

# Section Upload (Montana)

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Tool Search: MT Data Upload

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

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

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