Course CSV File Format

Learner Pathways System (LPS)

Version 2.2
September 2021

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1. Document Usage

1.1. Document Purpose

The Course CSV File Format has been developed for 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. Details regarding definitions for the LPS data standards can be found in the LPS Data Dictionary, and details regarding data validation rules and fields for the LPS data standards for programs and transfer decisions can be found in the LPS File Format Guides.

1.2. Audience

The primary audience for the Course CSV File Format is:
- The various stakeholders required to understand the data standard to foster improved communications and data validation for courses, programs, and transfer decisions.
- The ACAT Secretariat/Advanced Education, who must facilitate LPS data standards and the system.

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	Title	Description	Comment	Number	PreRequisite	CoRequisite	Instructor Qualification	Instruction Type	CreditType	CreditValue	Credentials	Categories	Outline URLs	Review	Effective StartDate	Effective EndDate	Delete Record
M	M	M	M		M			M	M	M	M	M	M			M	M	M
										R		R	R					
50	25	255	2000	5000	15	2000	2000	500	500	30	10	255	500	2500	10	10	10	3

2.2 Course CSV File Format

COURSE	Max Length	Required	Reference Field	Multi-Select	Additional Rules	Description
Institution Course ID	50	TRUE	FALSE	FALSE	Course ID Must Be Unique. Course ID limited to: AlphaNumeric, blank space, underscore, hyphen, decimal, brackets. A Course ID may be provided only once per submission. Course ID cannot have leading and trailing spaces. Course IDs cannot be changed in DCaR. Course IDs can only be changed in TCES.	String representing Institution provided unique identifier for the course. This is used to uniquely identify the course in the LPS. The Institution is responsible for providing this unique identifier and it may be provided from their systems. TCES can generate course IDs for institutions if they do not provide them.
Code	25	TRUE	FALSE	FALSE	Course Code cannot have leading and trailing spaces. Course Codes are limited to: AlphaNumeric, blank space, underscore, hyphen, decimal, brackets. The Course Code and Number must be unique. A	String representing Code for the course.

COURSE	Max Length	Required	Reference Field	Multi-Select	Additional Rules	Description
					combination of Course Code and Number can be provided only once per submission.	
Title	255	TRUE	FALSE	FALSE		String representing Title of the course.
Description	2000	TRUE	FALSE	FALSE		String representing Description of the course, generally parallel to the institution's calendar description.
Comment	5000	FALSE	FALSE	FALSE		String representing Comments for this course.
Number	15	TRUE	FALSE	FALSE	Course Number text cannot have leading and trailing spaces. The Course Code and Number must be unique. A combination of Course Code and Number can be provided only once per submission. Course Numbers are limited to: AlphaNumeric, blank space, underscore, hyphen, decimal.	String representing a number for the course.
Pre-requisite	2000	FALSE	FALSE	FALSE		String representing the pre-requisites of this course.

COURSE	Max Length	Required	Reference Field	Multi-Select	Additional Rules	Description
Co-requisite	2000	FALSE	FALSE	FALSE		String representing the co-requisites of this course.
Instructor Qualifications	500	TRUE	FALSE	FALSE		String representing description of the instructor qualifications.
Instruction Type	500	TRUE	FALSE	FALSE		String representing hours and system defined type (Lab, Lecture, Seminar, Tutorial, Other) and hours etc "20H Lab, 1000H work experience hours"
Credit Type	30	TRUE	TRUE	FALSE		String representing Credit Type (Credits, Work Exp, etc.)
Credit Value	7	TRUE	FALSE	FALSE	The Credit Value cannot exceed 4 digits and 2 decimal places.	Number signifying the value of credit (0.00-9999.99)
Credentials	255	TRUE	TRUE	TRUE	Credentials cannot have Leading and trailing spaces. No blanks around the comma.	String representing credentials (System Defined). University Transfer, Undergraduate Degree, Diploma, Certificate, Applied Degree, Preparatory Upgrading, Technician, N/A, Credential, Graduate Certificate, Associate Degree, Advanced Certificate, Post-Diploma Certificate

COURSE	Max Length	Required	Reference Field	Multi-Select	Additional Rules	Description
						This string will be a comma separated list of values.
Categories	500	TRUE	TRUE	TRUE	Categories cannot have Leading and trailing spaces. No spaces around commas separating multiple Categories.	Comma escaped string representing institution category (Institution Defined).
Outline URLs	2500	FALSE	FALSE	FALSE	The Course Outline URL must be a properly formatted URL.	A properly formatted URL to access this course outline.
Review Date	10	FALSE	FALSE	FALSE	Review Date cannot have leading and trailing spaces. Must be after start date.	String in ISO8601 ("YYYY-MM-DD") format.
Effective Start Date	10	TRUE	FALSE	FALSE	Effective Start Date cannot have leading and trailing spaces. The Effective Start Date cannot be earlier than your record's most recent start date. The Effective Start Date and\or Effective End Date cannot overlap with another version of an offering.	String in ISO8601 ("YYYY-MM-DD") format indicating the start date for the course. The first date the offering was applicable.

COURSE	Max Length	Required	Reference Field	Multi-Select	Additional Rules	Description
Effective End Date	10	FALSE	FALSE	FALSE	Effective end date cannot have leading and trailing spaces. Effective End Date Must Be after 2010-09-01. End Date must be greater than Start Date. The Effective Start Date and\or Effective End Date cannot overlap with another version of an offering.	String in ISO8601 ("YYYY-MM-DD") format indicating the end date for the course. The last date the offering was applicable.
Delete Record	3	TRUE	FALSE	FALSE		"Yes"/"No" Legacy functionality that is no longer used by institutions and only by ACAT Secretariat/Ministry. "No" must be entered in this field by institutions.

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	Institution-provided unique course 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. Unique course IDs are also used in the LPS. TCES can generate course IDs for institutions if they do not provide them.
Code	An institution-provided course code identifier for each of its courses (e.g., "CHEM" in CHEM 101). The institutions are responsible for providing this course code to correspond with their own systems. Course codes are also used in the LPS.
Title	Institution-provided unique course titles for their courses (e.g., "Introductory University Chemistry I"). Institutions are responsible for providing these unique course titles to correspond with their own systems and transcripts. Unique course titles are also used in the LPS.
Description	Institution-provided course 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. Descriptions are also used in the LPS.
Comment	Institution-provided course comments for their courses that will be publicly accessible (e.g., a footnote, a caveat). Institutions are responsible for providing comment information to correspond with their own systems. Comments are also used in the LPS.
Number	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. Course numbers are also used in the LPS.
Pre-requisite	A Course or credit that must be completed before a more advanced course can be taken (e.g., "pre-requisites" for this course offering). The Institution is responsible for providing the pre-requisites (where applicable) to correspond with their own systems. Pre-requisites are also used in the LPS.
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). The Institution is responsible for providing the co-requisites (where applicable) to correspond with their own systems. Co-requisites are also used in the LPS.

Course CSV File Format Terms	Description of/Definitions for Terms
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. Instructor Qualifications are also used in the LPS.
Instruction Type	Instruction type is used to identify the type of instruction 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"). The Institution is responsible for providing instruction types to correspond with their own systems. Instruction types are also used in the LPS.
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). The Institution is responsible for providing the credit type to correspond with their own systems. Credit types are also used in the LPS and are currently limited to "Credit". The LPS has the flexibility to add other credit types in the future.
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 Institution is responsible for providing the credit value to correspond with their own systems. Credit values are also used in the LPS.
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 (System Defined) include those identified in the Alberta Credential Framework and other relevant credentials for LPS member institutions in the referential data set. The Institution is responsible for selecting the appropriate credentials to correspond with their own systems. Credentials are also used in the LPS.
Categories	The grouping or classification of courses by field of specialty (e.g., "Chemistry") that is referential data defined and managed by institutions in the LPS. The Institution is responsible for providing the appropriate categories to correspond with their own systems. Categories are also used in the LPS.
Outline URLs	Uniform Resource Locator (URL) that consists of the web address where the individual institution stores the course outline for public access. The Institution is responsible for providing the appropriate URLs to correspond with their own systems/websites. Outline URLs are also used in the LPS if provided by the institution.
Review Date	An optional date that can be provided to trigger a reminder for the institution to review the program record for accuracy. If this field contains no information, the LPS will automatically populate a review date 5 years from the date the program record was entered in the LPS.

Course CSV File Format Terms	Description of/Definitions for Terms
Effective Start Date	The start date for the course. The first date the offering was applicable or Active. The Institution is responsible for providing the appropriate start dates. Start dates are also used in the LPS.
Effective End Date	The last date for the program. The last date the offering was applicable or Active. The Institution is responsible for providing the appropriate end dates. End dates are also used in the LPS.
Delete Record	A data field in the Program CSV file to indicate if the Program record is meant to be uploaded to the LPS. In the CSV File Format for the LPS, this is "Yes"/"No" Legacy functionality that is no longer used by institutions and only by ACAT Secretariat/Ministry. "No" must be entered in this field by institutions.