Mapping: S/O Template

Path: Courses > [Select Course] > Mapping > S/O Template

The purpose of this report is to provide you with a template that can be used to import Session Objectives for a given Course.

To use this report as a template, follow these steps:

- 1. Download this report and save it as a CSV file
- 2. Do not change the fields that came with the report. They are required for the import routine to work correctly.
- 3. Columns A-E will be pre-populated. Do not change these columns.
- 4. Enter your Session Objectives starting at column F.
 - 1. Each session objective requires its own cell.
 - 2. You can enter as many Session Objectives as you want.

When you have completed filling in the template, go to the Session Objective import option at:

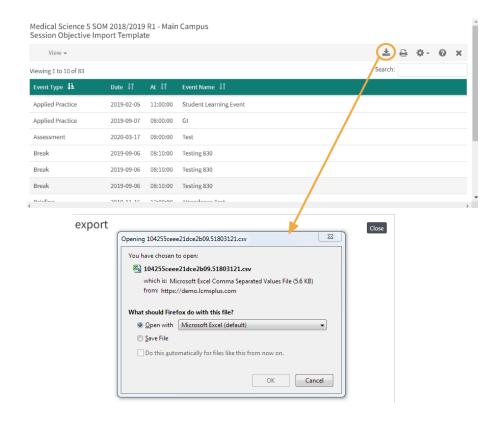
Path: Admin Toolbar > Advanced > Data Entry > Data Import > Session Objectives

Upload your completed template here and then follow the instructions to complete the import procedure.

This report will also contain any exiting Session Objectives.

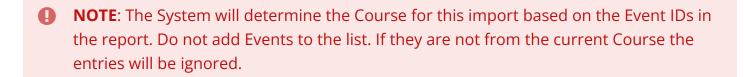


NOTE: Access to the import option may be restricted. You may have to contact your System Administrator to complete the actual upload.



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Leo User Guide



TIP: When copying content into the .cvs template use Ctrl+Alt+V to remove any formatting from the source file.

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