/2023		Active	
50	21219	Miller-2-Science	08/28/2024	06/03/2024		Active	
51	21228	Miller-3-ELA	08/28/2025	06/03/2025		Active	
52	21228	Miller-2-Math	08/28/2026	06/03/2026		Active	
53	21228	Miller-2-Science	08/28/2027	06/03/2027		Active	
54	20252	Miller-2-ELA	08/28/2028	06/03/2028		Active	
55							
56							
57							



Tab 6 Ex - Course List:

	A	B	C
1	CalvertCourseID	Name	
2	1598	2020 Grade K ELA	
3	1589	2020 Grade K Health	
4	1566	2020 Grade K Math in Focus	
5	1591	2020 Grade K Physical Education	
6	1567	2020 Grade K Science	
7	1577	2020 Grade K Social Studies	
8	1541	2020 Grade 1 ELA	
9	1542	2020 Grade 1 Health	
10	1565	2020 Grade 1 Math in Focus	
11	1550	2020 Grade 1 Physical Education	
12	1578	2020 Grade 1 Science	
13	1576	2020 Grade 1 Social Studies	
14	1545	2020 Grade 2 Art & Picture Study	
15	1597	2020 Grade 2 ELA	
16	1571	2020 Grade 2 Math in Focus	
17	1543	2020 Grade 2 Physical Education	
18	1581	2020 Grade 2 Science	
19	1584	2020 Grade 2 Social Studies	
20	1547	2020 Grade 3 Art & Picture Study	
21	1594	2020 Grade 3 ELA	
22	1570	2020 Grade 3 Math in Focus	
23	1548	2020 Grade 3 Physical Education	