Rostering Best Practices

Rostering teachers and students so that they can use National Geographic Learning Programs requires that certain data be collected and ingested into the myNGconnect User Management Console (UMC). As a district, you can either complete one of the Program Excel templates or export your data from your Student Information System to an SFTP site for National Geographic Learning (NGLDigitalSolutionAccess@ngsp.com) to download. In either case, the data fields have certain requirements that when met will expedite your rostering process.

Rostering Tips

Rostering Template Data	Be certain that your rostering template is complete and accurate. Look for spaces, invalid characters and pay attention to case sensitivity requirements.
Rostering Set Up	In order for teachers and students to use myNGconnect, each teacher must create a class, a grade, a student and the student has to have at least one subscription.
Teacher and Student Set Up	When rostering teachers and students using the rostering templates, associate each student with only one teacher.
Student Subscriptions	When establishing student subscriptions in a program template, be certain to only assign each student a subscription that is appropriate for his/her grade.
Student User ID (Logins)	Student User IDs must be unique. Usernames can't be the just their school issued student ID (12345) or their names (Jane Smith). To ensure uniqueness across the system, incorporate additional characters such as JS12345.
Teacher/School Set Up	Teachers can be assigned to more than one school. When assigned to more than one school, the teacher's class name should be different for each school. Students should not be assigned to other teachers.
Class Naming Conventions	Each class should be unique to the Program: World Cultures and Geography, Reach, Reach for Reading and Science. We recommend that you write out the full name of the class in order to avoid confusion. For example: student John Smith should have Science Grade 5 and World Cultures and Geography Grade 6.
Class Naming Conventions	If a teacher has two classes, both must have different names in order to be unique.

Rostering Data Field Requirements

Clean Data

Whether you are filling out our rostering Excel spreadsheets or exporting your data from your Student Information System (SIS), it is important that your data be clean, which means adhering to all the data field requirements identified below. Doing so will expedite the whole rostering process.

Template Field	Data Field Requirements	Tips
Rostering Template Selection	Each myNGconnect Program has four different rostering templates. **The recommended template is the combined Teacher and Student template.**	
School Name	Maximum 50 characters	
Teacher First Name	Alphanumeric. Maximum 50 characters	System allows for spaces, hyphens and apostrophes
Teacher Middle Name (Optional)	Alphanumeric. Maximum 40 characters.	System allows for spaces, hyphens and apostrophes
Teacher Last Name	Alphanumeric. Maximum 40 characters.	System allows for spaces, hyphens and apostrophes
Teacher's School Email Address	Maximum 55 characters, must be a valid email address format.	Valid characters for user IDs include a-z, A-Z, 0-9, @(at sign), '-' (dash), '.' (dot), and '_' (underscore). **Email cannot begin with dash, dot or underscore.**
Teacher Password	Alpha-numeric, minimum 6 characters, maximum 17 characters, characters permitted: $! ? & ^ ( ) / ~ ` _ + = - [ ] { } : ; ' , . | case-sensitive.	Districts may create a district-specific password that is unique and required to be used by all teachers. For example: mcps2013
Teacher LMS ID (Optional)	Alphanumeric, maximum 30 characters. No spaces or symbols.	
Class Name	Maximum 50 characters.	
Class Grade	Must be one of the following: K, 1, 2, 3, 4, 5, 6,7,8, 9, 10, 11, 12	
Student First Name	Alphanumeric. Maximum 40 characters.	
Student Middle Name (Optional)	Alphanumeric. Maximum 40 characters.	

Student Last Name	Alphanumeric. Maximum 40 characters.	
Student ID Number	Numeric, from District SIS, maximum 15 characters.	Student IDs which are used as student usernames for logging into myNGconnect must be unique across the entire system. Therefore, each student ID must be modified. For example: student Eric Martin's Student ID is 12345678. His unique username could become emartin5678 or em5678.
Student Grade	Must be a single digit between K-12.	
Student Password	Alpha-numeric, minimum 6 characters, maximum 17 characters, characters permitted: $! ? & ^ ( ) / ~ ` _ + = - [ ] { } : ; ' , . | case-sensitive.	Choose something memorable. The default password is "password" but can be customized and uniform for your school. For example: myschool2013 or an acronym for your district and the year or some other password used by your district to access other online district applications.
Student LMS ID (Optional)	Alphanumeric, maximum 30 characters. No spaces or symbols.	