

# Course 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 [Veracross Data Importer](#) allows schools to import courses into Axiom for academic use. This import type should be considered an importer only – it allows you to import new courses into Axiom but will not allow you to update existing courses.

On import completion, this process creates new courses within subjects in Axiom for use with academic modules.

Uploading courses involves the following two steps:

- Preparing the data for upload using the Course import type template, which is provided before data import on the Importer site.
- 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 data to import. This file must contain all columns in the order listed below, even if no content is populated in the columns. If there is no content in a column, that row **must** be left blank.

## Fields in the Import Type Template

The Course import type has a number of required fields, each of which is designated in the corresponding row in the Value Considerations column below.

Column (Field) Name	Value Considerations
course_type	<i>Required value. Text format.</i> The Course Type of the course you are inserting. Available options are: <ul style="list-style-type: none"><li>•</li></ul>

Column (Field) Name	Value Considerations
	<ul style="list-style-type: none"> <li>• Homeroom</li> <li>• Advisory</li> <li>• Academic</li> <li>• Non-Academic</li> <li>• Athletic Program</li> <li>• Other Program</li> <li>• Extended-Care</li> <li>• Summer</li> <li>• Dorm</li> </ul>
<b>course_id</b>	<p><i>Text format.</i> The Course ID of the course that you are inserting. This value can be found in the Course ID column in <a href="#">a Course List query</a>. This field has a character limit of 15 characters.</p>
<b>course_code</b>	<p><i>Text format.</i> The Course Code of the course that you are inserting. This value can be found in the Course Code column in <a href="#">this Course List query</a>. This field has a character limit of 15 characters.</p>
<b>description</b>	<p><b>Required value.</b> <i>Text format.</i> The actual name of the Course being inserted. Find this as the Course Name in <a href="#">a Course List query</a>. This field has a character limit of 100 characters.</p>
<b>subject</b>	<p><b>Required value.</b> <i>Numeric/text format.</i> The subject that this course should be a part of. This field can be populated by one of two options:</p> <ul style="list-style-type: none"> <li>• the ID of the subject (<i>numeric</i> – found in the ID column on <a href="#">a Subject List query</a>)</li> <li>• the Description of the subject (<i>text</i> – found in the Description column on <a href="#">a Subject List query</a>)</li> </ul>
<b>gender</b>	<p><i>Numeric/text format.</i> The "Gender" of the course, if a gender is relevant (typically used in Athletics). This field can be populated by one of two options:</p> <ul style="list-style-type: none"> <li>• the ID of the gender (<i>numeric</i> – found in the ID column of <a href="#">a Gender query</a>)</li> <li>• the Description of the gender (<i>text</i> – found in the Description column of <a href="#">a Gender query</a>)</li> </ul>
<b>include_on_report_card</b>	<p><i>Numeric/text format.</i> This sets whether or not this course is included on student report cards. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul>

Column (Field) Name	Value Considerations
<b>Include_on_transcript</b>	<p><i>Numeric/text format.</i> This sets whether or not this course is included on student transcripts. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to Yes.</p>
<b>include_in_gpa</b>	<p><i>Numeric/text format.</i> This sets whether or not this course is considered when calculating student grade point average (GPA). The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to Yes.</p>
<b>default_term_credit_hours</b>	<p><i>Numeric format.</i> This sets the default value for the number of credits a class is worth that exists within this course. This value can be found in the Default Term Credit Hours column in <a href="#">this Course List query</a>.</p>
<b>assignment_group</b>	<p><i>Numeric format.</i> This sets what assignment group the course being inserted belongs to (<a href="#">read more about assignment groups in our documentation</a>). This value can be found as the Assignment Group column in <a href="#">this Course List query</a>.</p>
<b>catalog_title</b>	<p><i>Text format.</i> This sets the catalog title for this course. This value can be found as the Catalog Title column in <a href="#">this Course List query</a>. The character limit for this field is 100 characters.</p>
<b>link_style</b>	<p><i>Hex code format.</i> This value designates the color in which this course appears in schedule documents. This value may be found as the Link Style column in <a href="#">this Course List query</a>.</p> <p>A <a href="#">hex code</a> is a string of six alpha-numeric characters following a # that denotes a specific color. Each of these characters can be a number between 0-9 or a letter between A-F. <a href="#">Learn more about hex codes here.</a></p>
<b>notes</b>	<p><i>Text format.</i> This populated the noted field on the Course record for the Course that is being inserted. This field has a character limit of 8,000 characters.</p>
<b>sort_key</b>	<p><i>Numeric format.</i> This value determines the sort key for the course. This value can be found in the Sort Key column in <a href="#">this Course List query</a>.</p>

Column (Field) Name	Value Considerations
available_course	<p><i>Numeric/text format.</i> This sets whether or not this course is available for request. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to Yes.</p>
curriculum_type	<p><i>Text format.</i> This sets the curriculum type of the course being inserted. Available options are:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Grading Period</li> <li>• Rubric</li> <li>• Rubric Category</li> </ul> <p>These options, with the exception of the "None" option, may be prepended with the word "by" without issue.</p>
grade_input_method	<p><i>Text format.</i> This sets the grading method for grades that are entered to the course being inserted. Available options are:</p> <ul style="list-style-type: none"> <li>• Numeric</li> <li>• Letter Grades</li> <li>• Other Numeric</li> <li>• Qualitative</li> </ul>
include_in_scheduler	<p><i>Numeric/text format.</i> This sets whether or not this course is included in the Scheduler tool if your school uses this functionality. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to Yes.</p>
include_in_parent_teacher_conferences	<p><i>Numeric/text format.</i> This sets whether or not this course allows for the scheduling of related Parent/Teacher Conferences. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to Yes.</p>
allow_wait_list	<p><i>Numeric/text format.</i> This sets whether or not this course allows for the</p>

Column (Field) Name	Value Considerations
	<p>use of wait lists. The options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul> <p>If left blank, this field defaults to No.</p>
<b>default_block_group</b>	<p><i>Numeric/text format.</i> This sets the block group that defaults to classes that are a part of this course. This field can be populated by one of two options:</p> <ul style="list-style-type: none"> <li>• the ID of the block group (<i>numeric</i> – found in the ID column of a <a href="#">Block Groups query</a>)</li> <li>• the Description of the block group (<i>text</i> – found in the Description column of a <a href="#">Block Groups query</a>)</li> </ul>
<b>default_grade_conversion_scale</b>	<p><i>Numeric/text format.</i> This sets the grade conversion scale that appears as default in classes within the course being inserted. This field can be populated by one of two options:</p> <ul style="list-style-type: none"> <li>• the ID of the grade conversion scale (<i>numeric</i> – found in the ID column of a <a href="#">Grade Conversion query</a>)</li> <li>• the Description of the grade conversion scale (<i>text</i> – found in the Description column of a <a href="#">Grade Conversion query</a>)</li> </ul>

## Additional Considerations

---

In addition to the criteria set in the table above, the Course import type has a number of additional considerations that should be taken into account:

- this import type is an importer only – it will insert new courses but not update existing courses
  - to check for duplicates, the course import type will look through the system to find if any courses already exist that have all the following fields as identical: `course_id`, `subject`, and `course_description`. If any courses exist that exactly match all three of these fields, that new course is not created and is, instead, skipped over, as the system determines that it is a duplicate.
-