

South Dakota Staff Courses Import

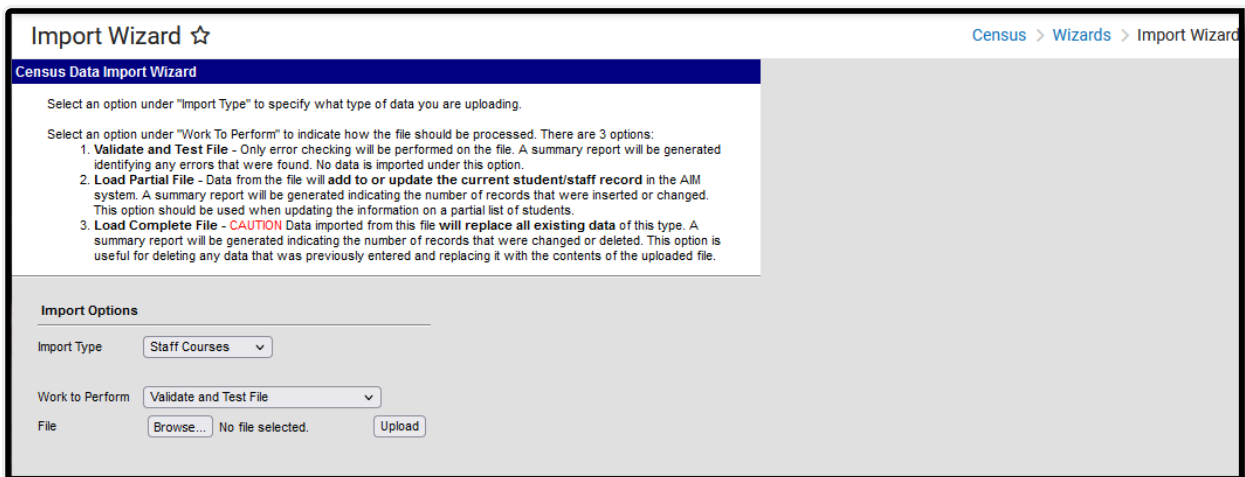
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Tool Search: Import Wizard

This information is specific to South Dakota state-level users.

The Staff Courses Import imports course section information as taught by staff members. Each line in the import file should represent one course section, therefore, a staff member may be listed multiple times. Files created by the [Course Extract \(South Dakota\)](#) can be used for this import.



Import Wizard ☆

Census > Wizards > Import Wizard

Census Data Import Wizard

Select an option under "Import Type" to specify what type of data you are uploading.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
- Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Options

Import Type: Staff Courses

Work to Perform: Validate and Test File

File: Browse... No file selected. Upload

Import Wizard - Staff Courses

Logic and Validations

The following represents the logic and setup of the Staff Courses Import:

- Each line should represent a course section taught by the staff person.
- If **Year**, **School Number** and **Staff State ID** are reported, a new record will be created for that staff person within the matched school and year.
- The **District**, **School** and **Calendar** must be chosen in the Campus toolbar when importing data.

Import Layout

The following table lists the data elements included in the layout.

Data Element	Description	Campus Interface
Year	<p>End year of the school year for which data is being imported. An error will generate if the field is not populated, is not in the proper format or does not match an existing calendar or year.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>System Administration > Calendar > Calendar > Calendar > End Date</p> <p>Calendar.year</p>
School Number	<p>State-assigned number associated with the school building. An error will generate if the field is not populated or if the entry is not a valid school number.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Resources > School > Number</p> <p>School.number</p>
Staff State ID	<p>Staff person's state-assigned identification number. An error will generate if the field is not populated or if the entry is not a valid Staff State ID.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > Staff State ID</p> <p>Person.stateStaffID</p>
State Course Code	<p>State-assigned code/number assigned to the course. An error will generate if the field is not populated or if the entry is not a valid State Course Code.</p> <p><i>Numeric, 15 digits</i></p>	<p>Scheduling > Courses > Course > Course > State Code</p> <p>Course.stateCode</p>
Course Name	<p>Name of the course. An error will generate if this field is not populated.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Scheduling > Courses > Course > Name</p> <p>Course.name</p>

Data Element	Description	Campus Interface
Federal Subject	<p>Category of the teaching assignment used for HQ status determination. An error will generate for this field if the field is not populated or if the entry is not a valid Federal Subject.</p> <ul style="list-style-type: none"> If the FederalType is three characters, the Course.subjectType will be set to CORE, as will the Course.coreSubject be set to the value in the Federal Subject. If the FederalType is ELEM, SPED or NA, only the Course.subjectType will be set. <p><i>Alphanumeric, 3 characters</i></p>	<p>Scheduling > Course > Course > Subject Type</p> <p>Course.subjectType Course.coreSubject</p>
Local Course Number	<p>Number assigned to the course by the district. An error will generate if the field is not populated.</p> <p><i>Numeric, 10 digits</i></p>	<p>Scheduling > Courses > Course > Number</p> <p>Course.number</p>
Local Section Number	<p>Number assigned to the section of the course by the district. An error will generate if the field is not populated.</p> <p><i>Numeric, 10 digits</i></p>	<p>Scheduling > Courses > Course > Section > Number</p> <p>Course.section Section.number</p>
Grade Level Code	Not applicable.	Not applicable.
Course Type	<p>Type of course. Options are E: Elective or R: Required. An error will generate if the field is not populated.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling > Courses > Course > Type</p> <p>Course.type</p>