How to Submit a Course for Approval in AIA CES Discovery Using Course Import Template

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- The Course Import Template can be downloaded under the RESOURCES section in CES Discovery.
- This template is *only* recommended for use when submitting 20-50 courses at a time. If more than 50 courses are bulk uploaded at once, it could cause a server time-out.
- Each field of the template must be filled out correctly in order for the information to be uploaded successfully. Please make sure all lines are correctly formatted before it is submitted, or it will yield errors.
- If your upload does result in errors, you as the Provider are responsible for correcting the issues, NOT AIA/CES.
- A confirmation e-mail will be sent to the primary point of contact on the account once the courses have been approved.

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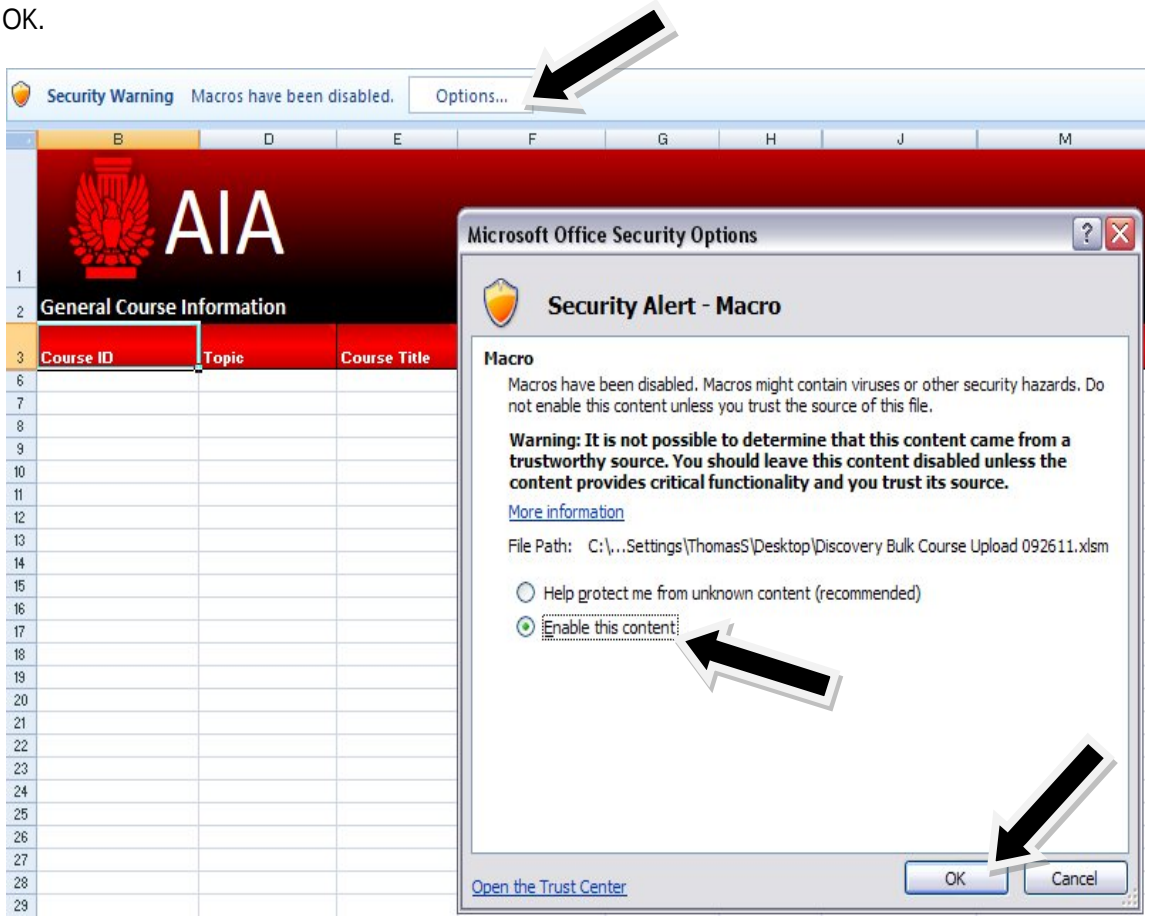
1. After logging into CES Discovery, go to the 'Resources' page and download the Course Import Template.
2. Fill in all fields on the Course Import Template. Cutting and pasting into this document does have limitations (especially in fields that may overlap), so please keep that in mind when filling out the form. Note that if you hold your cursor over the heading, an explanation of what information is needed for each one is provided.

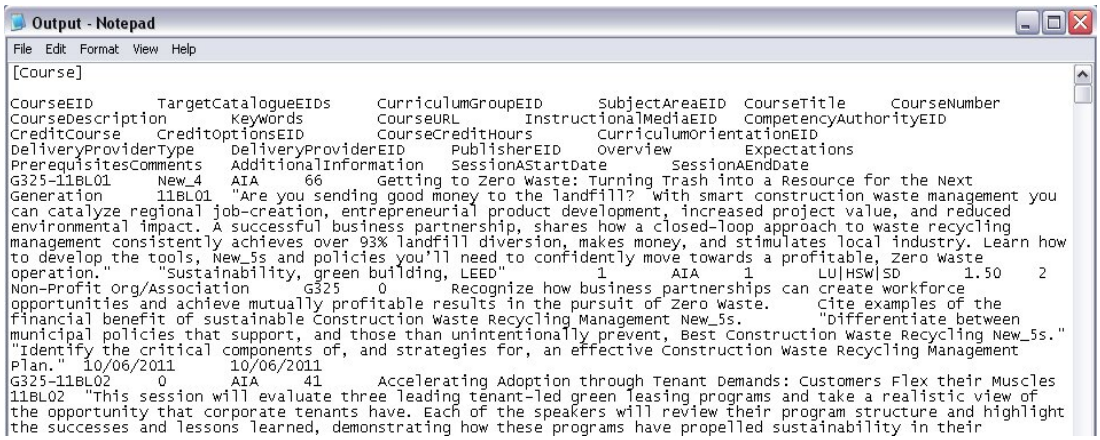
3. Once you have all of the fields filled out, you must enable the macros on the template. On the achievement import template a macros "options" button will be visible at the top of the file. Click the "Options" button to enable macros and select "Enable this content" and then, click OK.



4. Next, click the Save As button on the template. (Note: The "Save As" button is illustrated below which differs from selecting file> save as from the excel application. (The Save As button is located visibly on the right-hand side of the template)

5. Once you have clicked the button on the course import template, an “Output File” is generated. Save the output file to a specified location on your computer as a “tab delimited text” file. You may name the output file anything you wish. By default the file is named “output”. (Note: The output file is the file that will be browsed for and imported into the CES discovery system).

   Sample Output File

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[Course]

CourseEID       TargetCatalogueEIDs     CurriculumGroupEID      SubjectAreaEID  CourseTitle     CourseNumber
CourseDescription       KeyWords        CourseURL       InstructionalMediaEID   CompetencyAuthorityEID
CreditCourse    CreditOptionsEID        CourseCreditHours       CurriculumOrientationEID
DeliveryProviderType    DeliveryProviderEID     PublisherEID    Overview        Expectations
PrerequisitesComments   AdditionalInformation   SessionAStartDate       SessionAEndDate
G325-11BL01     New_4   AIA     66      Getting to Zero Waste: Turning Trash into a Resource for the Next
Generation      11BL01  "Are you sending good money to the landfill?  With smart construction waste management you
can catalyze regional job-creation, entrepreneurial product development, increased project value, and reduced
environmental impact. A successful business partnership, shares how a closed-loop approach to waste recycling
management consistently achieves over 93% landfill diversion, makes money, and stimulates local industry. Learn how
to develop the tools, New_5s and policies you'll need to confidently move towards a profitable, Zero Waste
operation."     "Sustainability, green building, LEED"           1       AIA     1       LU|HSW|SD       1.50    2
Non-Profit Org/Association      G325    0       Recognize how business partnerships can create workforce
opportunities and achieve mutually profitable results in the pursuit of Zero Waste.     Cite examples of the
financial benefit of sustainable Construction Waste Recycling Management New_5s.        "Differentiate between
municipal policies that support, and those than unintentionally prevent, Best Construction Waste Recycling New_5s."
"Identify the critical components of, and strategies for, an effective Construction Waste Recycling Management
Plan."  10/06/2011      10/06/2011
G325-11BL02     0       AIA     41      Accelerating Adoption through Tenant Demands: Customers Flex their Muscles
11BL02  "This session will evaluate three leading tenant-led green leasing programs and take a realistic view of
the opportunity that corporate tenants have. Each of the speakers will review their program structure and highlight
the successes and lessons learned, demonstrating how these programs have propelled sustainability in their
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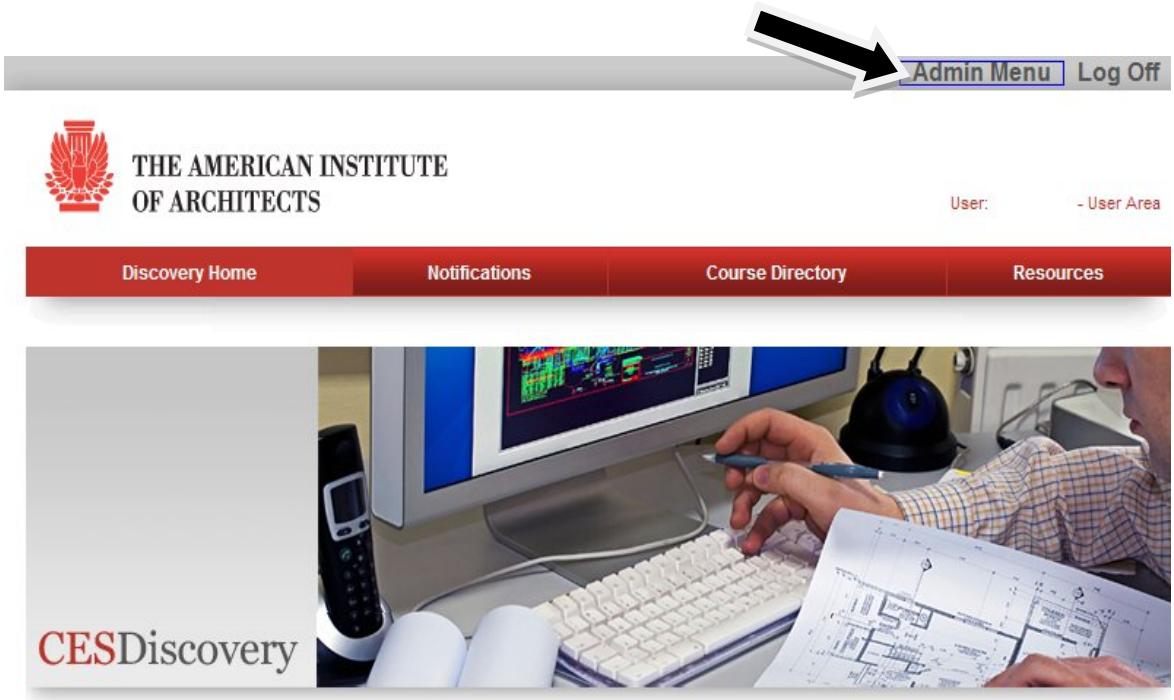
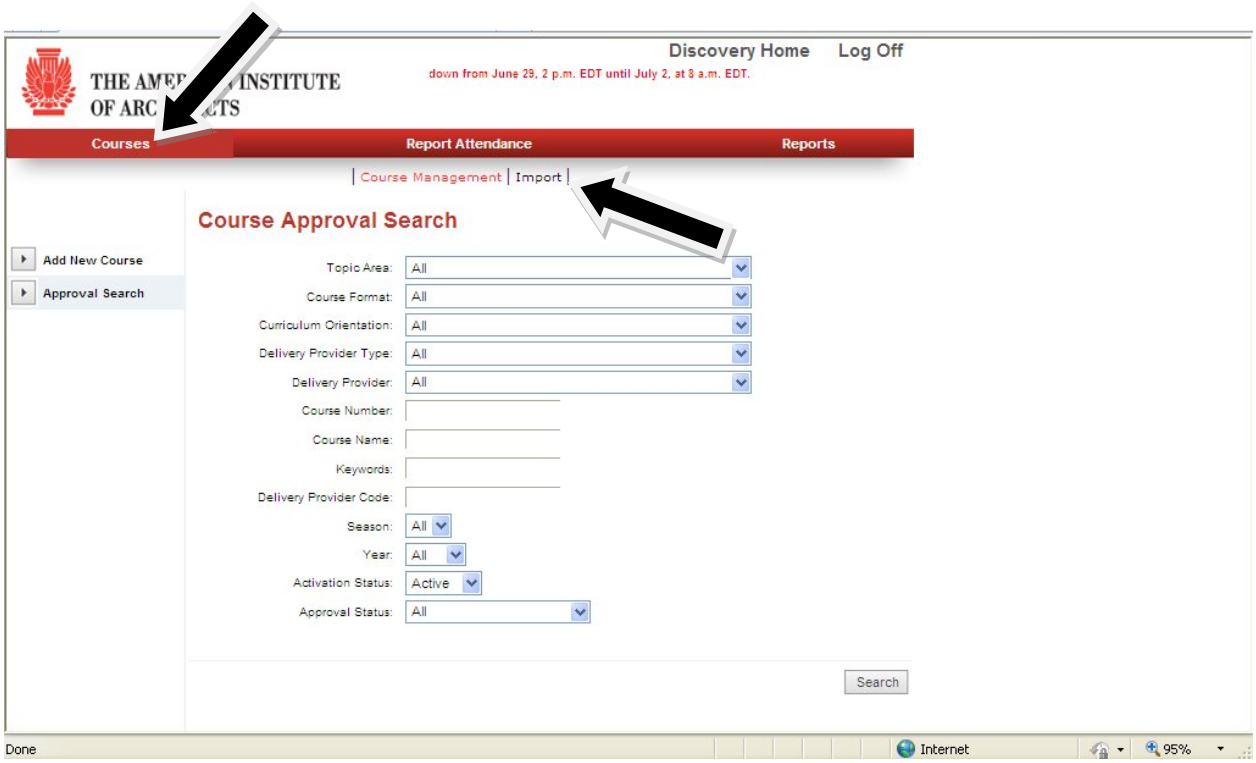
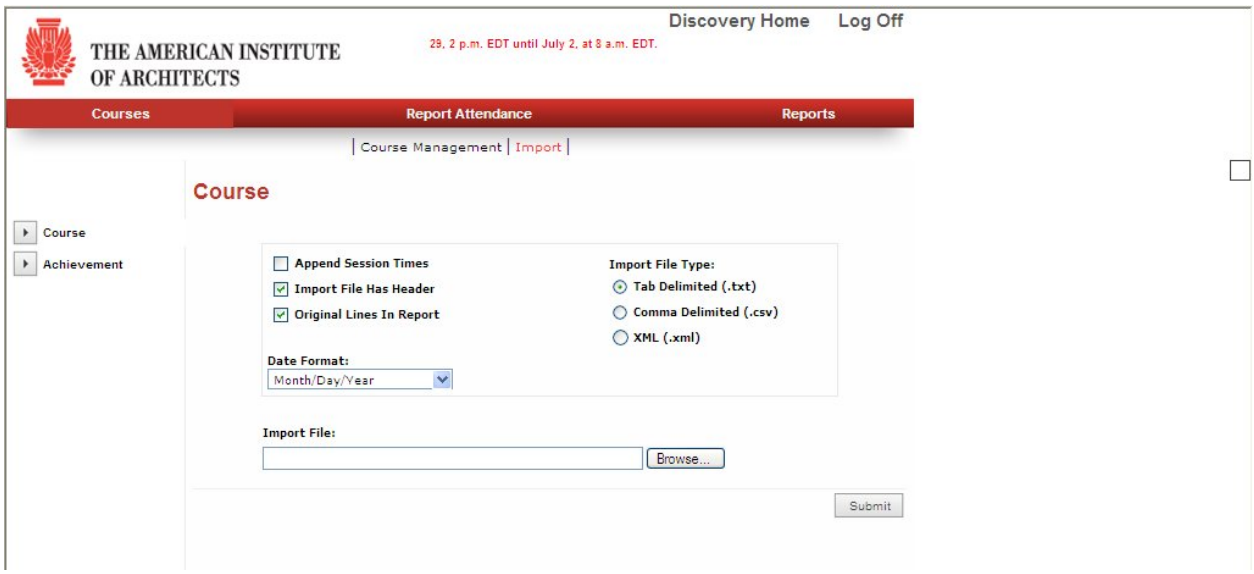
6. Now that the output file is saved to a specified location on your computer, you can now log-in to the CES Discovery System to upload your courses.
7. Once you have successfully logged into the system, select the Admin Menu link found at the top right-hand side of the screen of the homepage.



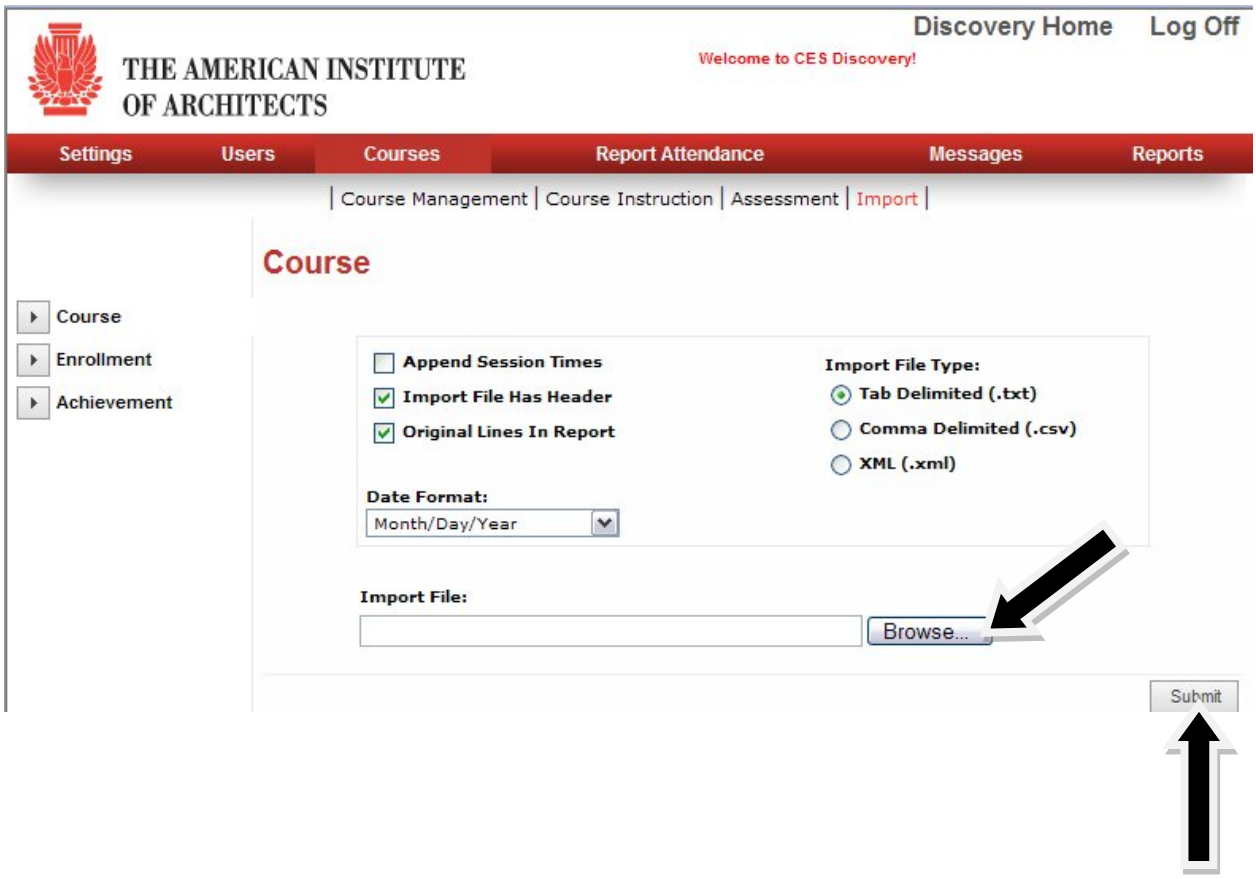
8. Select Courses and then Import.



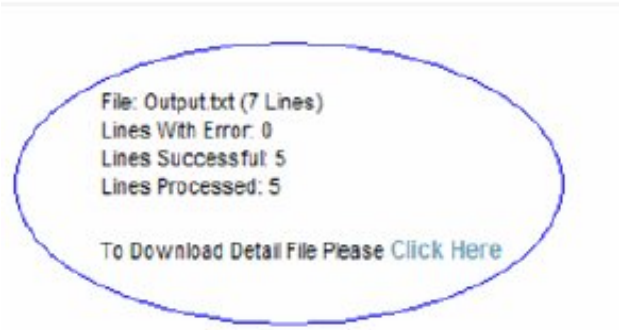
9. You will land on the Course screen under the Import section. Notice what fields have a check mark beside them. These are all selected by default and *should not* be changed. Notice the import file type is *tab delimited text*. Tab delimited text files should always be selected. Notice too that the date format by default is *Month/Day/Year*. This format is required by the CES Discovery System.



10. Click Browse to select the output file you saved on your computer then select Submit.



11. The output file that was imported will show results. If there are any errors as a result of the imported file, you will see the details appear at the bottom of your screen.



12. To get the details of the import, click the link entitled, “Click Here”. If you do find there are lines with error, you are responsible for correcting those. In this case, PLEASE submit complete a new course import template using only lines that were not processed. If you re-upload a course import template with the courses that were submitted successfully, this may cause duplicated courses in the system. If you are still experiencing issues with the upload, please submit the remaining courses online.

13. Once all of the courses have been uploaded successfully, you will receive a confirmation email that the course has been submitted to CES.

If you have any questions, please contact Member Services at 800-242-3837 or AIAMemberCareCES@aia.org.