



DATA IMPORT SPECIFICATIONS FOR THE MY LEARNING SUITE

This document provides details and information on how best to supply information for integration with your My Learning software.

Supported data formats:

My Learning can accept data from spreadsheets such as Microsoft Excel and OpenOffice. Data can be provided in the following file formats: XLS, XLSX, CSV or ODS

Please contact the support team at support@mylearningltd.com if you wish to obtain a SIMS Report Definition file, or a CMIS report file to run within your MIS in order to export additional files that can be used with My Learning, or if you wish to create a link between your MIS system and My Learning to enable automatic regular user updates.

Sending data to My Learning (UK) Ltd:

To send secure data to My Learning (UK) Ltd you can use the dedicated server closest to your country. These machines encrypt your uploaded file and alert us that new data has arrived. To access the server, visit the URL: <http://myvle.co.uk/upload> (Enter your name, attach your file then send it)

You may also wish to use this form to send us a large copy of your school logo, or any type of information. If there are any issues or errors with your file, we will contact you to advise of any further steps. If you require help with exporting data, or have any further questions please contact our telephone support line: **Tel: 0330 22 33 829**

Data requirements

There are fourteen columns of data that must be included in your spreadsheet. Mandatory data is marked in yellow. The remaining fields need to exist, but can remain empty if required.

Number	Mandatory?	Field name	Description	Type	Examples
1	yes	forename	The user's first name	Text / 40 characters	John
2	yes	surname	The user's last name	Text / 40 characters	Smith
3	yes	dob	The user's date of birth	Any date format accepted	17/2/01; 17-02-2001
4	yes	gender	The user's gender	any data accepted	m; male
5	yes	class	Class this user belongs to. Teachers will be added as managers	Any alphanumeric data	Class 1
6	no	email	The user's email address	any valid email address	j.smith@school.com
7	yes	type	Student, teacher or non-teacher	any data accepted	t, teacher, s, student, lsa, ta, staff, admin
8	yes	upn	Unique pupil number. Must uniquely identify user in your system	Any alphanumeric data	Any alphanumeric data
9	no	alias	An optional username	Any alphanumeric data	Any alphanumeric data
10	no	password	An optional password	Any alphanumeric data	Any alphanumeric data
11	no	title	Mr, Mrs, Ms etc.	any data accepted	any data accepted
12	no	Class owner	OptionalAny teacher added to the 'class' field above will automatically be added to the class as a manager	Any alphanumeric data	Any alphanumeric data
13	no	MIS Reference	Optional reference from your MIS system	Any alphanumeric data	Any alphanumeric data
14	no	Yeargroup name	Year 1, Y1, Year One, 2016, etc.	Any alphanumeric data	Any alphanumeric data

An example data set

forename	surname	dob	gender	class	email	type	upn	alias (optional)	password (optional)	title	class_owner	MIS Reference (optional)	Yeargroup name
Kimberly	Smith		F	3A	kim.smith@school.c	T		k.smith	greencar67	Ms	3A		
Nevin	Wilkinson		M			T				Mr			
Pavriti	Rippon		F			T				Mrs			
Rachel	Smith		F			T							
Chloe	Stuart		F			T				Ms			
Steve	Young		M	4N		T							
Lynna	Jones		F	6S		T							
Mark	Macallan		M	3A;3R		T							
Christine	Billinghamurst		F	3A;3R		T							
Darasimi	Ahmadi		F	4S		NT							
Fatemeh	Ainsworth		F	3A		NT							
Elle	Budd		F	4S		NT							
Lynne	Abbas	14-11-03	F	4S	l.abbas@school.con	S	G7830192ADE						Year 4
Abi	Dalton	03-02-04	F	3R		S	F7332192BDF						Year 3
Michael	Aborisade	27-07-04	M	3R		S	A454HJ8D8D						Year 3
Daniel	Constable	25-11-00	M	6N		S	FE459F9D9FK						Year 6
Jamie	Hemmings	27-07-00	M	6N		S	HJF4949SD0R						Year 6
Olivia	King	02-10-02	F	4S		S	FRI4949494S						Year 4
Georgia	Maslen	03-02-03	F	4S		S	DHE949434D						Year 4
Elizabeth	Panesar	25-09-03	F	3A		S	DFJ4403548F						Year 3
Declan	Stevens	03-09-00	M	6N		S	HIU8838383S						Year 6