

Maryland Translation Guide for User File Templates

Column Heading		Required or Not Required	Description
A	Legal First Name	Required	Required
B	Legal Last Name	Required	Required
C	Educator Identifier	Depends on the users' role.	Enter an Educator Identifier if the user is linked to students on his/her roster. The Educator Identifier should be the teacher's email address.. If a user is not assigned to students, then this field should be left blank.
D	Email Address	Required	Users official email address
E	Organization	Required	This is the 8 digit LEA/School code. Must include leading zeros, e.g., 00300410
F	Organization Level	Required MUST BE UPPER CASE	DT or SCH depending on whether the user must have district-wide access, e.g., District Test Coordinator (use DT), or only building-level access, e.g., teacher (use SCH). (Column F is case sensitive. Must be ALL CAPS.)
G	Primary Role	Required	This is the role that automatically appears when the user logs in, e.g. Teacher. See table below
H	Secondary Role	May be used depending on the user's role in the district.	Can be entered if the user has more than one role in the district, e.g., the person's primary role is DTC but he/she is also a teacher.
I	Primary Assessment Program	Required MUST BE UPPER CASE	Required: Enter DLM (Must be ALL CAPS.)

Codes for the Primary and Secondary Role Fields (Columns G and H)

Role Name	Role Codes
Teacher	TEA
School Principal	PRN
<i>Building Test Coordinator (aka School Test Coordinator)</i>	<i>BTC</i>
School User	BUS
District User	DUS
District Superintendent	SUP
<i>District Test Coordinator (aka LAC)</i>	<i>DTC</i>

The User File Template must be saved as a CSV file. Please see Page 28 of the Data Management Manual for step by step guidance on how to upload a CSV user file template.