



All-New Penda Science Manual Data Rostering

We are requesting 2 files: (1) STUDENTS AND TEACHERS.CSV, (2) SCHOOL ADMIN.CSV to set up courses, classes, rosters, and user accounts.

STUDENTS AND TEACHERS.CSV FILE – creates courses, classes, rosters, student accounts, and teacher accounts

*Required Fields (columns A – L):

- Student First Name
- Student Last Name
- Student Grade Level
- Student Username – must be unique for each student! (i.e. student ID # or student email address)
- Teacher First Name
- Teacher Last Name
- Teacher Email
- Official Course Title – used to create a course
- Official Class Title – used to create the class title that will be visible to teachers in their Penda account. Class title can include the course name, section number, class period, or block for easy identification. If left blank, we will use official course title followed by the class period number (i.e. M/J Comprehensive Science 1 – Period 4)
- Course Grade Level – note: this is different than student grade level (i.e. you may have an 8th grader taking a 7th grade science class)
- Period Number
- School Name

Optional Fields (columns M – Q):

While you do not need to include data for the below fields, your spreadsheet must include column headers (columns M – Q) – *do not delete*.

- Student Password – if left blank, student will enter their username for *both* the username and password fields. Please note, students can change their password after logging in for the first time.
- Student Middle Name
- Student Gender – free text (i.e. M, F, X, male, female, non-binary)
- Student DOB – MM/DD/YYYY
- Student Ethnicity – only use: “Asian Pacific”, “Black”, “Hawaiian”, “Hispanic”, “White” or “Multi-Racial”

Notes:

- Do not merge two fields into one column – such as First and Last Name
- To add a student to multiple classes, add the student multiple times – 1 entry per class

Example file:

*Student First Name	*Student Last Name	*Student Grade Level	*Student Username	*Teacher First Name	*Teacher Last Name	*Teacher Email	*Official Course Title	*Official Class Title	*Course Grade Level	*Period Number	*School Name	Student Password	Student Middle Name	Student Gender	Student DOB	Student Ethnicity
GABRIELLE	HARRISON	6	77712006	Albert	Einstein	BB555706@district.k12.fl.us	M/J Comprehensive Science 1	M/J Comprehensive Science 1 - Period 1	6	1	Penda Learning Middle School	Student77712006		F	05/05/2012	Hispanic
KARINA	HOLLOWAY	6	77712007	Gregor	Mandel	BB555707@district.k12.fl.us	M/J Comprehensive Science 1, Advanced	M/J Comprehensive Science 1, Advanced - Period 2	6	2	Penda Learning Middle School	Student77712007		F	07/04/2011	Asian Pacific
DEMETRIUS	DUNNAN	7	77712008	Sally	Rob	BB555708@district.k12.fl.us	M/J Comprehensive Science 2	M/J Comprehensive Science 2 - Period 1	7	1	Penda Learning Middle School	Student77712008		X	10/11/2010	Multi-Racial
RYANINE	JOSEPH	8	77712009	Rosalind	Franklin	BB555709@district.k12.fl.us	Physical Science, Honors	Physical Science, Honors - Period 5	8	5	Penda Learning Middle School	Student77712009	KEVIN	M	12/25/2008	White

SEE NEXT PAGE FOR SCHOOL ADMIN.CSV FILE INSTRUCTIONS





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We are requesting 2 files: (1) STUDENTS AND TEACHERS.CSV, (2) SCHOOL ADMIN.CSV to set up courses, classes, rosters, and user accounts.

SCHOOL ADMIN.CSV File – creates school admin accounts for staff that need to see course, class, teacher, and student data across the entire school, such as Principals, Assistant Principals, Science Coaches, Science Department Heads

***Required Fields (columns A – D):**

- First Name
- Last Name
- Email
- Role – i.e. Principal, Assistant Principal, Science Coach

Optional Fields (column E):

- Password – if left blank, school admin will enter their email address for *both* the username and password fields. Please note, school admin can change their password after logging in for the first time.

Example File:

*First Name	*Last Name	*Email	*Role	Password
Janiffer	McCartney	300000001admin@district.k12.fl.us	Principal	
Alexis	Sanches	300000002admin@district.k12.fl.us	Assistant Principal	
Roberta	Smith	300000003admin@district.k12.fl.us	Science Department Head	

For student privacy and data protection purposes, do not attach and email completed files.

Once both files are compiled and complete, please upload them to the secure folder your school has been provided. Then, email support@pendalearning.com to inform us that you've submitted completed files - be sure to include the full name of your school.

If you need a secure folder, experience folder access issues, or have any questions, please contact Penda Support at 1-888-919-0404, option #1.

