



CSV PROVISIONING FILES

LP+365

HELP GUIDE

VERSION 2.2

1. Overview.

The LP+365 app is provisioned using a set of 6 CSV files that contain data from your schools' information management system (MIS). The provisioning can only be managed by the Tenant or Global Administrator on the School's Office 365 for Education tenancy.

This guide is designed for the Tenant / Global Administrator and contains a breakdown of the information required for the CSV Provisioning files. All of these individual files will need to be filled in and uploaded to the LP+365 app for provisioning.

2. CSV Provisioning Files.

There are six CSV files in total:

- Staff
- Students
- Subjects
- Class
- Class Teacher Mapping
- Class Student Mapping

Depending on the accessibility of your data, you may be able to extract the required data columns directly from your Schools' MIS.

Note: In order to successfully license users to LP+365, the users must be on-boarded and licensed appropriately to your Office 365 tenant beforehand.

2.1 Student CSV.

The student CSV file, permissions students previously setup on your Office 365 for education tenancy to the LP+365 app. The csv contains the following 10 columns:

- **Email:** This email address must match the primary email address allocated to the student on the school's Office 365 for education tenancy.
- **Legal Surname:** This will be the legal surname of the student as registered in the schools MIS database.
- **Legal Forename:** This will be the legal forename of the student as registered in the schools MIS database.
- **Surname:** This will be the surname of the student as registered in the schools MIS database. In some cases, this might be different to the legal surname due to various issues surrounding

welfare.

- **Forename:** This will be the forename of the student as registered in the schools MIS database. In some cases, this might be different to the legal surname due to various issues surrounding welfare.
- **Date of Birth:** This will be the students’ date of birth as per the schools MIS database. This must be in the format of: DD/MM/YYYY
- **Admission Number:** This is the school specific admission number allocated to the student in the schools MIS database.
- **UPN:** This is the unique pupil number (in the UK the unique pupil number, UPN, is a 13 digit alpha numeric code that identifies each pupil in schools MIS database).
- **Year:** This is the year the student is currently a member of, in the school’s MIS database.
- **Registration Group:** This the registration group the student is currently a member of in the school’s MIS database.

	A	B	C	D	E	F	G	H	I	J
1	Email	LegalSurname	LegalForename	Surname	Forename	DateOfBirth	AdmissionNumber	Upn	Year	RegistrationGroup
2	chloecooper@lpplus365demo.onmicrosoft.com	Cooper	Chloe	Cooper	Chloe	25/09/2007	1012	2837645920365	4	4A
3										

FIGURE 1. STUDENT CSV PROVISIONING FILE

2.2 Staff CSV.

The staff CSV file permissions staff members previously setup on your Office 365 for education tenancy to the LP+365 app. The csv contains the following 8 columns:

- **Email:** This email address must match the primary email address allocated to the staff member on the school’s Office 365 for education tenancy.
- **Forename:** This is the forename of the staff member within the school’s MIS database.
- **Preferred Surname:** This is the preferred surname of the staff member within the school’s MIS database.
- **Surname:** This is the surname of the staff member within the school’s MIS database.
- **Preferred Forename:** This is the preferred forename of the staff member within the school’s MIS database.
- **Staff Code:** This is usually the initials of the staff member, and is used to identify one staff member from another. For this reason, members of staff should have their own unique staff codes.
- **Date of Birth:** This is the staff member’s date of birth, registered within the school’s MIS database. The format should be DD/MM/YYYY.
- **Title:** This is the title allocated to the staff member within the school’s MIS database. I.e. Mr/Mrs/Miss/Ms/Doctor/Professor.

	A	B	C	D	E	F	G	H
1	Email	Forename	Preferred	Surname	Preferred	StaffCode	DateOfBirth	Title
2	susansmith@lpplus365demo.onmicrosoft.com	Susan	Smith	Smith	Susan	SS	11/03/1963	Mrs
3								
4								

FIGURE 2. STAFF CSV PROVISIONING FILE

2.3 Subjects CSV files.

The subject CSV file is required for all types of establishments (Primary schools, Colleges, Universities as well as Secondary schools) implementing the LP+365 app. The csv contains the following 2 columns:

- **Name:** This typically is a subject name such as English, Mathematics etc. Depending on your school type this could also be a year group ie. Year 4C, class name ie. Red Apples, unit of work ie. Digital Marketing or degree title ie. Marketing Hons. This can often be found within the school’s MIS database.
- **Subject Code:** This is a code applied to the subject listed in the column titled ‘Name’ within this CSV file, and can be found within the school’s MIS database.

	A	B	C	
1	Name	SubjectCode		
2	Year 4	Y4		

FIGURE 3. SUBJECTS CSV PROVISIONING FILE

2.4 Class CSV file.

The csv contains the following 4 columns:

- **Name:** This is the display name of your class, class group or unit of work, and can often be found in your school’s MIS database.
- **Year:** This will be the year associated to the class you are creating.
- **Subject Code:** This should match the value put into the ‘subject code’ column in the Subjects CSV file. (See above).
- **Subject:** This should match the value put into the ‘Name’ column in the Subjects CSV file.

	A	B	C	D	E
1	Name	Year	SubjectCo	Subject	
2	Class 4A	4	Y4	Year 4	
3					

FIGURE 4. CLASS CSV PROVISIONING FILE

2.5 Class Teacher Mapping CSV file.

The class teacher mapping CSV file sets permissions to the subject and class sites, allowing staff members to access the particular subject, class and/or site they need access to on the LP+365 app. The csv contains the following 2 columns:

	A	B	C
1	Class	StaffCode	
2	Class 4A	SS	
3			

- **Class:** This must match the value(s) in the 'Name' column within the Class CSV file.
- **Staff Code:** This must match the value(s) in the 'Staff Code' column within the Staff CSV file.

FIGURE 5. CLASS TEACHER CSV PROVISIONING FILE

2.6 Class Student CSV file:

The class student CSV file sets permissions to the subject and class sites, allowing students to access their particular subjects, classes and sites that they need access to on the LP+365 app. The csv contains the following 3 columns:

- **Class:** This should match the value(s) in the 'Name' column within the Class CSV file.
- **Student UPN:** This should match the value(s) in the 'UPN' column within the Students CSV file.
- **Admission Number:** This should match the value(s) in the Admission Number column within the Students CSV file.

	A	B	C	D
1	Class	StudentUpn	AdmissionNumber	
2	Class 4A	2837645920365	1012	
3				

FIGURE 6. CLASS STUDENT CSV PROVISIONING FILE

3. Additional Guides.

For more information, please see below additional Guides viewable on our online support site <https://adopt.lpplus.net/lp365/Pages> :

- [LP+365 Prerequisites](#)
- [H-365-916 Provisioning the CSV Files](#)
- [LP+365 CSV File templates](#)

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