

# South Dakota Staff Courses Import

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

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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.

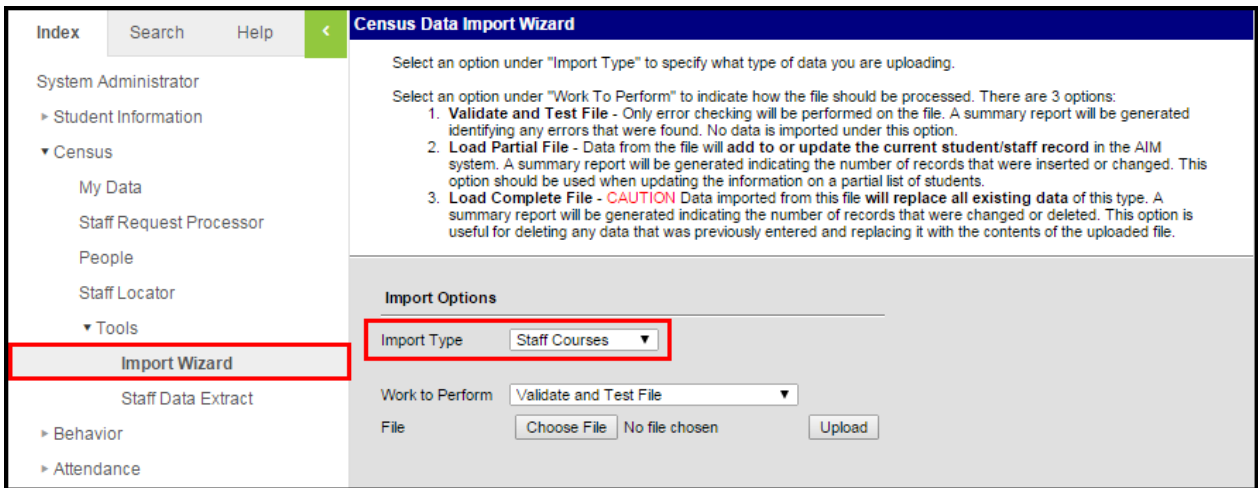


Image 1: Import Wizard > Staff Courses

## 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
<b>Year</b>	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
<b>School Number</b>	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
<b>Staff State ID</b>	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
<b>State Course Code</b>	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
<b>Course Name</b>	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
<b>Federal Subject</b>	<p>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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>If the FederalType is ELEM, SPED or NA, only the Course.subjectType will be set.</li> </ul>	Alphanumeric, 3 characters	course.subjectType course.coreSubject	Scheduling > Course > Course > Subject Type
<b>Local Course Number</b>	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
<b>Local Section Number</b>	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
<b>Grade Level Code</b>	Not applicable.	Not applicable.	Not applicable.	Not applicable.
<b>Course Type</b>	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