

# Course Upload (Montana)

Last Modified on 12/14/2025 8:45 pm CST

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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](#) | [Upload Layout](#)

## Header Layout

Data Element	Description
<b>Record Type</b>	The abbreviation for the type of file generated. This reports as HD. <i>Alphanumeric, 2 characters (HD)</i>
<b>Date</b>	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>
<b>Time</b>	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>
<b>Version</b>	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	<b>Record Type</b>	The abbreviation for the type of file generated. This reports as CU. <i>Alphanumeric, 2 characters (CU)</i>	N/A

#	Data Element	Description	Location
2	<b>District Number</b>	The unique identifier assigned to the district by the OPI.  <i>String, 4 characters</i>	District Information > State District Number  District.number
3	<b>School Number</b>	The unique identifier assigned to the school by the OPI.  <i>String, 4 characters</i>	School Information > State School Number  School.number
4	<b>Calendar Number</b>	The unique calendar identifier.  <i>String, 3 characters</i>	Calendar > Number  Calendar.number
5	<b>Course Number</b>	The number assigned to the course.  <i>String, 13 characters</i>	Course > Course Number  Course.number
6	<b>Course</b>	The name of the course.  <i>Alphanumeric, 30 characters</i>	Course > Course Name  Course.name
7	<b>SCED Subject Area</b>	The SCED subject area number assigned to the course.  <i>Numeric, 2 digits</i>	Course > SCED Subject Area  Course.scedSubjectArea
8	<b>SCED Course Identifier</b>	The SCED course identifier assigned to the course.  <i>Numeric, 3 digits</i>	Course > SCED Course Identifier  Course.scedCourseID
9	<b>SCED Lowest Grade</b>	The lowest grade level offered for a specific course.  <i>String, 3 characters</i>	Course > SCED Lowest Grade  Course.scedLowestGrade
10	<b>SCED Highest Grade</b>	The highest grade level offered for a specific course.  <i>String, 3 characters</i>	Course > SCED Lowest Grade  Course.scedHighestGrade

#	Data Element	Description	Location
11	<b>Available Carnegie Unit Credit</b>	<p>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.</p> <p><i>String, 5 characters (XX.XX) - Always reports 2 characters after the decimal</i></p>	<p>Course &gt; Available Carnegie Unit Credit</p> <p>Course.scedAvailableCredit</p>
12	<b>SCED Course Level</b>	<p>The secondary course's level of rigor.</p> <p><i>String, 2 characters</i></p>	<p>Course &gt; SCED Course Level</p> <p>Course.scedCourseLevel</p>
13	<b>SCED Sequence</b>	<p>The manner in which schools may break up complex content.</p> <p><i>String, 2 characters</i></p>	<p>Courser &gt; SCED Sequence</p> <p>Course.scedSequenceNum</p>
14	<b>SCED Sequence Total</b>	<p>The total possible sequence.</p> <p><i>String, 2 characters</i></p>	<p>Courser &gt; SCED Sequence</p> <p>Course.scedSequenceMax</p>
15	<b>Distance Class</b>	<p>Indicates this is a distance learning course.</p> <p><i>String, 1 character (Y or N)</i></p>	<p>Course &gt; Distance Class</p> <p>Course.distanceCode</p>
16	<b>Dual Enrollment Credit</b>	<p>Indicates this is a dual enrollment credit course.</p> <p><i>String, 1 character (Y or N)</i></p>	<p>Course &gt; Dual Enrollment Credit</p> <p>Course.dualEnrollmentCourse</p>
17	<b>Alternate Ed Program</b>	<p>Indicates this is an alternate education program course.</p> <p><i>String, 1 character (Y or N)</i></p>	<p>Course &gt; Alternate Ed Program</p> <p>CustomCourse.value</p>
18	<b>Year</b>	<p>The end year of the course.</p> <p><i>String, 4 characters (YYYY)</i></p>	<p>Calendar &gt; School Year</p> <p>School.year</p>