

Course Request Upload Third Party

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

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 at the district or campus).

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.

Click here to view the file layout.

Upload course requests:

❑ Select the file:

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.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.

Click to go forward one page.
Click Last 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.


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