

Course Request Upload Third Party

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

Click here to view the file layout.

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. The Crs.Prev.Req (Courses Previously Requested) field on the error report will enumerate the duplicates. 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 Maintenance > Master Schedule > District > District Control, 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:

Next to the Import File field, click Browse to locate the file.

The Choose File to Upload dialog box opens.

Select the file and click Open.

The path of the file is displayed in the Import File field.

Click Import. The file is imported.

If errors occur, an error report is displayed. Review, save, or print the report.

In addition to the list of errors, the report displays the count of error records, valid records, previously requested courses (duplicates) and total records.

If a student or campus ID is less than the required length, the error report will pad the ID with zeros to the left of the number (e.g., a student ID of 8645 will show on the error report as 008645).


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