



export_student_course_requests

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QuickGuide: Back Up Student Course Requests & Sections

Follow these steps to export and save all student course requests and course-sections for backup. This is a safety precaution that should be done prior to loading student schedules.

Data can be restored from these files if needed.

Back up data:

1. [Export student course requests.](#)

[Scheduling](#) > [Utilities](#) > [Export](#) > [Student Requests \(Unload\)](#)

This backup is a safety precaution in case you need to make significant changes to the next year master schedule after accepting the load.

This utility exports student requests for the campus to which you are logged on.

WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

- ☐ Create a password:

Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. CAUTION: Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

- ☐ Click **Export**.


The export function creates an encrypted, zipped file containing the exported data named `ASCENDER_DBccddd_STUREQ###_yyyymmdd.zip`, where *ccddd* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* *Italic Text* is the current date. You can rename the file as needed.


- ☐ You are prompted to open or save the zipped file. Save the file in a known location.

❑ If errors are encountered, click **Show Errors** to view the error report.


- [Review, save, or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

2. [Export sections.](#)

Restore data from backup:

1. [Restore student course requests.](#)
2. [Restore sections.](#)



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