

Updating KCCMS fields in 2013-2014

Updating via Upload

The only fields that can be updated in an existing KCCMS course by upload are as follows:

If all of the fields that make a course unique in the upload file match an existing course at the Organization in field

C1 Organization Identification Number, the existing course will be updated with the values in these fields in the upload file:

C3 Local Subject Area Code

C5 Local Course Title

C6 Local Course Descriptor

C19 Expiration Date

One field isn't saved in the file:

C15 KSDE Use Only (data never saved)

To change one or more of the above fields only change *that* field, but leave the **Unique Course Identifier Fields** (listed below) alone. If the all of the **Unique Course Identifier Fields** do not match the existing course for the Organization listed in field C1 Organization Identification Number, a new course will be created and the "old" one will not be updated:

C2 Local Subject Area

C4 Local Course Identifier

The entire KCC ID comprised of following Import fields

C16 (State) Subject Area Code;

C17 State Course Identifier;

C7 Course Level;

C8 Credits;

C9 Sequence;

C10 Sequence Total

C11 Grade Level

C12 Targeted Program

C13 Delivery Type and

C14 College Career

AND

C18 Effective Date

Updating via Manual Editing

Unique Course Identifier Fields

These fields are all a part of the unique identity for each course in KCCMS:

C2 Local Subject Area

C4 Local Course Identifier

The entire KCC ID comprised of following Import fields:

C16 (State) Subject Area Code;

C17 State Course Identifier;

C7 Course Level;

C8 Credits;

C9 Sequence;

C10 Sequence Total

C11 Grade Level

C12 Targeted Program

C13 Delivery Type and

C14 College Career

AND

C18 Effective Date

Any attempt to update the fields above via the Import File process would just create a new course instead of updating the old one; so these **Unique Course Identifier Fields** cannot be updated *via upload*.

However, if the user signs into KCCMS and selects the course on the “Add/Modify/Export Courses” screen, they *can* change any of the **Unique Course Identifier Fields** manually.

WARNING

Unique Course Identifier Fields should not be changed during the school year for any courses that are:

- already part of an approved Pathway Application in the current year;
- or have already been assigned to educators in EDCS. (If changes are made after assignments have already been made the user will need to delete those assignments and make the assignments over again in EDCS.)

SAVING YOUR CHANGES

In order to save the changes you have entered manually always be sure to click “Update” on the left bottom of the Add/Modify/Export screen and not “Update/Duplicate” as that will create a new course.