

Course Upload (Montana)

Last Modified on 04/04/2025 10:14 am CDT

Tool Search: MT Data Upload

The Course Upload allows districts to import course data. Acceptable import formats are .TXT and .TSV. This import allows for the creation of new records and updating existing records with a Primary Key match. See the [MT Data Upload](#) article for more information about this tool.

See the [Course Extract](#) for information on the matching report for this import.

Import Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading staff data.

Upload Logic

This report can run against a district's active year as well as any prior year and in both District Edition and State Edition against District Edition data.

Course data is compared to existing data to determine when to create a new course record.

When a course already exists, records are imported/overwritten only when the primary key fields of 1-5 (Record Type, District Number, School Number, Calendar Number, and Course Number) are an exact match. When fields 1-5 match and are in the correct formats, fields 6-17 update:

- Course
- SCED Subject Area
- SCED Course Identifier
- SCED Lowest Grade
- SCED Highest Grade
- Available Carnegie Unit Credit
- SCED Course Level
- SCED Sequence
- SCED Sequence Total
- Distance Class
- Dual Enrollment Credit

- Alternative Ed Program

Upon successful import, the following fields in Campus are updated:

- SCED Subject Area
- SCED Course Identifier
- State Code (populates with the SCED Subject Area + SCED Course Identifier value)

When the primary key fields do not match, the record is not updated, and a new record is created.

Upload Layout

Header Layout

Data Element	Description
Record Type	The abbreviation for the type of file generated. This reports as HD. <i>Alphanumeric, 2 characters (HD)</i>
Date	The most recent date a change was made on the file or the date the file was generated. <i>Date field, 10 characters (MM/DD/YYYY)</i>
Time	The most recent time a change was made on the file or the date the file was generated. <i>Time field, 8 characters (HH:MM:SS)</i>
Version	The most current version of the file interface specification and references to the application system. This field reports as MT9.1. <i>Alphanumeric, 5 characters (MT9.1)</i>

Upload Layout

#	Data Element	Description	Location
1	Record Type	The abbreviation for the type of file generated. This reports as CU. <i>Alphanumeric, 2 characters (CU)</i>	N/A
2	District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 characters</i>	District Information > State District Number District.number

#	Data Element	Description	Location
3	School Number	The unique identifier assigned to the school by the OPI. <i>String, 4 characters</i>	School Information > State School Number School.number
4	Calendar Number	The unique calendar identifier. <i>String, 3 characters</i>	Calendar > Number Calendar.number
5	Course Number	The number assigned to the course. <i>String, 13 characters</i>	Course > Course Number Course.number
6	Course	The name of the course. <i>Alphanumeric, 30 characters</i>	Course > Course Name Course.name
7	SCED Subject Area	The SCED subject area number assigned to the course. <i>Numeric, 2 digits</i>	Course > SCED Subject Area Course.scedSubjectArea
8	SCED Course Identifier	The SCED course identifier assigned to the course. <i>Numeric, 3 digits</i>	Course > SCED Course Identifier Course.scedCourseID
9	SCED Lowest Grade	The lowest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedLowestGrade
10	SCED Highest Grade	The highest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedHighestGrade
11	Available Carnegie Unit Credit	The amount of credit available to a student who successfully meets the objectives of the course. It is a measure of "seat time" rather than a measure of attainment of the course objectives. <i>String, 5 characters (XX.XX) - Always reports 2 characters after the decimal</i>	Course > Available Carnegie Unit Credit Course.scedAvailableCredit

#	Data Element	Description	Location
12	SCED Course Level	The secondary course's level of rigor. <i>String, 2 characters</i>	Course > SCED Course Level Course.scedCourseLevel
13	SCED Sequence	The manner in which schools may break up complex content. <i>String, 2 characters</i>	Courser > SCED Sequence Course.scedSequenceNum
14	SCED Sequence Total	The total possible sequence. <i>String, 2 characters</i>	Courser > SCED Sequence Course.scedSequenceMax
15	Distance Class	Indicates this is a distance learning course. <i>String, 1 character (Y or N)</i>	Course > Distance Class Course.distanceCode
16	Dual Enrollment Credit	Indicates this is a dual enrollment credit course. <i>String, 1 character (Y or N)</i>	Course > Dual Enrollment Credit Course.dualEnrollmentCourse
17	Alternate Ed Program	Indicates this is an alternate education program course. <i>String, 1 character (Y or N)</i>	Course > Alternate Ed Program CustomCourse.value
18	Year	The end year of the course. <i>String, 4 characters (YYYY)</i>	Calendar > School Year School.year