Setting Up Extract Sets in LYNX

All imports and exports through LYNX are based on a concept called **extract sets**. Extract sets are how LYNX determines which data should be transferred back and forth between your SIS and 25Live.

Extract sets are made up of **criteria** that match your SIS data, such as term codes, section types, and instruction codes. Anything that meets these criteria is included in the extract set, similar to creating a search in 25Live.

Extract sets can be **Active or Inactive**. An active extract set will automatically send updates through LYNX whenever it detects changes. An inactive extract set waits for you to manually trigger an update yourself by clicking "Review and Import".

> ℹ️ **Note: Best Practices**
>
> For more information and advice on setting up your LYNX extract sets, see Using and Understanding Extract Sets.

> ⚠️ **Maximum Size Limit**
>
> Each individual extract set is limited to 20,000 records. If you want to import more than 20,000 things at once from your SIS to 25Live, use multiple extract sets with different criteria (such as dividing each campus into a different set).
>
> If this is impossible or otherwise problematic for your institution, please contact CollegeNET.

Types of Extract Sets

Extract sets come in several types and can be categorized based on which direction they send data:

- Most extract sets **import**, meaning they send data from your SIS to 25Live. (Exam creation extract sets import data from LYNX itself rather than from your SIS.)
- Section export extract sets **export**, sending location assignments from 25Live to your SIS.
- Exam import/export extract sets both **import** and **export**. They are the only type of extract set that controls data flowing in both directions.
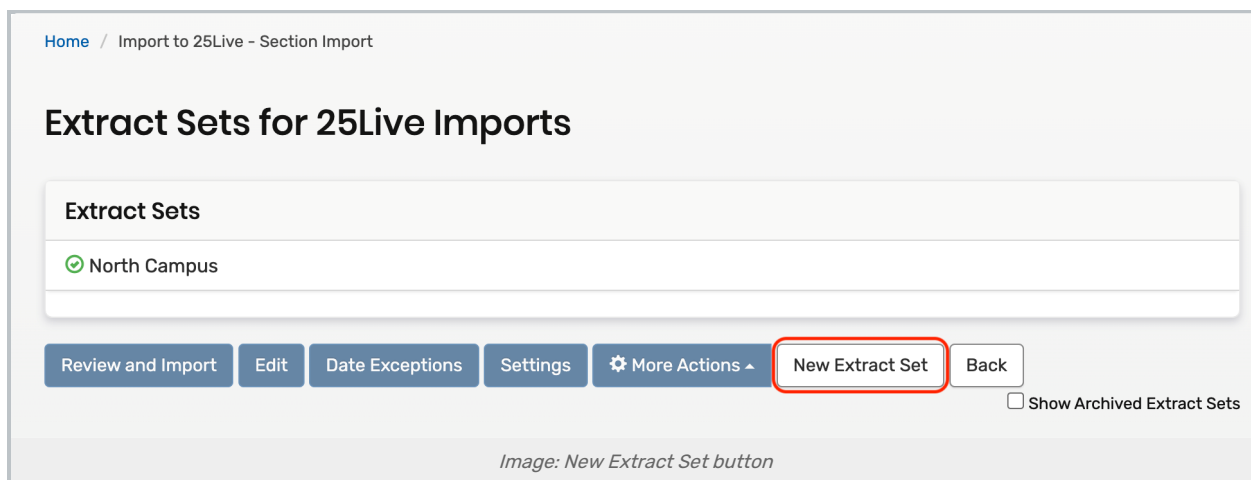
Name	Sends...	From...	To...	Description
Section Import	All section data	SIS	25Live	This is how sections are created, updated, and cancelled in 25Live. Used as the basis for date exceptions and back-to-back binding.
Section Export	Location assignments	25Live	SIS	When locations are assigned or removed in 25Live, this data is sent back to the SIS.

Name	Sends...	From...	To...	Description
Exam Import/Export	Exams and location assignments	Both ways		If exams exist in the SIS, they can be imported. This extract set controls both the import of exam data to 25Live and the export of location assignments on exams back to the SIS.
Exam Creation	Exams	LYNX	25Live	This type of extract set creates exams in 25Live based on rules you set up in LYNX. Because they are not created based on imported SIS data, location assignments cannot be exported back.
Location Import	Facilities data	SIS	25Live	LYNX creates locations in 25Live with basic facilities data from your SIS and updates them when details change.
Organization Import	Subject or department data	SIS	25Live	Similar to Location Import, LYNX can create and update organizations in 25Live based on department or subject data in your SIS.

Creating an Extract Set

Once you've selected what type of extract set you're working with, follow these steps to add a new one.

- In LYNX, navigate to...

    - More > Import to 25Live > Section Import
      OR

    - More > Export to SIS > Section Export

- Click **New Extract Set** if you want to start from scratch. Otherwise, click **More Actions** > **Copy** to use an existing extract set as a basis

Home / Import to 25Live - Section Import

Extract Sets for 25Live Imports

Extract Sets

⊘ North Campus

Review and Import | Edit | Date Exceptions | Settings | ⚙ More Actions ▲ | New Extract Set | Back

☐ Show Archived Extract Sets

Image: New Extract Set button

- Edit the text boxes (with pencil icons) to set a **Name** and **Description**

Image: New extract set fields

- Choose a **Term Code** (Required)
- Click **Add Criteria** to choose additional criteria for the extract set. For example, you might want to limit the imported data by **Building Code** or **Location Type**
  - Click the pencil icon to edit the selected group. Then tick the desired checkboxes to include or exclude those criteria from the extract set
- **Save** your changes.

Now you're ready to start!

> **Note**
>
> When adding a **Term Code**, you will see the associated **Term Description** in parentheses following each Term Code.

> **Note: Effects of Editing**
>
> Adding, removing, or modifying criteria in an active extract set doesn't affect existing data immediately. You must import or export in order to see changes in 25Live or your SIS. Typically it is better to do this manually rather than waiting for something to trigger an automatic update.

Removing Extract Sets

When you've finished working with an extract set in LYNX, you don't want it hanging around forever. At best it clutters up your list, at worst you might mistakenly click it and import something you didn't mean to. In this situation you have two methods for dealing with an unwanted extract set:

- **Archive** the extract set to hide it away and leave 25Live events unaffected
- **Delete** the extract set to remove it permanently, potentially deleting events from 25Live

Both of these options are available in the **More Actions** menu below an extract set. Learn more at the help page on Deleting and Archiving Extract Sets.