


Rostering Accounts

This table describes the required content for each column in the Excel/ CSV template and examples for reference. Other Age of Learning products may have different fields required or recommended.

• Excel/CSV Field Definition Guide •

Field Name	Required	Notes	Examples
Region Name District Name	Yes	Depending on your organization’s setup and your permissions, you may be required to enter district or region level information.	Evergreen District Western Region
School Name	Yes	This is the official name of your school(s) and will appear as entered in the administrator portal.	Little Lake Academy King Ave Elementary
Class Name	Yes	This can be the teacher last name, room number, or other class identifier. This should be unique across teachers within the same school.	Room 34 Perez STEM Class
Teacher First Name	Yes	Names will appear in the student login page.	Samantha
Teacher Last Name	No	Names will appear in the student login page if provided.	Smith
Teacher Email	Yes	Teacher email should be unique. This will be the username used to log in.	s.smith@aofl.com
Student First Name	Yes	This will display in the product.	Rebecca
Student Last Name	No	This will display in the product if provided.	Price
Student ID	Yes	This must be a unique ID for each student and must remain consistent in future roster uploads.	Student_345456 11987M76
Student Grade	No	This is not required for My Math Academy . If provided, please use the terms listed in the examples provided.	prekindergarten kindergarten 1 2
Student Gender	No	This is not required for My Math Academy.	F / female M / male
Student Birth Month	Recommended	This is used to place the student in the appropriate pretest level in My Math Academy.	01 10
Student Birth Year	Recommended	This is used to place the student in the appropriate pretest level in My Math Academy.	2016 2015
Student Email	No	This will be used to send invitations to parents for at-home access.	student@school.com
Student Phone	No	This will be used to send invitations to parents for at-home access. Be sure to include the country code to ensure the message can be sent.	1(555)555-555 18001234567

 **TIP:** The **Roster Archive** shows you a history of your past uploads. You can view their status to see which uploads were canceled, failed, or were uploaded successfully. You can also download the CSV file from your most recent uploads.