Terra Dotta: Maintenance > Data Import/Export
Home Course Data Template

The following table provides a reference to the data fields provided in the Course Data Template, the required data types, default values (if any), whether or not each field is required, and a short description of what each field represents.

IMPORTANT REMINDERS:

- <u>Always</u> run a test import with a small sample set of rows before importing a large file.
- Do not double-click the 'Import/Update Data' button or your request may be processed twice.
- Completely remove any columns labeled 'Optional' if you do not intend to use them. Required Columns must be included even if no changes are being made to those values.
- Use 'clean' text, meaning no extraneous pipe characters, tab characters, return carriages, etc.
- Do not alter the name of the columns; they must remain exactly as they are in the data template.
- Files should be saved as tab delimited .txt -- OS X(Mac) users should save import files from Excel as 'Windows Formatted Text (txt).'
- Enable Import/Export permissions only for qualified, experienced administrative users who have read and understood the documentation.

Course Data Template				
Column Header	**Importing NEW courses**	**Updating EXISTING courses**	**Value Type**	**Additional Information**

Course ID	No	REQUIRED	Numeric	When provided it must represent a valid, existing course. If the Course ID is not provided, a new course will be entered even if it has the same name/code as an existing course. Be careful to include the Course ID so duplicate courses aren't imported by mistake.
Course Title	REQUIRED	REQUIRED	String (200 characters max)	
Course Code	REQUIRED	REQUIRED	String (100 characters max)	
Keywords	Optional	Optional	String (500 characters max)	List of word(s) used to help describe the course for searching. If there are keywords already listed for the course, an import will replace the current list of keywords with whatever value is in the import file which could be a new/updated list of key words, or a null value. If the column is completely omitted from the import file, the keywords will be replaced with a null value.

Approved By	Optional	Optional	String (100 characters max)	The name of the person that approved the course. If there is an approver already listed for the course, an import will replace the current approver with whatever value is in the import file which could be a new approver, or a null value. If the column is completely omitted from the import file, the approver's name will be replaced with a null value. You will need to include the name of the approver in your import file if you wish to retain the current value.

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	Optional	Optional		
Authorization Date			Date (MM-DD-YYYY format)	If there is a date already listed for the course, an update will null it out if it is omitted from the file.
Expiration Date	Optional	Optional		
			Date (MM-DD-YYYY format)	If there is a date already listed for the course, an update will null it out if it is omitted from the file.
Restrictions	Optional	Optional	String (2000 characters max)	Free text describing any limitations on the use of the course for either equivalencies or enrollment. If there are restrictions already listed for the course, an update will null them out if it is omitted from the file.
Comments	Optional	Optional	String (2000 characters max)	Free text form. If there are comments already listed for the course, an update will null them out if it is omitted from the file.
Hours	Optional	Optional	Numeric	If the value is omitted when using the import tool to update a course, it will null out any existing value for this field.
External URL	Optional	Optional	String (200 characters max)	Including (http://) – link to course description page. If there is already an external URL listed for the course, an update will null it out if it is omitted from the file.
Program ID	REQUIRED for foreign course import	REQUIRED for foreign course import	Numeric	Must represent the program this course is associated with when importing foreign courses.

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Category I	Optional	Optional	String (50 characters max)	Custom multi-select 1 values are imported via a pipe-delimited list: Value 1|Value 2|Value 3
Category II	Optional	Optional	String (50 characters max)	Custom multi-select 2 values are imported via a pipe-delimited list: Value 1|Value 2|Value 3
Active	Optional *Default: Inactive*	Optional	Numeric (0 or null for 'Inactive'; 1 for 'Active')	

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