

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

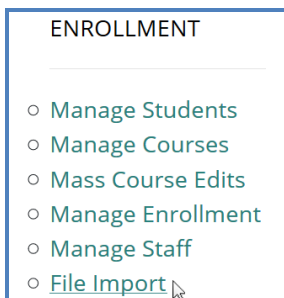
Before you begin importing your data, ensure that you:

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

For formatting and other detailed import information, refer to the [Importing Students, Enrollments, Grades, and Courses for CTEIS Users](#) manual.

IMPORT COURSE DATA

To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **File 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...** button and locate your import file.

Select building to import		
	Building Name	Building Number
	Alternative Center for Education	00001
	A. High School	00002
	A. Academy	00003
	B. High School	00004



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.

For an error resolution guide and other detailed information, refer to the [Importing Students, Enrollments, Grades, and Courses for CTEIS Users manual](#).

6. Click the **Add Courses** button beneath the grid to import your courses.

