

Course Outline CSV File Format Guide

for bulk uploading Course Outline URLs in the Transfer Credit Evaluation System (TCES)



Learner Pathways System (LPS)

Version 1
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1. Document Usage

1.1. Document Purpose

The Course Outline CSV File Format Guide has been developed for Alberta's Learner Pathways System (LPS). The Course Outline CSV File Format Guide provides data field names, rules, and definitions for the Course Outline data standard. Further details regarding definitions for LPS data standards can be found in the [LPS Data Dictionary](#), and details regarding data validation rules and fields for LPS data standards for program offerings, course offerings and transfer decisions can be found in the [LPS File Format Guides](#).

1.2. Audience

The primary audience for the Course Outline CSV File Format Guide is:

- The institutions/stakeholders required to understand the data standard to foster improved communications and data validation for bulk uploading of course outline URLs through the Transfer Credit Evaluation System (TCES).
- The ACAT Secretariat/Advanced Education, who must facilitate LPS data standards and the system.

2. Course Outline CSV File

2.1 Course Outline CSV File Template

Bulk file uploads for Course Outline URLs are done in the **Transfer Credit Evaluation System (TCES)** and 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 Course Outline CSV file template for data fields is listed below.

The CSV Template itself is available in TCES at this link: <https://tces.ae.alberta.ca/#/CourseOutline>. Select your Institution name in the dropdown. Then a blue **Bulk Course Outline Management** button will appear.

A blue rectangular button with rounded corners. On the left, there is a white icon of a document with a plus sign. To the right of the icon, the text "Bulk Course Outline Management" is written in white, sans-serif font.

When the button is clicked, a modal window is displayed that contains actionable items, including a green Template button to download a blank csv template file.

Note that Course Outline URLs can also be published individually in TCES, using the Course Outline module. Course Outline **files** (PDF, Word) can also be loaded individually in TCES. Currently, there is no bulk upload feature for Course Outline **files**. Only Course Outline URLs can be bulk uploaded.

Bulk Course Outline Management

Note: Uploaded course outline records will automatically be visible to other users; there is no ACAT approval process.

Download Course Outline CSV

A green rectangular button with rounded corners. On the left, there is a white download icon. To the right of the icon, the text "Template" is written in white, sans-serif font.A green rectangular button with rounded corners. On the left, there is a white download icon. To the right of the icon, the text "Export Data (latest versions only)" is written in white, sans-serif font.

Upload Course Outline CSV

A white rectangular input field with rounded corners and a thin grey border. On the left, there is a "Choose File" button. To the right of the button, the text "No file chosen" is displayed in a light grey font.

Legend

M – These columns are **Mandatory** data fields.

O – These columns are **Optional** data fields.

Numeric Values – The numeric value in each column represents the **maximum field length** allowed for each field.

Course Outline CSV File Template

Course	URL	Effective_Start_Date	Reason_For_Change	Learning_Outcomes
M	M	M	M* *See Rules	O
n/a	500	10	500	5000

2.2 Course Outline CSV File Format

LPS Course Outline Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
Course	n/a	M	User	N	<p>Course must exist in the LPS.</p> <p>Course must be formatted as code and number separated by a space (ex: BIOL 101)</p>	<p>The Code and Number of the Course that is associated with the Course Outline URL.</p> <p>Ex: BIOL 101</p>

LPS Course Outline Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
URL	500	M	User	N	URL has a maximum character length of 500.	URL refers to the publicly accessible link where the course outline can be accessed. Ex: https://InstitutionName.ca/course-outlines/BIOL101
Effective_Start_Date	10	M	User	N	Effective Start Date is required and must be in the format YYYY-MM-DD. If there is an earlier version of the Course Outline URL in the LPS, then any subsequent Course outline records must have an Effective Start Date later than all existing outlines.	Effective Start Date refers to the date that this Course Outline version is effective. This can be different the Effective Start Date of the Course itself. Ex: 2020-09-01
Reason_For_Change	500	M* *See Rules	User	N	If this is the first instance of a course outline URL for a course offering, this field must be left blank. If there is an earlier version of the course outline URL in the LPS, then this field must have a value for any subsequent versions.	Reason for Change is a short description about what is different in the new course outline vs. the earlier version. Ex: Changes to Required Reading list.
Learning_Outcomes	5000	O	User	Y	If including more than one learning outcome, separate each with a comma and no space.	Learner Outcomes are statements that describe what learners should know, understand and be able and ready to do on completion of a learning process, whether the experience was formal or informal, classroom-based, or workplace-based OR

LPS Course Outline Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
						<p>are measurable statements of student knowledge (what successful students should know) and skills (what successful students should be able to do) expected upon graduation.</p> <p>Ex: List the four types of macromolecules found in living organisms.</p>