

Course Request Upload Third Party

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Scheduling > Utilities > Import > Course Request Upload Third Party

This utility uploads student requests generated by a third-party software.

Click here to view the file layout (PDF format).

Notes:

You can use the import utility as many times as necessary, correcting errors in your third-party software after each import. Courses that were previously requested, either manually in Scheduling or in previous imports as valid requests, will not appear on the error report. There will be a field on the error report called Crs.Prev.Req (Courses Previously Requested) where these duplicates will be enumerated. Duplicate requests will not overwrite the existing ones in Scheduling.

The utility will not import invalid course requests (e.g., courses no longer offered in the district or on the campus). If the course requests are invalid because the New Course Number Length field has been changed and the changes have been committed on the Maintenance > Master Schedule > District > District Control tab, the program will convert the course requests from the import file to the new course numbers and import the records with the new course numbers.

Upload course requests:


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