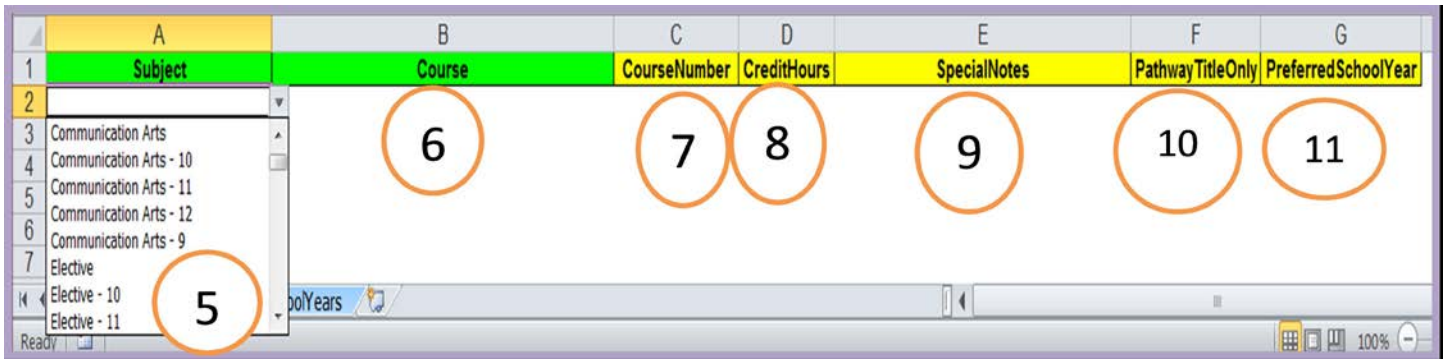
Navigating the Course Planner Tools

Using the Excel Spreadsheet to Export Courses/Blank Template

Click ? mark to view detailed Export/Import instructions

Notes:



2. **Subject,** (required) has a drop-down menu of subject titles. The subject titles are defined by the MN Department of Education Graduation Standards and are not changeable. Select the subject title for each row. **Entering a subject that is not a state-defined subject will cause an import error.**

3. **Course,** (required) is a text box. Enter or cut-and-paste the titles of your courses (up to 150 characters). A maximum of 50 characters will display in the student's Personal Education Plan.

4. **CourseNumber**,(optional) is a text box. Enter course numbers for your courses (e.g., MATH 101), up to 20 characters.

5. **CreditHours**, (optional) is a text box. Enter credit hours for your courses (e.g., 4 or audit), up to 10 characters.

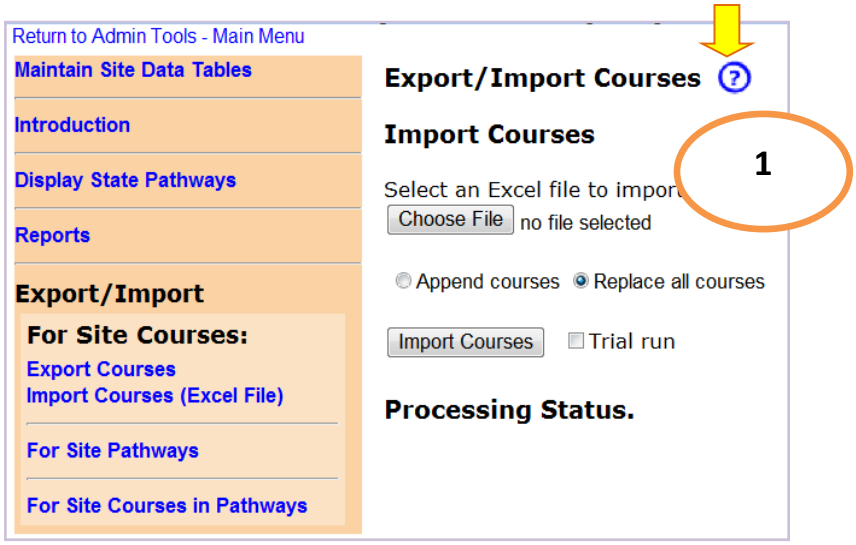
6. **SpecialNotes**, (optional) is a text box. Enter special notes for your courses, up to 100 characters. A maximum of 50 characters will display in the student's Personal Education Plan.

7. **PathwayTitleOnly**, (optional) is a text box. This will be covered in subsequent trainings.

8. **PreferredSchoolYear**, (optional) is a text box. Enter a comma-separated list of school year numbers that a course will generally be taken (e.g., 9,10 means the course is generally taken in Freshman or Sophomore years)

Notes:

DO NOT *delete or rearrange the columns. Use plain text (no bold italics, etc.) with no line breaks for your entries. Save the file as an Excel spreadsheet*



Using the Excel Spreadsheet to Export Courses/Blank Template

2. Select the **Import Courses** link on the left sidebar menu.

3. Select either **Append Courses** (the default) to add courses for the first time (skip to step 7) or **Replace all courses** option (step 4-6).

4. Select **Replace all Courses** if you are adding data to existing courses (course number, credit hours, pathway title only flag, and preferred grade levels) and if you currently have courses mapped to pathways (**Courses in Pathways**)

5. Make edits (if you are replacing data) to Excel spreadsheet and save.

6. Return to Export/Import Courses menu and click the **Browse** button to select the Excel spreadsheet you saved to import replacement course list.

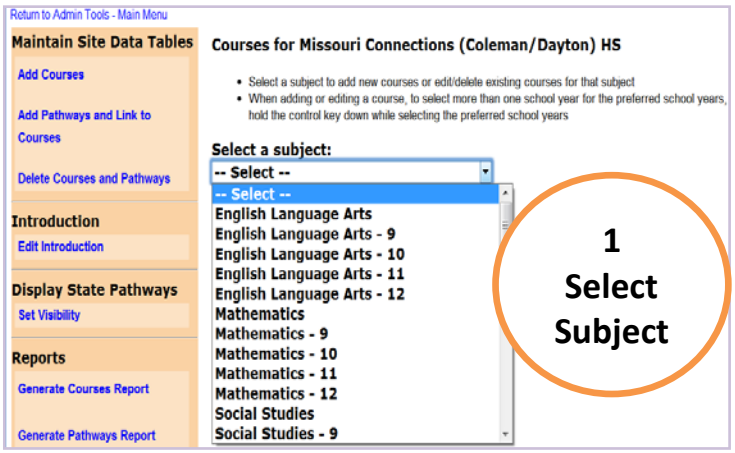
7. Check the **Trial run** checkbox to make sure you do not have any mistakes. The trial run will list any formatting errors and will give you a preview of the order in which each course will display and allow you to make changes to the spreadsheet before importing it. If you have errors print out the status codes sheet and correct your errors.

8. When all is successful, repeat steps 6 & 7, but uncheck the **Trial run** checkbox. If one or more records fail validation (error in **Status** column), no courses will be imported.

Notes:

9. If validation passes, but duplicate course records are found, the course data is imported up to the first duplicate course or other data error (the remaining records are not **imported**).

Using the "Add Course" Option to Add, Edit or Delete Courses



Notes:

Remember To:

- DO NOT delete or rearrange the columns on Excel spreadsheet template. Use plain text (no bold italics, etc.) with no line breaks for your entries.
- Use only the subjects in the drop-down list in the Excel spreadsheet template. Using a subject that is not state-defined will cause an S3 import error.
- Before upload, review Excel Spreadsheet to make sure there are no exact duplicates in the COURSE column for the same grade – that will give a DB error. See illustration below:

  If you receive an error message the Processing Status explains where the error occurred and what it is. Process Status indicates Row 263 of the spreadsheet was not added because it had an error. The Process Error Code (DB) appears in the Status Column to the extreme right.

  The reason for the error is that Fine Arts-11 had duplicate course names – Graphic and Computer Art II. The NW Code indicates no records uploaded subsequent to the DB error.

Processing Status.
1/8/2014 12:56:40 PM **Process Status:** Started
1/8/2014 12:56:40 PM **File Conversion:** File converted
1/8/2014 12:56:40 PM **Process Status:** Import Started
1/8/2014 12:56:41 PM **Process Status:** Import Completed (check messages and grid below for errors)
1/8/2014 12:56:41 PM **Process Status:** Site course record number 263 was not added (check for duplicate course information: same subject, course, and course number).
262 out of 734 site course(s) added

Fine Arts - 11	Graphic and Computer Art II		.5				
Fine Arts - 11	Graphic and Computer Art II		.5				DB
Fine Arts - 11	IB Music		1				NW
Fine Arts - 11	IB Theatre Arts		1				NW
Fine Arts - 11	IB Visual Arts HL		1				NW
Fine Arts - 11	IB Visual Arts SL		1				NW

Site Course Import Status Codes when Uploading Courses

C1	Course cannot be blank
C2	Course name too long (max 100 characters)
C3	Course name contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)
CH2	Credit Hours too long (max 10 characters)
CH3	Credit Hours contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)
CN2	Course Number too long (max 20 characters)
CN3	Course Number contains an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters)
DB	Duplicate course (same subject, course name, and course number) in database, or other data error
DUP	Duplicate entry (same subject, course name, and course number) within the Excel spreadsheet
NW	Not written because of previous row's database error (duplicate course or other error)
PSY3	Preferred School Years is not a list of predefined school year numbers for this site, or multiple numbers are not separated by commas (e.g., "9,10" for Freshman and Sophomore years)
PT2	Pathway Title Only should be "Yes" or blank
S1	Subject cannot be blank
S2	Subject too long (max 100 characters)
S3	Subject is not in state-defined list of subjects
SN2	Special notes too long (max 100 characters)
SN3	Special notes contain an unrecognized character (check for smart quotes, en dash, em dash, trademark symbol, accent characters, or any other special characters

Creating a Personal Plan of Study

Freshman / School Year: 2011-2012 Save Information

Subject	Course Title	Term	Credits	Req.	Grade	Comments	Special Notes	
Practical Arts	Digital Electronics (H) (DE)	Full Year						X
World Language	German II	Full Year						X
English Language Ar	English I 9	1st Semester					1	X
Social Studies	World History 9	1st Semester					1	X
Science	Physical Science 9	1st Semester					1	X
English Language Ar	(H) British & World Literature/Composi	Fall Term						X
								X
								X

Add More Courses Save Information

For more information, contact Minnesota Career Information System (MCIS) 1.800.599.6247.

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