capti | CAPTI CLASSLINK QUICK START

01
Add Capti to ClassLink
Find Capti app in ClassLink library and enable it. This will enable activation of your account in Capti.

02
Obtain SFTP Credentials
Reach out to Capti Support to activate ClassLink integration and receive your SFTP credentials.

03
Configure SFTP
Set up ClassLink to share roster data via SFTP using the OneRoster format (see details in this document).

04
Run a Test Import
Upload your files to the Capti SFTP server, log in to Capti, and sync. If the import is unsuccessful, contact Capti Support for assistance.

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- **How do I run an import test?**

  *Go to **Manage → Organization → SIS Integration**, and click **Import Now** to manually start the sync. A report showing errors or success will appear shortly. If you need assistance interpreting the report or resolving any issues, please contact support.*

- **What if a user record is deleted from the SIS?**

  The user will be removed from the Capti organization account and archived. If re-added to the SIS, the user will be restored to the account.

- **Is there a page to check the sync status?**

  Yes. Administrators can view the current sync status by going to Manage → Organization → SIS Integration.

- **Can the user roster be manually modified in a district using SFTP or ClassLink integration?**

  For manual changes to the roster in districts using ClassLink or SFTP, please contact support.

- **How often does the sync run?**

  *The sync occurs daily at 2AM EST.
  You can also request to put the sync on pause.*

- **What happens if a user moves between classes or schools?**

  The change will be automatically reflected in Capti.

ORGS.CSV

Column Field Header	Required	Description
sourcedId	Yes	Unique ID of a school.
name	Yes	Name of this school. Capti lists schools in **Manage → Locations.**
type	Yes	Use "school" to identify schools. Rows with other values in this column will be ignored.

CLASSES.CSV

Column Field Header	Required	Description
sourcedId	Yes	Unique ID for the class. SourcedId is used in other files and must be unique across all classes.
title	Yes	Name of this class. Capti lists classes in **Manage → Classes.**
classCode	No	Human readable code used to help identify this class.
schoolSourcedId	Yes	SourcedId of the school that teaches this class (see orgs.csv).

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USERS.CSV

Column Field Header	Required	Description
sourcedId	Yes	Unique ID for the user. SourcedId is used in other files and must be unique across all users.
enabledUser	Yes	Boolean: { "true"	"false" }. 'false' denotes that the user is an active record but system access is curtailed according to the local administration rules.
orgSourcedIds	Yes	SourcedIds of the Locations to which this user belongs. To add a user to multiple locations write them in a comma- separated list (see orgs.csv file).
role	Yes	Role of this user in the organization account.
username	Yes	Active Directory or Google username
givenName	Yes	User's first name
familyName	Yes	User's surname
identifier	Recommended	User's "Personal number"
email	Recommended	User's email address
password	No	
grades	Yes	Student's grade level. See Common Education Data Standards for a list of accepted grade levels.

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ENROLLMENTS.CSV

Column Field Header	Required	Description
classSourcedId	Yes	SourcedId of a class (see classes.csv file)
schoolSourcedId	Yes	SourcedId of a Location (see orgs.csv file)
userSourcedId	Yes	SourcedId of the user (see users.csv file)

'ROLE' IN USERS.CSV

Role in users.csv	Role in Capti
student	Student
teacher	Teacher ("Faculty" in Higher Ed.)
proctor	Teacher ("Faculty" in Higher Ed.)
administrator	If user's orgSourcedIds maps to location of type "school" then this user will get the role of "School Admin" ("Location Admin" in Higher Ed.) If user's orgSourcedIds maps to location of type "district" then this user will get the role of "District Admin" ("Super Admin" in Higher Ed.)

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