



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 menu-level 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	<ol style="list-style-type: none">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. <p>The file name is displayed.</p>
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☐ Click **Execute**.

When the process is complete, a message is displayed indicating that the process is completed. Click **OK**.

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



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