

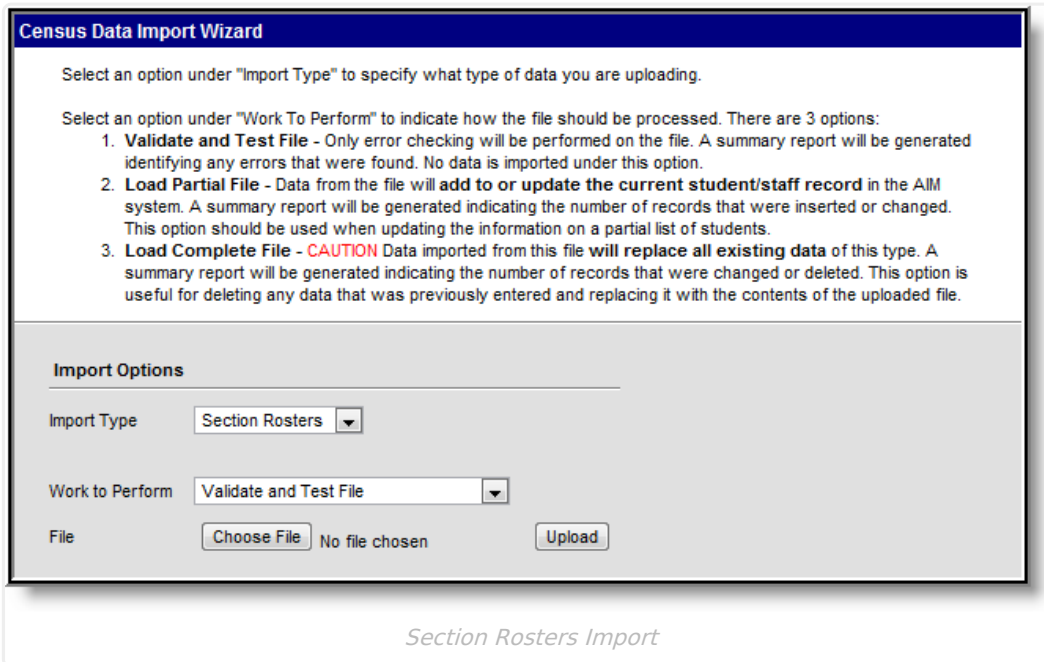
# Section Rosters Import

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[Logic and Validations](#) | [Importing a Section Roster File](#) | [Import Layout](#)

Tool Search: Section Rosters

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



## 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      Error Message
Number
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 111111111
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
<b>Year</b>	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

<b>Data Element</b>	<b>Description</b>	<b>Format, Type and Length</b>	<b>Campus Database</b>	<b>Campus Interface</b>
<b>District Number</b>	The district tied to the section roster data.	Varchar, 5 characters	District. stateDistrictNumber	System Administration > Resources > District Information > State District Number
<b>School Number</b>	The school tied to the section roster data.	Varchar, 4 characters	School. stateSchoolNumber	System Administration > Resources > School > State School Number
<b>Course Number</b>	The course number tied to the roster.	Varchar, 13 characters	courseSection. courseNumber	Scheduling > Courses > Course > CourseID
<b>Section Number</b>	The section number tied to the roster.	Varchar. 4 characters	courseSection. sectionNumber	Scheduling > Courses > Section > SectionID
<b>Student State ID</b>	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
<b>Start Date</b>	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
<b>End Date</b>	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