

## South Dakota Staff Courses Import

Last Modified on 10/22/2022 9:46 am CDT

Logic and Validations | Import Layout

This information is specific to South Dakota state-level users.

**PATH:** Census > Tools > Import Wizard > Staff Courses Import Type

The Staff Courses Import imports course section information as taught by staff members. Each line in the import file should represent one course section, therefore, a staff member may be listed multiple times. Files created by the Course Extract (South Dakota) can be used for this import.

Index Search Help	Census Data Import Wizard				
System Administrator ► Student Information ▼ Census My Data Staff Request Processor Boople	<ul> <li>Select an option under "Import Type" to specify what type of data you are uploading.</li> <li>Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options: <ol> <li>Validate and Test File - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.</li> <li>Load Partial File - Data from the file will add to or update the current student/staff record in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.</li> <li>Load Complete File - CAUTION Data imported from this file will replace all existing data of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.</li> </ol> </li> </ul>				
People Staff Leaster					
Staff Locator	Import Options				
▼ Tools	Import Type Staff Courses 🔻				
Import Wizard					
Staff Data Extract	Work to Perform Validate and Test File				
Behavior	File Choose File No file chosen Upload				
► Attendance					

Image 1: Import Wizard > Staff Courses

## **Logic and Validations**

The following represents the logic and setup of the Staff Courses Import:

- Each line should represent a course section taught by the staff person.
- If **Year, School Number** and **Staff State ID** are reported, a new record will be created for that staff person within the matched school and year.
- The **District, School** and **Calendar** must be chosen in the Campus toolbar when importing data.

## **Import Layout**

The following table lists the data elements included in the layout.



Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Year	End year of the school year for which data is being imported. An error will generate if the field is not populated, is not in the proper format or does not match an existing calendar or year.	Numeric, 4 digits YYYY	calendar.year	System Administration > Calendar > Calendar > Calendar > End Date
School Number	State-assigned number associated with the school building. An error will generate if the field is not populated or if the entry is not a valid school number.	Numeric, 4 digits	school.number	System Administration > Resources > School > Number
Staff State ID	Staff person's state-assigned identification number. An error will generate if the field is not populated or if the entry is not a valid Staff State ID.	Numeric, 6 digits	person.stateStaffID	Census > People > Demographics > Person Identifiers > Staff State ID
State Course Code	State-assigned code/number assigned to the course. An error will generate if the field is not populated or if the entry is not a valid State Course Code.	Numeric, 15 digits	course.stateCode	Scheduling > Courses > Course > Course > State Code
Course Name	Name of the course. An error will generate if this field is not populated.	Alphanumeric, 20 characters	course.name	Scheduling > Courses > Course > Name



Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Federal Subject	Category of the teaching assignment used for HQ status determination. An error will generate for this field if the field is not populated or if the entry is not a valid Federal Subject. • If the FederalType is three characters, the Course.subjectType will be set to CORE, as will the Course.coreSubject be set to the value in the Federal Subject. • If the FederalType is ELEM, SPED or NA, only the Course.subjectType will be set.	Alphanumeric, 3 characters	course.coreSubject	Scheduling > Course > Subject Type
Local Course Number	Number assigned to the course by the district. An error will generate if the field is not populated.	Numeric, 10 digits	course.number	Scheduling > Courses > Course > Number
Local Section Number	Number assigned to the section of the course by the district. An error will generate if the field is not populated.	Numeric, 10 digits	course.section section.number	Scheduling > Courses > Course > Section > Number
Grade Level Code	Not applicable.	Not applicable.	Not applicable.	Not applicable.
Course Type	Type of course. Options are E: Elective or R: Required. An error will generate if the field is not populated.	Alphanumeric, 2 characters	course.type	Scheduling > Courses > Course > Type