



Edge Import Learning

Loads and Feeds

Edge Import is a robust, intuitive data load tool that enables customers to manage their data loads in a self-service manner. With Edge Import, customers have the ability to map, validate and load data into their Cornerstone application using flat files. Customers can also set up data feed to automatically load these flat files such as employee or transcript data from an external system into the Cornerstone application.

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Overview

Edge load and feed types can be enabled for all clients who have migrated from Data Load Wizard (DLW) load and/or feed or purchased Edge Import by contract.

The screenshot shows a web interface for creating a new load. At the top left, there is a breadcrumb: [Loads](#) > [New Load](#). Below this is the title **New Load** and a link [What is this?](#). The form consists of several sections:
1. **Category and Type ***: A dropdown menu showing 'Employee CHR' with a red 'x' icon to remove it.
2. **Configuration ***: A dropdown menu showing 'No configurations available' and a 'New Configuration' button.
3. **Key**: A dropdown menu showing 'Select a Key'.
4. **Select File ***: A large dashed box containing the text 'Drag and drop to upload or' and a 'Pick a File' button.
At the bottom left of the dashed box, there is a link: [or load a file from FTP](#).

Historical Learning Loads make it possible to import historical learning and transcript data directly to the portal. Future dated registrations and completions are not possible using Edge Import.

Online Course Asset Loads make it possible to import and publish multiple courses in your portal without needing to initiate a custom project or requiring Cornerstone resources.

See our full list of available [Data Types](#).

Data load types

This section of the guide provides an overview of the available load types within the **Learning** category of Edge Import, to help you get started. It is meant to help you understand the available load types and select the most appropriate load for your needs.

When performing data loads, it is important to remember that more comprehensive information related to usage and formatting considerations, field mapping, and requirements can be found on the template of each load type.

CHR-Employee									
This load supports maintaining employees' organizational information, employment information, personal information, user relations, and custom fields.									
Key points:									
Please refer to the considerations when creating your files. File Format Considerations Data Format Considerations CHR-Employee Considerations									
Use the worksheet to create your import file, columns will be automatically mapped while you create a configuration Go to the Worksheet									
Field Name	User ID*	Local System ID	Prefix	First Name*	Middle Name	Last Name*	Suffix	Username	Approver
Field Type	Text	Text	Text	Text	Text	Text	Text	Text	Text
Required/Optional	Required	Optional	Optional	Required	Optional	Required	Optional	Optional	Optional
Conditionally Required									
Acceptable Values	Min Length: 1, Max Length: 100	Min Length: 1, Max Length: 100	Max Length: 10	Min Length: 1, Max Length: 200	Max Length: 200	Min Length: 1, Max Length: 200	Max Length: 10	Min Length: 1, Max Length: 128	Min Length: 1
Default Value									
Field Description	Unique identifier for the user	Specify the User Id from a third party vendor that needs to be maintained in Cornerstone	Prefix	First Name	Middle Name	Last Name	Suffix	Username	Approver
*This field is required									
# If this field is mapped, other fields will become required									
This file was generated at: 1/16/2020 2:56:00 PM UTC									

Feeds / Translation availability quick reference

All learning loads are available for one-time loads, however scheduled feeds, and translation loads are only available for certain load types. The below tables provide a quick reference for what is available for each load type.

Learning Object Load Types	One-time	Feed	Translation
Provider	X		
Subjects	X		X
Online Course Assets	X	X	
Online Courses Metadata	X	X	X
OLCO Metadata	X	X	
Material	X	X	X
Video	X	X	X
Questions	X		X
Question Categories	X		X
Tests	X	X	X
Test Mapping	X	X	
Learning Equivalencies	X		
LO Availability	X	X	
Curriculum	X	X	X
Curriculum Structure	X	X	
ILT Events	X	X	X
ILT Sessions	X	X	X
ILT Session Parts	X	X	X
ILT Instructors	X		
ILT Facilities	X		
Evaluation Question Bank	X		
Transcript Load Types	One-time	Feed	Translation
External Training	X	X	
ILT Transcript	X	X	
Online Transcript	X	X	
OLCO Transcript	X	X	
Material Transcript	X	X	
Video Transcript	X	X	
Test Transcript	X	X	
Curriculum Transcript	X	X	

Resources and non-LO Specific loads

Materials include a group of learning sub-types, such as CDs, eBooks, Activities, attachments and Web Sites.

- **Subject** - Used to build the subject catalog. *Not available for scheduled feeds.*
- **Provider** - Used to build list of ILT Vendors and Online Providers. *Not available for scheduled feeds.*
- **LO Availability** - Used to add, update, and remove availability criteria for training in one load. *Not available for scheduled feeds.*
- **LO Equivalencies** - Used for setting single or bi-direction equivalency between various trainings. *Not available for scheduled feeds.*
- **Evaluation Question Bank Load** - Used to create new and update existing evaluation questions which can be used in Evaluation Administration when creating evaluations. *Not available for scheduled feeds.*
- **External Training** - Used to create and update users external training transcripts.

Subject

Every training/learning object is associated with a Subjects to help users to find and filter for learning.

Permissions:

- Access LMS - Subjects Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
-
- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of unique identifier in the portal decides if a new subject will either be created or updated.
 - **Subject Ref:** Select this option when you want to create new Subjects or update Subjects that had previously been created with Edge Import. Subjects created outside of Edge Import will not have this ID.
 - **Subject ID:** Select this option when you want to only update existing Subjects present in the portal (created via the UI or Edge Import load).
- A hierarchy of subjects can be created with a parent-child relationship. In your load you can specify to include the Subject Ref or Subject ID of your subject's parent. A blank value will create top-level parentless subjects.
- On subject creation, the default language is set based on language selected in the configuration question "What culture should be used as a default?"
- Subject default culture cannot be updated.

Provider

Providers are the Online Training Providers or the Instructor Led Training Vendors who provide / deliver your training content. Every training/learning object is required to be associated with a Provider.

Permissions:

- Access LMS - Providers Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Update with blank values is not supported
- All loads performed will show as created/modified by actual user who is performing loads.
- VILT providers are not supported via the loads (e.g. WebEx, GoToMeeting, etc.)
- Provider custom fields are not supported in this load.
- Provider Name value once created cannot be updated.
- Update with Provider ID shown in UI is not supported

LO Availability

Used to add, update, and remove availability criteria for training in one load.

Permissions:

- Access LMS - LO Availability Load
- Access LMS - LO Availability Feed

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Learning Object ID's supported are of following Training types: Curriculum, Material, Video, ILT Events, ILT Sessions, Online Course, OLCO, Test, Cohort, External Content, Library, Playlist, Program, Quick Course. If Training has multiple versions, provide the relevant training version's LOID.
- The Action field allows you to choose what actions Edge Import will take with the fields that follow, for the provided LOID. The following actions may be taken:
 - **Add** - Will add the availability to the training or modify existing availability criteria (This selection requires an Availability criteria - existing specific user or OU type and OU column values).
 - **Reject** - Will remove the availability specified in the "Specific User" or "OU type" and "OU" columns from the training (either of those two are required when using).
 - **Reject All** - Will remove all availability criteria from the training ("Availability

Criteria" field value should be All. When used, all other column values will be ignored)."

- In the Availability Criteria field, specify what type of availability criteria would like to add/modify or reject.
 - Provide value as **Users** for a specific user. You will then need to specify which users you would like to add/remove in the "Specific users" field.
 - Provide value as **OU**, for a specific OU. You will then need to specify the OU type (e.g. Department, Position, etc.) in the "OU Type" field and the specific OU in the "OU" field that you would like to add/remove from the Availability for the LO.
- If you are Adding/Rejecting (Actions field) a User (Availability Criteria field), the **Specific Users** will need to be used to specify the User ID for this user.
 - Only one User ID can be added/rejected per row.
 - User ID may be active/inactive and must exist in the portal prior to import.
- If you are Adding/Rejecting (Actions field) an OU (Availability Criteria field), the **OU Type** field will need to specify the type of Organizational Unit (e.g. Department, Position, etc.) and the OU ID of specific OU will need to be added into the in the **OU** field .
 - Both OU Type and OU fields are required if the Availability Criteria is set to OU
 - Only one OU ID can be added/rejected per row.
 - OU ID may be active/inactive and must exist in the portal prior to import.

LO Equivalencies

Used for setting single or bi-direction equivalency between various trainings.

Permissions:

- Access LMS - Learning Object Equivalencies Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Update with blank values is not supported
- Training should be present in the system prior to this load.
- The **Apply Retroactive** field enables equivalency to users transcript that currently have both training and its training equivalent(s) on their transcript.

Evaluation Question Bank

Used to create new and update existing questions of different question types, for your Evaluation administration related Question bank. Evaluation Question Categories must already exist before loading Evaluation Questions.

The data loaded will be a list of questions displayed in Evaluation Question Bank and used in Evaluation administration. It does not support the Question Bank used in 'Form Management' or 'Test Engine'.

Permissions:

- Access LMS - Evaluation Question Bank Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- When creating your template and configuration you will need to choose a **unique identifier** for your questions. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Question Reference Number:** Select this option when you want to create a new questions or update ones previously created with Edge Import. Questions created outside of Edge Import will not have this ID.
 - **Question ID:** Select this option when you want to only update existing questions already present in the portal (created via the UI or Edge Import load).
- The following Question Types are supported for uploading with Edge Import:
 - Yes / No
 - True / False
 - Multiple Choice / Single Answer
 - Multiple Choice / Multiple Answer
 - Text Only

Correct Answers

- For **Yes / No** question - Enter 1 for Yes and 2 for No into the Correct Answer field
- For **True / False** question - Enter 1 for True and 2 for False into the Correct Answer field
- For **Multiple Choice / Single Answer** question - The Questions load template will include fields to specify multiple possible answers to your question (Answer 1 - Answer 10). Enter the # of the correct Answer column into Correct Answer field.
 - If including All of the Above - Set the All of the Above column to “true”. To make the correct answer, set “A” in the Correct Answer field.
 - If including None of the Above - Set the None of the Above column to “true”. To make the correct answer, set “N” in the Correct Answer field.
 - *Example, if the Answer 1 to Answer 5 columns have multiple choice values and the correct response is the Answer 3 column. Enter “3” for the Correct Answer*

field.

- For **Multiple Choice / Multiple Answer** question - The Questions load template will include fields to specify multiple possible answers to your question (Answer 1 - Answer 10). Enter the #s of the correct Answer columns into the Correct Answer field separated by semicolon(;).
 - If including All of the Above - Set the All of the Above column to “true”. To make the correct answer, set “A” in the Correct Answer field.
 - If including None of the Above - Set the None of the Above column to “true”. To make the correct answer, set “N” in the Correct Answer field.
 - *Example, if the Answer 1 to Answer 5 columns have multiple choice values and the correct responses are the Answer 3 and Answer 4 columns. Enter “3;4” for the Correct Answer field.*
- For **Text Only** question - Enter correct response into the Answer 1 column and enter “1” into the Correct Answer field.

Curricula loads

A curriculum is a defined group of learning objects (events, online courses, tests, materials & Videos) which act and function as a single learning object in the system.

- **Curriculum Load** - Creates the curriculum and general information and custom fields
- **Curriculum Structure** - Loads the child training into the structure of existing curriculum
- **Curriculum Transcript** - Create and update records of curriculum on user transcripts.
- **Curriculum Transcript Custom Fields** - Update custom field values on the user transcripts for Curriculum training.

Curriculum Load

Used to create new or update existing curricula and general information (title, description, provider.)

Permissions:

- Access LMS - Curriculum Load
- Access LMS - Curriculum Feed

Key Considerations

- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Curriculum ID:** Select this option when you want to create new Curricula or update Curricula that had previously been created with Edge Import. Curricula created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to only update existing Curriculum present in the portal (created via the UI or Edge Import load).
When this option is selected only the LOID field is required in the upload file. All other fields are optional. This allows for easier bulk updates.
- Automated creation of references is not supported. Example: If Provider/Subject mentioned in the file does not exist in the system, then the Provider/Subject in the file will NOT be auto-created.
- The Provider and Subject data must already been loaded, either through the respective load or the UI, before loading this file.
- Standard reversioning functionalities will NOT be triggered on updating a Curriculum.
- The **Section Name** and **Child LOID** fields are required when first creating a curriculum, giving one section and training within your curriculum.
- The **Thumbnail** field allows you to upload a thumbnail image Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)

Curriculum Structure

Used primarily for creating the curriculum structure of child-training within a curriculum previously created using Edge Import load. Updates are limited - refer to Considerations Tab for details. All referenced Curricula must already be present in the portal prior to using this load.

Permissions:

- Access LMS - Curriculum Load
- Access LMS - Curriculum Feed

Key Considerations

- When creating your template and configuration you will need to choose one of a unique identifier to reference the exact curriculum you are creating the structure of. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Curriculum ID:** Select this option when you have created curricula using the Edge Import Curriculum Load. Curricula created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to reference existing Curriculum using this ID (created via the UI or Edge Import load).
- Curriculum structure can only be updated with new Child LOs using Edge Import if the Curriculum has not been assigned to users.
- **Versioning is not supported** with Edge Import loads. If the Curriculum has already been assigned to users, the UI must be used to add Child LOs and reversion the Curriculum.
- Curriculum structure related fields cannot be updated once created. Curriculum structure related fields are: Section #, Section Name, Child LO ID, Course Display Order
- Nested sections and Curriculum inside curricula are not supported.
- Only Events, Courses, Materials, Tests and Videos in an Approved and Active status can be loaded as Child LOs inside a Curriculum via Edge Import load.

Curriculum Transcript

Used for adding and updating user transcripts Curriculum records to registered or completed.

If set to 'Completed', only the curriculum status will be marked completed. Individual child learning objects within the curriculum will not be mark completed.

Permissions:

- Access LMS - Curriculum Transcripts Load
- Access LMS - Curriculum Transcripts Feed

Key Considerations

- You will need to choose a unique identifier to reference the exact curriculum you are adding or updating to transcripts. Curriculum ID can be selected if the Curriculum was created via Edge Import. Learning Object ID can be selected for Curriculums created via the UI and Edge Import.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Curriculum transcript custom fields import is not supported here. Use “Curriculum Transcript Custom field Load”
- All loads performed will show as created/modified by actual user who is performing loads.
- All UserIDs and Training IDs/Learning Object Ids must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Exempt status
 - Registered > Registered, Completed, Exempt status
 - Completed > Completed status
 - Exempt > Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

- To update or remove the due date for Child LO items, the “Due Date Action type,” field is available in the Edge Import transcript load that matches the LO type of the child. This will overwrite the due date if the "Update for ALL LO associated transcript" value is present in the field (Ex. use the Edge Import Online Course Transcript load to update the due date of an online course inside of your curriculum to July 1.)

Curriculum Transcripts Custom Field

Used to update the values of custom field for curricula present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Curriculum Transcripts Load
- Access LMS - Curriculum Transcripts Feed

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Video loads

Videos can be used to create a video learning object (LO). A Video LO can be a video file or a YouTube URL.

- **Video Load** - Create new or update existing video LOs.
- **Video Transcript** - Create and update records of video LOs on user transcripts.
- **Video Transcript Custom Fields** - Update custom field values on the user transcripts for video training.

Video Load

Used to create new or update existing video and general information (title, description, provider.)

Permissions:

- Access LMS - Videos Load
- Access LMS - Videos Feed

Key Considerations

- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Video ID:** Select this option when you want to create a new video or update videos that had previously been created with Edge Import. Videos created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to only update existing videos already present in the portal (created via the UI or Edge Import load).
- In your file, provide either **File Name** including extension (for files loaded to FTP) or **URL** (for videos present on YouTube). Only one can be selected per record.
 - If the File Name is provided, the actual file needs to be present on the [CSOD FTP site](#), in the dedicated **LMS/Video** folder. The load will fail for the records where the file attachment is missing.
 - The video files will NOT be removed from the FTP after the one-time load.
- A Video cannot be updated from File based to URL and vice versa.
- File types are limited to .mpg, .mpeg, .wmv, .flv, .m4v, .mp4.
- The max file size reflects the same limit set for your portal. This size can be adjusted by contacting Global Customer Support (default limit is 500MB.)
- The **Thumbnail** field allows you to upload a thumbnail image Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)
- See [Online Help for General Video Considerations](#).

Video Transcript

Used for adding and updating user transcript Video records to registered or completed.

Permissions:

- Access LMS - Video Transcripts Load
- Access LMS - Video Transcripts Feed

Key Considerations

- You will need to choose a unique identifier to reference the exact video you are adding or updating to transcripts. Video ID can be selected if the video was created via Edge Import. Learning Object ID can be selected for videos created via the UI and Edge Import.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Video transcript custom fields import is not supported here. Use “Video Transcript Custom field Load”
- All loads performed will show as created/modified by actual user who is performing loads.
- All UserIDs and Training IDs/Learning Object Ids must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Exempt status
 - Registered > Registered, Completed, Exempt status
 - Completed > Completed status
 - Exempt > Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

Video Transcripts Custom Field

Used to update the values of custom field for videos present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Video Transcripts Load
- Access LMS - Video Transcripts Feed

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Material loads

Materials include a group of learning sub-types, such as CDs, eBooks, Activities, attachments and Web Sites.

- **Material Load** - Used to create new materials or update metadata of a material existing in the system.
- **Material Transcript** - Create and update records of Material LOs on user transcripts.
- **Material Transcript Custom Fields** - Update custom field values on the user transcripts for Material training.

Material Load

Used to create new or update existing materials and general information (title, description, provider.)

Permissions:

- Access LMS - Materials Load
- Access LMS - Materials Feed

Key Considerations

- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Material ID:** Select this option when you want to create a new material or update ones previously created with Edge Import. Materials created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to only update existing materials already present in the portal (created via the UI or Edge Import load). **When this option is selected only the LOID field is required in the upload file. All other fields are optional. This allows for easier bulk updates.**
- In your file, provide either **File Name** including extension (for files loaded to FTP) or **URL**. Only one can be selected per record.
 - If neither column is populated, a material without content will be created.
 - If the File Name is provided, the actual file needs to be present on the [CSOD FTP site](#), in the dedicated **LMS/Material** folder. The load will fail for the records where a specified file attachment is missing.
 - » Files will NOT be removed from the FTP after the one-time load.
 - » If File Name is used, the File Localization field is required. File Localization allows you to specify the list of languages to associate with the file. Multiple language codes can be specified if separated by semicolons. A material should have at least one file in default language.

- If a **URL** is used, it will need to include protocol (e.g., https://)
 - » Max length of the URL is 500 characters.
- A Material cannot be updated from File based to URL and vice versa.
- File types are limited to .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pps, .pssx, .pdf, .rtf, .gif, .jpg, .jpeg, .jpe, .zip.
 - Max file size is 50MB.
- **Standard versioning functionalities will NOT be triggered on updating a Material.**
 - If a new URL is provided for an existing material, it will be replaced without creating a new version. This change will impact users who already have this material on their transcript.
 - To replace an existing file, you can choose to provide the same file name with new content or a new file name on your Cornerstone FTP.
 - This change will impact users regardless of status (including Completed) or if the Material is standalone or part of a Curriculum.
 - Previous versions of a Material may also be updated, if the Learning Object ID is included in the file. The same file may be used for multiple versions of the same Material in a single load.
- Using the **File Localization** field, it is possible to upload multiple files to a single material to provide localized versions of the files to users in the specified language. Drop a separate file to the FTP and File Name field, then select a language in the File Localization field. Only one file is allowed per language.
- The **Thumbnail** field allows you to upload a thumbnail image “Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)

Material Transcript

Used for adding and updating user transcript Material records to registered or completed.

Permissions:

- Access LMS - Material Transcripts Load
- Access LMS - Material Transcripts Feed

Key Considerations

- You will need to choose a unique identifier to reference the exact material you are adding or updating to transcripts. Material ID can be selected if the material was created via Edge Import. Learning Object ID can be selected for materials created via the UI and Edge Import.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Material transcript custom fields import is not supported here. Use “Material Transcript Custom field Load”

- All loads performed will show as created/modified by actual user who is performing loads.
- All UserIDs and Training IDs/Learning Object IDs must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Exempt status
 - Registered > Registered, Completed, Exempt status
 - In Progress > Completed
 - Completed > Completed status
 - Exempt > Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

Material Transcripts Custom Field

Used to update the values of custom field for videos present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Video Transcripts Load
- Access LMS - Video Transcripts Feed

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

ILT Event & Session loads

Materials include a group of learning sub-types, such as CDs, eBooks, Activities, attachments and Web Sites.

- **Instructors** - Used to create internal/external instructors for ILT Provider/Vendors. *Not available for scheduled feeds.*
- **Facilities** - Used to create a list of venues to conduct ILT in. *Not available for scheduled feeds.*
- **ILT Events** - Used to create new or update or update metadata of existing Events.
- **ILT Sessions** - Used to create new or update or update metadata of existing Sessions and define session duration. Session Parts load must be performed after Session load.
- **ILT Session Parts** - Used to create and update metadata of existing session parts.
- **ILT Transcript** - Used to create and update records of Sessions (and by extension Events) on User transcripts.
- **Event Transcript Custom Fields** - Used to update transcript custom field values for Event training type.
- **Session Transcript Custom Fields** - Used to update transcript custom field values for Session training type.

Instructor Load

Used to create internal/external instructors for existing ILT Provider/Vendors.

An ILT Instructor is the person who conducts the Instructor Led Training (“ILT”) or Classroom session of an Event. The ILT Instructor is always associated with an ILT Provider/Vendor. Instructor Led Trainings usually occur in physical classroom or virtual/online (VILT like WebEx or GoToMeeting etc) classroom setting. VILT Instructors are not supported via the loads.

Permissions:

- Access LMS - ILT Instructors Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Both Internal and External instructors can be loaded into the system using the same Edge Import load.
 - **For Internal Instructors:** Provide an existing user’s User ID into the Instructor ID column. The instructor will be created for the selected Vendor with the details from the internal User record and not from the file.
 - **For External Instructors:** Provide a unique ID into the Instructor ID column. The First Name and Last Name fields in the file will become mandatory fields.

- An instructor can be added multiple providers/vendors. This can be achieved by loading the Instructor ID into **only a single row** with multiple values added in the Vendor/Provider fields separated by a semicolon.
- The Vendor/Provider must be an ILT type, not Online. Provider must be Active.

Facility Load

The ILT Facility Load allows building a list of venues or facilities to conduct class room trainings.

A Facility is associated with an ILT Session and indicates where the training is taking place. It can be represented as a Region, City, Building, Floor, or even a Room. Facilities are used in facility management for additional organization of ILT Events and Sessions. By default, Facilities automatically pull data already available from the Location OUs in your portal.

Permissions:

- Access LMS - Facilities Load

Key Considerations

- This load is not supported for CHR clients - please use DLW to Location OU load instead.
- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Facilities are also added to your Location organizational unit (OU) hierarchy.
 - As a best practice, it is important to set the Allow Reconciliation field to False. If set to true, any facility not included in a Location feed will be inactivated.

ILT Events

The ILT Events load type is used to create new or update existing Events..

ILT Events provide general information about a specific topic. Event must be present in the portal to create associated sessions.

Permissions:

- Access LMS - Events Load
- Access LMS - Events Feed

Key Considerations

- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Event ID:** Select this option when you want to create a new event or update ones previously created with Edge Import. Events created outside of Edge Import will not have this ID.

- **Learning Object ID:** Select this option when you want to only update existing events already present in the portal (created via the UI or Edge Import load).
- Updating the provider at event level through Edge Import Learning should have no impact on existing sessions and leave them tied to their existing provider. This is consistent with updating the provider at event level through the UI.
- Updating the primary provider at event level through Edge Import Learning should empty the Primary Preferred Instructors previously selected at event level, in session defaults section (same logic for secondary vendor). That would avoid to have data inconsistency later on when creating new sessions. This is consistent with updating the provider at event level through the UI.
- In Edge Import there is no Transcript load type for Events. Events can be added to the transcript using the Session Transcript Load. Completion of a session will reflect on the event status. However, a Transcript Custom Field load type is available to update the custom field values on the user transcript.
- The **Thumbnail** field allows you to upload a thumbnail image “Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)

ILT Sessions

The ILT Sessions load type is used to create new or update existing Sessions and define session duration and general information.

The ILT Sessions load can only create a single Part for a session that will take its duration from the provided **Session Start Date/Time Period** and **Session End Date/Time Period**. The start and end date field can only be created and not updated.

Use the ILT Sessions Parts data load after the ILT Sessions load to add multiple parts to your session. If creating multiple parts, the ILT Session Parts load can be used to update the created single part.

Prior to this load - event must be present in the portal to create sessions for an Event.

Permissions:

- Access LMS - Sessions Load
- Access LMS - Sessions Feed

Key Considerations

- When creating your template and configuration you will need to choose a unique identifier. The presence (or lack) of a unique identifier in the portal determines if a record should be created or updated. Your choice will determine how Session ID gets created for new sessions. Both ‘Unique Session ID across all Events’ and ‘Unique Session ID within each Event’ can be used to create and update Sessions.
 - **Unique Session ID across all Events:** No two Sessions can have the same Session ID, regardless of the Events they belong to.
 - **Unique Session ID within each Event:** Session IDs only need to be unique within the Event they belong too. Multiple Sessions for different Events can have identical Session IDs.

- **Session Locator Number:** Select this option when you want to update existing sessions or when your Session ID is not unique in the portal. Session Locator Number cannot be used to create new sessions.
- When creating your template or configuration, you may choose to define **how past dated Sessions are handled** in your upload.
 - **Completed:** Select this option to import past dated session as Completed for historical record purpose. This is the default selection.
 - **Approved:** Select this option to import past dated session as Approved for session status to be further managed from portal.
- Future dated Sessions can only receive an Approved status.
- One-day sessions (when the start date and end date are the same) must contain the hour and minute (for example, 1/31/2020 09:00) within the time value.
- Multiple fields in the file, if left blank, will inherit their values from the associated Event (fields like Availability to All Users, Minimum Registration, Maximum Registration).
- No “Conflict Check” (Location/Facility, Start/End date) will be triggered.
- Multiple part occurrence (Daily, Weekly, Monthly) is not supported in Edge Import. All sessions will be created in the UI with the occurrence value of Once.
- The default part name when loading new sessions will be set to "Historical Data".

ILT Session Parts

ILT Session Parts load type is to create and update existing session parts.

This load is mandatory after sessions are created using Session Load. ILT Session Parts represent the different sections or parts of a training Session for which attendance is independently tracked.

Prior to this load - event must be present in the portal to create sessions for an Event.

Permissions:

- Access LMS - Session Parts Load
- Access LMS - Session Parts Feed

Key Considerations

- When creating your template and configuration you will need to choose which unique identifier you will provide.
 - Selecting **Unique Session ID within each Event** will require you to provide both the Event ID and Session ID to help Edge Import differentiate between possible sessions with identical Session IDs.
- Different parts of the same session can be created and updated to have different locations and instructors.

- Multiple part occurrence (Daily, Weekly, Monthly) is not supported in Edge Import. All sessions will be created in the UI with the occurrence value of Once.
- The default part name when loading new sessions will be set to "Historical Data".

ILT Transcripts

ILT Transcripts Load allows adding and updating Sessions (and Events) on user transcripts.

Permissions:

- Access LMS - ILT Transcripts Load
- Access LMS - ILT Transcripts Feed

Key Considerations

- When creating your template and configuration you will need to choose which unique identifier you will provide.
 - Selecting **Unique Session ID within each Event** will require you to provide both the Event ID and Session ID to help Edge Import differentiate between possible sessions with identical Session IDs.
- The following Transcript Statuses are acceptable:
 - Registered
 - Completed
 - Cancelled (Transcript is loaded with a status of 'Cancelled', the corresponding session will also be marked as cancelled.)
 - Waitlisted
 - Withdrawn
 - Incomplete
 - No Show
 - Exempt
- **Transcript Status** is not a required field.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- It is not possible to update only specific session parts with some attendance. Setting a Transcript Status of "Complete" marks all sessions parts as attended.
- Event and Session transcript custom fields import is not supported here. Use "Event Transcript Custom field load" and/or "Sessions Custom field load"

Event Transcripts Custom Field

Used to update the values of custom field for Events present on specified user transcripts. Events act as an overall container for possible Sessions the user may attend for that particular subject, and may not appear visible directly on the transcript. Events and Sessions may each have separate custom fields, to update the custom fields for a session, use the Session Transcripts Custom Field load

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Events Feed
- Access LMS - Events Load

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Session Transcripts Custom Field

Used to update the values of custom field for Sessions present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Sessions Feed
- Access LMS - Sessions Load

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.

ILT Event Transcript Update

Update/delete due date from ILT Events transcripts and associated curricula. Reduces the need for work orders.

Permissions:

- Access LMS - Event Transcript Update Load

Key Considerations

- Update/delete event due date
- Ability to update/delete event's session due date
- Manage its impact on the associated curriculum(s)
- Archive/Unarchive event transcript

LO Catalog Update

Ability to leverage Edge Import to update the creator of a training by updating the "Created By" field.

When an administrator who has created training leaves an organizational unit (OU), this can impact the ability for other administrators in the OU structure to manage that training if there are constraints applied to catalog management and training permissions in the portal. To resolve this, there is a need to update the creator of the training. This can now be achieved with the new LO Catalog Update load in Edge Import.

load type only allows the update of the "Created By" field. The future vision is to eventually expand this load to update additional course catalog fields that are common across training types.

Permissions:

- Access LMS - LO Catalog Update Load
- Edge Import Learning - Modify Training Creator

Key Considerations

- Update/delete event due date
- Ability to update/delete event's session due date
- Manage its impact on the associated curriculum(s)
- Archive/Unarchive event transcript

Test & Question loads

Tests let administrators evaluate employee's progress, knowledge, and understanding. The tests can be delivered as stand alone learning objects, or can be associated with any variety of learning objects..

- **Question Category** - Used to build categories in the Question Bank that questions will be associated with. *Not available for scheduled feeds.*
- **Questions** - Used to create new and update existing questions of different question types, for your Test Engine related Question bank. *Not available for scheduled feeds.*
- **Test** - Used to create or update and deliver tests to meet your corporate training goals.
- **Test Mapping** - Used to provide mapping between Test and Questions.
- **Test Transcript** - Used to create and update test data on user transcripts.
- **Test Custom Fields** - Used to update transcript custom field values for Test training type.

Question Category

The Question Category load is to build categories in Question Bank.

Permissions:

- Access LMS - Question Category Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- When creating your template and configuration you will need to choose a **unique identifier** for your question categories. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Category Ref:** Select this option when you want to create a new categories or update ones previously created with Edge Import. Categories created outside of Edge Import will not have this ID.
 - **Category ID:** Select this option when you want to only update existing categories already present in the portal (created via the UI or Edge Import load).
Locate the Question Category ID from the Question Bank page in the portal.
- A hierarchy of categories can be created with a parent-child relationship. In your load you can specify to include the Category Ref or Category ID of your category's parent. A blank value will create top-level parentless categories.

Questions

Used to create new and update existing questions of different question types, for your Test Engine and added to Tests.

The data loaded will be a list of questions displayed in the Question Bank and used in Test Engine. It does not support the Question Bank used in 'Form Management' or 'Evaluations'

Permissions:

- Access LMS - Question Load

Key Considerations

- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- When creating your template and configuration you will need to choose a **unique identifier** for your questions. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Question Reference Number:** Select this option when you want to create a new questions or update ones previously created with Edge Import. Questions created outside of Edge Import will not have this ID.
 - **Question ID:** Select this option when you want to only update existing questions already present in the portal (created via the UI or Edge Import load).
- Standard Test reversioning functionalities will NOT be triggered on updating of a Question present in the Question Bank.
- The following Question Types are supported for uploading with Edge Import:
 - Yes / No
 - True / False
 - Multiple Choice / Single Answer
 - Multiple Choice / Multiple Answer
 - Text Only
 - Free Form(Essay)
 - Image

Correct Answers

- For **Yes / No** question - Enter 1 for Yes and 2 for No into the Correct Answer field
- For **True / False** question - Enter 1 for True and 2 for False into the Correct Answer field
- For **Multiple Choice / Single Answer** question - The Questions load template will include fields to specify multiple possible answers to your question (Answer 1 - Answer 10). Enter the # of the correct Answer column into Correct Answer field.
 - If including All of the Above - Set the All of the Above column to "true". To make the correct answer, set "A" in the Correct Answer field.

- If including None of the Above - Set the None of the Above column to “true”. To make the correct answer, set “N” in the Correct Answer field.
- *Example, if the Answer 1 to Answer 5 columns have multiple choice values and the correct response is the Answer 3 column. Enter “3” for the Correct Answer field.*
- For **Multiple Choice / Multiple Answer** question - The Questions load template will include fields to specify multiple possible answers to your question (Answer 1 - Answer 10). Enter the #s of the correct Answer columns into the Correct Answer field seperated by semicolon(;).
 - If including All of the Above - Set the All of the Above column to “true”. To make the correct answer, set “A” in the Correct Answer field.
 - If including None of the Above - Set the None of the Above column to “true”. To make the correct answer, set “N” in the Correct Answer field.
 - *Example, if the Answer 1 to Answer 5 columns have multiple choice values and the correct responses are the Answer 3 and Answer 4 columns. Enter “3;4” for the Correct Answer field.*
- For **Text Only** question - Enter correct response into the Answer 1 column and enter “1” into the Correct Answer field.
- For **Image** question - The image will need to be present on the [CSOD FTP site](#), in the dedicated **LMS/Question** folder. The load will fail for the records where a specified file attachment is missing.
 - Provide the name of the Image with extension and in the Image Filename field of the Question template.
 - File types are limited to .gif,.jpg,.jpeg,.jpe,.tif,.tiff,.bmp,.wmv,.flv,.mp4,.png.
 - Provide the correct answer Image coordinates in the Answer Coordinates field. The coordinates can be given in the format [x, y]
 - » One x, y coordinate indicates one single point.
 - » If you want to select an area, multiple coordinates can be provided. For example, [150,100][151,257][374,272][366,96]
 - » Multiple areas or points can be selectable as the correct answer, seperated by semicolons(;). For example, [18,25][20,91][98,98][93,28]; [156,65]; [213,41][219,82][259,87]; will create a square (4 coordinate points), a single coordinate point, and a triangle (3 coordinate points).

Test

Used to create new or update existing test and general information (title, description, provider.)

This load provides the basic information and shell of your test, use the Test Mapping load to assign questions to your created tests.

Permissions:

- Access LMS - Tests Feed
- Access LMS - Tests Load

Key Considerations

- When creating your template and configuration you will need to choose a **unique identifier** for your test. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Test ID:** Select this option when you want to create a new test or update ones previously created with Edge Import. Tests created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to only update existing test already present in the portal (created via the UI or Edge Import load).
When this option is selected only the LOID field is required in the upload file. All other fields are optional. This allows for easier bulk updates.
- New Tests will always be created with version v1.0.
- The **Thumbnail** field allows you to upload a thumbnail image “Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)
- When creating your template and configuration, will need to choose the unique identifier you are providing for your single associated Question. Select the Question ID or Question Reference Number.
 - **When creating a new Test, a single question is required to be specified in the Question Reference Number / Question ID field of your file.** The Question provided will be added within your test structure to a Section with the Section Number and Section Name of "1". More questions or section name can be updated using Test Mapping load. This value provided for an existing Test will be ignored.
- Edge Import will NOT trigger any standard reversioning functionalities on updating a Test.
 - When updating metadata of a Test using the LOID, Edge Import will update the given version.
 - When updating a Test using the Test ID, Edge Import will always update version v1.0. Even if a higher version is available.

Test Mapping

The Test Mapping Load is required to be performed after creating Tests using Test load.

This is used to provide mapping between your Tests and Questions, and create a Sections structure within your test.

Permissions:

- Access LMS - Test Mapping Feed
- Access LMS - Test Mapping Load

Key Considerations

- Tests, Question and Question category must be loaded or present in the portal before loading Test Mapping.
- Each row of the Test Mapping file will be used to map a question to a test. Therefore, multiple rows will be needed to add multiple questions to a single test.
- Adding a Question to a Section Number will allow you to define and create the structure for your test.
- If the same Section Number is used for multiple records, but different Section Names or Section Descriptions are present, only one value will be used to update the Section Name or Section Description.

Test Transcripts

Test Transcripts load allows adding and updating tests on user transcripts.

Permissions:

- Access LMS - Test Transcripts Feed
- Access LMS - Test Transcripts Load

Key Considerations

- You will need to choose a unique identifier to reference the exact material you are adding or updating to transcripts. Test ID can be selected if the test was created via Edge Import. Learning Object ID can be selected for tests created via the UI and Edge Import.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Test transcript custom fields import is not supported here. Use “Test Transcript Custom field Load”
- All loads performed will show as created/modified by actual user who is performing loads.

- All UserIDs and Training IDs/Learning Object IDs must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Failed status
 - Completed > Completed, Failed status
 - Exempt > Exempt status
 - Failed > Failed, Completed status
 - Registered > Completed, Failed, Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

Test Transcript Custom Field

Used to update the values of custom field for Tests present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Test Transcripts Feed
- Access LMS - Test Transcripts Load

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user’s transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it’s highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Online Course loads

An Online Course is an electronic learning course (of xAPI, SCORM, or AICC compliant files) that can be completed within your Cornerstone portal.

- **Online Course Assets** - Used to create new launchable online courses. *Not available for scheduled feeds.*
- **Online Course Metadata** - Used to update metadata of online courses existing in the system or to create new empty (non-launchable) online courses.
- **Online Course Transcript** - Create and update records of Online Courses on user transcripts.
- **Online Course Transcript Custom Fields** - Update custom field values on the user transcripts for Online Courses.

Online Course Assets

Used to create new launchable online courses by importing xAPI, SCORM, or AICC compliant files from your [CSOD FTP site](#).

Permissions:

- Access LMS - Online Course Assets Load

Key Considerations

- This load type is available for one-time data loads and scheduled feeds.
- The File Name field is Required to create new launchable online courses. Provide the exact filename(eg: ABC.zip).
 - The corresponding file needs to be present on the [CSOD FTP site](#), in the dedicated **LMS/OnlineCourse** folder. Files will NOT be removed from the FTP after the one-time load.
 - The content of the file must be as per SCORM, AICC and XAPI learning standards.
 - The online course content must be in a zip package format and must have only ONE course within it.
 - The maximum file size for the online course content that is supported is 2GB.
 - The courses created will be in Published status.
 - If any error encountered while creating course, those will be reported with error message as "Record errored out by API. Please refer to APIErrorLog.txt file placed in the LMS/OnlineCourse folder of the FTP". You see these errors typically because the content file is corrupt or has issue. In order to correct these courses, the content provider must be reached out to for corrected/ revised courses.
- Updating course files is not supported with this load, only creation of new.
- New Online Course will be created with Version 1.0

Online Course Metadata

Used to update metadata of online courses existing in the system or to create new empty (non-launchable) online courses.

For historical record purpose, empty Online Courses without content that cannot be launched from transcript can be created and updated using this load.

Permissions:

- Access LMS - Online Course Metadata Load
- Access LMS - Online Courses Feed

Key Considerations

- When creating your template and configuration you will need to choose a **unique identifier** for your Online Courses. The presence (or lack) of unique identifier in the portal decides if record would be created or updated.
 - **Online Courses ID:** Select this option when you want to create new empty courses or update courses that have been previously created with Edge Import (with either this load type or the Online Course Assets type). Online Courses created outside of Edge Import will not have this ID.
 - **Learning Object ID:** Select this option when you want to only update existing courses already present in the portal (created via the UI or Edge Import load). **When this option is selected only the LOID field is required in the upload file. All other fields are optional. This allows for easier bulk updates.**
- When creating your template and configuration, you will have the choice to determine how Edge Import will **handle Online Course IDs in file that are not present in the portal**. You can choose for these records to **not be created** or create **Online Course with no course files** within them that will not be launchable from the transcript.
- New Online Course will be created with Version 1.0
- The **Thumbnail** field allows you to upload a thumbnail image Thumbnail” added from a file loaded to your CSOD FTP (LMS/ [TRAINING LOAD TYPE] /Thumbnail)

Online Course Transcripts

Online Course Transcripts load allows adding and updating Online Courses to user transcripts.

Permissions:

- Access LMS - Online Transcripts Feed
- Access LMS - Online Transcripts Load

Key Considerations

- You will need to choose a unique identifier to reference the exact courses you are adding or updating to transcripts. Online Course ID can be selected if the courses were created via Edge Import. Learning Object ID can be selected for courses created via the UI and Edge Import.
 - If any of the the online course you are loading has mutliple versions, it is recommended that you select the Learning Object ID, so the system will know to differentiate between the versions that exist within the Course Catalog.
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- Future dated registrations are not allowed please use Learning Assignment tool for this purpose.
- Online course transcript custom fields import is not supported here. Use “Online Course Transcript Custom field Load”
- All loads performed will show as created/modified by actual user who is performing loads.
- All UserIDs and Training IDs/Learning Object Ids must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Failed, Exempt status
 - Registered > Registered, Completed, Failed, Exempt status
 - In Progress > Completed, Failed, Exempt
 - Completed > Completed status
 - Failed - > Failed, Completed status
 - Exempt > Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

Online Course Transcript Custom Field

Used to update the values of custom field for Online Courses present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - Online Transcripts Feed
- Access LMS - Online Transcripts Load

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Online Content loads

Online Content is an electronic learning course type, launchable from user transcripts, delivered through a subscription, and hosted on the third-party provider's servers.

Currently the Online Content training type is only available for customers who have purchased subscriptions such as Content Anytime, or existing Edge integrations, such as Skillsoft Percipio, Coursera for Business, or edX for Business.

- **Online Content Metadata load** - Used to update metadata for Online Content that currently exists in a portal's course catalog. *Not available for scheduled feeds.*
- **Online Content Transcript load** - Used to capture registrations and completions for launches from external systems when learners are not registered for the courses in their Cornerstone portal.

Online Content Metadata

Used to update metadata of third-party and subscription content currently existing in the course catalog.

Permissions:

- Access LMS - OLCO Metadata Load
- Access LMS - OLCO Metadata Feed

Key Considerations

- When creating your template and configuration you will need to choose the **unique identifier** you will use to identify your Online Content.
 - **Online Content ID:** This ID has the potential to exist for courses created through subscriptions or content integrations, if the vendor has defined it. Within Reporting, the "Online Content ID" is called "Training ID". Do not use this ID when updating content with multiple versions.
 - **Learning Object ID:** This ID is a unique identifying code created for each instance of a learning object within Cornerstone, including previous versions. It is recommended you use this ID for this load.
- This load type is only available for one-time data loads, it is not available for scheduled feeds.
- Standard reversioning functionalities will NOT be triggered on updating an Online Content.
- Unless specified in the data, all loads performed will show as created/modified by actual user who is performing loads.

Online Content Transcript

Allows adding and updating third-party and subscription content existing in the Course Catalog to user transcripts.

Permissions:

- Access LMS - OLCO Transcript Load
- Access LMS - OLCO Transcript Feed

Key Considerations

- When creating your template and configuration you will need to choose the **unique identifier** you will use to identify your Online Content.
 - **Online Content ID:** This ID has the potential to exist for courses created through subscriptions or content integrations, if the vendor has defined it. Within Reporting, the "Online Content ID" is called "Training ID". Do not use this ID when updating content with multiple versions.
 - **Learning Object ID:** This ID is a unique identifying code created for each instance of a learning object within Cornerstone, including previous versions. It is recommended you use this ID for this load.
- Online course transcript custom fields import is not supported here. Use “Online Course Transcript Custom field Load”
- Users can be assigned to inactive LOs and LOs they are outside the Availability of.
- All loads performed will show as created/modified by actual user who is performing loads.
- All UserIDs and Training IDs/Learning Object IDs must exist in the portal before performing this load.
- Not all transcript status are available for bulk import. Transcript can be changed FROM the following current status > TO new potential statuses.
 - Approved > Registered, Completed, Failed, Exempt status
 - Registered > Registered, Completed, Failed, Exempt status
 - In Progress > Completed
 - Completed > Completed status
 - Failed - > Failed, Completed status
 - Exempt > Exempt status

Edge Import can be used to update a transcript status to “Completed” even if the current transcript status is not supported in Edge Import. (Example: Updating a transcript status from

- See the Online Content Transcript load template's Considerations tab for rules and processes for adding new versions of existing training to a user transcript.

Online Content Transcript Custom Field

Used to update the values of custom field for third-party and subscription content present on specified user transcripts.

This load does not support bulk creation of custom fields. Custom fields should be configured and present in the portal prior to this load.

Permissions:

- Access LMS - OLCO Transcript Load

Key Considerations

- Active LO Custom Fields are provided in this template, but the following types are not supported: Hierarchy, Branched Dropdown, Conditional Numeric Field
- If no custom fields are present or eligible for load, you will only see the unique identifier fields - User ID and Training ID in the template.
- Ensure the transcript records mentioned in this file are already present on the user's transcript.
 - If you would like to import transcript and its transcript custom field files via feed, it's highly recommended to create separate feeds with different schedules. Feeds containing Transcript file should be set up to run before the feed containing Transcript custom fields file.

Capabilities

When using Skills and Capabilities, it is possible to utilize Edge Import to associate skills that exist within the Skills Library to the courses in your Course Catalog.

LO Capabilities

Permission to perform this load: Access LMS - LO Capabilities

Use this load to add or remove capabilities for the training in your portal.

Considerations

- Provide the Learning Object ID for the training you would like to add or remove skills from.
- In the **Action** field, choose whether to Add, Reject, or Reject All
 - Add will add the capability to the training (requires a Capability Id).
 - Reject will remove the capability from the training (requires a Capability Id).
 - Reject All will remove all capabilities from the training (Capability Id will be ignored).
- If the Action field is set to “Add” or “Reject”, the **Capability Id** field is required.
 - Capability Id is not required for “Reject All” and, if provided, will be ignored.
- The **Capability ID** for a capability can be found in the Capability Library and Reporting.
- If multiple rows are provided for a single training, they will be processed in this order: Reject All, then Reject, then Add.

Reporting on LO Capabilities

When **Content Skills Tagging** is enabled in a portal (*Admin > Tools > Core Functions > Capabilities > Preferences*), a Training Capabilities section is available in Reporting 2.0 for the Training report type.

It is possible to create a report that combines the fields from Training Capabilities section and the Training and Capabilities sections to create a report that displays the capabilities that are tagged for specific training.

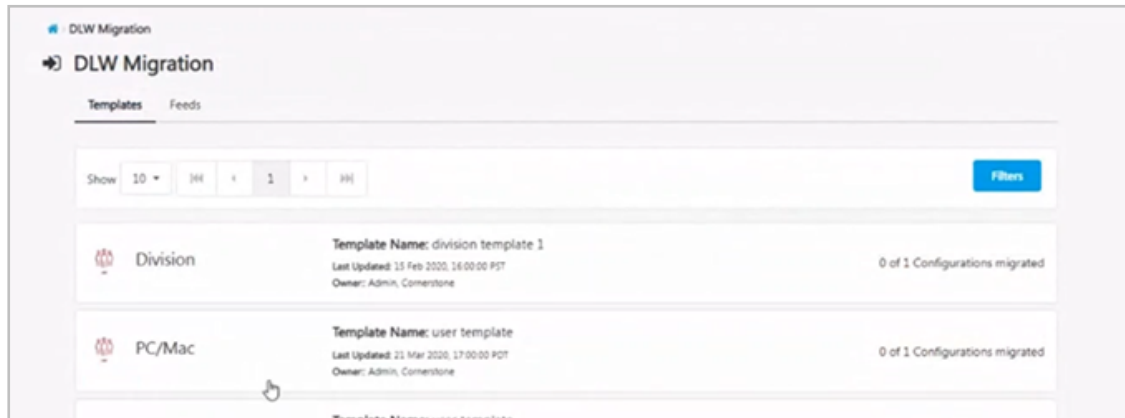
If just enabling Content Skills Tagging, please allow up to 24 hours for the process to complete.

The following new permissions are granted to the System Administrator role when Content Skills Tagging is enabled: “Reporting - Learning - Training Capabilities - Manage” and “Reporting - Learning - Training Capabilities - View”

Appendix

Migration from DLW

The DLW Migration tool makes it easy to transfer your existing feeds and templates from the Data Load Wizard (DLW) to Edge Import. From the Home page of Edge Import, select the DLW Migration option.



The DLW Migration page is divided into the Templates and Feed tabs, each listing their respective DLW configurations. Selecting the options in these tabs will open a flyout that lets you select which templates you would like to import into Edge.

Configurations and Feeds in Edge Import that were migrated from DLW will be flagged to let you know where they originated.

Some considerations to keep in mind:

- Only active DLW feeds can be migrated to Edge Import.
- Only templates that meet one of the following conditions will be available to migrate to Edge Import:
 - Template has been used at least once in the last 90 days OR
 - Template is used in an active DLW feed
- If a DLW template has multiple equivalent loads in Edge Import, the user will be presented a choice to migrate the template to each one of the corresponding configurations in Edge Import. For example, in the DLW, there's only one transcript load. However, in Edge Import there are six transcript loads. In such cases, the user will have the option to migrate the template to any or all of the six Edge Import configurations.
- A user can only migrate templates for which they have the corresponding permissions in Edge Import. For example, a user must have the 'Access CHR - Employee Load' permission to migrate User DLW templates to Employee Edge Import configuration.
- A user can only migrate templates and feeds for which there are corresponding Edge Import loads and feeds respectively. For example, a user will not be able to migrate a Requisition template to Edge Import.

Frequently Asked Questions (FAQs)

Select this [link](#) to access Frequently Asked Questions related to Edge Import in the Knowledge Central.