

# Transfer Grade Transcript Item 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

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The [Veracross Data Importer](#) allows you to both import (create) new transfer grade transcript items and update existing transcript items for use in generating and updating transfer grade student transcript items with grades from outside your school. It also allows you to create new transfer transcript courses through the import itself. This import type is considered both an importer and an updater – it allows you to import and create new transfer grade transcript items and also update transfer grade transcript items that already exist in the database. A transcript item record is uniquely determined by the combination of the following fields:

- person\_id
- school\_year
- grade\_level
- vc\_grading\_period\_id
- vc\_transcript\_course\_id

To update an existing transfer grade transcript item, the above values on the relevant line in your CSV file must match the above values of the existing transcript item within Veracross. Otherwise, a new transcript item is created (or worse, the wrong transcript item is edited!).

Uploading transfer grade transcript items involves the following two steps:

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

If you need to import regular non-transfer transcript items, [please follow this process](#).

## Preparing the Data for Upload

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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.

**Recommendation:** Use the import template provided at [import.veracross.com/your\\_school](https://import.veracross.com/your_school), rather than creating your own CSV file. This can eliminate many unintentional errors.

## Fields in the Import Type Template

There are a mix of columns in this import type where columns are required to be populated by a value and where the column being populated is optional. These are detailed in the Value Considerations column below.

Column (Field) Name	Value Considerations
	Required fields: <b>person_id</b> or <b>person_reference_type</b> and <b>person_reference_value</b>
<b>person_id</b>	<i>Numeric format.</i> The person_id can be found in the Person ID field in a standard <a href="#">Find Person</a> query.
<b>person_reference_type</b>	<i>Text/numeric format.</i> Must be an already existing person reference type. This information can be found in a <a href="#">Person Reference Type</a> query. Must be either of the following: <ul style="list-style-type: none"> <li>• person reference type id (<i>numeric format</i>)</li> <li>• person reference type description (<i>text/numeric format</i>)</li> </ul>
<b>person_reference_value</b>	<i>Text/numeric format.</i> This value is the reference value in a <a href="#">Find Person Reference Number</a> query.
<b>school_vc_organization_id</b>	<b>Required field.</b> <i>Numeric format.</i> The ID of the organization this student's grades are coming from. This value can be found in the Organization ID column in <a href="#">this Organization</a> query.
<b>school_year</b>	<b>Required field.</b> <i>Text field.</i> The year in which the course for this transcript item was taken. Populate this with the value in either the Year or School Year columns in <a href="#">the Years</a> query.
<b>grade_level</b>	<b>Required field.</b> <i>Text field.</i> The grade level in which this course was originally taken

Column (Field) Name	Value Considerations
	by the student. Populate this with either the ID or Grade level columns in a <a href="#">Grade Levels query</a> .
vc_grading_period_id	<p><b>Required field.</b> <i>Numeric format.</i> The grading period that this transcript item should be created for. Populate this with the ID field in a <a href="#">standard Grading Periods query</a>.</p> <p><i>NOTE: The Transfer Grade Transcript Item Import Type does NOT create new grading periods; all referenced grading periods must be created prior to using them in this import type. If you'd like to set up new grading periods, please reach out to your Account Manager to begin this process.</i></p>
<p style="text-align: center;">Required fields:</p> <p style="text-align: center;">vc_transcript_course_id (which is preferred for attaching existing transfer transcript courses) or course_id and course_name and include_in_gpa (which is used in the creation of new transfer transcript courses).</p> <p style="text-align: center;">If associating a transfer transcript item with an existing transcript course, this transcript course must be designated as a transfer transcript course (designated by <a href="#">the Transfer column in this query</a> being checked).</p>	
vc_transcript_course_id	<i>Numeric format.</i> The transcript course ID for the existing course in Veracross that this transcript item should be associated with. Populate this with the Transcript Course ID column in a <a href="#">Transcript Course query</a> .
course_id	<i>Text format.</i> An often used abbreviation for a transcript course. Populate this with the Course ID column in a <a href="#">Transcript Course query</a> . This field allows for a maximum of 15 characters.
course_name	<i>Text format.</i> The actual name of the transcript course. Populate this with the Course Name field in a <a href="#">Transcript Course query</a> . This field allows for a maximum of 100 characters.
include_in_gpa	<p><i>Boolean format.</i> Whether or not transcript items for this course are calculated in the students' GPA. Find this value in the Include in GPA column in a <a href="#">Transcript Course query</a> (Checked = Yes and Unchecked = No). Viable options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, 1</li> <li>• No, N, 0</li> </ul>
enrollment_level	<i>Text format.</i> The enrollment level that this transcript item should be assigned to. Populate this with either the ID or Description fields in <a href="#">the Enrollment Levels query</a> .
status	<i>Text format.</i> The "status" for this transcript item if numeric grades don't apply (e.g., pass/fail or incomplete). Populate this with either the ID, Description, or Abbreviation columns in a <a href="#">Grade Statuses query</a> .
numeric_grade	<b>Required value.</b> <i>Numeric format.</i> The numeric grade earned for the course the transcript item is pulling from.

Column (Field) Name	Value Considerations
	If the <b>status</b> column is populated, the <b>credits_attempted</b> column must be populated with a "0".
<b>credits_attempted</b>	<b>Required value. Numeric format.</b> The number of credits attempted for the course the transcript item is pulling from.
<b>credits_earned</b>	<b>Required value. Numeric format.</b> The number of credits earned for the course the transcript item is pulling from.
<b>vc_grade_conversion_scale_id</b>	<b>Required value. Text format.</b> The ID of the grade conversion scale this transcript item should correspond to. Populate this with the ID field in <a href="#">the Grade Conversion query</a> .

## Common Questions

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***I know there are a couple "either this value or that value must be included" scenarios with this import type. What were they again?***

There are two different scenarios that you're describing in your question. They are:

- Either **person\_id** or **person\_reference\_type** & **person\_reference\_value** are required
- Either **vc\_transcript\_course\_id** or **course\_id**, **course\_name**, and **include\_in\_gpa** are required

***What do I have to make sure match if I want to update an existing transfer course transcript item through this import type?***

To update an existing transfer grade transcript item, the following values on the relevant line in your csv file must match the following values of the existing transcript item within Veracross:

- **person\_id**
- **school\_year**
- **grade\_level**
- **vc\_grading\_period\_id**
- **vc\_transcript\_course\_id**

***Can I add new transfer transcript courses through this import?***

Yes! For the instance where you choose between either **vc\_transcript\_course\_id** or **course\_id**, **course\_name**, and **include\_in\_gpa**, you can create a new transfer transcript course through the **course\_id**, **course\_name**, and **include\_in\_gpa** option by specifying the values you like upon import. Please note that all transcript courses designated here (even existing ones) are marked as transfer transcript courses (designated by [the Transfer column in this query](#)) upon import.

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