

Class Data Import Type

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

The Class Import type allows schools to import new classes (outlined below) for courses that already exist in the database. It does **not** edit existing classes through this import.

Uploading class information involves the following two steps:

1. Preparing the data for upload using the Class template, which is provided before data import on the Importer site.
2. Uploading the data using the [Veracross Data Importer](#)

Preparing the Data for Upload

The user must prepare a comma separated value (CSV) file containing all of the contact data to import. This file must contain all of the required columns in the order listed below, even if no content is populated in the columns. Each row of the CSV file should contain information for only one class (identified by the `veracross_course_id` column).

Fields in the Import Type Template

Class Import

The required fields are marked with an asterisk ().*

<code>school_year*</code>	Formatted as xxxx (e.g., 2016 for the 2016-2017 school year). Please note: school years formatted in the xx-xx format (eg. 16-17) will not be imported since these are not unique year values (it could mean 2016-2017 or 1916-1917). This field maps to "School Year" on the Other tab of the Class detail screen. For Summer Classes, the importer will currently not accept the
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	Year ID, e.g., -2018, as a valid school_year. In this case, it should be populated with the long description for the school_year (Summer 2018, for example).
school_level_id*	Integer value, 0 through 4, corresponding to the School Level ID found by navigating to “School Level” on the System homepage.
veracross_course_id*	Integer. The internal course ID corresponding to the course under which the new class is to be placed. Navigate to “Course List” on the System homepage to find the correct ID. <i>Joins to a Course.</i>
class_id*	Provide a unique identifier for the class. This can be located in Axiom on a prior-year version of the class. This field is displayed as “class ID,” including query results and class configuration. If a prior-year version of the class does not exist, a new class id must be assigned. Maximum length 20 characters.
description*	Provide the LMS-facing description of the class. Note that the maximum length is 80 characters.
veracross_teacher_fk	The unique integer ID of the faculty member assigned to be the teacher of the class. This ID will be shown in the Axiom navigation bar when displaying the configuration page for that faculty member or can be found by displaying the Person ID field in a “Find Staff/Faculty” query. <i>Joins to a Person.</i>
begin_date	Formatted mm/dd/yyyy for the class, as seen under “Starts” in the General tab in class configuration.
end_date	Formatted mm/dd/yyyy for the class, as seen under “Ends” in the General tab in class configuration. Typically, this and begin_date will correspond to existing term/semester start and end dates, but this is not required.
grading_period_group_id*	Integer ID corresponding to the desired “grading period group” of the class. To find a list of the grading period groups and their IDs, click here .
grading_method_id	Integer ID that will be one of the following, corresponding to the desired grading method: <ul style="list-style-type: none"> • 0: Not Graded • 1: Numeric

	<ul style="list-style-type: none"> • 2: Qualitative • 3: Pass/Fail • 10: Comments Only
grade_conversion_scale_id	Integer ID corresponding to the desired grade conversion scale. For a list of the available IDs, navigate to “Grade Conversion” under Academics on the System homepage.
term_credit_hours	Value for the number of credits per term/major grading period. A class spanning two semesters and yielding 1.0 credits should have a value of 0.5, where the same class over three trimesters should have a value of 0.33.
room_id	The internal Veracross ID of the room in which the class will meet. To find, run this query and pull in the Resource ID field.
virtual_meeting_url	URL format (2000 character max) – The URL for the virtual meeting if this class is being hosted remotely. This value appears as the “Virtual Meeting URL” field on the class record.
class_notes	Text format (2000 character max).

Uploading the Data

After creating the CSV file, click the ‘Choose File’ button and select the appropriate CSV file.

Before clicking the ‘Import’ button to begin the import process, optionally click the ‘show’ link next to the Advanced Options heading in order to specify how the system should handle any duplicate rows that may exist within the CSV:

- **Allow duplicates to be inserted:** the importer will insert the records exactly as they are found in the CSV. Duplicate records will be inserted into the database.
- **Automatically eliminate duplicates:** the importer will automatically eliminate one of the duplicated rows before importing the records into the database.
- **Fail on duplicates:** if duplicate rows are found, the import will fail and no records will be imported into the database.

Data Integrity Checks

The importer checks to ensure that the data present in the CSV is free from errors that would compromise data integrity. These checks are:

Class Import

Too Many Characters

- Class ID (20 characters)
- Class Description (80 characters)

Missing Records (No copy found in Veracross)

- School Year
- School Level
- Course
- Teacher
- Grading Period Group
- Grading Method
- Grade Conversion Scale

Missing Data (No data was provided; these represent mandatory fields)

- School Year
- Class ID
- Grading Period Group
- Course

Duplicate Data

- Class ID/School Year (Duplicate found in import)
 - Class ID/School Year (Duplicate found in Veracross)
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