export_student_course_requests_restore_sections

Table of Contents

Scheduling > Utilities > Import > Sections (Unload)

This 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). The utility will also not import sections if any students have scheduled courses.

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.

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.

Back Cover