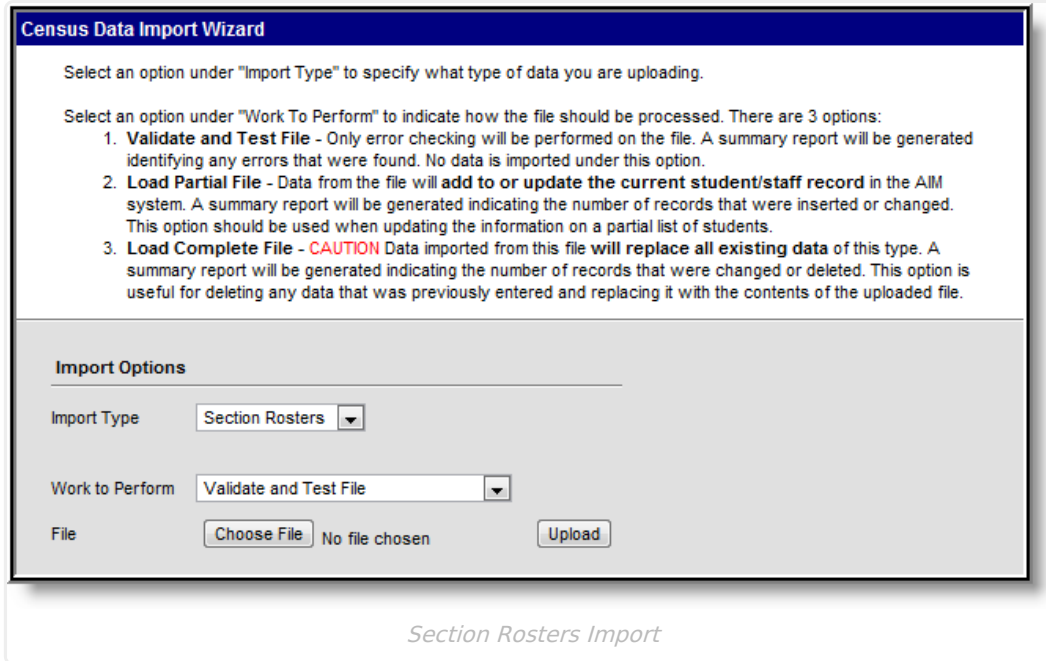# Section Rosters Import

Last Modified on 02/13/2025 11:39 am CST

Tool Search: Section Rosters

The Section Rosters import allows users to import district-level student roster information into a State Edition of Campus.

Section Rosters Import

Logic and Validations

The following describes the logic and validations used in the Section Rosters Import:

- The user importing data must have proper calendar and tool rights for the file's district.
- The school in the file must match a school within the State Edition. The school must also be tied to the defined district.
- A calendar must exist in the State Edition for the school, district and year values in the file.
- The student must be enrolled in the calendar for the given school/year combination.
- The course/section in the file must match a course/section existing within the State Edition.
- The student's stateID must match their stateID within the State Edition.
- The Start and End Date values must fall within the calendar of the student's enrollment record.
- If the Start and End Date values in the file match an existing record for the student, the record is updated in the State Edition with no changes.
- If the file matches only the Start Date or End Date of a student's existing record, the existing record is updated with the date changes defined in the file.
- If the Start Date and End Date values in the file do not match a student's existing roster record:
  - An error is produced if the existing record overlaps the dates entered on the file.
  - A new roster record is created if the dates within the file do not overlap a student's existing roster record.

Results:
File Name: SectionRosterImport.csv
Processing Started Time: Tue Sep 06 11:37:24 CDT 2011.
Processing Finished Time: Tue Sep 06 11:37:25 CDT 2011.
Total Time To Process File: 1.078 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.

Error Count:5
Warning Count:0

Error Detail:
Line Number   Error Message
2   Bad data length in field 'StudentStateID', column 6. Field can be at most 10 characters and must be at least 9 characters. Value was 11111111
2   Bad data in field 'StartDate', column 7. The specified value is not valid for the field 'StartDate'. The expected format for this date field is: yyyy-MM-dd. The valid range for this date field is 1900-01-01 through 2079-06-06. value was 1/5/2011
2   Bad data in field 'EndDate', column 8. The specified value is not valid for the field 'EndDate'. The expected format for this date field is: yyyy-MM-dd. The valid range for this date field is 1900-01-01 through 2079-06-06. value was 4/4/2011
2   Bad data. The district does not exist in the State Edition for district number 70245
2   Bad data. The district from the file does not match the district from the State Edition.

Warning Detail:
Line Number Warning Message Content
No Warnings

Section Rosters Summary Report

Importing a Section Roster File

1. Select the Section Rosters **Import Type**.
2. Select which **Work to Perform**. See the Work to Perform section for more information about these options.
3. Click the **Choose File** and locate the file you wish to import. See the Import Layout section for more information about file requirements.
4. Once the file has been properly selected, the file name will appear to the right of the Choose File button. Select the **Upload** button to import the data into the State Edition.
5. Once the import completes, a summary report displays, describing any changes, errors and/or warnings associated with the importing file.

Import Layout

Section Roster files must be in CSV format and follow the layout defined in the table below. Users are encouraged to utilize Course/Section Ad Hoc fields within Ad Hoc Reporting tools in order to properly gather this information. The following is an example of Section Roster file:

Year	DistrictNumber	SchoolNumber	CourseNumber	SectionNumber	StudentStateID	StartDate	EndDate
2011	6001	1	MA0140	1	11111111	1/5/2011	4/4/2011

Section Rosters Import File

The following table defines the layout required for Section Roster files.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Year	The year tied to the section roster data. Import validations ensure this year matches the current school year.	Numeric, 4 digits	Calendar.endYear	System Administration > Calendar > School Years

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
District Number	The district tied to the section roster data.	Varchar, 5 characters	District. stateDistrictNumber	System Administration > Resources > District Information > State District Number
School Number	The school tied to the section roster data.	Varchar, 4 characters	School. stateSchoolNumber	System Administration > Resources > School > State School Number
Course Number	The course number tied to the roster.	Varchar, 13 characters	courseSection. courseNumber	Scheduling > Courses > Course > CourseID
Section Number	The section number tied to the roster.	Varchar. 4 characters	courseSection. sectionNumber	Scheduling > Courses > Section > SectionID
Student State ID	The student's StateID. The StateID is used to properly match the student in the file to the student existing with the State Edition.	Varchar, 10 characters	person.StateID	Census > People > Demographics > Student State ID
Start Date	The start date of the student's roster record. This date must fall within the calendar of the student's enrollment record.	Date field, 10 digits YYYY-MM-DD	Roster.startDate	Scheduling > Courses > Section > Roster
End Date	The end date of the student's roster record. This date must fall within the calendar of the student's enrollment record.	Date field, 10 digits YYYY-MM-DD	Roster.endDate	Scheduling > Courses > Section > Roster