



CAPTI CSV ROSTER QUICK START



01

Open File Import

Go to Manage → Members and click on "Enroll", then select the "Enroll Members from File" option. Fill in details of import.

02

Download CSV Template

Click the "Download Template" button in the dialog and download the CSV template.

03

Fill CSV Template

Add users to the template, making sure to fill all the required fields. See file format on the attached page.

04

Upload CSV

Click the "Choose file" button and select the CSV file, then click "Next". If there are any errors, download the report, fix the errors and retry.

TEMPLATE.CSV

Column Field Header	Required	Description
Capti ID	Yes	ID for the user that can be used to login. Must use email format, e.g. name@school.edu
First Name	Yes	User's first name
Last Name	Yes	User's surname
Unique ID	Recommended	Unique ID for the user. This value is used to sync roster with Clever, ClassLink and SFTP at a later time.
Password	No	Passwords must be at least 6 characters long, cannot match Capti ID, first name, or last name
Grade	Yes for Student	Student's grade level, accepts values 1..12 or "Other"
State ID	Yes in Minnesota, for Student	Student's state identifier (SSID)
SIS ID	No	Student's SIS identifier.
Birthdate	Yes in Minnesota, for Student	The date of birth, in format MM/DD/YYYY
Gender	Yes in Minnesota, for Student	gender, e.g. "male", "female", "x"