

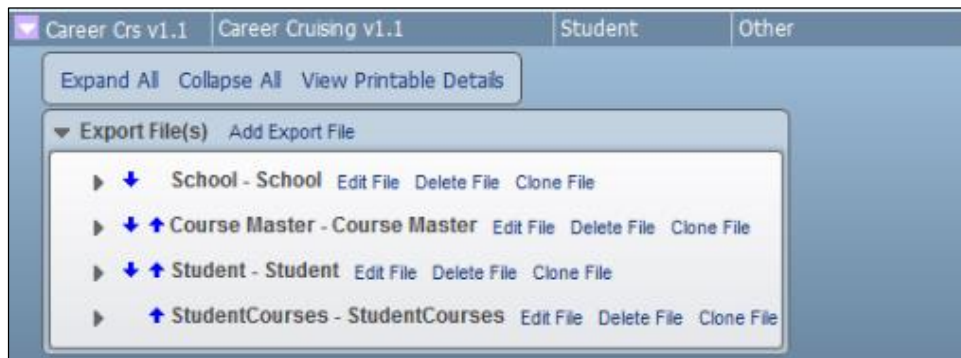
Export File Builder

Career Cruising Export

Use of the Exports option eliminates the need to enter data into Career Cruising when the data already exists in Skyward.

To access the Career Cruising Export, navigate to Student Management > Administration > SkyBuild > Exports.

1. Click the Export File Builder option.
2. Expand the Career Crs v1.1 interface to see the four types of files that will be created, which include, School, Course Master, Student, and Student Courses. For reference, a list of the [fields included in each of the four export files](#) is available at the end of this document.

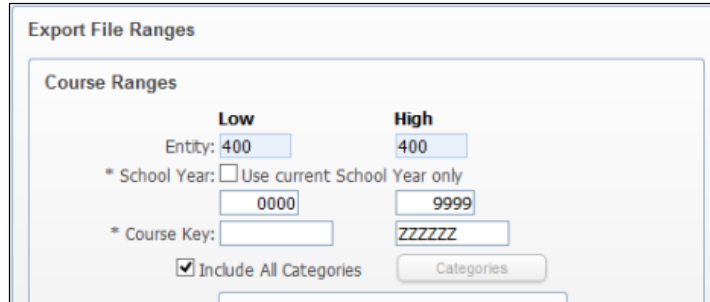


Note: If Career Crs v1.1 is not listed, please refer to the documentation on [importing a Skyward-defined interface](#).

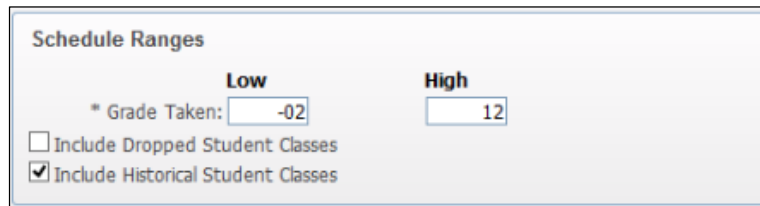
3. The File Details and File Layouts for each of the individual files may be modified as needed. Expand the sections and sub sections to view the current settings and select the Edit options to make adjustments to ranges or other settings to meet your district's needs.

Note: All files generated using the Career Cruising template are Pipe delimited and include field headers on line 1. Verify that the delimiter in each file is set correctly.

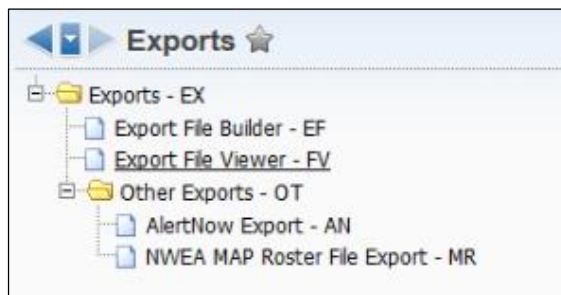
- School and Course Master data can be set to pull courses from a specific entity or from a range.
- The Student data ranges allow you to include or exclude students on a number of different criteria, including Calendars, Schools, Grade, Status, etc.
- The StudentCourses data file will contain any course or class information already in Skyward. Verify that the Course Range option to "Use current School Year only" is **not checked**, because this file requires courses for all years, not just the current year.



- Also, verify that the option under Schedule Ranges to “Include Historical Classes” is **checked**.



4. Verify that all the file properties and ranges have been set to your specifications; then click Export to begin the process of creating the files.
5. The Export process will run in the Print Queue.
6. When the process has finished, a report is generated which provides details on the location of the files, the total processing time, and the number of records processed and exported for each file.
7. If the interface was set to “Save Exported Files in Database,” you can select the Export File Viewer to open and save the file.



8. Highlight any of the exported files and click View to see what was exported.

Fields Included in the Export Files

School (school.txt) file:

Column	Skyward Field	Career Cruising Heading	Explanation
1	Entity ID	SchoolCode	Skyward Entity Code (School)
2	Entity Name	Name	Name of Entity (School)

Course Master (CourseMaster.txt) file:

Column	Skyward Field	Career Cruising Heading	Explanation
1	Course Key	CourseCode	Course Key of a Course (Unique per entity)
2	Course ID	SISCourseID	Unique Course identifier assigned by Skyward
3	Entity ID	SchoolCode	Skyward Entity Code (School)
4	Course Long Description	CourseName	Name of the Course
5	Subject Long Description	Discipline	Name of Subject that the Course is assigned
6	Grade Low	GradeLower	Low grade level of the Course
7	Grade High	GradeUpper	High grade level of the Course
8	Earned Credits	CreditValue	The number of credits the Course is worth
9	Number of Periods	SlotValue	The number of periods that a Course meets in a day

Student (Student.txt) file:

Column	Skyward Field	Career Cruising Heading	Explanation
1	Other ID	StudentID	Unique, district-defined identifier for student
2	Student First Name	FirstName	
3	Student Last Name	LastName	
4	Gender (M/F)	Gender	Gender of student exported as "M" or "F"
5	Birthdate	DateOfBirth	Format: YYYY-MM-DD
6	School Email Address	Email	
7	Student Access Login	Username	Skyward Username for use with Career Cruising
8	Student Access Password	Password	Skyward Password for use with Career Cruising
9	Student Grade	CurrentGrade	Student's current grade level
10	Entity ID	CurrentSchoolCode	Skyward Entity Code (School)
11	NY School Code	PreRegSchoolCode	Student's Next Year School Code
12	Advisor Full Name	CurrentTeacher	Format: First Last



13	Student ID	StudentGUID	Students unique Skyward ID (unique to database)
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StudentCourses (StudentCourses.txt) file:

Column	Skyward Field	Career Cruising Heading	Explanation
1	Other ID	StudentID	Unique, district-defined identifier for student
2	Course Key	CourseCode	Course Key of a Course (Unique per entity)
3	Course Long Description	CourseName	Name of the Course
4	Student's End Date	DateCourseComplete	Student's last day enrolled in the Course
5	Student Grades (All)	GradeMark	
6	Earned Credit	CreditValue	The number of credits the student earned in the Course
7	In Progress	CourseInProgress	Indicates if the Course is in progress. "1" = In Progress, "0" = Not In Progress
8	Category	TransferCourse	Indicates if the Course is a Transfer Course. "1" = Transfer, "0" = Not Transfer
9	1 st Grad Req Area	DegreeCreditArea1	Shows the 1 st area of Graduation Requirements that this Course counts towards
10	2 nd Grad Req Area	DegreeCreditArea2	Shows the 2 nd area of Graduation Requirements that this Course counts towards
11	3 rd Grad Req Area	DegreeCreditArea3	Shows the 3 rd area of Graduation Requirements that this Course counts towards
12	1 st Grad Req Credit	DegreeCreditAreaV1	Shows the In Progress and completed (it seems) credits earned toward the 1 st Graduation Requirement Area that this Course counts towards.
13	2 nd Grad Req Credit	DegreeCreditAreaV2	Shows the In Progress and completed (it seems) credits earned toward the 2 nd Graduation Requirement Area that this Course counts towards.
14	3 rd Grad Req Credit	DegreeCreditAreaV3	Shows the In Progress and completed (it seems) credits earned toward the 3 rd Graduation Requirement Area that this Course counts towards.

[Back to top](#)