


# Course Request Upload Third Party

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***Scheduling > Utilities > Import > Course Request Upload Third Party***

This utility uploads student course 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:

| Field | Description |
|---|---|
| **Import File** | Click **Browse**. Locate and open the file. The file name is displayed. |

Click **Import**. The file is imported.

If errors are encountered, click **Show Errors** to view the error report. The report includes the count of error records, valid records, previously requested courses (duplicates) and total records. Review, save, or print the report.


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