



SCORE

2008

Course file

Introduction	2
File structure	2
Example	2
Organisational hierarchy	2
Importing a file	2
Selecting import options	3
Import errors	3
Other course file functions	3
Hierarchy views	3
Courses definitions	4
Deleting data	5
Exporting data	5

Introduction

Once you have defined course code structures within SCORE the build and update process will automatically generate course codes.

A course file provides the link between the course codes and other provider specific information. A course file can be imported to obtain descriptive and hierarchical information, consisting of **aggregate course** and **department** data which can be used to group and provide summary data in reports.

File structure

For ease of use and to minimise duplication of effort, the course file structure is the same as that used by other popular 'kitemarked' software used by many providers. It is possible to use the same file if you have already created it.

The course file is a **text** (*.txt) or **comma separated** (*.csv) file consisting of 5 fields:

- Course code
- Aggregate course code
- Aggregate course description
- Department code
- Department description

Each course should be on a separate line, each field should be separated (delimited) by a **comma** and each field may optionally be enclosed (qualified) in **quotation marks**.

Example

An example of a single line from a course file is shown below:

	Course code	Aggregate course code	Aggregate course description	Department code	Department description
Field data	ABC123	AB1	AggAB1	A	DeptA
Line data	ABC123,AB1,AggAB1,A,DeptA or "ABC123","AB1","AggAB1","A","DeptA"				
File name	coursefile.txt or coursefile.csv				

Organisational hierarchy

The organisational hierarchy assumed by SCORE is:

Course	<	Aggregate	<	Department
Child	<	Parent	<	Grandparent
Lowest	<	Middle	<	Highest

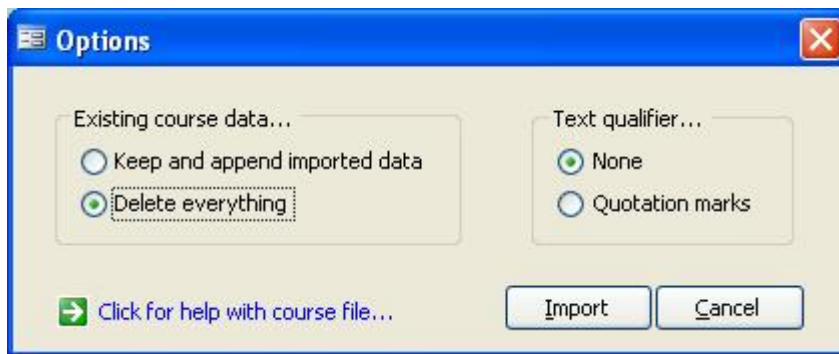
This hierarchy is generated automatically from the course file and is used for grouping and summarising report data.

Importing a file

Import a course file by selecting the button shown on the **Course file** tab of the SCORE control panel.



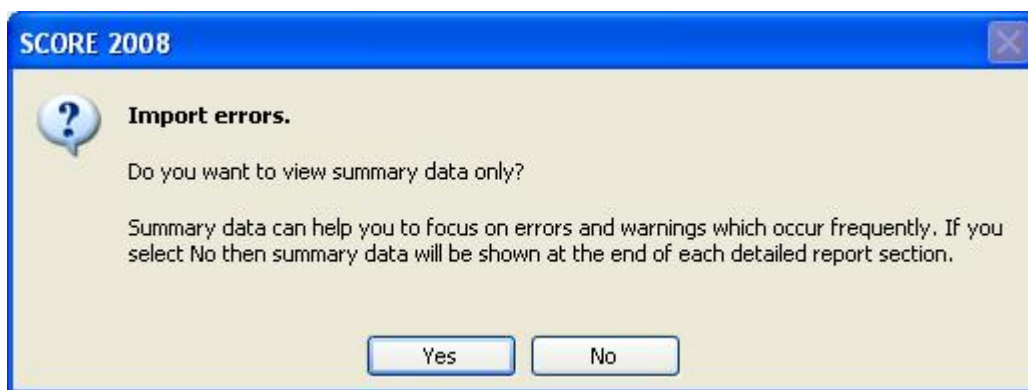
Selecting import options



Select the options required and select the **Import** button shown to open your course file. If you are just importing new courses then you can select to keep existing course data and append the imported data.

Import errors

If there are errors during the import process then you can optionally view the import error report. The import errors can be viewed in summary or detailed format.






Common errors encountered concern duplicate records (each course code should be unique), too many or not enough fields.

Other course file functions

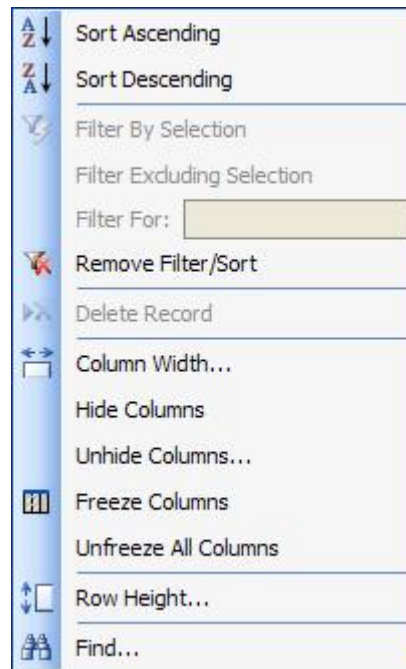
Other course file functionality is available in the **Course file** tab of the SCORE control panel.

Hierarchy views

The course file data can be viewed in different ways by selecting the appropriate course, aggregate or department view required.

-  In aggregate or department view the courses belonging to individual entries can be expanded and collapsed by selecting the + and - symbols to the left.
-  New data can be entered manually on the final row of each view. Note that the **hierarchy structure must be maintained** - no orphaned data is allowed at lower levels. This means, for example, that a course must always have an aggregate and department but a department is not required to have any aggregates or courses.
-  Select an item from the dropdown list for existing aggregate and department codes.

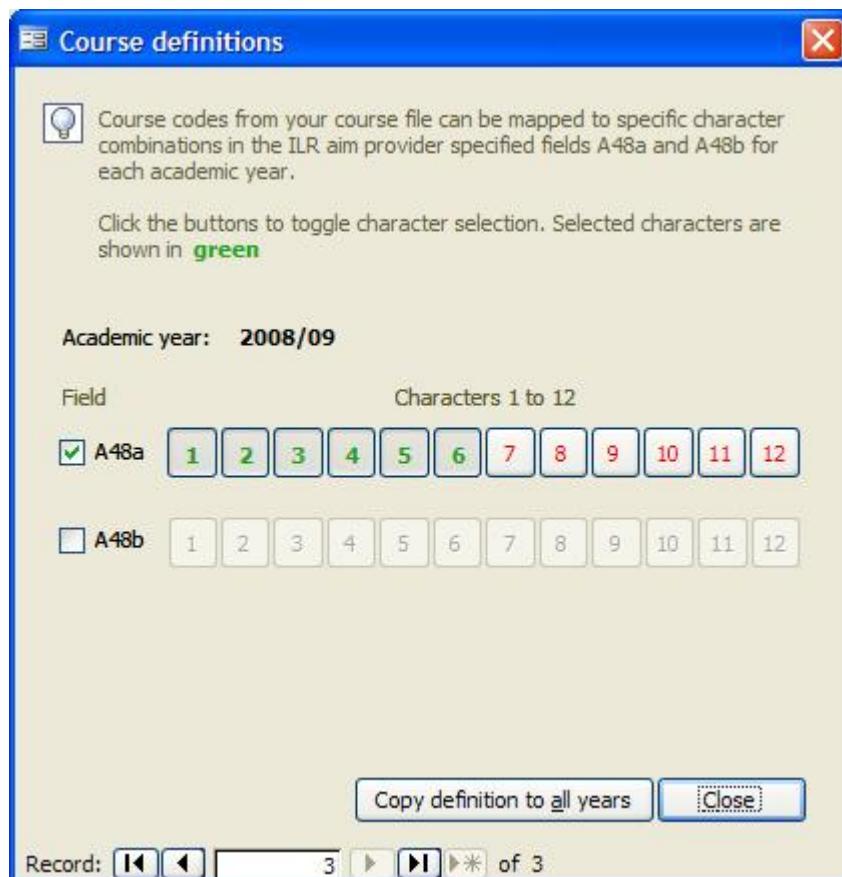
The datasheet menu is available by right-clicking.



Courses definitions



You can change course definitions at any time by selecting the button shown. For more information see the **Build and update guide**.



Deleting data

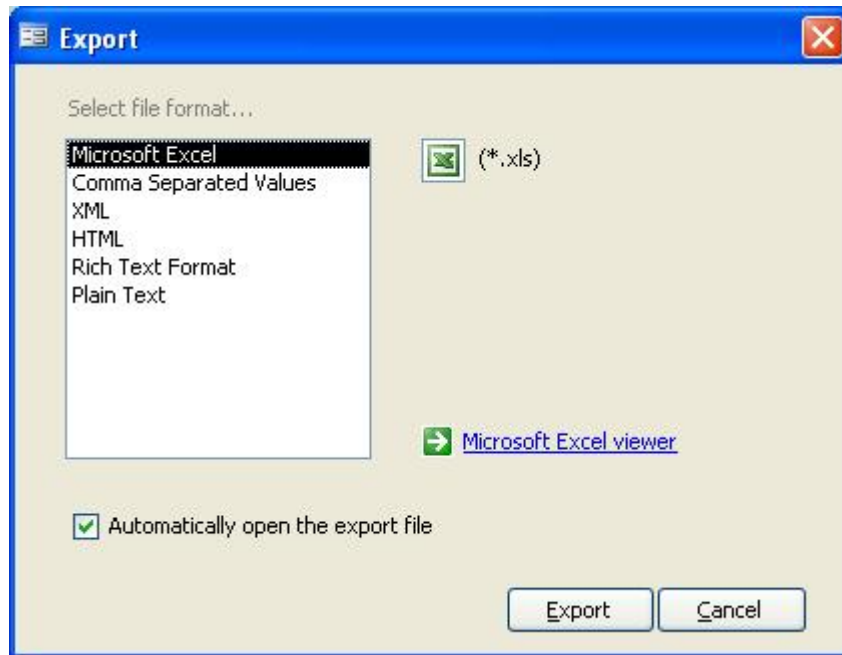


Deletes all course, aggregate and department data. Use with caution.

Exporting data



Exports the current course file to a specified file format. This can be used, for example, to backup the course file or to edit data outside of SCORE and import again at a later date.



Several file formats are available.