

Course CSV File Format



Learner Pathways System (LPS)

Version 2.3
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Table of Contents

1. DOCUMENT USAGE.....	3
1.1. DOCUMENT PURPOSE	3
1.2. AUDIENCE	3
2. COURSE CSV FILE.....	4
2.1 COURSE CSV FILE TEMPLATE	4
2.2 COURSE CSV FILE FORMAT.....	5
2.3 COURSE CSV TERMS AND DEFINITIONS (IN ORDER OF CSV FILE FORMAT).....	8

1. Document Usage

1.1. Document Purpose

The Course CSV File Format has been developed for and will continue to evolve during the evolution of Alberta's Learner Pathways System (LPS). The Course CSV File Format provides terms and definitions for the Course data standard, representing what will be formally accepted for this data by the various key stakeholders.

1.2. Audience

The primary audience for the Course CSV File Format is:

- The various stakeholders required to understand the definitions for a common understanding to foster improved communications and data validation for courses, programs, and agreements.
- The ongoing LPS project team, who must understand the deliverables to be produced, their individual roles on the project, and the schedule and project management process under which the team will work.

2. Course CSV File

2.1 Course CSV File Template

File uploads for Courses are expected as a CSV File. A **CSV File** is a file with values separated by a comma. CSVs look like a spreadsheet when opened in excel but with a **.csv extension**. The CSV File Formats are listed below.

Legend

M - These columns are Mandatory fields

R – The values in these columns will be validated against referenced data stored in the system.

Numeric Value - The numeric value represents the **maximum field length** allowed for the field.

Course CSV File

Institution CourseID	Code	Number	Title	Description	Comment	PreRequisite	CoRequisite	Instructor Qualification	Instruction Type	CreditType	CreditValue	Credentials	Categories	Outline URLs	Review Date	Effective StartDate	Effective EndDate	Delete Record
M	M	M	M	M				M	M	M	M	M	M			M	M	M
								R		R		R	R					
40	15	10	255	2000	2000	255	255	255	255	30	10	255	255	2000	10	10	10	3

2.2 Course CSV File Format

COURSE CSV File Format					
Course Name	Max Length	Field Requirement (Mandatory – M OR Elective = E)	Reference Field	Multi-Select	Description
Institution Course ID	40	M	E	E	String representing Institution provided unique identifier for the course. This is used to uniquely identify the course in our system. The Institution is responsible for providing this unique identifier from their systems. If this identifier is changed it will be considered as a new course.
Code	15	M	E	E	String representing Code for the course.
Number	10	M	E	E	String representing a number for the course detail.
Title	255	M	E	E	String representing Title of the course.
Description	2000	M	E	E	String representing Description of the course
Comment	2000	E	E	E	String representing Comments for this offering.
Pre-requisite	255	E	E	E	String representing The pre-requisites of this offering.
Co-requisite	255	E	E	E	String representing The co-requisites of this offering.

<u>COURSE CSV File Format</u> Course Name	Max Length	Field Requirement (Mandatory – M OR Elective = E)	Reference Field	Multi-Select	Description
Instructor Qualifications	255	M	M	E	String representing description of the instructor qualifications.
Instruction Type	255	M	E	E	String representing hours and system defined type (Lab, Lecture, Seminar, Tutorial, Other) and hours etc “20H Lab, 1000H work experience hours”
Credit Type	30	M	M	E	String representing Credit Type (Credits, Work Exp, etc)
Credit Value	10	M	E	E	Number signifying the value of cred (0.00-9999.99)
Credentials	255	M	M	M	String representing credentials (System Defined) Diploma, Preparatory Upgrading, University Transfer, Applied ,Degree Undergraduate Degree, Certificate. This string will be a comma separated list of values.
Categories	255	M	M	M	Comma escaped string representing institution category (Institution Defined).
Outline URLs	2000	E	E	E	Comma escaped string representing URLs program.
Review Date	10	E	E	E	String in ISO8601 (“YYYY-MM-DD”) format.

<u>COURSE CSV File Format</u> Course Name	Max Length	Field Requirement (Mandatory – M OR Elective = E)	Reference Field	Multi-Select	Description
Effective Start Date	10	M	E	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the start date for the course. The first date the offering detail was applicable.
Effective End Date	10	M	E	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the end date for the course. The last date the offering detail was applicable. If Active please insert date ‘2999-12-31’
Delete Record	3	M	E	E	“Yes”/”No” string used to indicate if this record should be deleted or not. The course will only be deleted if it is not associated with an agreement. Where there are associated agreements, those agreements must be deleted prior to deleting the courses.

2.3 Course CSV Terms and Definitions (in order of CSV File Format)

Course CSV File Format Terms	Description of/Definitions for Terms
Institution Course ID	<p>Institution-provided unique course ID identifiers used at the institution for their courses (e.g., “25433”, “C1234”). Institutions are responsible for providing these unique course IDs to correspond with their own systems. ACAT will also use this unique course ID within the Learner Pathways Catalog and System.</p>
Code	<p>An institution-provided unique course code identifier for each of its courses (e.g., “CHEM” in CHEM 101). The institutions are responsible for providing this unique course code to correspond with their own systems. ACAT will also use this unique course code identifier within the Learner Pathways Catalog and System.</p> <p>Note:</p> <ul style="list-style-type: none"> • The system does not accept leading nor trailing spaces (Ex- ‘_Math’ or ‘Math_’). • The only characters that are accepted by this field is alphanumeric characters (a-z,0-9) and no special characters (*,\$- etc.) are accepted.
Number	<p>Institution-provided unique course numbers (e.g., number “101” in CHEM 101) for their courses. Institutions are responsible for providing these unique course number identifiers to correspond with their own systems. ACAT will also use this unique number identifier within the Learner Pathways Catalog and System.</p> <p>Note:</p> <ul style="list-style-type: none"> • The system does not accept leading nor trailing spaces (Ex- ‘_100’ or ‘100_’). • The only characters that are accepted by this field is alphanumeric characters (a-z,0-9) and no special characters (*,\$- etc.) are accepted.
Title	<p>Institution-provided unique course titles for their courses (e.g., “Introductory University Chemistry I”). Institutions are responsible for providing these unique course title identifiers to correspond with their own systems and transcripts. ACAT will also use this unique course identifier within the Learner Pathways Catalog and System.</p>
Description	<p>Institution-provided course and program descriptions for their offerings (e.g., institution academic calendar descriptions). The Institution is responsible for providing these descriptions to correspond with their own systems and academic calendars. ACAT will also use this description within the Learner Pathways Catalog and System.</p>

Course CSV File Format Terms	Description of/Definitions for Terms
Comment	Institution-provided course comments for their courses that will be publicly accessible (e.g., a footnote, a disclaimer). Institutions are responsible for providing comment information to correspond with their own systems. ACAT will also use this information provided within the Learner Pathways Catalog and System.
Pre-requisite	A Course or credit that must be completed before a more advanced course can be taken (e.g., “pre-requisites” of this course offering).
Co-requisite	A course or credit that must be taken at the same time as another course (e.g., “co-requisites” of this course offering).
Instructor Qualifications	Description of the institution-provided Instructor Qualifications required for the course being offered. The Institution is responsible for providing the description to correspond with their own systems. ACAT will also use this information within the Learner Pathways Catalog and System.
Instruction Type	Instruction type is used to manage or identify the type of instruction basis for the course. Types can range from hours to system defined types such as Lab; Lecture, Seminar; Tutorial; and others, as well as the number of hours (e.g., “20H Lab, 1000H work experience hours”).
Credit Type	Course credit type is used to manage the type of credit associated with the course. Credit Type can range from credits to work experience (but are not limited to).
Credit Value	The value assigned to a course that refers to the credit value for the purpose of counting its value towards a credential such as a certificate, diploma or degree. Number signifying the value of credit (0.00-9999.99) that may be related to the number of hours of instruction. The majority of academic courses are worth three credits, with some variance depending on the program and institution. Many degrees require 120 credits.
Credentials	Is official documentation recognizing completion of a course of study/program area that is issued by the individual institution, to be awarded after a student has successfully completed all of the curricular requirements, normally including the accumulation of a minimum number of credits. Credentials (Post-secondary System Defined) can include Diploma, Preparatory / Upgrading, University Transfer, Applied, Degree Undergraduate Degree, and Certificate.
Categories	Refers to the grouping or classification of courses by field of specialty (e.g., “Chemistry”). This is defined and managed by the institutions.
Outline URLs	Uniform Resource Locator (URL) that consists of the web address where the individual institution stores the course or program outline for public access.

Course CSV File Format Terms	Description of/Definitions for Terms
Review Date	("YYYY-MM-DD") indicating the date or triggering a reminder for the institution to review the course for accuracy.
Effective Start Date	("YYYY-MM-DD") indicating the start date for the course. The first date the offering detail was applicable or Active.
Effective End Date	("YYYY-MM-DD") indicating the end date for the course. The last date the offering detail was applicable or Active.
Delete Record	In the CSV File Format, "Yes"/"No" asks the institution if this is a request to delete a course/program/agreement (e.g., if the course, program, or agreement being submitted is currently in the Catalog and should now be deleted (Answer to DeleteRecord = "Yes")), or if the item being submitted is a request to add a new item to the Catalog (e.g., Answer to DeleteRecord = "No").