

Course Upload (Montana)

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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. See the [MT Data Upload](#) article for more information about this tool.

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. **Course data CANNOT be imported for existing courses.**

Upload Layout

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Header Layout

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

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

Upload Layout

Data Element	Description	Location
Record Type	<p>The abbreviation for the type of file generated. This reports as CU.</p> <p><i>Alphanumeric, 2 characters (CU)</i></p>	N/A
District Number	<p>The unique identifier assigned to the district by the OPI.</p> <p><i>String, 4 characters</i></p>	<p>District Information > State District Number</p> <p>District.number</p>
School Number	<p>The unique identifier assigned to the school by the OPI.</p> <p><i>String, 4 characters</i></p>	<p>School Information > State School Number</p> <p>School.number</p>
Calendar Number	<p>The unique calendar identifier.</p> <p><i>String, 3 characters</i></p>	<p>Calendar > Number</p> <p>Calendar.number</p>
Course Number	<p>The number assigned to the course.</p> <p><i>String, 13 characters</i></p>	<p>Course > Course Number</p> <p>Course.number</p>
Course	<p>The name of the course.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Course > Course Name</p> <p>Course.name</p>
SCED Subject Area	<p>The SCED subject area number assigned to the course.</p> <p><i>Numeric, 2 digits</i></p>	<p>Course > SCED Subject Area</p> <p>Course.scedSubjectArea</p>

Data Element	Description	Location
SCED Course Identifier	The SCED course identifier assigned to the course. <i>Numeric, 3 digits</i>	Course > SCED Course Identifier Course.scedCourseID
SCED Lowest Grade	The lowest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedLowestGrade
SCED Highest Grade	The highest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedHighestGrade
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, 8 characters (XXXXXX.XXX)</i>	Course > Available Carnegie Unit Credit Course.scedAvailableCredit
SCED Course Level	The secondary course's level of rigor. <i>String, 2 characters</i>	Course > SCED Course Level Course.scedCourseLevel
SCED Sequence	The manner in which schools may break up complex content. <i>String, 2 characters</i>	Course > SCED Sequence Course.scedSequenceNum
SCED Sequence Total	The total possible sequence. <i>String, 2 characters</i>	Course > SCED Sequence Course.scedSequenceMax
Distance Class	Indicates this is a distance learning course. <i>String, 1 character (Y or N)</i>	Course > Distance Class Course.distanceCode
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
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

Data Element	Description	Location
Year	The end year of the course. <i>String, 4 characters (YYYY)</i>	Calendar > School Year School.year
