



## Sections (Unload) (Import)



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# Sections (Unload) (Import)

## ***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
<b>Password</b>	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. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	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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