

## 6. Teaching Session Import

eReserve Reading Lists are assigned to Teaching Sessions, which determine the availability of the list based on the supplied start and end dates. Each Teaching Session includes an optional Matching Key, that allows offerings from the LMS that match the key to be automatically published to the Teaching Session. If you would like to know more about the Matching Key, [contact the eReserve Support team](#).

Teaching sessions can be manually added or edited, [see here for more details](#), however the Teaching Session import process allows for a large number of Teaching Sessions to be created or updated.

The import process matches data from the name column to update existing Teaching Session records.

### 6.1 Pre-requisites

The Archive folder will need to be prepared as a .zip folder which should contain the following elements:

- a. The Data File: This is a CSV file in a UTF8 file format - Filename = import\_records.csv
- b. The Mapping File: This is a YML file which references the data to map it to the correct fields in eReserve Plus - Filename = csv\_to\_document\_mapping.yml

The templates and a sample dataset are available for use [here](#).

### 6.2 Mandatory Data

The import\_records.csv file will populate eReserve Plus with Course Codes, Descriptions and School Associations.

Column Name	Description	Type	Format Values
source_document_kind	This column describes the kind of document being imported. When importing courses this should be set to session.	text	session
name	This column is a unique value used to identify the teaching session.  Existing records with the same name will be updated.	text	e.g. Semester 1 2023
start_date	This column specifies the starting date of the Teaching Session.	text	e.g. Your local date format e.g. DD/MM/YYYY or MM/DD/YYYY
end_date	This column specifies the end date of the Teaching Session.	text	e.g. Your local date format e.g. DD/MM/YYYY or MM/DD/YYYY
matching_key	This column is used to automatically match offerings to a Teaching Session. For example, the key S1_2023 matches the following offerings: CS101_S1_2023, HSP01_S1_2023.	text	e.g. S1_2023

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