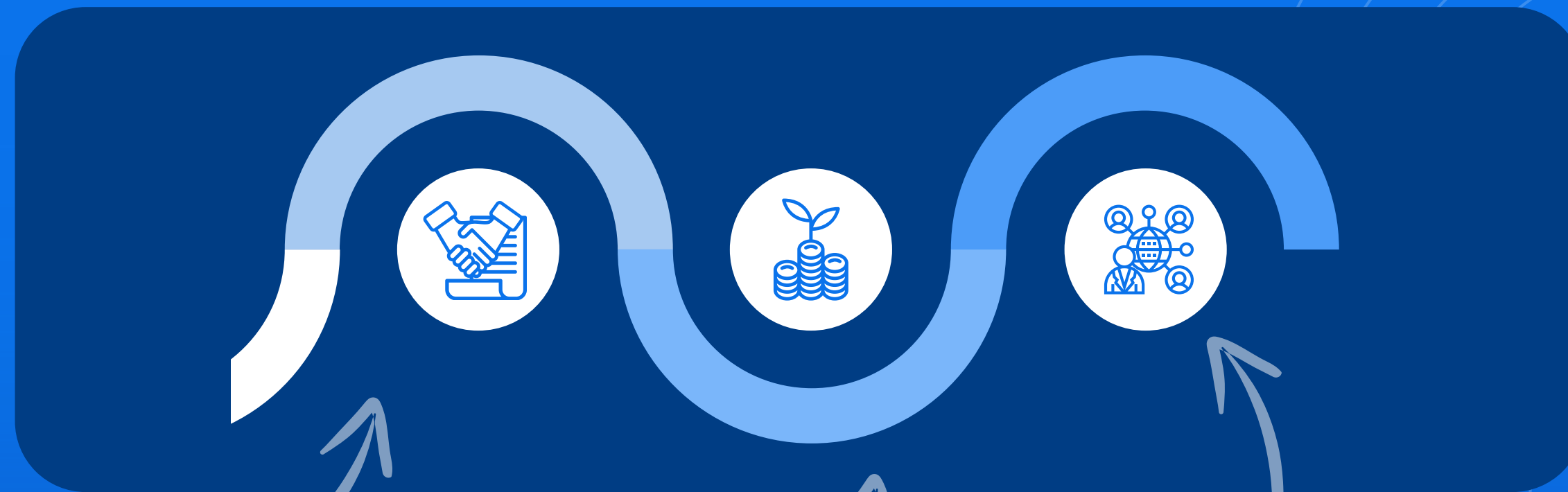




CAPTI SFTP QUICK START



01

Obtain SFTP Credentials

Reach out to Capti Support to activate SFTP integration and receive your SFTP credentials.

02

Configure SFTP

Set up your SIS to share roster data via SFTP using the OneRoster format (see details in this document).

03

Run a Test Import

Upload your files to the Capti SFTP server, log in to Capti, and sync. If the import is unsuccessful, contact Capti Support for assistance.

cap*ti* | CAPTI SFTP FAQ



- **How do I run an import test?**

*Go to **Manage** → **Organization** → **SIS Integration**, and click **Import Now** to manually start the sync. A report showing errors or success will appear shortly. If you need assistance interpreting the report or resolving any issues, please contact support.*

- **Is there a page to check the sync status?**

*Yes. Administrators can view the current sync status by going to **Manage** → **Organization** → **SIS Integration**.*

- **How often does the sync run?**

*The sync occurs daily at 2AM EST.
You can also request to put the sync on pause.*

- **What if a user record is deleted from the SIS?**

The user will be removed from the Capti organization account and archived. If re-added to the SIS, the user will be restored to the account.

- **Can the user roster be manually modified in a district using SFTP integration?**

For manual changes to the roster in districts using SFTP please contact support.

- **What happens if a user moves between classes or schools?**

The change will be automatically reflected in Capti.



ORGS.CSV

Capti lists locations in
Manage → Locations

Column Field Header	Required	Description
sourcedId	Yes	Unique ID of a school.
name	Yes	Name of this school. .
type	Yes	Use “school” to identify schools. Rows with other values in this column will be ignored.
identifier	No	State-preferred school identifier

CLASSES.CSV

Capti lists classes in
Manage → Classes

Column Field Header	Required	Description
sourcedId	Yes	Unique ID for the class. SourcedId is used in other files and must be unique across all classes.
title	Yes	Name of this class.
classCode	No	Human readable code used to help identify this class.
schoolSourcedId	Yes	sourcedId of the school that teaches this class (see orgs.csv).

USERS.CSV

Capti lists uses in
Manage → Members

Column Field Header	Required	Description
sourcedId	Yes	Unique ID for the user. SourcedId is used in other files and must be unique across all users.
enabledUser	Yes	Boolean: { "true" "false" }. 'false' denotes that the user is an active record but system access is curtailed according to the local administration rules.
orgSourcedIds	Yes	sourcedIds of the Locations to which this user belongs. To add a user to multiple locations write them in a comma- separated list (see orgs.csv file).
role	Yes	Role of this user in the organization account (see next page)
username	Yes	Active Directory or Google username
givenName	Yes	User's first name
familyName	Yes	User's surname
identifier	Recommended	Student’s “Personal number”
email	Recommended	User’s email address
password	No	
grades	Yes	Student’s grade level. See <u>Common Education Data Standards</u> for a list of accepted grade levels.
userIds	No	External machine-readable IDs. The Type and ID values are enclosed in ‘{}’ with a colon used to separate the values. Supported types: • Student State ID (SSID). Example: “{SSID:Id}”

ENROLLMENTS.CSV

Column Field Header	Required	Description
classSourcedId	Yes	SourcedId of a class (see classes.csv file)
schoolSourcedId	Yes	SourcedId of a Location (see orgs.csv file)
userSourcedId	Yes	SourcedId of the user (see users.csv file)

'ROLE' IN USERS.CSV

Role in users.csv	Role in Capti
student	Student
teacher	Teacher ("Faculty" in Higher Ed.)
proctor	Teacher ("Faculty" in Higher Ed.)
administrator	If user's orgSourcedIds maps to location of type "school" then this user will get the role of "School Admin" ("Location Admin" in Higher Ed.) If user's orgSourcedIds maps to location of type "district" then this user will get the role of "District Admin" ("Super Admin" in Higher Ed.)

DEMOGRAPHICS.CSV
OPTIONAL FILE

Column Field Header	Required	Description
sourcedId	Yes	Unique ID for the user. SourcedId is used in other files and must be unique across all users.
birthdate	No	The date of birth, in format YYYY-MM-DD
sex	No	'male' or 'female'
americanIndianOrAlascaNative	No	Boolean: { "true" "false" }
asian	No	Boolean: { "true" "false" }
blackOrAfricanAmerican	No	Boolean: { "true" "false" }
nativeHawaiianOrOtherPacifcIslander	No	Boolean: { "true" "false" }
white	No	Boolean: { "true" "false" }
demographicRaceTwoOrMoreRaces	No	Boolean: { "true" "false" }
hispanicOrLatinoEthnicity	No	Boolean: { "true" "false" }