

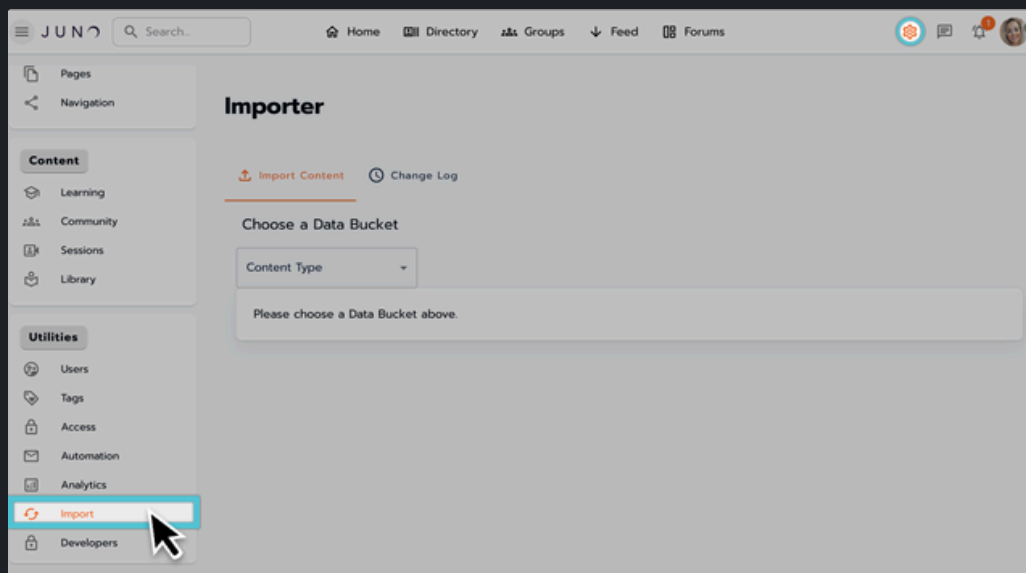
Using the importer

This guide walks you through the features and functionalities of the Importer tool, which is designed to streamline the process of importing and managing data for various content types. As an admin, you'll learn where to locate the importer, understand its functionality, and ensure the quality of your imported data.

Locating the Importer

v2 Site admin

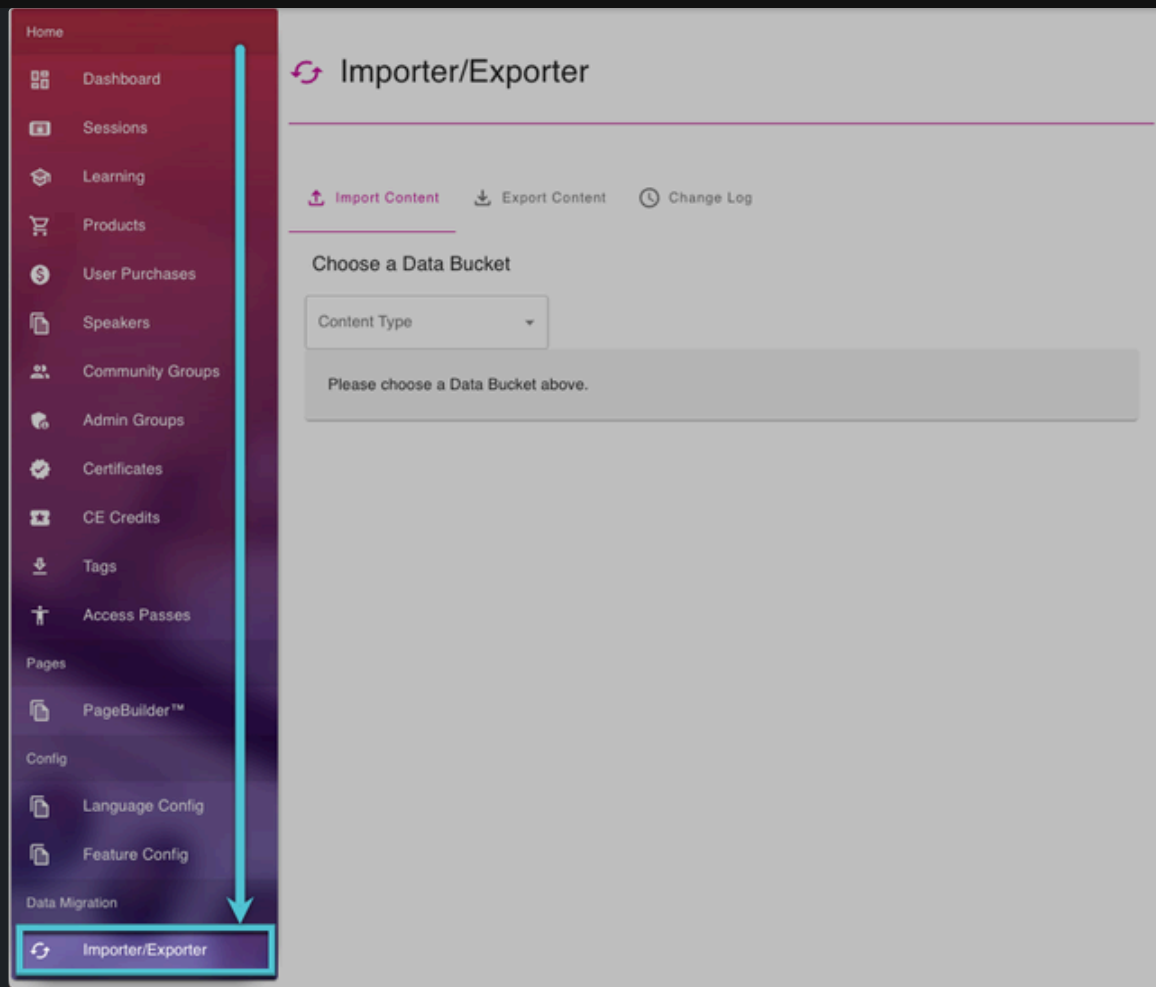
- From the Site admin's **left-side navigation menu**, locate and select the **Import** section.



Locating the Importer from the Site admin dashboard in v2.

v1 Das admin

- From the Das admin's **left-side navigation menu**, locate and select the **Import/Export** section.



Locating the Importer/Exporter from the Das admin dashboard in v1.

Using the Import tab

1. Once on the **Import Content** page, use the drop-down under **Choose a Data Bucket** to select the type of content you want to upload.
2. Drag and drop the CSV file or select the **drop zone** to use your file locator to upload.

The screenshot shows the 'Import Content' interface. At the top, there are three buttons: 'Import Content' (with an upward arrow icon), 'Export Content' (with a downward arrow icon), and 'Change Log' (with a clock icon). Below these is a 'Choose a Data Bucket' dropdown menu with a search bar labeled 'Content Type'. The dropdown is open, showing a list of content types: 'Courses', 'Course Resources', 'Lessons', 'Lesson Parts', and 'Question Answers'. A mouse cursor is pointing at the 'Courses' option. In the background, there is a table with columns 'Preview Text', 'Body', and 'Credits', and a row with the text 'No rows'. Below the table, there is a 'Rows per page: 20' dropdown and '0-0 of 0' with navigation arrows. At the bottom, there is a large white box with a plus sign icon and the heading 'Directions'. The directions are:

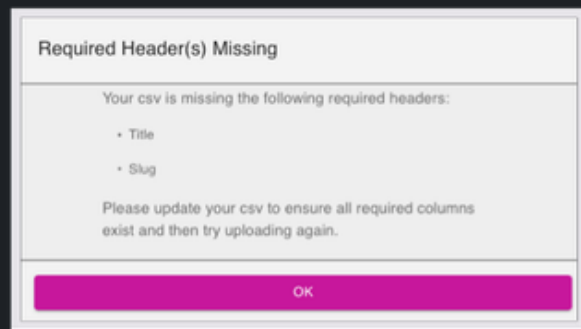
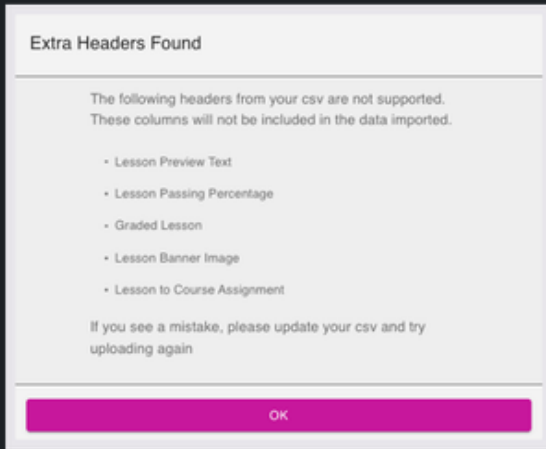
1. Drag & drop your Courses CSV here or click to upload.
2. Review the column titles above. If needed, update your CSV file to match. Make sure to spell headers correctly.
3. Required columns are identified above; make sure your CSV contains these columns. All other fields are optional.
4. The order of columns does not need to match; the importer will update to match the order of your CSV.
5. Additional columns in your CSV will be ignored. The importer will only pull data from the columns listed here.

Choose content to upload to the Validation Wizard in the importer.

Missing required or unrecognized fields prompts

The Importer's Validation Wizard notifies you of missing required fields or unrecognized columns in your CSV uploads and guides you through editing and re-uploading your CSV for a successful import.

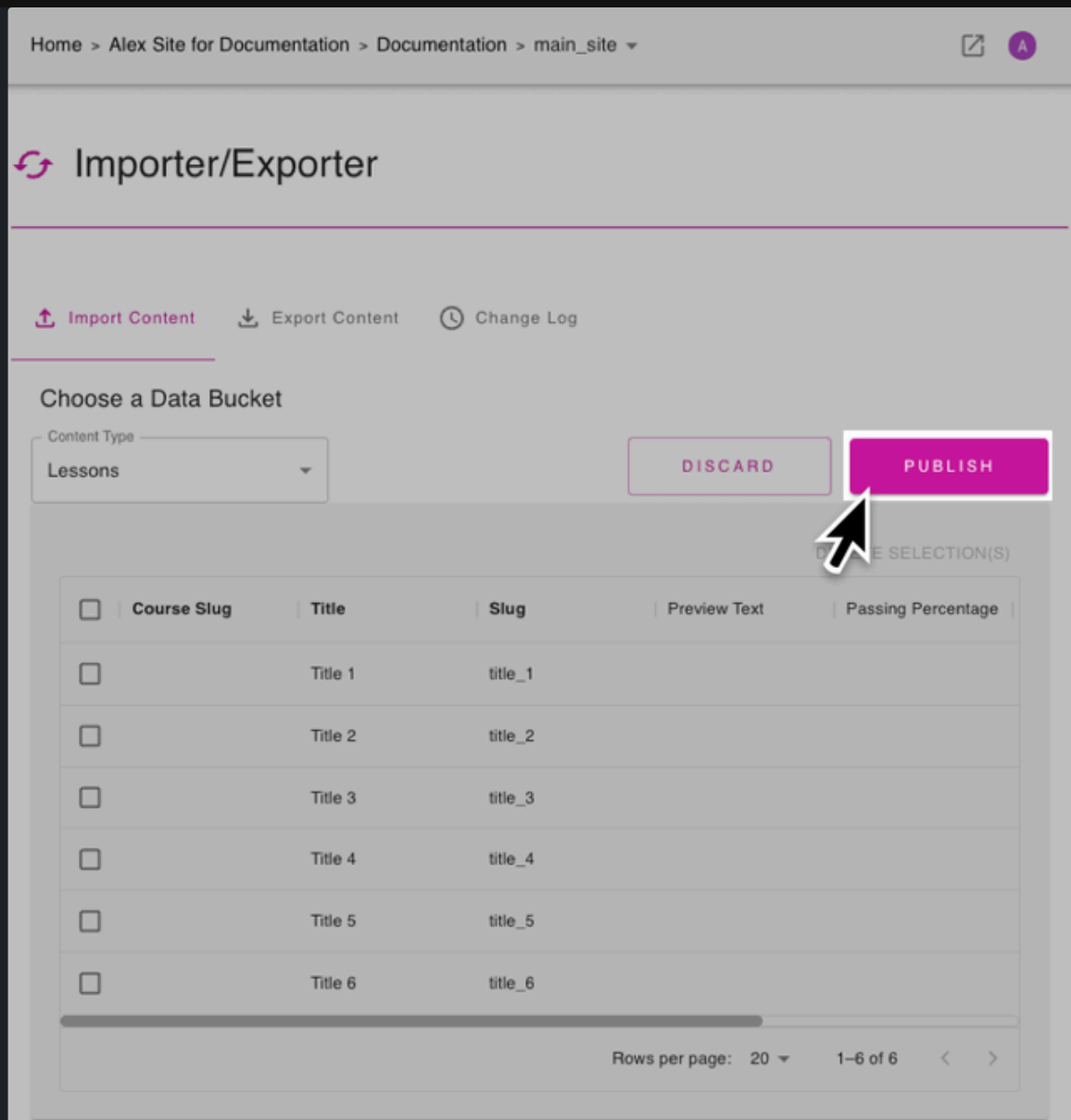
- After uploading a CSV with unrecognized columns, a prompt warns you that these columns are not recognized and will not be included in your import.
 - Additional instruction advises you that you can discard your upload, fix your CSV, and try again.
- A similar prompt will guide you in updating your CSV if the required columns are missing.
 - When required fields are missing, the import will not upload the CSV, instead additional instructions advise you to update your CSV and try again.
- [Learn more about the specific columns, column headers, example column information, and, column requirements.](#)



Extra headers found, and Required header(s) missing prompts.

3. If there are no errors in your uploaded CSV, the **PUBLISH** button will appear.

4. Select **PUBLISH** to finalize the import whenever the button is available.



Publishing an import file.

Real-time validation and editing

When errors occur that are not missing required columns in your CSV upload, the Validation Wizard allows you to update them and clear the errors in real time, and a **Validate** button appears.

1. Select the **VALIDATE** button to open the validation wizard.



The Discard and Validate buttons.

- The **Validation Wizard** displays CSV rows with errors highlighted in **red**, enabling real-time adjustments.
- Edit fields with errors in real-time and the red border and error status will disappear once entries become valid.
- Use the **Previous** and **Next** buttons to navigate between rows with errors.
- A dropdown menu also allows you to navigate to and edit any CSV row within your upload.

Importer/Exporter

[Import Content](#) [Export Content](#) [Change Log](#)

Choose a Data Bucket

Content Type

Lessons

DISCARD

454 VALIDATE

Validation Wizard

Item 1 of 454 with Errors
Lesson Title: Title 1

(1-1 of 454 Errors)

Title

Title 1

Course Slug

This is a required field

Slug

title_1

< PREV

Item

1

of 454

NEXT >

DELETE ALL ITEMS WITH ERRORS

DELETE ITEM

Correcting errors within the Validation Wizard.

Additional functionality

Discarding and starting over

1. Once a CSV is uploaded, the **DISCARD** button will appear.
2. Select **DISCARD** to remove the uploaded CSV from the drop zone.
3. The Validate/Publish buttons will no longer be displayed.
4. Follow the provided directions to proceed with a new CSV upload.

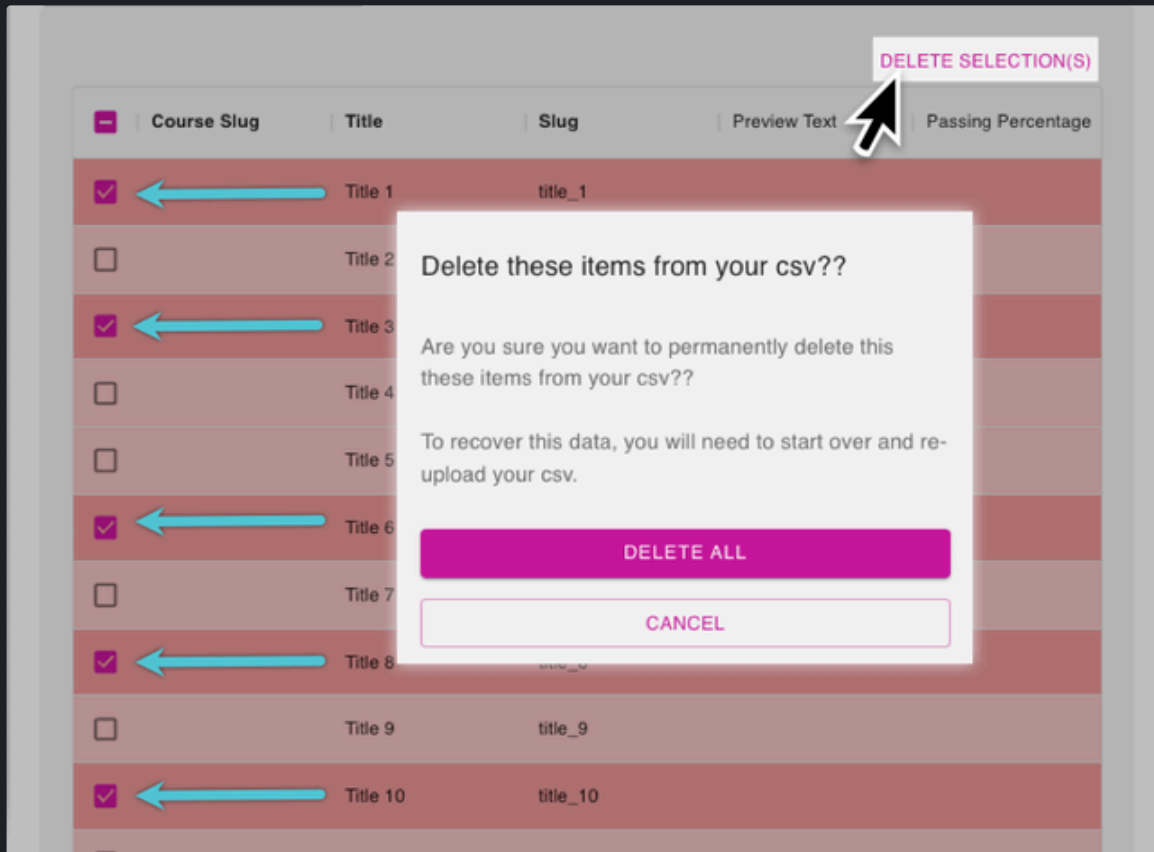
DISCARD

454 VALIDATE

The Discard and Validate buttons.

Deleting Rows

1. For inline deletion, select rows and choose **Delete Selection**.
2. In the **Validation Wizard**, use **Delete Item** to delete the current row.
3. Use the **Delete All Items With Errors** button to remove all rows with errors.
4. Confirm the deletion of all rows in a second prompt.



Deleting rows inline in the importer.