LEGANTO COURSE CLEANUP

- Greg Argo, University of St. Thomas

- Peta Hopkins, Bond University

- Jamen McGranahan, Vanderbilt University

- Yuan Zhong, University of New South Wales

REMINDERS

- The session is being recorded and will be posted online

- We will take questions at the end, but feel free to add questions to the Zoom Chat as we go

- Unless you are speaking, please mute your microphone

BASICS OF DELETING WITH COURSE LOADER

GREG ARGO

ASSOCIATE DIRECTOR FOR ACCESS & DIGITAL SERVICES

UNIVERSITY OF ST.THOMAS

REQUIREMENTS

- S/FTP Definition

- Course Loader Integration Profile

- File with courses to delete

COURSE LOADER INTEGRATION PROFILE

- Before deleting you need to know:

    - Checkbox for "Delete associated reading lists when deleting a course?"

- If OPERATION column is set to **DELETE**, the associated course (identified by the values in the first and third columns (**Code** and **Section ID**)) is deleted from Alma.

DELETE FILE

- Tab-delimited .txt file with mandatory columns in correct order:
  - COURSE_CODE,COURSE_TITLE,SECTION_ID,ACAD_DEPT,PROC_DEPT,TERM1,TERM2,TERM3,TERM4,START_DATE,END_DATE,NUM_OF_PARTICIPANTS,WEEKLY_HOURS,YEAR,SEARCH_ID1,SEARCH_ID2,MULTI_SEARCH_ID,INSTR1,INSTR2,INSTR3,INSTR4,INSTR5,INSTR6,INSTR7,INSTR8,INTSR9,INSTR10,MULTI_INST,OPERATION,OLD_COURSE_CODE,OLD_COURSE_SECTION,SUBMIT_LISTS_BY,CAMPUS_AND_PARTICIPANTS,READING_LIST_NAME

- Model after your successful Course Loader Add file, or see example file in Online Help page **Configuring Course Loading**

- According to documentation, only mandatory fields are Course Code, Course Title, Processing Department, and Operation, but I haven't had luck deleting with just those fields

DELETE FILE

- Where to get your file
  - Export a file from Analytics
  - Use homemade file

- Be careful not to delete:
  - Test/Sandbox Courses

- Be meticulous!
  - Course Loader will produce errors unless data is exactly how it wants it
  - Took me a lot of trial and error to hit on a good method and the correct codes and values
  - Once method is established, develop a Analytics Report

DEMO

- Run Analytics Report

- Edit Analytics Report to Delete File

  - Leading Zeros problem

  - Processing Department Code Problem

- Place Delete File on S/FTP

- Run Integration Profile

- Check results in Alma>Monitor Jobs