

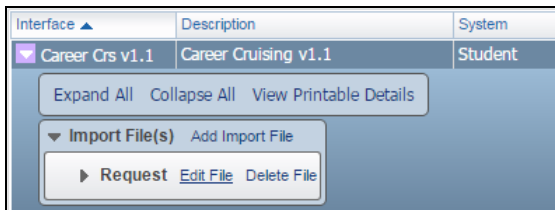
Import File Builder

Career Cruising Import

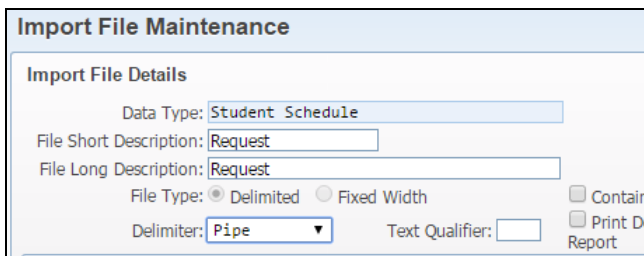
The Career Cruising Import is run by districts to import requests which were created in their Career Cruising software. This process would typically be performed when working on scheduling for the next school year. If the district has already set up their import, they can skip to step 5 below.

To set up and use the Career Cruising Import:

1. From the entity where you wish to run the import, go to Student Management > Administration > SkyBuild > Imports.
2. Select Import File Builder.
3. Select the Import Interface button.
4. Highlight the highest version of the Career Cruising Interface template; then click on the Select button.
5. Expand the Career Cruising Interface just completed, and expand the Import Files area.
6. Select Edit File next to the Request file.



7. Verify that the delimiter is set to match what is used in your data file from Career Cruising. Common Delimiters are Pipe or Comma.

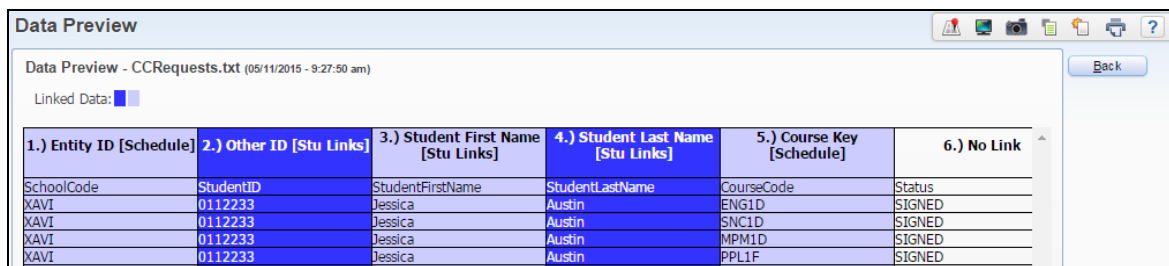


8. Under Import File, select the Browse... button to browse and select your import file. The import consists of one file containing student course requests for the next school year. The following table lists the fields currently expected from Career Cruising in a pipe delimited format:

Column	Skyward Field	Explanation
1	Entity ID	Skyward Entity Code (School)
2	Other ID	Unique, district-defined identifier for student
3	Student First Name	
4	Student Last Name	
5	Course Key	Course Key of Course being requested
6	[Not used by Skyward]	

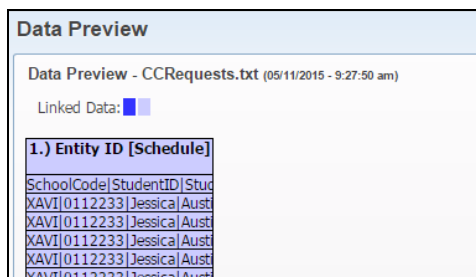
7	Is Alternate	Values "ALTERNATE" and "STANDARD" from Career Cruising, which are converted to "A" (Alternate) and "R" (Standard, Regular in Skyward terms) for import into the database
8	Paired Alternate Course Key	Course key of the course that will take the place of the requested course (field 5) if the student cannot be scheduled into the requested course
9	[Not used by Skyward]	
10	Control Set Literal	Field used to define a specific control set of the requested course (for example, semester 2 of the course)

9. When the import file has been selected, click the Upload button.
10. When the file has successfully uploaded, verify the file name in the File to Import and the Last Upload fields, along with the date and time when it was uploaded.
11. Select the Data Preview button to verify that the file is being read correctly by Skyward.



1.) Entity ID [Schedule]	2.) Other ID [Stu Links]	3.) Student First Name [Stu Links]	4.) Student Last Name [Stu Links]	5.) Course Key [Schedule]	6.) No Link
SchoolCode	StudentID	StudentFirstName	StudentLastName	CourseCode	Status
XAVI	0112233	Jessica	Austin	ENG1D	SIGNED
XAVI	0112233	Jessica	Austin	SNC1D	SIGNED
XAVI	0112233	Jessica	Austin	MPM1D	SIGNED
XAVI	0112233	Jessica	Austin	PPL1F	SIGNED

NOT



1.) Entity ID [Schedule]
SchoolCode StudentID Stu
XAVI 0112233 Jessica Aust
XAVI 0112233 Jessica Aust
XAVI 0112233 Jessica Aust
XAVI 0112233 Jessica Aust
XAVI 0112233 Jessica Aust

For the example above, you would need to verify the Delimiter selected on the file.

12. Once the Preview is verified, click the Back button.
13. Select the Import button to run the process.