South Dakota Staff Courses Import

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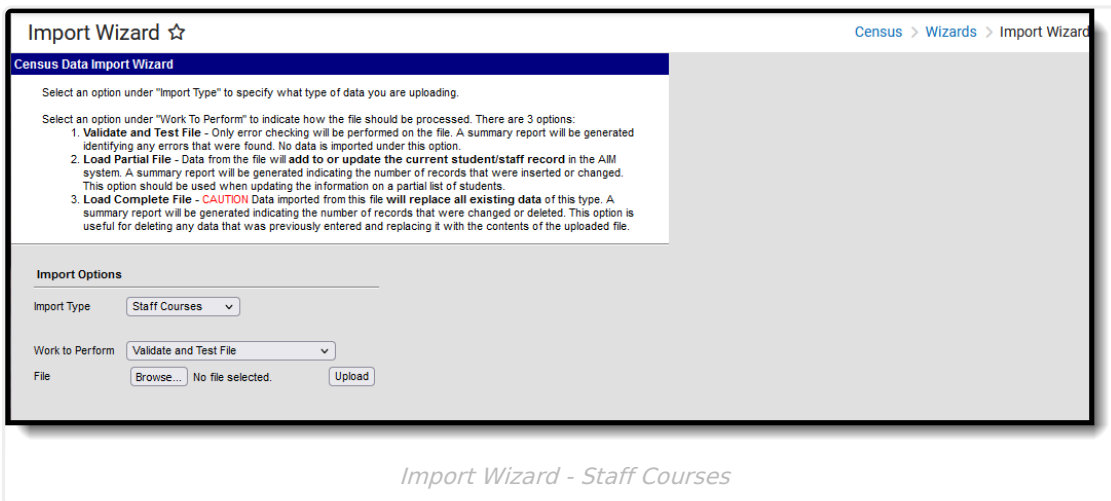
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Tool Search: Import Wizard

> This information is current as of the Campus.2427 (July 2024) release.
>
> 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 - 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	Location
Year	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. *Numeric, 4 digits (YYYY)*	Calendar Information > End Date Calendar.year
School Number	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. *Numeric, 4 digits*	School Information > Number School.number
Staff State ID	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. *Numeric, 6 digits*	Demographics > Person Identifiers > Staff State ID Person.stateStaffID
State Course Code	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. *Numeric, 15 digits*	Course Information > State Code Course.stateCode
Course Name	Name of the course. An error will generate if this field is not populated. *Alphanumeric, 20 characters*	Course Information > Name Course.name

Data Element	Description	Location
Federal Subject	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. • 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. *Alphanumeric, 3 characters*	Course Information > Subject Type Course.subjectType Course.coreSubject
Local Course Number	Number assigned to the course by the district. An error will generate if the field is not populated. *Numeric, 10 digits*	Course Information > Number Course.number
Local Section Number	Number assigned to the section of the course by the district. An error will generate if the field is not populated. *Numeric, 10 digits*	Section Information > Number Course.section Section.number
Grade Level Code	Not applicable.	Not applicable.
Course Type	Type of course. Options are E: Elective or R: Required. An error will generate if the field is not populated. *Alphanumeric, 2 characters*	Course Information > Type Course.type