



PREPARING THE PROVISIONING FILES

LP+365

HELP GUIDE

VERSION 2.5

May 2020

## 1. Overview.

The LP+365 app is provisioned using a set of 5 CSV files that contain data from your schools' Management Information System (MIS). The provisioning can only be managed by the Tenant or Global Administrator on the School's Office 365 for Education tenancy.

This guide is designed for the Tenant / Global Administrator and contains a breakdown of the information required for the CSV Provisioning files. All of these individual files will need to be filled in and uploaded to the LP+365 app for provisioning.

**Please complete the checklist in Section 3 below when you have completed your provisioning files, to ensure there are no errors in your CSV data.**

## 2. CSV Provisioning Files.

There are five CSV files in total:

- Staff
- Students
- Class
- Class Teacher Mapping
- Class Student Mapping

Depending on the accessibility of your data, you may be able to extract the required data columns directly from your Schools' MIS.

**Note:** In order to successfully license users to LP+365, the users must be on-boarded and licensed appropriately to your Office 365 tenant beforehand.

**Note:** Please ensure there are no special characters used in your CSVs, for example (, ~, #, %, &, \*, {}, \, :, <>, /, +, |, ", ')

## 2.1 Staff CSV.

The staff CSV file permissions staff members setup on your Office 365 for education tenancy to the LP+365 app. The csv contains the following 5 columns:

- **Email:** This email address must match the primary email address allocated to the staff member on the school's Office 365 for education tenancy.
- **Forename:** This is the forename of the staff member within the school's MIS database.
- **Surname:** This is the surname of the staff member within the school's MIS database.
- **StaffCode:** This is usually the initials of the staff member, and is used to identify one staff member from another. For this reason, members of staff should have their own unique staff codes.
- **Title:** This is the title allocated to the staff member within the school's MIS database. I.e. Mr/Mrs/Miss/Ms/Doctor/Professor.

	A	B	C	D	E
1	Email	Forename	Surname	StaffCode	Title
2	susansmith@lpplus365demo.onmicrosoft.com	Susan	Smith	SS	Mrs

FIGURE 1. STAFF CSV PROVISIONING FILE

## 2.2 Student CSV.

The student CSV file, permissions students setup on your Office 365 for education tenancy to the LP+365 app. The csv contains the following 7 columns:

- **Email:** This email address must match the primary email address allocated to the student on the school's Office 365 for education tenancy.
- **Surname:** This will be the surname of the student as registered in the schools MIS database. In some cases, this might be different to the legal surname due to various issues surrounding welfare.
- **Forename:** This will be the forename of the student as registered in the schools MIS database. In some cases, this might be different to the legal surname due to various issues surrounding welfare.
- **DateOfBirth:** This will be the students' date of birth as per the schools MIS database. This must be in the format of: DD/MM/YYYY
- **UPN:** This is the unique pupil number (in the UK the unique pupil number, UPN, is a 13 digit alpha numeric code that identifies each pupil in schools MIS database).
- **Year:** This is the year the student is currently a member of, in the school's MIS database.
- **RegistrationGroup:** This the registration group the student is currently a member of in the school's MIS database.

	A	B	C	D	E	F	G
1	Email	Surname	Forename	DateOfBirth	Upn	Year	RegistrationGroup
2	chloecooper@lpplus365demo.onmicrosoft.com	Cooper	Chloe	25/09/2007	2837645920365	4	4A

FIGURE 2. STUDENT CSV PROVISIONING FILE

## 2.3 Class CSV file.

The csv contains the following 4 columns:

- **Class:** This is the display name of your class, class group or unit of work, and can often be found in your school's MIS database.
- **Year:** This will be the year associated to the class you are creating.
- **SubjectCode:** This should be a unique code to represent the subject.
- **Subject:** The value Subject is appended to the value class to create the name of your dashboard.

**Important:** Append the current school year to the end of each Subject Code i.e. 2019-2020.

**Important:** Append the current school year to the end of each Subject i.e. 2019-2020.

	A	B	C	D
1	Class	Year	SubjectCode	Subject
2	Class 4A	7	EN 2019-2020	English 2019-2020

FIGURE 3. CLASS CSV PROVISIONING FILE

## 2.4 Class Teacher Mapping CSV file.

The class teacher mapping CSV file sets permissions to the subject and class sites, allowing staff members to access the particular subject, class and/or site they need access to on the LP+365 app. The csv contains the following 2 columns:

- **Class:** This must match the value(s) in the 'Name' column within the Class CSV file.
- **StaffCode:** This must match the value(s) in the 'Staff Code' column within the Staff CSV file.

	A	B	C
1	Class	StaffCode	
2	Class 4A	SS	
3			

FIGURE 4. CLASS TEACHER CSV PROVISIONING FILE

## 2.5 Class Student CSV file:

The class student CSV file sets permissions to the subject and class sites, allowing students to access their particular subjects, classes and sites that they need access to on the LP+365 app. The csv contains the following 2 columns:

- **Class:** This should match the value(s) in the 'Name' column within the Class CSV file.
- **StudentUPN:** This should match the value(s) in the 'UPN' column within the Students CSV file.

	A	B	
1	Class	StudentUpn	
2	Class 4A	2837645920365	

FIGURE 5. CLASS STUDENT CSV PROVISIONING FILE

### 3. Checklist.

Complete the following checks on the CSV files you have created.

#### Check all CSV files for:

- ☐ The column headers have not been changed.
- ☐ There are no additional columns added to the CSVs other than those in the templates.
- ☐ All provided columns and fields are populated.
- ☐ There are no spaces at the end of any fields. i.e. email: "Test.user@test.com" or staffID: "GT"
- ☐ Fields do not include any of these characters (, ~, #, %, &, \*, {}, \, ;, <>, /, +, |, ", ')

#### Check class CSV file for:

- ☐ Each class name is only listed once (class names are unique).

#### Check teacher CSV file for:

- ☐ The Teacher has an active O365 account with the correct corresponding email address in the provisioning file.
- ☐ Teacher Staff code is unique for each user.
- ☐ No students are included in this CSV.

#### Check Student CSV file for:

- ☐ The Student has an active O365 account with the correct corresponding email address in the provisioning file.
- ☐ Student UPN is unique for each user.
- ☐ All DOB need to be in the correct format. i.e. 25/09/2007
- ☐ No Teachers are included in this CSV.

#### Check Teacher Mapping CSV file for:

- ☐ At least one Teacher is mapped to each of the classes in the class CSV file.

#### Check Student Mapping CSV file for:

- ☐ At least one Student is mapped to each of the classes in the class CSV file.