

# IMPORTING COURSES

Importing courses is important because:

- Importing courses is the easiest way to add and update several course records simultaneously and can be a significant time saver.
- Imported courses can be edited later if necessary.
- Importing courses is more accurate than manual data entry.

## Before You Begin Importing Courses

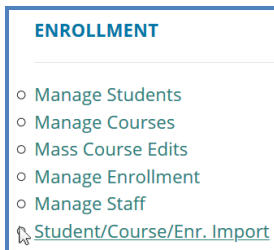
Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

## IMPORT COURSE DATA

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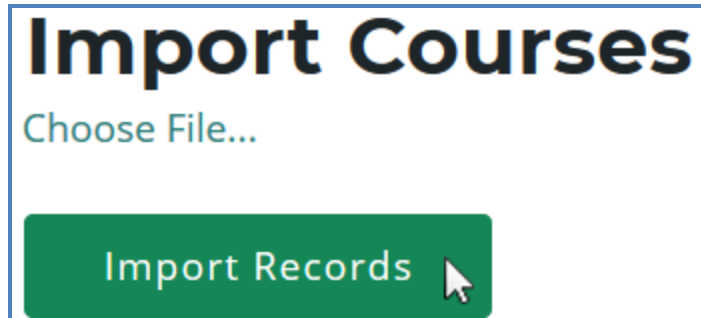
To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
3. Beneath the **Import Courses** header, click the **Choose File...** link and locate your import file.

A screenshot of the "Select building to import" screen. It features a table with three columns: Building Name, Building Number, and a third column (partially truncated). Each row includes a student icon on the left. The second row, "A. High School", is highlighted.

	Building Name	Building Number	
	Alternative Center for Education	00001	Alternative Center for Education - 0...
	A. High School	00002	A. High School
	A. Academy	00003	A. Academy
	B. High School	00004	B. High School



4. Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
5. To correct any errors, click the **Back to List** link to reset the screen, adjust your import file, then upload the file again.
6. Click the **Process Courses** button beneath the grid to import your courses.

