West Virginia Continuing Legal Education Commission

Instructions: Presumptive Provider Import of Course Lists

See page 2 for Possible Error Messages and Troubleshooting

Importing Course Lists

1) Login to www.mywvbar.org
2) Select "Import Courses" on your Dashboard or go to CLE < My Courses.
3) Click "Download a template" and enter your course list in the correct format. Below is a detailed description of field types and what information is acceptable in the import file.

Course Name	**Course Type**	**Attendance**	**Online/Audio Visual**	**Ethics, Substance Abuse, Elimination of Bias, or Office Management**	**In House**	**Reporting Period**	**Course Location**	**Course Date**
Text and/or Numbers	Enter one of the below 3 options: - In House Training - Live Seminar - Online Seminar, DVD, CD or Teleconference	Numbers Only	Numbers Only	Numbers Only	Numbers Only	Format: YYYY	Text and/or Numbers	Format: YYYY/MM/DD

4) Click "Download a template"
5) Enter courses into CSV file and save.
6) Click "Upload CSV file" and select the file from your computer.
7) Click Upload, Click Submit.
8) If you do not get any error messages, your courses will immediately display on your Dashboard and My Courses page.

Possible Error Messages

1) For incorrect columns in csv file : Uploaded CSV file columns do not match with template file, please try again with correct file.
   a) The format of the CSV file does not have all of the required columns. Please follow the suggested template.
2) Incorrect date format: Row @i: Course Date should be in 'Y-m-d' format OR check if Date format is valid.
   a) Date format is incorrect use the date format like in this example: *2015-12-29*
3) If any of these fields do not have values - Row @i: 'Course Name', 'Course Type', 'Reporting Period' are mandatory fields.
   a) Course Name, Course Type and Reporting Period are all required fields – make sure your import file has something in all of these fields
4) Invalid course type: Row @i: Course type is not valid.
   a) You must enter one of the following in each row for each course in the CSV file: "In House Training", "Live Seminar" or" Online Seminar, DVD, CD or Teleconference"
5) Invalid reporting Period: Row @i: Invalid reporting period
   a) Reporting Periods are two years each. For example: 2016
6) If mandatory credit fields do not have value - Row @i: Fields {Credit field names} are mandatory for {Course Type} course type.
   a) If you choose "In House Training" for the course type, you are only allowed to enter credits in the "In House" and "Ethics, Substance Abuse, Elimination of Bias, or Office Management" columns for that course.
   b) If you choose "Live Seminar" for the course type, you are only allowed to enter credits under the "Attendance" and "Ethics, Substance Abuse, Elimination of Bias, or Office Management" columns for that course.
   c) If you choose "Online Seminar, DVD, CD or Teleconference" for the course type, you are only allowed to enter credits under the "Online/Audio Visual" and "Ethics, Substance Abuse, Elimination of Bias, or Office Management" columns for that course.
7) If some credit fields other than the mandatory credit field have a value - Row @i: Only {courseType} columns should have value.
   a) For example, if the course type is "In House Training" you are only allowed to enter credits in the "In House" and "Ethics, Substance Abuse, Elimination of Bias, or Office Management" columns for that course.

Troubleshooting

- Make sure the file type you are saving the import file as is ".CSV" (Comma Separated Values.)

If you have any questions about importing courses contact Mike Mellace at mellacem@wvbar.org