

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.

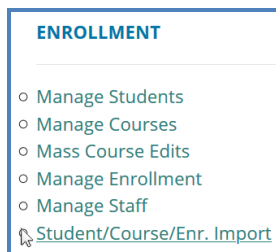
Before You Begin Importing Courses

Before you begin importing your data, ensure that you:

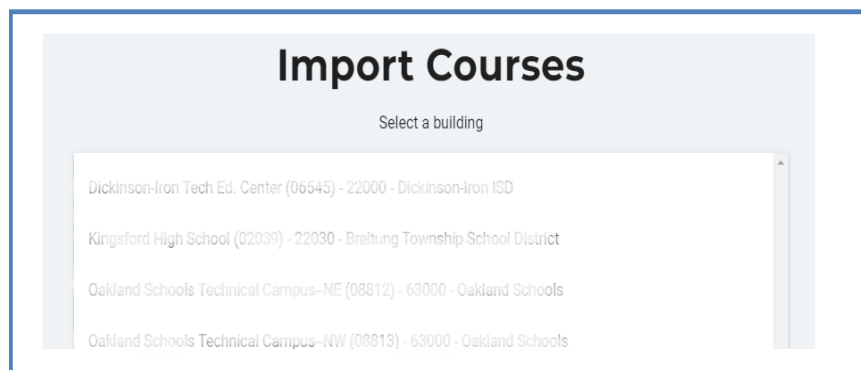
- Identify the data that you need.
- Format the data for easy import.

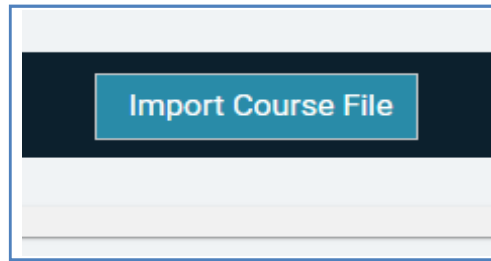
IMPORT COURSE DATA

To import data, carry out the following steps:



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.





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.

← CHANGE BUILDING
Kingsford High School (02039) - 22030 - Breitung Township School District

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