Importing Data

ClassMate allows users the ability to import curriculum on their own. Importing data is not an exact science. The procedure for creating the import template must be followed to ensure a clean import process. Please make sure you read **ALL** import guidelines so you understand the limitations and use of this functionality.

Before You Begin

- Ensure you are using one of the **ClassMate supplied Excel Templates. DO NOT USE** any other excel spreadsheet.
    - o Curriculum w/Pathways – allows for the automatic assignment of tasks to specific career pathways that have been identified for a course
    - o Curriculum w/Skill Levels – allows for the automatic assignment of tasks to specific skill levels that have been identified for a site
- Use a clean **NEW** template for **EACH** course. One template per course.
- Read all the import guidelines
- Please reference the provided grid samples for proper formatting of columns

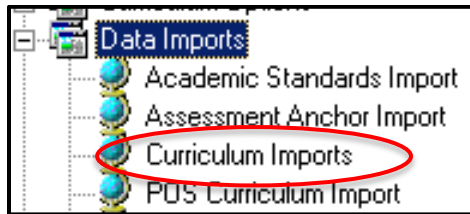## Curriculum Pathway Data Import Guidelines

- **Description Column**: No commas, apostrophes or quotes. If this punctuation is required it will have to be updated via the Curriculum Management module in ClassMate **AFTER** the import is complete.
- **Pathway Column:** It is not a requirement that the pathways are consistent however it will allow for cutting and pasting a pathway id into the appropriate task rows.
- **Pathway Column:** If you put a pathway ID on the duty row it will be ignored
- **Template:** The template can be populated using Excel, and then must be saved as a .**XLS** file for import processing.
- **Template:** The import process will not import curriculum if there is already an established curriculum for a course. The process would be to first delete any existing curriculum and then import from the grids.
- **Template**: Do not put a task number in the task column for a duty row. This will cause unpredictable results.
- **Template:** The Duty ID must be repeated in each of the task rows for a particular duty.
- **Template:** A maximum of 12 pathways are allowed for each curriculum. A column is present for all allowable data fields. Adding columns to this template will cause the import to **FAIL**
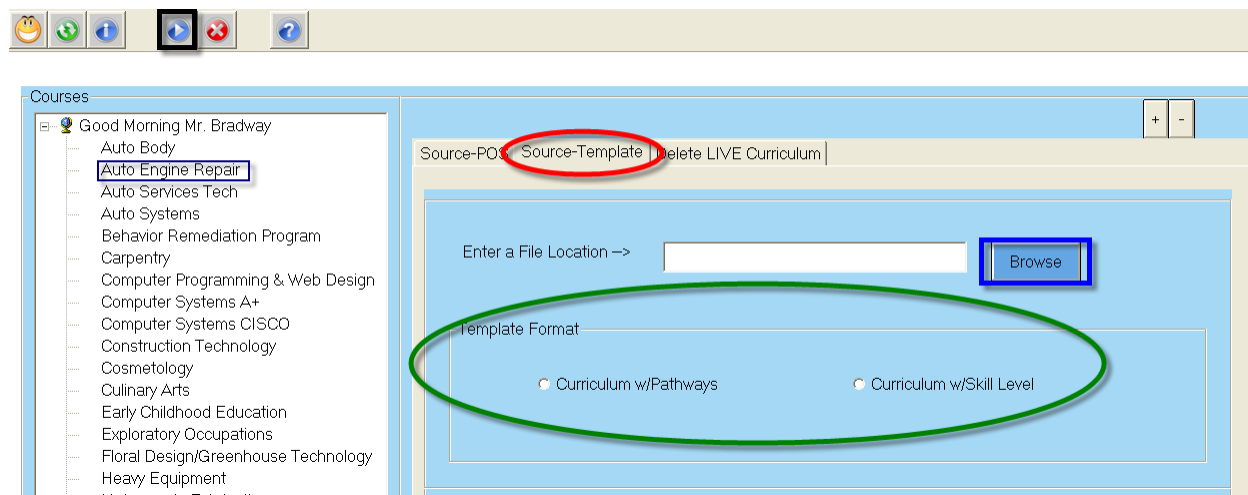
Curriculum Skill Level Data Import Guidelines

- **Description Column**: No commas, apostrophes or quotes. If this punctuation is required it will have to be updated via the Curriculum Management module in ClassMate **AFTER** the import is complete.
- **Skill Level Column:** If you put a Skill Level ID on the duty row it will be ignored
- **Template:** The template can be populated using Excel, and then must be saved as a .**XLS** file for import processing.
- **Template:** The import process will not import curriculum if there is already an established curriculum for a course. The process would be to first delete any existing curriculum and then import from the grids.
- **Template**: Do not put a task number in the task column for a duty row. This will cause unpredictable results.
- **Template:** The Duty ID must be repeated in each of the task rows for a particular duty.
- **Template:** A maximum of 1 skill level is allowed for each curriculum.
- **Template:** A column is present for all allowable data fields. Adding columns to this template will cause the import to **FAIL**

Getting Started

- Double Click **My Modules>**Double Click **Data Imports>**
- Click **CTE Curriculum Imports**

- Select the **Course** by single clicking from the course list located on the left side of the screen
- Click the **Source-Template** Tab
- Click the **Blue Browse** button to select the ClassMate Import Template from the file location
- Select the template type being used, Curriculum w/Pathways or Curriculum w/Skill Level
- Click the **Blue** (import/delete) curriculum arrow button located on the toolbar

- A confirmation message will display when complete