



scheduling_preliminary_export_sections

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Follow these steps to export and save all course-sections for backup. This is a safety precaution that should be done after creating sections.

Data can be restored from these files if needed.

Back up data:

[Export sections.](#)

[Scheduling > Utilities > Export > Sections \(Unload\)](#)

This backup is a safety precaution in case you need to return to the original sections and change periods.

This utility exports sections 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_SECTION###_yyyymmdd.zip, where *ccddd* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* 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.

Restore data from backup:

[Restore sections.](#)

[Scheduling > Utilities > Import > Sections \(Unload\)](#)

This utility imports sections, overwriting current sections.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or on the campus). The utility will also not import sections if any students have scheduled courses.

NOTE: If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

☐ Select the file:


Import File	Click Browse . Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.

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


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

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