

Section Upload (Montana)

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The Section Upload allows districts to import course data. The import uses course information to validate and import 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 [Section 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 record. Data must match exactly on the following to import successfully:

- District Number
- School Number
- Calendar Number
- Course Number

When a record already exists, data is imported/overwritten with a Primary Key match. Primary Key fields include fields 1-6 (Record Type, District Number, School Number, Calendar Number, Course Number, and Section Number). When fields 1-6 match, fields 7-8 (Session Type and Session Number) update when they are in the correct format.

Upload Layout

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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 SU. <i>Alphanumeric, 2 characters (SU)</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
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

#	Data Element	Description	Location
5	Course Number	The number assigned to the course. <i>String, 13 characters</i>	Course > Course Number Course.number
6	Section Code	The section number assigned to the section. <i>String, 4 digits</i>	Section > Section Number Section.number
7	Session Type	The grading period of the section. <i>Alphanumeric, 2 digits</i>	Section > Session Type Section.sessionType
8	Session Number	The session number for grading. Must be the following values: <ul style="list-style-type: none"> • SY = 1 • SM, IS, LS = 1-2 • TM, ST = 1-3 • QT = 1-4 • QN = 1-5 • MT, TW = 1-12 <i>Numeric, 2 digits</i>	Section > Session Number Section.sessionNumber