# Teacher File

The **Teacher File** is used to add teachers to your account. For multiple PTA events, you only need to import the **Teacher File** once. Use the **Class File** to link teachers to individual events.

## Required Columns

1. **TeacherID** - A unique identifier for each teacher.
2. **First** - The teacher's first name.
3. **Last** - The teacher's last name.
4. **Email** - The teacher's email address. Each email must be unique.

## Optional Columns

1. Password
   - Specifies an initial password for the teacher.
   - If not provided, teachers will be prompted to create their own password when logging in.
2. Room
   - Specifies the physical room where the teacher will be during the event.
   - Useful for generating reports by room number.
3. VirtualRoom
   - A virtual meeting link (e.g., Zoom, Google Meet, Microsoft Teams).
4. AccessLevel
   - Sets the teacher's access level for the system.
     1. Appointment Viewer (default).
     2. Appointment Maker (can book appointments for parents).
     3. Resource Administrator (can block their own schedule).

## File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers labeled exactly as specified.
- Example Tools: Export from Excel or Google Sheets as Tab-delimited Text.

## Template:

| TeacherID | First | Last | Email | Room |
|---|---|---|---|---|
| T001 | John | Doe | john.doe@school.edu | 123 |
| T002 | Jane | Smith | jane.smith@school.edu | 321 |

# Additional Notes

1. Unique Rows:
   - Ensure the number of unique rows in your file matches the number of imported rows.
   - Mismatches may indicate duplicates or previously imported data.
2. Password Reset:
   - Once a teacher creates their own password, re-importing the file will not change it.
   - To reset all teacher passwords, use the Reset Administrative Password button on the Global Setup / Contacts Setup page.
3. Re-imports:
   - If re-importing the file with old and new teachers, the system will display the total number of rows and newly added rows.

By following these guidelines, you can efficiently import and manage teacher data.

> The Teacher File adds teachers to the account. If multiple PTA events are being held, the Teacher File only needs to be imported once. The Class File will then be used to assign teachers to specific events.

# Where to Check Imported Teacher Data in the Admin UI

- After importing, go to the Contacts page in the Admin UI.
- Locate teachers by searching for their TeacherID or name.
- Ensure that all expected teachers appear in the list.

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