

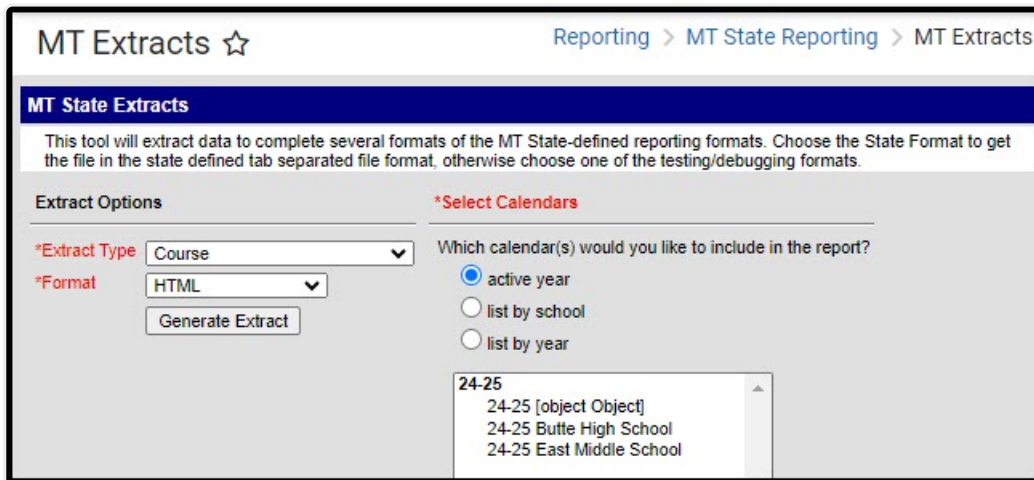
Course Extract (Montana)

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

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Tool Search: MT Extracts

The Course Extract contains information related to course data. This extract matches the [Course Upload](#) import file.



The screenshot shows the 'MT Extracts' tool interface. At the top, there's a breadcrumb trail: 'Reporting > MT State Reporting > MT Extracts'. Below this is a section titled 'MT State Extracts' with a description: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' The interface is divided into two main sections: 'Extract Options' and '*Select Calendars'. In 'Extract Options', there are dropdowns for '*Extract Type' (set to 'Course') and '*Format' (set to 'HTML'), along with a 'Generate Extract' button. In '*Select Calendars', there's a question 'Which calendar(s) would you like to include in the report?' with three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options is a list of selected calendars: '24-25', '24-25 [object Object]', '24-25 Butte High School', and '24-25 East Middle School'.

Course Extract Editor

Tool Rights

Read - Generate extract.

Write - N/A

Add - N/A

Delete - N/A

Report 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.

File Formats

The extract can be generated in the following formats:

- State Format (TSV)
- HTML
- CSV

- [XML](#)

Use the State Format when all data has been reviewed for accuracy and information is ready to be uploaded. Use one of the other formats for data review and testing.

Generate Extract

1. Select the **Course** option from the **Extract Type** dropdown list.
2. Select the desired **Format** from the dropdown list.
3. Choose the desired calendar(s) from the **Calendar** list.
4. Click the **Generate Report** button. The extract displays in a new window in the selected format.

Example

MT Header Records:1

RecordType	Date	Time	Version
HD	08/23/2024	08:05:45	MT9.1

MT Course Extract Records:496

RecordType	DistrictNumber	SchoolNumber	CalendarNumber	CourseNumber	CourseName	SCEDSubArea	SCEDCourseID	SCEDLowGrade	SCEDHighGrade	AvailableCarnegie	SCEDCourseLevel	SCEDSeq	SCEDSeqMax	DistanceClass	DualEnrollment	Alt
CU	0902	1103	0	10143	3+1+3 Intro to Education	19	151	11	12	0.00	GE	1	1		Y	N
CU	0902	1103	0	10144	3+1+3 Intro to Education (S2)	19	151	11	12	0.00	GE	1	1		Y	N
CU	0902	1103	0	612	DA Interior Design							1	1		N	N
CU	0902	1103	0	96	Math Intervention					0.00		1	1		N	N
CU	0902	1103	0	926	Duty - Sp. Ed. Collab. Teacher					0.00		1	1		N	N

Course Extract HTML Example

Layout

[Header Layout](#) | [Extract Layout](#)

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>

Data Element	Description
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>

Extract Layout

#	Data Element	Description	Location
1	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
2	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>
3	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>
4	Calendar Number	<p>The unique calendar identifier.</p> <p><i>String, 3 characters</i></p>	<p>Calendar > Number</p> <p>Calendar.number</p>
5	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>
6	Course	<p>The name of the course.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Course > Course Name</p> <p>Course.name</p>
7	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>
8	SCED Course Identifier	<p>The SCED course identifier assigned to the course.</p> <p><i>Numeric, 3 digits</i></p>	<p>Course > SCED Course Identifier</p> <p>Course.scedCourseID</p>

#	Data Element	Description	Location
9	SCED Lowest Grade	The lowest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedLowestGrade
10	SCED Highest Grade	The highest grade level offered for a specific course. <i>String, 3 characters</i>	Course > SCED Lowest Grade Course.scedHighestGrade
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. <i>String, 5 characters (XX.XX) - Always reports 2 characters after the decimal</i>	Course > Available Carnegie Unit Credit Course.scedAvailableCredit
12	SCED Course Level	The secondary course's level of rigor. <i>String, 2 characters</i>	Course > SCED Course Level Course.scedCourseLevel
13	SCED Sequence	The manner in which schools may break up complex content. <i>String, 2 characters</i>	Courser > SCED Sequence Course.scedSequenceNum
14	SCED Sequence Total	The total possible sequence. <i>String, 2 characters</i>	Courser > SCED Sequence Course.scedSequenceMax
15	Distance Class	Indicates this is a distance learning course. <i>String, 1 character (Y or N)</i>	Course > Distance Class Course.distanceCode
16	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
17	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
18	Year	The end year of the course. <i>String, 4 characters (YYYY)</i>	Calendar > School Year School.year