

Best Practices for aligning Infinite Campus to the HMH Simple File Format

NOTE: This document is to be used as a template to guide you in possible field mappings. Each and every district may use the Student Information System uniquely and as such may have alternative fields they prefer to use. HMH is not responsible for the accuracy of this document and will **not** support troubleshooting of your Student Information System to final alignment.

If you are an Infinite Campus® customer you can extract data in these ways:

- <https://content.infinitecampus.com/sis/latest/documentation/data-export/>
- <https://content.infinitecampus.com/sis/latest/documentation/data-extract-utility-custom-development/>
- Export from DB using ODBC connection

Be sure to import your MDR School Ids from HMH® into Infinite Campus so they can be used in the export process.

NOTE: If you cannot export data from a student and staff table to a single users.csv file, you can export your files independently and then run a command prompt to merge the files. (command Prompt: copy *.csv Users.csv). You can do the same for ClassAssignment which can merge ClassStaff and ClassRoster.

Once you have your files export planned, you will need to transform them to the HMH template. Following is an example of a mapping table. Always refer to Online Help for the most recent table schema and data dictionary.

STUDENTS

IC File Name	IC Field Name	HMH File Name	HMH Field Name
YYYY of School Year Start Date		USERS	SCHOOLYEAR
Store as "S" for Student		USERS	ROLE
Student	studentNumber	USERS	LASID
Student	stateID	USERS	SASID
Student	firstName	USERS	FIRSTNAME
Student	middleName	USERS	MIDDLENAME
Student	lastName	USERS	LASTNAME
Student	grade	USERS	GRADE
Customer Defined Value		USERS	USERNAME
Customer Defined Value		USERS	PASSWORD
Store as "MDR"		USERS	ORGANIZATIONALTYPEID
Must get this from HMH Import Dashboard screen – MDR List		USERS	ORGANIZATIONALID
Leave this empty with no spaces for students		USERS	PRIMARYEMAIL
Lookup values in HMH Online Help		USERS	HMHAPPLICATIONS

**Notes

- Students can only be tied to a single school. Choose the primary school location. Refer to Online Help for additional ways to best support multi-org tenancy.
- Only supply active students (active = 'True')
- Be sure any enrollment endDates are empty or date in the future.
- IC has a SY active flag. Be sure this is set to True.
- Only include students that are tied to a class. Join all your scheduling tables together for best results.

TEACHERS

IC File Name	IC Field Name	HMH File Name	HMH Field Name
YYYY of School Year Start Date		USERS	SCHOOLYEAR
Store as "T" for Teacher		USERS	ROLE
SectionStaffHistory, person	Personid or staffnumber	USERS	LASID
Leave Blank/no spaces for Teachers		USERS	SASID
Identity	firstName	USERS	FIRSTNAME
Identity	middleName	USERS	MIDDLENAME
Identity	lastName	USERS	LASTNAME
You can use a school range (K-5) or visit our Online Help for additional support		USERS	GRADE
Customer Defined Value		USERS	USERNAME
Customer Defined Value		USERS	PASSWORD
Store as "MDR"		USERS	ORGANIZATIONALTYPEID
Must get this from HMH Import Dashboard screen – MDR List		USERS	ORGANIZATIONALID
Contact	Email or secondaryEmail	USERS	PRIMARYEMAIL
Lookup values in HMH Online Help		USERS	HMHAPPLICATIONS

****Notes**

- Teachers/Staff can only be tied to a single school. Choose the primary school location. Refer to Online Help for additional ways to best support multi-org tenancy.
- Teachers must be tied to a school.
- WHERE assign.teacher = 'True'
- Be sure any school enrollment endDates are empty or date in the future.
- Staff Numbers are not null/empty
- Only supply active staff (active = 'True')
- IC has a SY active flag. Be sure this is set to True.

CLASS

IC File Name	IC Field Name	HMH File Name	HMH Field Name
<i>YYYY of School Year Start Date</i>		CLASS	SCHOOLYEAR
Section	SY + trialId + sectionId or bring in part of courseId as well Some may use a guid/refid here	CLASS	CLASSLOCALID
Course	SY + Number	CLASS	COURSEID
Course	SY + name	CLASS	COURSENAME
Department	Name	CLASS	COURSESUBJECT
Section	SY + CourseId + CourseName + Number <i>(See Online Help for additional formula values to be added)</i>	CLASS	CLASSNAME
<i>Optional, can Leave Blank/no spaces</i>		CLASS	CLASSDESCRIPTION
SectionPlacement, Period	Period -> name	CLASS	CLASSPERIOD
<i>Store as "MDR"</i>		CLASS	ORGANIZATIONTYPEID
<i>Must get this from HMH Import Dashboard screen – MDR List</i>		CLASS	ORGANIZATIONID
If this is not stored in IC, then use the median grade of the enrolled students	Please visit out Online Help for examples on how to script for this info	CLASS	GRADE
<i>Leave Blank/no spaces or Use something like S1, S2, T1,T2,T3</i>		CLASS	TERMID
<i>Lookup values in HMH Online Help</i>		CLASS	HMHAPPLICATIONS

****Notes**

- Teachers/Staff can only be tied to a single school. Choose the primary school location. Refer to Online Help for additional ways to best support multi-org tenancy.
- Teachers must be tied to a school.
- WHERE course is Active
- IC has a SY active flag. Be sure this is set to True.
- Be sure to only pull classes that are tied to the current school year.

CLASS STAFF (Teachers) to be stored in ClassAssignment.csv

IC File Name	IC Field Name	HMH File Name	HMH Field Name
<i>YYYY of School Year Start Date</i>		CLASSASSIGNMENT	SCHOOLYEAR
SectionStaffHistory	SY + trialId + sectionId or bring in part of courseId as well Some may use a guid/refid here	CLASSASSIGNMENT	CLASSLOCALID
SectionStaffHistory, person	personId or staffnumber	CLASSASSIGNMENT	LASID
<i>Store as "T" for Teacher</i>		CLASSASSIGNMENT	ROLE
<i>Store as "L" for Lead Teacher</i>		CLASSASSIGNMENT	POSITION

CLASS ROSTERS (Students) to be stored in ClassAssignment.csv

IC File Name	IC Field Name	HMH File Name	HMH Field Name
<i>YYYY of School Year Start Date</i>		CLASSASSIGNMENT	SCHOOLYEAR
Roster	SY + trialId + sectionId or bring in part of courseId as well Some may use a guid/refid here	CLASSASSIGNMENT	CLASSLOCALID
Student	studentNumber	CLASSASSIGNMENT	LASID
<i>Store as "S" for Student</i>		CLASSASSIGNMENT	ROLE
<i>Leave this empty with no spaces for students</i>		CLASSASSIGNMENT	POSITION

DEMOGRAPHICS (We only store for Students and table is Optional)

IC File Name	IC Field Name	HMH File Name	HMH Field Name
<i>YYYY of School Year Start Date</i>		DEMOGRAPHICS	SCHOOLYEAR
Student	studentNumber	DEMOGRAPHICS	LASID
Student	gender	DEMOGRAPHICS	GENDER
Student	birthdate	DEMOGRAPHICS	DOB
Student, CampusDictionary	raceEthnicity or raceEthnicityFed	DEMOGRAPHICS	RACE
Student	hispanicEthnicity	DEMOGRAPHICS	ISHISPANIC
Enrollment	specialEdStatus	DEMOGRAPHICS	SPECIALSERVICES
LEP	ProgramStatus	DEMOGRAPHICS	ENGLISHPROFICIENCY
Enrollment	disability1-disability5	DEMOGRAPHICS	SPECIALCONDITIONS
POSEligibility	eligibility	DEMOGRAPHICS	ECONOMICSTATUS

**Note some values like Race, IsHispanic, Special Services, EnglishProficiency, SpecialConditions and EconomicStatus need to be converted from SIS code to HMH code. See Online Help for official HMH values.