Importer data fields

This guide offers a comprehensive view of the CSV fields for importing course data into our system. Each field has a unique role and may be accompanied by precise validations, ensuring accurate data input. The following table presents an organized breakdown of import types, their respective fields, illustrative examples, validations, and whether they are required for a successful import process. Learn more about using the LMS importer tool.

> ℹ️ Please see your JUNO team representative for access to the JUNO Data Import Template.

CSV Type	Field	Example	Validations	Required (Y/N)
Courses	**Title**	Principles of Local Economic Development	• Character limit of 90	**Yes**
	Slug	principles_of_local_economic_development	• No special characters except underscores are allowed • **Must be unique**	**Yes**
	Preview Text	Summary text displayed on grids, lists, and rotators	• Character limit of 78	**No**
	Body	Course description		**No**
	Credits	1.50, 4.00	• Must be a Decimal number between 0.00 and 99.99	**No**
	Passing Percentage	60, 90	• Must be an integer between 0 and 100 • **If no value is specified, it defaults to 60**	**No**
	Max Capacity	• 0 = unlimited • 99, 1559	• Any numerical value is accepted • **If no selection is made, the capacity defaults to 0**	**No**
	Enrollment Required	True, False	• True or False • **If no selection is made, the course enrollment requirement defaults to False**	**No**
	Video URL	https://youtu.be/g--2I7HNXO4	• Requires a valid Video URL	**No**
	Image URL	https://res.cloudinary.com/dxx7aeiow/image/upload/	• **Must be a PNG or a JPG on a publicly**	**No**

	c_scale,w_300/v1680895 468/nfipty1xeybv0k6jsxqy. jpg	**accessible HTTP or HTTPS link** • Must be a valid URL	
Start Date	• The only valid date formats are `'yyyy-MM-dd'` and `'yyyy-MM-dd HH:mm:ss'`	• Validates that the date is in a proper standard format • Accepts time in UTC but displays in local time in the validation modal • **Must be on or after the release date**	• **This field is required when the release date is present; otherwise, it is not required**
End Date	• The only valid date formats are `'yyyy-MM-dd'` and `'yyyy-MM-dd HH:mm:ss'`	• Validates that the date is in a proper standard format • Accepts time in UTC but displays in local time in the validation modal • **Must be after the release date and after the start date**	• **This field is required when the release date is present; otherwise, it is not required**
Release Date	• The only valid date formats are `'yyyy-MM-dd'` and `'yyyy-MM-dd HH:mm:ss'`	• Validates that the date is in a proper standard format	**No**
Open Enrollment Date	• The only valid date formats are `'yyyy-MM-dd'` and `'yyyy-MM-dd HH:mm:ss'`	• Validates that the date is in a proper standard format	• **This is a required field when the release date is present**
Closed Enrollment Date	• The only valid date formats are `'yyyy-MM-dd'` and `'yyyy-MM-dd HH:mm:ss'`	• Validates that the date is in a proper standard format • **Must be after the open enrollment date** • **Must be on or before the end date**	• **This is a required field when the release date is present**
Tags	On-Demand, Virtual, Live	• Tags must already exist in Database	**No**
Learning Package URL	https://rusticiltg.wpengine powered.com/wp-content/assets/golf_exam ples/PIFS/RuntimeBasicC alls_SCORM20043rdEditi on.zip	• **Must be a valid Learning package URL**	**No**

Course Resources	**Course Slug**	principles_of_local_economic_development	• **Must match an existing Course with that slug**	Yes
	Title	Economic Development PDF	• Character limit of 67	Yes
	Description	Example resource description	• Character limit of 78	No
	Image URL	https://res.cloudinary.com/dxx7aeiow/image/upload/c_scale,w_300/v1678440296/ynmvzo9tksfcosm6jpcu.jpg	• **Must be a PNG or a JPG on a publicly accessible HTTP or HTTPS link** • Must be a valid URL	No
	File URL	https://s3-us-east-2.amazonaws.com/junoconnect/5 Avoidable Mistakes When Planning Your Virtual Events e-book copy.pdf	• **Must be one of the** vNext supported file types **and must be on a publicly accessible HTTP or HTTPS link**	Yes
Lessons	**Course Slug**	principles_of_local_economic_development	• **Must be a valid course slug**	Yes
	Title	Lesson 2	• 90 character limit	Yes
	Slug	lesson_2	• No special characters except underscores are allowed • **Must be unique**	No
	Preview Text	Summary text displayed in the course lesson overview	• 300 character limit	No
	Passing Percentage	75, 60	• Must be a whole number between 0-100 with no special characters • **If no value is specified, the Lesson will not be included in the calculation for the final course grade**	No
	Graded	True, False	• Must be True or False • **If this is left blank, it will default as True (graded Lesson)**	No
	Image URL	https://res.cloudinary.com/dxx7aeiow/image/upload/c_scale,w_300/v1680895	• Any valid image URL	No

		468/nfipty1xeybv0k6jsxqy.jpg		
Lesson Parts	**Lesson Slug**	lesson_2	• **Must match an existing Lesson with that slug**	**Yes**
	Type	Question, Video, Blurb	• Must be one and only one of the following: **Question, Video, Blurb**	**Yes**
	Title	Module 6, Question 1 (This title is meant for the backend, tracking, analytics purposes. The front end learner does not see this title)	• 90 character limit	**Yes**
	Question Type	Multiple Choice, Poll, Fill in the Blank, Ranking, Rating	• Must be one and only one of the following: **Multiple Choice, Poll, Fill in the Blank, Ranking, Rating** • **Poll questions are always marked as Show Voting Results = TRUE**	• **This field is required only if the Type field is labeled for a Question**
	Question Description	Which of these counties has the largest population? (This is what the Learner sees on the front End)	• Only valid for a Lesson Part Type Question	**No**
	Question Score	2	• Only valid for a Lesson Part Type Question	**No**
	Rating Min	0	• Is only valid for a Question Lesson Part of Rating Type	**No**
	Rating Max	10	• Is only valid for a Question Lesson Part of Rating Type	**No**
	Rating Increment	2	• Is only valid for a Question Lesson Part of Rating Type	**No**
	Video URL	https://youtu.be/g--2I7HNXO4	• **Must be a valid HTTPS URL**	• **This is a required field only if the the Type is labeled for Video**

	Video Required to Watch	80, 60%	• **Must be in increments of 10** with or without a percentage sign and is only valid for a Video Lesson Part	No
	Blurb Description	Welcome to JUNO Training!	• Accepts HTML	• **This is a required field only if the the Type is labeled for Blurb**
Question Answers	**Question Title**	Module 6, Question 1 (Must match the original questions title -Not the Questions Description)	• Must match an existing Question type Lesson Part with that title • **If multiple Question exist with the same Question Title, they will all be updated.**	Yes
	Question Type	Multiple Choice, Poll, Fill in the Blank, Ranking, Rating	• Autofills based on Question Title	No
	Multiple Choice Correct	TRUE, FALSE	• The default for Multiple Choice Correct is FALSE. Set to TRUE (or FALSE) • **Only one Question as the correct answer, regardless of how many are marked correct on the sheet**	No
	Answer Text	55,000	• 250 character Limit • Accepts special characters • **HTML is not accepted** • **Only Multiple Choice, Poll, and Ranking Question Types are supported on the Question Answers import.**	• **This field is required when the Type is labeled for Multiple Choice, Poll, or Rankin.g**
Users	**Email**	emily.jacobson@email.com	• 128-character limit.	Yes
	First Name	Emily	• 128-character limit.	Yes
	Last Name	Jacobson	• 128-character limit.	Yes

Company	JUNO	• 128-character limit.	**No**
Title	Quality Assurance Technitian	• 128-character limit.	**No**
Phone	4043206792	• string format • 32-character limit.	**No**
Linkedin	https://www.linkedin.com/in/[insert-name]4040bb4b/	• 256-character limit.	**No**
Twitter	@[inserttwittername]	• 256-character limit.	**No**
Facebook	https://www.facebook.com/[insert-name]	• 256-character limit.	**No**
Instagram	https://www.instagram.com/[insert-account-name]	• 256-character limit.	**No**
Youtube	https://www.youtube.com/channel/[insert-account-number]	• 256-character limit.	**No**
Website	https://www.junolive.com/	• 256-character limit.	**No**
Icon URL		• 1024-character limit. • Must be a valid URL.	**No**
Avatar URL		• 256-character limit. • Must be a valid URL.	**No**
Banner		• 256-character limit. • Must be a valid URL.	**No**
Role		• numerical only, accepts values 0 (regular user) or 1 (admin)	**No**
Access Passes		• Access Pass IDs separated by '|'	**No**
Price Level		• Price level IDs separated by '|'	**No**
Declared Tags		• Tag IDs separated by '|'	**No**

⚠ Please ensure adherence to these guidelines for successful and accurate CSV data imports.