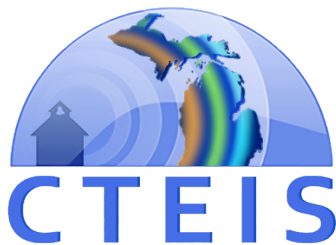


MICHIGAN



Course Import File Specifications



*Addendum
for Excel
Spreadsheet Files*

Spring 2021

IMPORTING INTO THE CTEIS APPLICATION

The CTEIS application is able to import course data. The import process will upload a file from a spreadsheet application such as Microsoft Excel or Google Docs using HTTP. These instructions explain how to upload files in the Excel file format.

Uploaded files will be loaded into a temporary table where preliminary error checks will be performed. Records that pass all criteria can be imported into the application database. The criteria are further explained below.

General Importing Rules

1. If the Course Section Code for the building is new, a new record will be inserted.
2. If the Course Section Code for the building exists in the system and is active and in the current year, the course will be updated.
3. If the Course Section Code for the building exists in the system and is not active or not in the current year, the existing course will be deactivated and a new course with the Course Section Code will be created.

Course Data Checks

When uploading course data to CTEIS, keep the following in mind:

1. Each line in the file will be a separate record.
2. Typed dates will be accepted in the formats used throughout CTEIS:
(m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy.

NOTE: In your Excel file, your column headings are required to match the column heading examples provided in this guide.

During the upload process, each record will be checked for this required information. If a record fails some criteria, you will be shown, to the best of the application's ability, what is wrong with the data. All records that meet the minimum criteria may be

imported into the system. All course records will be matched according to CSC and PSN. If the record successfully matches an existing CSC but fails to meet the other criteria, it will be flagged for examination. If no CSC is found to match, a new course record will be created in the CTEIS system, assuming all other criteria are met. When a new record with a CSC and PSN identically matches a record already in the database, that record will be overwritten with the new information.

Excel Spreadsheet Format

The Excel spreadsheet is a versatile file type you may use to import your student, enrollment, class, and grade data into CTEIS. The following rules apply to Excel spreadsheets:

1. Columns may appear in any order, but column headings must match the accepted Excel specifications exactly, including capitalization. Remove unwanted spaces—CTEIS may interpret these blank characters as part of the column header text.
2. Specify that all cells contain text information, not numeric or “general” data, to avoid conversion errors when you upload your spreadsheet into CTEIS.

The Excel format provides a certain degree of flexibility in that only the required columns need to be present in the spreadsheet in order to successfully upload it. If your file contains more fields than are required for a particular import, CTEIS will simply ignore information it cannot use, including blank columns. **Remember, your Excel import file should contain only one worksheet.**

Sample Course Record:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	CSC	PSN	LOCALNAME	ROOM	HOUR	SEM	BEGDATE	ENDDATE	PICNUM	VIRDEL	SUB	SEG1	SEG2	SEG3	SEG4	SEG5	SEG6	SEG7
2	IMPORT 01	99999	Imported Class 1	101	1	1	9/5/20XX	1/25/20XX	987654	N	A	Y	N	N				
3	IMPORT 02	99999	Imported Class 2	202	2	1	9/5/20XX	1/25/20XX	987654	N	B				Y	Y	Y	
4	IMPORT 03	99999	Imported Class 3	303	3	1	9/5/20XX	1/25/20XX	987654	N	C							Y

COURSE DATA HEADING FORMATS

Excel Format – Course Data Headings

Column Information		Acceptable Values / Instructions	Required / Default
Column Heading	Description		
CSC	Course Section Code	Unique identifier for course within school management system	Y
PSN	Program Serial Number	Parent program reference. Must be within the building you are importing data into	Y
LOCALNAME	Course Local Name		Y
ROOM	Room Number	Room designation where the course is held	Y
HOUR	Hour		Y
VIRTDEL	Virtual Delivery	Indicate a virtual delivery course and its nature. Acceptable values: NV – Not Virtual VC – Virtual Course BL – Blended Learning DL – Digital Learning	N Default: NV
SEM	Semester	Must be a valid semester value: (1) First Semester (2) Second Semester (4) Summer Session (5) Special Semester (6) Trimester	Y
BEGDATE	Course Beginning Date	Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy	Y
ENDDATE	Course End Date	Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy	Y
PICNUM	PIC Number of Primary Instructor	This must be a valid PIC Number within CTEIS and the PIC system	Y

Column Information		Acceptable Values / Instructions	Required / Default
Column Heading	Description		
DUAL	Dual Enrollment	Y/N values N: Secondary CTE Course – No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP credit. Y: Postsecondary CTE Course – Provides dual or concurrent enrollment college credit on college transcript.	N Default: N
CCRED	College Credit	If dual enrollment enabled, default college credit granted	N Default: 0
HSCRED	High School Credit	If dual enrollment enabled, default high school credit granted	N Default: 0
SUB	Subsection	Must be a valid subsection (A, B, C, D)	N Default: A
SEG1	Segment 1	Y/N values	N Default: Y
SEG2	Segment 2	Y/N values	N Default: N
SEG3	Segment 3	Y/N values	N Default: N
SEG4	Segment 4	Y/N values	N Default: N
SEG5	Segment 5	Y/N values	N Default: N
SEG6	Segment 6	Y/N values	N Default: N
SEG7	Segment 7	Y/N values	N Default: N

Column Information		Acceptable Values / Instructions	Required / Default
Column Heading	Description		
SEG8	Segment 8	Y/N values	N Default: N
SEG9	Segment 9	Y/N values	N Default: N
SEG10	Segment 10	Y/N values	N Default: N
SEG11	Segment 11	Y/N values	N Default: N
SEG12	Segment 12	Y/N values	N Default: N
SEG13	Segment Q	Y/N values	N Default: N

Excel Format – Segment Data Headings

If segment data is left blank, the import process will:

1. Set the segment to Segment #1 for a wage-earning course or Segment #2 for a FCS course if the course section does not already exist.
2. Copy pre-existing segments if the course section remains from a previous year.