

Import District Course Records

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Grade Reporting > Utilities > Import District Course Records

This utility imports district courses from an exported district course file.

WARNING: Use extreme caution when using the utility. It is recommended that you set menulevel security for this menu item in ASCENDER Security Administration.

Click here to view the interface.

Edits and validation

- If the new course already exists in the district course file but is *not* used by any campuses, the existing record is overwritten.
- If the new course already exists in the district course file and *is* used by any campus, the new record is not written. No changes are made to the existing course.
- If the new course does not already exist in the file, the record is added if it passes validation.
- Validation either rejects a record or changes an invalid field to a common entry (e.g., the **Role ID** field). Records are rejected if they have the following:
 - An invalid course number
 - An invalid TEA service ID
 - An invalid Number of Semesters field
 - Incompatible Number of Semesters and Exam/Sem Pattern fields
- If the record has minor problems, the field is corrected and listed on an error report. Rejected records are also displayed on the error report.

Import data:

File Name	1. Click Browse .
	2. Click Choose File .
	3. Locate and select the import file. The file name contains the county-district number, campus ID, and date or, if desired, any file name.
	4. Click Submit .
	The file name is displayed.

Click **Execute**.

When the process is complete, a message is displayed indicating that the process is completed. Click \mathbf{OK} .

If errors are encountered, an error listing is displayed at the bottom of the page.



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