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. 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.

When columns 2-8 (District Number - SCED Course Identifier) match exactly, the file automatically updates columns 9-22 (SCED Lowest Grade - CTE Pathway). When columns 2-8 do not match exactly, the upload fails.

Upload Layout

Header Layout

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

Upload Layout

#	Data Element	Description	Location

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1	**Record Type**	The abbreviation for the type of file generated. This reports as CU. *Alphanumeric, 2 characters (CU)*	N/A
2	**District Number**	The unique identifier assigned to the district by the OPI. *String, 4 characters*	District Information > State District Number District.number
3	**School Number**	The unique identifier assigned to the school by the OPI. *String, 4 characters*	School Information > State School Number School.number
4	**Calendar Number**	The unique calendar identifier. *String, 3 characters*	Calendar > Number Calendar.number
5	**Course Number**	The number assigned to the course. *String, 13 characters*	Course > Course Number Course.number
6	**Course**	The name of the course. *Alphanumeric, 30 characters*	Course > Course Name Course.name
7	**SCED Subject Area**	The SCED subject area number assigned to the course. *Numeric, 2 digits*	Course > SCED Subject Area Course.scedSubjectArea
8	**SCED Course Identifier**	The SCED course identifier assigned to the course. *Numeric, 3 digits*	Course > SCED Course Identifier Course.scedCourseID
9	**SCED Lowest Grade**	The lowest grade level offered for a specific course. *String, 3 characters*	Course > SCED Lowest Grade Course.scedLowestGrade
10	**SCED Highest Grade**	The highest grade level offered for a specific course. *String, 3 characters*	Course > SCED Lowest Grade Course.scedHighestGrade

#	Data Element	Description	Location
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. *String, 5 characters (XX.XX) - Always reports 2 characters after the decimal*	Course > Available Carnegie Unit Credit Course.scedAvailableCredit
12	**SCED Course Level**	The secondary course's level of rigor. *String, 2 characters*	Course > SCED Course Level Course.scedCourseLevel
13	**SCED Sequence**	The manner in which schools may break up complex content. *String, 2 characters*	Courser > SCED Sequence Course.scedSequenceNum
14	**SCED Sequence Total**	The total possible sequence. *String, 2 characters*	Courser > SCED Sequence Course.scedSequenceMax
15	**Distance Class**	Indicates this is a distance learning course. *String, 1 character (Y or N)*	Course > Distance Class Course.distanceCode
16	**Filler**	N/A	N/A
17	**Type**	The course type. Must be DC or CC. *Alphanumeric, 2 characters*	Course Information > State-Defined > Type Course.type
18	**Alternate Ed Program**	Indicates this is an alternate education program course. *String, 1 character (Y or N)*	Course > Alternate Ed Program CustomCourse.value
19	**Institution**	The higher-level education institution that offers the course. Only reports when a Type is selected. *Alphanumeric*	Course Information > State-Defined > Institution Course.enrollmentLocation

#	Data Element	Description	Location
20	**College Credit Equivalent**	The number of college credits a higher-level education institution would award upon successful completion of the course. Only reports when a Type is selected. *Numeric*	Course Information > State-Defined > College Credit Equivalent Course.postSecondaryCredits
21	**Credit Type**	The term system used at the higher-level education institution offering the course. Only reports when a Type is selected. *Alphanumeric*	Course Information > State-Defined > Credit Type Course.termType
22	**CTE Pathway**	The pathway this course applies to for CTE certification. *Alphanumeric*	Course Information > State-Defined > CTE Pathway Course.programType
23	**Year**	The end year of the course. *String, 4 characters (YYYY)*	Calendar > School Year School.year