

CCGI Course Grade Template for CaliforniaColleges.edu

The Course Grade Template is designed to enable the upload of students' courses and course grades. **All field headers are required.** Please note the following:

- All fields with a “Y” in the “Required” column must contain a valid value.
- All fields with an “N” in the “Required” column can be left blank.
- Also note that students who have “opted-out” of data sharing should not have any information included in this file.

Field Name	Req'd	Definition	Values	Notes	Example
StateID	Y	Statewide Student ID	10 digit #	Also known as SSID	1234567890
CDSCode	Y	Statewide School Code	14 digit #	May start with zero. (Where the course was taken).	01234567891234
ATPCode	Y	School ATP code or CEEB code	6 digit #	May start with zero	012345
IsWorkInProgress	Y	Identifies whether course is current or already completed.	Y,N	Y,N	Y
GradeLevel	Y	Grade course was taken	06,07,08,09,10,11,12,HG	2 digits, for example 8 should be 08.	10
SchoolYear	Y	School Year course was taken	YYYY-YY	YYYY-YY	2016-17
Term	Y	Term (“academic session”) for this course.	Free Text	Allowable values are: Q1, Q2, Q3, Q4 (quarter) T1, T2, T3 (trimester) S1, S2 (semester) SS1, SS2 (summer school) F (full year)	S1
LocalCourseID	Y	Local Course ID	Alpha-Numeric	Best practice is to include the Course ID as well as the Course Name when submitting courses to CMP (UC’s A-G Course Management Portal).	1235AB
TranscriptAbbreviation	Y	The course abbreviation included on a student’s transcript.	Free Text	Best practice is to include the Transcript Abbreviation that is submitted to CMP (UC’s A-G Course Management Portal).	History 9
SubjectArea	Y	Indicates coursework in AG Subject Areas	Alpha	Allowable values are (A,B,C,D,E,F,G,Z). Enter Z for non-A-G Coursework	A

AcademicIndicator	Y	Advanced Coursework Indicator	Alpha	Allowable values are (H, AP, IB, or blank) (blank = non-advanced course)	AP
CreditsAttempted	Y	Credit Hours (or Unit) attempted for course.	Numeric	If IsWorkInProgress = Y, should be 0.00 Number goes out to 2 decimal places	5.00
CreditsEarned	Y	Credit Hours (or Unit) earned for this course.	Numeric	If IsWorkInProgress = Y, could be NULL Number goes out to 2 decimal places	5.00
CourseGrade	Y	Academic Grade Awarded (e.g., B+, C or WIP)	Free Text	If IsWorkInProgress = Y, must contain 'WIP'.	B+

To be CSV-Compliant

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must have a **header row**.
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}_CourseGradeTemplate_mmddyyyy.
- Example: Sacramento_CourseGradeTemplate_20171125.csv.