

eSchoolPLUS Course Request Import

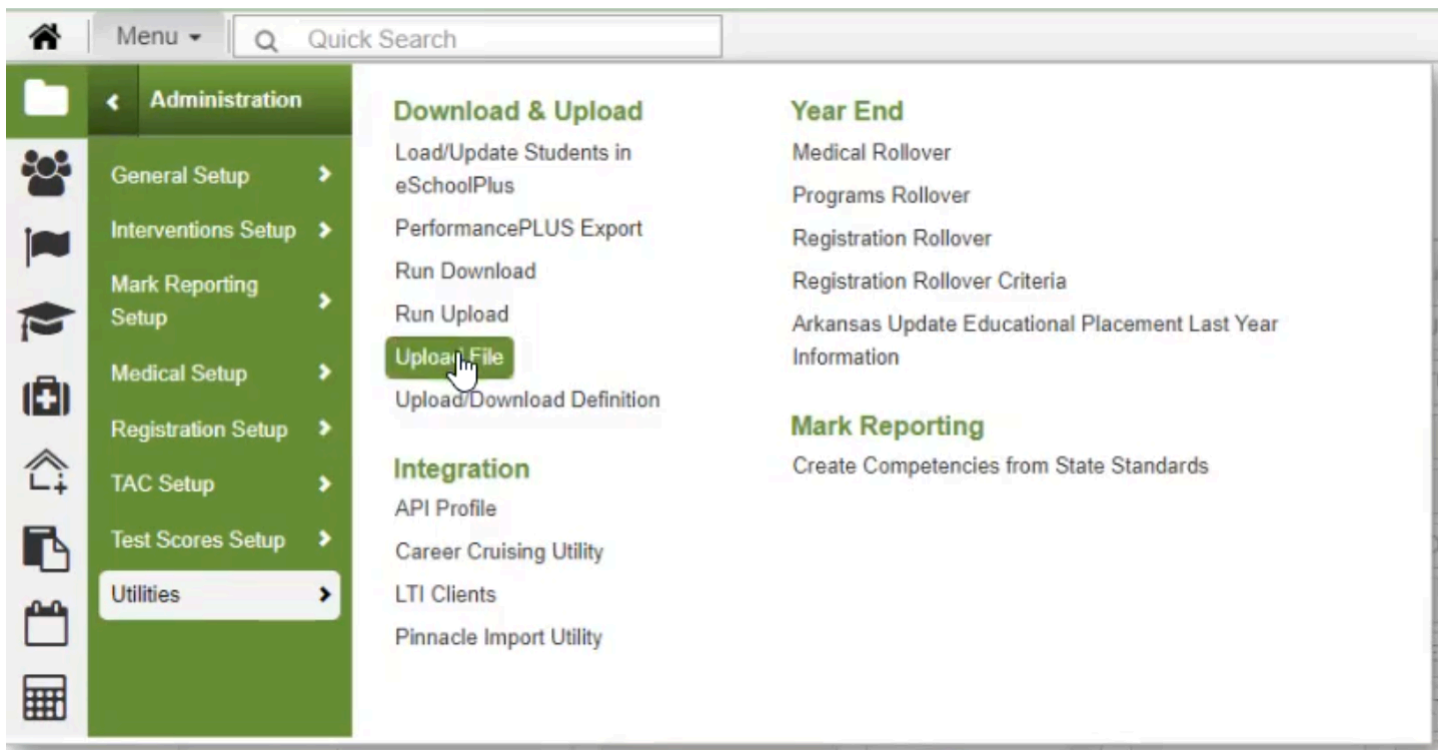
Step 1: Download the Student Course Request File from Xello

Follow these instructions to download the Xello course request file: [Export student course plans to your SIS](#)

Step 2: Upload the Xello Course Request File into eSchoolPLUS

[Log in to eSchoolPLUS](#)

Go to **Administration > Utilities > Download & Upload > Upload File**



Make sure to select the next school year from the top right-hand menu: **Next Year 20XX - XX**

Also, ensure to save once you upload the Xello course selection file



Step 3: Define the file upload that the SIS should run

Once you've uploaded the Xello Course Request file, it is important to define which file exactly eSchoolPLUS should run. It could occur that several/separate files might already have been uploaded in eSchool before your current upload. So it is important to specify which file the SIS should run. Follow the configuration below and **save** once you're done

Go to **Administration > Utilities > Download & Upload > Upload/Download Definition**

Interface:

Interface Id: CACUL
Description: Career Cruising Upload
Upload/Download: Upload

Interface Headers:

Description: Course Requests
Header Order: 1
File Name: *Enter the name of the file you uploaded e.g. courserequests11.txt*
Delimiter Character: |
Table affected: schd_stu_req
Addition SQL: leave blank

Interface details:

Field ID: Look at the parameters provided for each field in the second screenshot

The screenshot displays the eSchoolPLUS interface for configuring an Upload/Download Definition. The top navigation bar includes the eSchoolPLUS logo, a menu, a search bar, and a notification bell with 99+ alerts. The main content area is titled 'Upload/Download Definition' and shows a 'Changes Saved' notification. The configuration is organized into sections: 'Interface' and 'Interface Headers'. The 'Interface' section includes fields for 'Interface ID*' (CACUL), 'Description*' (Career Cruising Upload), and 'Upload/Download' (Upload). The 'Interface Headers' section is expanded to show 'REQ - Course Requests' with fields for 'Description*' (Course Requests), 'Header Order*' (1), 'File Name*' (courserequest11.txt), 'Last Run Date' (5/31/2024 3:57:21 PM), 'Delimit Character' (|), and 'Table Affected*' (schd_stu_req). A red callout box points to the 'Save Configuration' button, and another red callout box says 'Your file name can be different'.

Interface Details

Edit	Order*	Field ID*	Table Name*	Table Alias	Column Name*	Field Length*	
	1	HS	sched_stu_req	HighSchoolCode	BUILDING	2	<input type="checkbox"/>
	2	STID	sched_stu_req	StudentID	STUDENT_ID	7	<input type="checkbox"/>
	3	FN	DUMMY	FirstName		15	<input type="checkbox"/>
	4	LN	DUMMY	LastName		30	<input type="checkbox"/>
	5	CC	sched_stu_req	CourseCode	COURSE	16	<input type="checkbox"/>
	6	STAT	DUMMY	Status		5	<input type="checkbox"/>
	7	ST	sched_stu_req	SelectionType	REQUEST_TYPE	1	<input type="checkbox"/>
	8	ALTCC	sched_stu_req	AltCourseCode	ALT_TO_REQUEST	16	<input type="checkbox"/>
	9	P	DUMMY	Priority		2	<input type="checkbox"/>
	10	SEM	DUMMY	Semester		3	<input type="checkbox"/>
	11	CSEC	sched_stu_req	CourseSection	COURSE_SECTION	16	<input type="checkbox"/>
	12	SY	sched_stu_req	f1	SCHOOL_YEAR	4	<input type="checkbox"/>
	13	SI	sched_stu_req	f2	SCHD_INTERVAL	5	<input type="checkbox"/>
	14	IL	sched_stu_req	f3	IS_LOCKED	5	<input type="checkbox"/>
	15	RT	sched_stu_req	f4	RETAKE	5	<input type="checkbox"/>
	16	TO	sched_stu_req	f5	TEACHER_OVERLOAD	5	<input type="checkbox"/>
	17					0	<input type="checkbox"/>

2024
 Y for yearly S
 for semester
 Y/N
 1 or 0

- Values provided in the fields could vary based on the district. For some districts, SCHD_INTERVAL has been 1, instead of Y or S.

Save - Once you are done, save by clicking on the save button at the top right-hand corner

Step 4: Run the Xello course request file - In Verify Mode First

N: B Verify mode is the sandbox/test environment in eSchoolPLUS. Xello course request should initially be run in verify mode to have a preview of the errors in the file and fix them, before running the file in the production/live environment a second time. Make sure to follow the configuration below before clicking on the **Run button**

Sandbox environment = a test environment Production environment = the live

Go to **Administration > Utilities > Download & Upload > Run Upload**

Prompts

Interface ID: CACUL - Career Cruising Upload

Run mode: Verify upload data without updating database (run in verify mode first to check for errors. Use Run Mode after errors have been corrected)

Insert New Records: check the box off (if no records exist for students, check the boxes off. If records already exist for students, no need to check off the boxes)

Updating Existing Records: check the box off

Only update Blank fields: Leave as it is

Import directory: User's report directory

Filter

No action needed

Run

Now

The screenshot shows the 'Run Upload' interface in eSchoolPLUS. The top navigation bar includes the eSchoolPLUS logo, a home icon, a menu, a quick search bar, and a 'Tasks (0) / Reports' dropdown. The main content area is titled 'Run Upload' and contains a 'Prompts' section with the following settings:

- Interface ID*: CACUL - Career Cruising Upload
- Run Mode*: Verify upload data without updating database
- Insert New Records:
- Update Existing Records:
- Only Update Blank Fields:
- Import Directory*: User's Report Directory

Below the prompts is a 'Filter' section with a table structure:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1				

Annotations on the screenshot include:

- A red box around the 'Tasks (0) / Reports' dropdown.
- A red arrow pointing to the 'Next Year 2024-25' dropdown.
- A red box labeled 'Run button' with an arrow pointing to the 'Run' button.
- A red box labeled 'Sandbox testing to preview/fix errors' with an arrow pointing to the 'Verify upload data without updating database' radio button.
- A red box labeled 'Make sure to select the following school year' with an arrow pointing to the 'Next Year 2024-25' dropdown.

At the bottom left, there is a copyright notice: '© 2003-2024 PowerSchool, Local'. At the bottom right, there is a 'zoom' watermark.

Step 5: Navigate to the Task / Reports Tab

This is how you see the report after you've run the Xello Course request file.

After clicking the run button, it's time to check for errors. Click on the Tasks/Reports tab. Once the file is done running, it will appear under the reports field. You can now double-click on the file to open it and see if there are any errors.

Typically, errors occur due to a discrepancy between the information in Xello vs your SIS, based on field population information. For eg. If a course code from the Xello export file is "not found" in eSchool, this means the course code does not exist listed with the same code in Xello and your SIS. You might see multiple errors based on student ID line items, this can look more daunting than it actually is, as multiple students might just need the same course code to be recognized in both Xello and the SIS.

The screenshot shows the eSchoolPlus interface. At the top, there is a navigation bar with the eSchoolPlus logo, a home icon, a menu dropdown, a quick search bar, and a notification bell with '99+'. The main content area is titled 'Tasks and Reports'. It is divided into three panels:

- Reports:** Shows a table of reports. Total Reports: 1874, Using: 34.32 Mb. The table has columns for File Name, Modified Date, Size, and an icon. The rows are:
 - Interface Upload Log (05/31/2024 04:29:07 PM, 2.88 kb)
 - Run Upload Log (05/31/2024 04:29:05 PM, 248.00 b)
 - courserequests (38) (05/31/2024 04:23:29 PM, 233.78 kb)
- Running Tasks:** Shows 'Total Running Tasks: 0' and a table with columns for Task, Start Time, and Progress.
- Scheduled Tasks:** Shows 'Total Scheduled Tasks: 0' and a table with columns for Task, Run Time, Status, and an icon. It also includes a pagination control: 'Page 1 of 0'.

Sample errors

```
Number      Message
-----
000000001  -----
000000002  Data file: courserequest.txt - 3578 records processed
000000003  -----
000000004  Record 1: Cannot insert value (Scho) into numeric field (schd_stu_req.SCHOOL_YEAR). Record skipped.
000000005  Record 2: Missing required values (TEACHER_OVERLOAD). Record skipped.
000000006  Record 3: Missing required values (TEACHER_OVERLOAD). Record skipped.
000000007  Record 4: Missing required values (TEACHER_OVERLOAD). Record skipped.
000000008  Record 5: Missing required values (TEACHER_OVERLOAD). Record skipped.
```

```
Number      Message
-----
000000001  -----
000000002  Data file: courserequest.txt - 3578 records processed
000000003  -----
000000004  Record 1: Cannot insert value (Scho) into numeric field (schd_stu_req.SCHOOL_YEAR). Record skipped.
```

```
Number      Message
-----
000000001  -----
000000002  Data file: courserequests11.txt - 1815 records processed
000000003  -----
000000004  Record 1: Cannot insert value (S#c) into numeric field (schd_stu_req.SCHOOL_YEAR). Record skipped.
```

Step 6: Run the Xello Course Selection File a second time - Run Upload (to update Database)

Once you run the file in the Sandbox environment and no errors exist, you can now go ahead to run it in the production environment - telling eSchoolPLUS to update the database.

N: B Make sure to change the Xello file name before uploading it into eShoolPLUS to run it in the production environment. For example, if the file name was “Course Selection.txt” while you uploaded it in the Sandbox environment, you should change the name of the file to something like “Xello Course Selection.txt” before uploading it to run it in the production environment. You have to make sure that the file that you upload has a distinct name; the names cannot be the same.

Go to **Administration > Utilities > Download & Upload > Run Upload**

Follow the instructions in step 3, the only thing that changes is

Prompts

Run mode: Run Upload

eSchoolPlus

Menu | Quick Search | Tasks (0) / Reports | Next Year 2024-25

Run Upload

Prompts

Interface ID* CACUL - Career Cruising Upload

Run Mode*

- Verify upload data without updating database
- Run Upload

This option runs the file in the production/live environment

Insert New Records

Update Existing Records

Only Update Blank Fields

Import Directory*

- User's Report Directory
- This Directory

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1				

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zoom

Step 7: Verify that the Student Course Request is successfully imported into eSchoolPLUS

Go to **Scheduling > student schedules > Student > Requests > search for any student in the search bar**

When you search for a student, you should be able to see their Xello course selection. If you don't, then something is wrong and you should connect with your Contact Person from eSchoolPLUS.

The screenshot displays the eSchoolPLUS web application interface. The top navigation bar includes the eSchoolPLUS logo, a 'Menu' dropdown, a 'Quick Search' field, and a 'Next Year 2024-25' indicator. The left sidebar contains a navigation menu with 'Scheduling' selected. The main content area is divided into three columns: 'Student', 'Student Utilities', and 'Post-Scheduler Reports'. The 'Student' column has 'Requests' highlighted with a red box. The 'Student Utilities' column lists various tools like 'Request Load/Unload/Erase' and 'Conflict Matrix'. The 'Post-Scheduler Reports' column lists reports such as 'Add-Drop by Teacher' and 'Class Lists'. On the right side, there are two task progress bars. The first, titled 'Total Running Tasks:2', shows two tasks with 0% progress. The second, titled 'Total Scheduled Tasks:0', shows no tasks. A pagination control at the bottom indicates 'Page 1 of 0'.

	Start Time	Progress
REQ	05/31/2024 04:51:16 PM	0% 1 of 3578
	05/31/2024 04:51:13 PM	0% 0 of 1

Run Time	Status

Page 1 of 0