

Sections (Unload) (Import)

Table of Contents

Sections (Unload) (Import) 1

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Scheduling > Utilities > Import > Sections (Unload)

The 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).

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.

Import sections:

Field	Description
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**. 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.


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Back Cover