Graphical user interface, application, table, Excel

Description automatically generated

Import Certifications – Simplified Template

In order to generate a Saba-ready import file we still need to provide all the stuff that changes – the certification’s settings, the courses, and how they are organized. This data can be provided in a simplified template such as this.

There are 3 sections of data that you need to provide:

* Certification Information (RED):
  + This information contains the settings that belong to the certification itself, such as its name.
  + The information here must be copied identically for every line of the certification.
* Path Information (Blue):
  + This defines the paths contained in the certification – there will always be one “main” path and there will be one recertification one if this is a certification that expires.
  + The path name and the true/false setting must be copied for each line (course) in that path.
  + The paths can contain the same courses, or different ones. Even if the recertification is the same as originally doing the certification, we still need the two paths defined separately.
* Course Information (Green):
  + This defines which courses are in each path of the certification, one line per course.
  + List the courses here, with the code, title, and version line by line. (There is a built in assumption that there is only one module.)
    - E.g. All of the courses in the “main” path are on a line that also has that path in the path name column.

Other Notes:

* The reason for the repetition is to allow for easier processing. It is possible to make an input without having to copy rows for cert and path info, but that would make the process more complex. Keeping it like this makes the translation process much more simple.
* Other things (e.g. path description, discontinued date, etc…) can be added to the template, it just gets a little more cumbersome the more that we add.