export_student_course_requests

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QuickGuide: Back Up Student Course Requests & Sections

Follow these steps to export and save all student course requests for backup.

Data can be restored from these files if needed.

Back up data:

1. Export student course requests.

   Scheduling > Utilities > Export > Student Requests (Unload)

   This backup is a safety precaution in case you need to make significant changes to the next year master schedule after accepting the load.

   This utility exports student requests for the campus to which you are logged on.

   WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

   ☐ Create a password:

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**.

   The export function creates an encrypted, zipped file containing the exported data named ASCENDER_DB*cccddd*_STUREQ###_*yyyymmdd*.zip, where *cccddd* is the county-district number, *###* is the campus to which you are logged on, and yyyymmdd*Italic Text* is the current date. You can rename the file as needed.

   ☐ 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.

    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.

Restore data from backup:

1. Restore student course requests.

    If you need to start over with the original course requests, you can import the file you created in the previous steps.

    Scheduling > Utilities > Import > Student Requests (Unload)

    This utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 (*currently enrolled at this campus*) are updated to 2 (*currently enrolled at this campus, will return next year*), if courses for that student are imported.

    The utility will not import invalid course sections (e.g., course sections no longer offered in 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.

❏ Select the file:

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.

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.

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