frontline RTI

Automated Assignments

Getting Started

Automated Student Assignments

To save you time and improve your ability to manage student assignments, an interface to automate student assignments is available for any district that has Centris Sync. If your district is using Power School or Genesis as their SMS/SIS, you **do not** need to follow these steps.

To get started, follow these steps:

Step 1: Prepare your file.

- Gather the info/data for the file from your Student Management/Student Information System (SMS/SIS).
- Each column should follow the File Layout guide below.
- Be sure to name the file according to the File Name guideline below.

Step 2: Reach out to SEI Tri-State Support. This can be via email or phone.

- Our Support Team will provide instructions to you so that we may review your file for completeness prior to processing.
- The Support Team will provide your district with the instructions and location of the Secure Upload Site for your district. Your district will need to ensure that the file is uploaded to this site for nightly processing once the initial setup is confirmed complete.

Step 3: Once your file has been verified as complete, our Support Team will enable the automated process for your district.

Step 4: Once enabled, our Support Team will alert you that the process is complete.

Automated Student Assignments Interface

File type	Comma-Separated Values (.csv)
File name	ImportAssignments_MMDDYYYY (e.g. "ImportAssignments_02262019.csv")
File layout	Teacher First Name Teacher Last Name Teacher Local ID Teacher Email Student General Education ID Site
File Transfer	Once your district or vendor has a file that matches the specifications above, the file can be placed on Frontline's secure SFTP site under your district DataExtracts folder.
File Processing	On a nightly basis, the file will be processed.
Note	School year is not definable in this interface; instead, the current school year is set as the default value for any assignment imported on a nightly basis.

To set up this integration, please call or email Frontline Support at seitristatesupport@frontlineed.com once you have a file ready or have questions.