

Tips for Import Extract Sets

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Import extract sets control which classes are brought from your SIS to 25Live. If a section doesn't meet criteria of an extract set, it won't be imported.

Here are some tips you'll want to consider when making an import extract set. Use the steps on [Testing Your Extract Sets](#) to make sure everything's correct.

Narrow It Down

At minimum, every extract set needs just one criterion: a term code. Practically speaking, you need a lot more than that. There's a lot of extra data in a term that doesn't need to be in 25Live. Narrowing down your extract set filter with extra criteria makes good sense.


When adding more criteria, think about what you actually need in 25Live. You can exclude things like independent study courses, music practice sessions, and other classes that are technically part of the term but not relevant to scheduling. Common criteria and their uses include:


- Section type (only include lectures and labs)
- Instruction code (only include in-person classes)
- Campus (exclude online courses)
- Assignment indicator (only include classes in general assignment rooms)

For a full list of criteria, see [Extract Set Criteria](#).


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New Extract Set

Description 


ACTIVE 

The extract will include all classes which meet the criteria listed below.

Term Code 


Matching Any

[202210](#)


Campus Code 


☒ Matching Any ☐ Matching None


[OL \(On-Line Courses\)](#)


Subject Code 


Matching None


Section Type 


Section ID 

Sub-term Code 


Instruction Code 


Part of the Day 

Institution Code 

Course Number 

Matching None

Section Number 

Add Criteria 

Save

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Image: Adding criteria to a LYNX extract set.

Use One Term Code Per Extract Set

It's possible to add multiple term code criteria to a single extract set, meaning that all sections from both (or more) terms are included. This is not generally recommended, because it's easier to control your scheduling term by term if the extract sets are separate.

However, some institutions have unique arrangements where multiple term codes might make sense, such as using several terms codes in a single season. If that's the case for you, then you'll know.

Make Multiple Extract Sets

Generally speaking, it's most efficient if you have as few extract sets as possible. However, you may decide to make multiple extract sets for a single term. Each extract set has its own date exceptions and categories (see below) which can be very beneficial.

Do any of the following apply to you?

- **Large course offerings.** Extract sets are capped at 20,000 members. If you have more classes than that per term, either consider splitting it up into multiple extract sets or contact CollegeNET to discuss alternatives.
- **Multiple campuses.** It is common to use a separate extract set for each campus, especially if they have different calendars or scheduling processes. You can turn them on and off individually to accommodate different scheduling workflows.
- **Graduate level programs.** Sometimes graduate and undergraduate programs are just as distinct as physical campuses. You can split them into multiple extract sets for all the same reasons.
- **Subterms.** If your scheduling is based on smaller units within a term code, you may wish to break up your extract sets accordingly.

No matter your reasons for creating multiple extract sets, it's always recommended that you make them non-overlapping, meaning that any given section only belongs to one extract set. If your extract sets overlap, sections caught between them will receive date exceptions and categories from both sets. (It's also easier to keep track of active vs. inactive extract sets if they don't overlap.)

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