

USERS.CSV IMPORT REQUIREMENTS

The users.csv DyKnow SIS Data Import file identifies each unique user and assigns them a role. It should be imported to DyKnow as part of Import Group 1 or Import Group 2.

Use the chart below to identify the required column names for your users.csv file, review each column's description and the requirements for populating the fields within a column, and understand what each column achieves.

Column Name	Data Description	Data Requirement (Character Limit)	DyKnow Use
School Code	Value the school has been assigned by the district.	Text (50)	Enables DyKnow Tech Coaches to search for relevant data.
User ID	Unique value assigned to each user.	Text (128)	DyKnow can associate Student, Tech Coach, and Administrator users to their class.
Username	Unique value used for student authentication.	Text (128)	DyKnow uses this value to identify the user signed into the device.
Email	Student, Teacher, Tech Coach, and Administrator unique email.	Text (256)	DyKnow uses email addresses to identify the Student signed into the device; it is the method in which Teachers, Tech Coaches, and Administrators login to DyKnow. Student emails are only required for Chromebooks; students using PCs or Macbooks do not require an email address.
First Name	Student, Teacher, Tech Coach, and Administrator first name.	Text (64)	Enables Teachers to see names on Student Thumbnails and Administrators to sort data by user.
Last Name	Student, Teacher, Tech Coach, and Administrator last name.	Text (64)	Enables Teachers to see names on Student Thumbnails and Administrators to sort data by user.
Role	DyKnow value assigned to each user by the DyKnow Administrator; options include: Student, Teacher, Tech Coach, Administrator.	Text (13)	Enables each user to have the appropriate DyKnow permissions.
Grade Level	Student grade level identifier	Text (5)	Used for the DyKnow Reveal product to more accurately aggregate student device usage by grade level.