

# VTDE: College Coordinator Guide to Importing

## Sections in this Guide

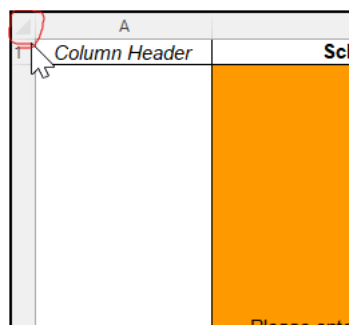
- Part 1: Importing Course Types
- Part 2: Importing Course Sections
- Part 3: Course Changes Import Template
- Part 4: Importing Voucher Data

## Part 1: Importing Course Types

1. Scroll to the Resources widget and select the desired import template.

**NOTE:** There cannot be duplicates with the same Course Type in the system. The Course Category or Course Code must be different. Most often, Course Type imports will only occur when a new Course Type is being added.

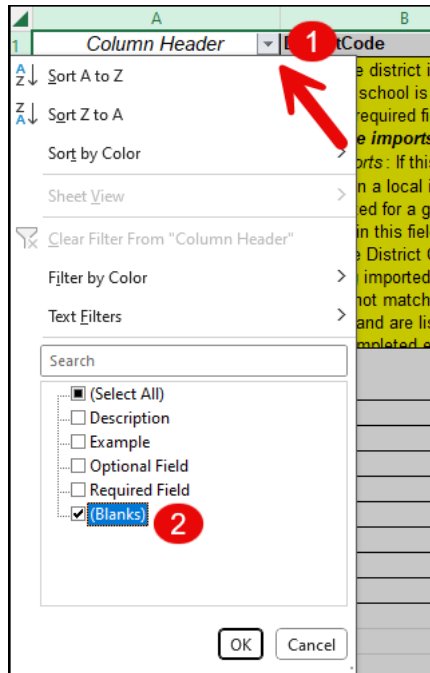
2. Complete all required fields for the import.
3. Ensure there is only one tab for the file. Delete all other tabs.
4. Complete the “Optional Fields” noted in yellow, if desired.
5. Delete the “Description” row upon completion.
6. Delete column A upon completion.
7. Keep all other columns “as-is”, even if no information is added to them.
8. All empty rows must be deleted to avoid an error in the importing results. If there are empty rows, filter them out to delete them.
  - a. Navigate to the upper left corner and click the arrow to highlight all rows and columns in the sheet (circled below in red).



- b. At the top of the file’s ribbon, select the option to “Sort & Filter”.
- c. In the first column, click the dropdown next to the Column Header (step 1 indicated in red below).
- d. If there is an option listed as “Blanks”, deselect the other checked options so that is the only option checked (step 2 indicated in red



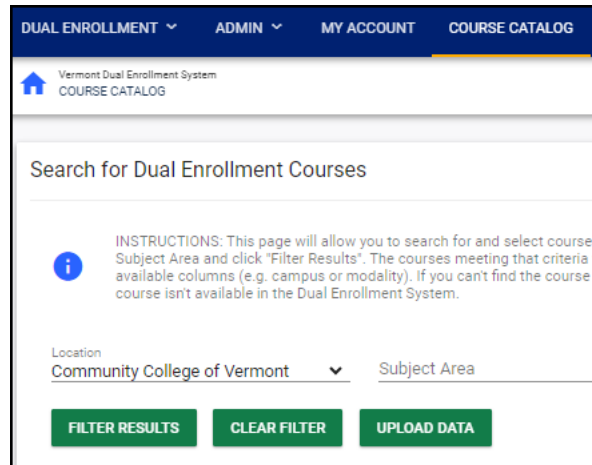
below). If there is no option of “Blanks”, there are no blanks. Move to step 9.



- e. Click **OK**.
- f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.
- g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
- h. Right click to delete all of the rows.
- i. Return to the dropdown menu in the column and click “Select All” to repopulate the columns and rows that have information in them. Click **OK**.
- j. Return to the Sort & Filter and click on Filter to turn off the filter feature.

**NOTE:** For each header, make sure there are no extra spaces before the column header, no spaces after the header, and no spaces in between the words in the header (ex: StudentCode NOT Student Code)

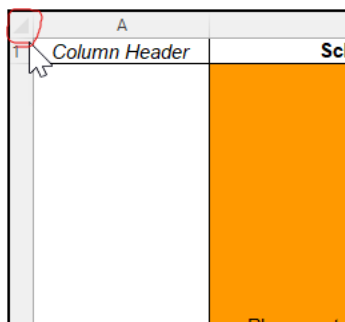
9. Title the tab for the import template as “Specification – Course Types”. Be sure the spaces are correct and to include the hyphen.
10. Save the file in the format of “CourseTypes-Upload-SchoolName-Date” as a text file (\*.txt)
11. Navigate to the **COURSE CATALOG** tab on the main navigation bar.
12. Select the *Location* from the dropdown menu. Once selected, the filter, clear, and upload actions appear.
13. Click **UPLOAD DATA**.



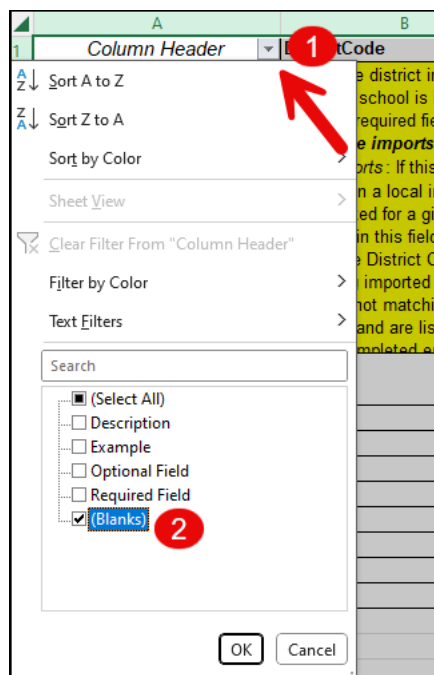
14. Click **Choose File** to upload the Course Types import template.
15. Leave the other fields blank but ensure the correct e-mail address for notification is entered.
16. Click **UPLOAD THE FILE**.
17. An email will be sent to the e-mail address that was entered when the import is complete, along with any error messages.
18. Navigate to **IMPORT HISTORY** on the main navigation bar to view the import details and any identified errors.

## Part 2: Importing Course Sections

1. Scroll to the Resources widget and select the desired import stub.
2. Complete all required fields for the import.
3. Ensure there is only one tab for the file. Delete all other tabs.
4. Complete the “Optional Fields” noted in yellow, if desired.
5. Delete the “Description” row upon completion.
6. Delete column A upon completion.
7. Keep all other columns, even if no information is added to them.
8. All empty rows must be deleted to avoid an error in the importing results. If there are empty rows, filter them out to delete them.
  - a. Navigate to the upper left corner and click the arrow to highlight all rows and columns in the sheet (circled below in red).



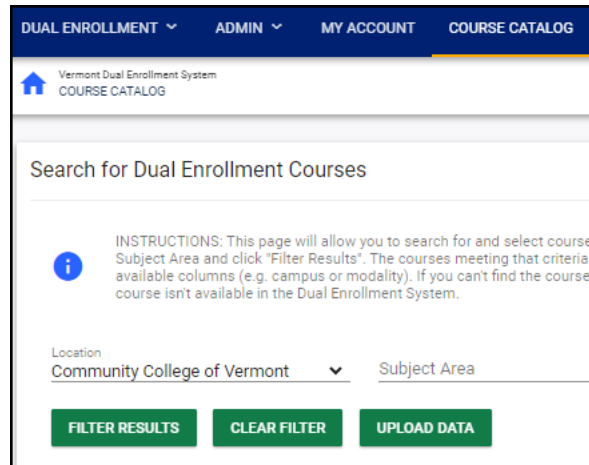
- b. At the top of the screen, select the option to Sort & Filter.
- c. In the first column, click the dropdown next to the Column Header (step 1 indicated in red below).
- d. If there is an option listed as “Blanks”, deselect the other checked options so that is the only option checked (step 2 indicated in red below). If there is no option of “Blanks”, there are no blanks. Move to step 9.



- e. Click **OK**.
- f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.
- g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
- h. Right click to delete all of the rows.
- i. Return to the dropdown menu in the column and click Select All to repopulate the columns and rows that have information in them. Click **OK**.
- j. Return to Sort & Filter and click on Filter to turn off the filter selection.

**NOTE:** For each header, make sure there are no extra spaces before the column header, no spaces after the header, and no spaces in between the words in the header (ex: StudentCode NOT Student Code)

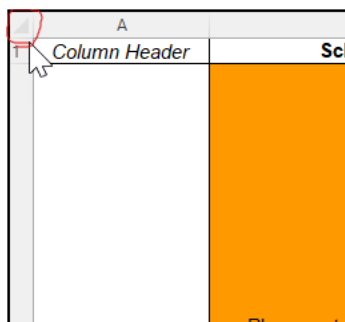
9. Title the tab for the stub as “Specification – Course Sections”
10. Save the file in the format of “CourseSections-Upload-SchoolName-Date” as a text file (\*.txt)
11. Navigate to the **COURSE CATALOG** tab on the main navigation bar.
12. Select the Location from the dropdown menu.
13. Upon selecting a Location, the filter, clear, and upload buttons appear. Click **UPLOAD DATA**.



14. Click the Choose File button to upload the Course Sections import stub.
15. Leave the other fields blank but ensure the correct e-mail address for notification is entered.
16. Click **UPLOAD THE FILE**.
17. An email will be sent to the e-mail address that was entered when the import is complete, along with any error messages.
18. Go to **IMPORT HISTORY** on the main navigation bar to view the import details and any identified errors.

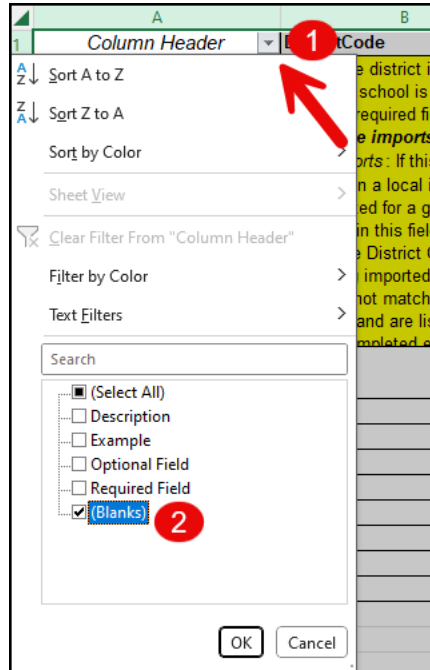
### Part 3: Course Changes Import Template

1. Scroll to the Resources widget and select the desired import stub.
2. Complete all required fields for the import.
3. Ensure there is only one tab for the file. Delete all other tabs.
4. Complete the "Optional Fields" noted in yellow, if desired.
5. Delete the "Description" row upon completion.
6. Delete column A upon completion.
7. Keep all other columns, even if no information is added to them.
8. All empty rows must be deleted to avoid an error in the importing results. If there are empty rows, filter them out to delete them.
  - a. Navigate to the upper left corner and click the arrow to highlight all rows and columns in the sheet (circled below in red).



- b. At the top of the screen, select the option to Sort & Filter.

- c. In the first column, click the dropdown next to the Column Header.
- d. If there is an option listed as “Blanks”, deselect the other checked options so that is the only option checked (step 2 shown in red below). If there is no option of “Blanks”, there are no blanks. Move to step 9.



- e. Click **OK**.
- f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.
- g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
- h. Right click to delete all of the rows.
- i. Return to the dropdown menu in the column and click Select All to repopulate the columns and rows that have information in them. Click **OK**.
- j. Return to Sort & Filter and click on Filter to turn off the Filter selection.

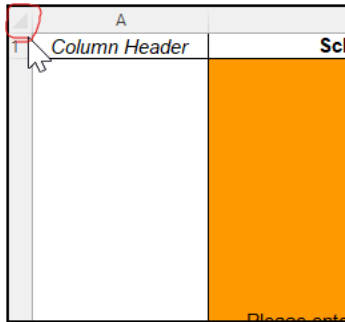
**NOTE:** For each header, make sure there are no extra spaces before the column header, no spaces after the header, and no spaces in between the words in the header (ex: StudentCode NOT Student Code)

9. Title the tab for the stub as “Specification – Course Change”
10. Course Change imports will be sent through the AOE SFTP to be updated in the system by PCG.

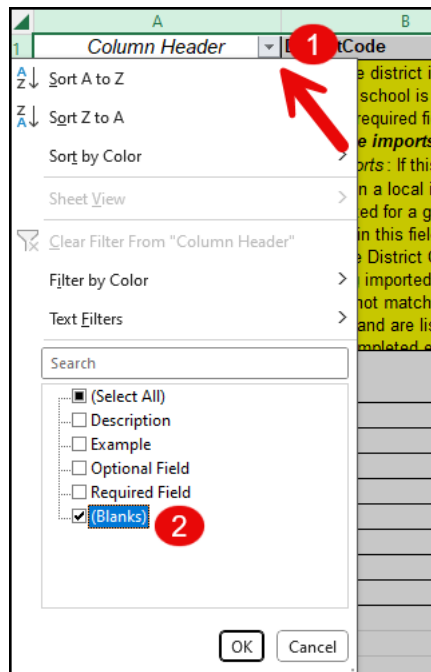
## Part 4: Importing Voucher Data

1. Scroll to the Resources widget and select the desired import stub.
2. Complete all required fields for the import.
3. Ensure there is only one tab for the file. Delete all other tabs.

4. Complete the “Optional Fields” noted in yellow, if desired.
5. Delete the “Description” row upon completion.
6. Delete column A upon completion.
7. Keep all other columns, even if no information is added to them.
8. All empty rows must be deleted to avoid an error in the importing results. If there are empty rows, filter them out to delete them.
  - a. Navigate to the upper left corner and click the arrow to highlight all rows and columns in the sheet (circled below in red).



- b. At the top of the screen, select the option to Sort & Filter.
- c. In the first column, click the dropdown next to the Column Header (step 1 shown in red below).
- d. If there is an option listed as “Blanks”, deselect the other checked options so that is the only option checked (step 2 in red below). If there is no option of “Blanks”, there are no blanks. Move to step 9.

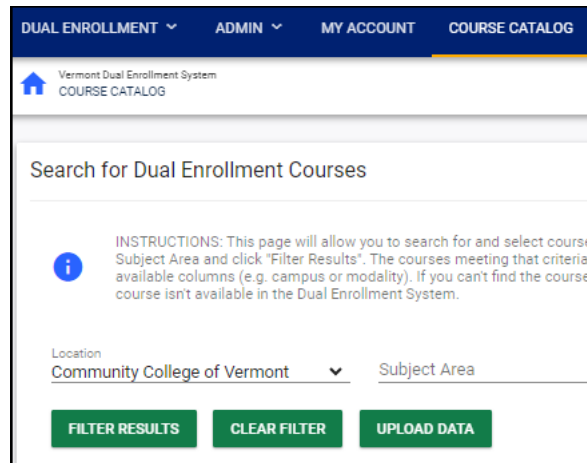


- e. Click **OK**.
- f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.

- g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
- h. Right click to delete all of the rows.
- i. Return to the dropdown menu in the column and click Select All to repopulate the columns and rows that have information in them. Click **OK**.
- j. Click on Sort & Filter and click on Filter to turn off the Filter selection.

**NOTE:** For each header, make sure there are no extra spaces before the column header, no spaces after the header, and no spaces in between the words in the header (ex: StudentCode NOT Student Code)

- 9. Title the tab for the stub as “Specification – Voucher Data”
- 10. Save the file in the format of “VoucherData-Upload-SchoolName-Date” as a text file (\*.txt)
- 11. Navigate to the **COURSE CATALOG** tab on the main navigation bar.
- 12. Select the Location from the dropdown menu.
- 13. Upon selecting a Location, the filter, clear, and upload buttons appear. Click **UPLOAD DATA**.



- 14. Click the Choose File button to upload the Voucher Data import stub.
- 15. Leave the other fields blank but ensure the correct e-mail address for notification is entered.
- 16. Click **UPLOAD THE FILE**.
- 17. An email will be sent to the e-mail address that was entered when the import is complete, along with any error messages.
- 18. Go to **IMPORT HISTORY** on the main navigation bar to view the import details and any identified errors.

**NOTE:** The Voucher Data import can be used for updating multiple students’ grades.