

Sections (Unload) (Import)

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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). If any students have scheduled courses, an error message is displayed, and the process is canceled.

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
Import File	Click **Browse**. Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.

Click **Import**.

If errors are encountered, click **Show Errors** to view the error report. Review, save, or print the report.


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