

TraCorp Classroom Sessions Upload Template Instructions

9/7/2017

After downloading this template from the TraCorp LMS, please following the instructions listed below. If you have any questions about assembling the data for this template or for the end use of this template, please contact the TraCorp Help Desk, (helpdesk.tracorp.com)

- 1.. Do NOT leave the **session code** column blank. Enter your session codes as you want them to appear in the LMS for your users to see. If you leave this column blank, TraCorp will automatically create a session code and it will not make any sense to your end users.
2. When adding the Instructor and Organizer information into their respective columns, use the employee's username (EIN). If the Instructor or Organizer is a UGA, use their UGA username (employee initials combined with their EIN). See the template for accurate examples.
4. If entering timezones, use the [List of Supported Timezones](#). i.e. "America/Phoenix" for all entries.
5. For the columns requiring dates, use the MM/DD/YYYY format. The template uses accurate date configurations as examples.
6. In the fields marked for "Student Open Registration" and "User Group Admin Can Register Students" use the following indicators: If you want the field to be a YES, use the code number 1. If you want the field to be a NO, use the code number 0. See the template for accurate number codes.
7. If you do not want to use the Attendance Verification Code, leave the field blank.
8. When you have completed filling in the template, save your document as a .CSV file format. The upload wizard will be looking for the .CSV format. If this format is not located, the upload will not function.