IMPORTING COURSES

Importing courses is important because:

- Importing courses is the easiest way to add and update several course records simultaneously and can be a significant time saver.

- Imported courses can be edited later if necessary.

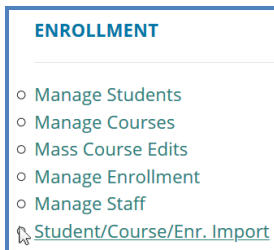- Importing courses is more accurate than manual data entry.

Before You Begin Importing Courses

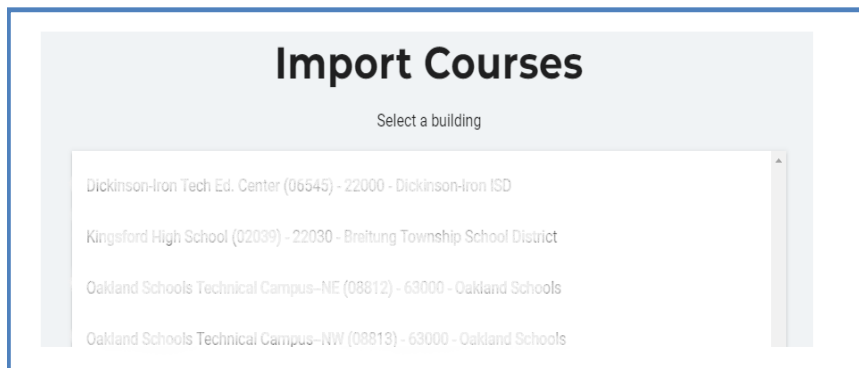Before you begin importing your data, ensure that you:

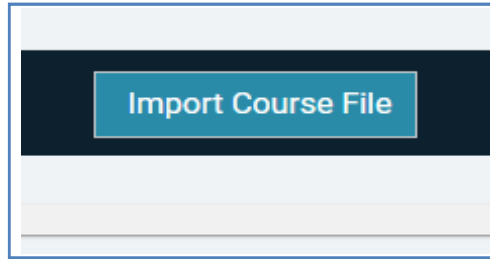- Identify the data that you need.

- Format the data for easy import.

IMPORT COURSE DATA

To import data, carry out the following steps:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import

1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.

2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.

3. Beneath the **Import Courses** header, click the **Choose File…** link and locate your import file.

Import Courses

Select a building

Dickinson-Iron Tech Ed. Center (06545) - 22000 - Dickinson-Iron ISD

Kingsford High School (02039) - 22030 - Breitung Township School District

Oakland Schools Technical Campus–NE (08812) - 63000 - Oakland Schools

Oakland Schools Technical Campus–NW (08813) - 63000 - Oakland Schools

4. Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.

5. To correct any errors, click the **Remove File** button to reset the screen, adjust your import file, then upload the file again.

6. Click the **Upload** button beneath the grid to import your courses.

Kingsford High School (02039) - 22030 - Breitung Township School District

← CHANGE BUILDING   REMOVE FILE   EXPORT   UPLOAD

Row Items: 2   ■Add ■Update ■ReNew

CSC	PSN	LOCALNAME	ROOM	HOUR	VIRTDEL	SEM	BEGDATE	ENDDATE	PICNUM	DUAL
CAD3-6	20570	Automotive Technology ...	ATLAB	5	NV	2	01-05-2022	05-06-2022	686982	N
CAD3-5	20570	Automotive Technology ...	ATLAB	4	NV	1	08-27-2021	12-06-2021	686982	N