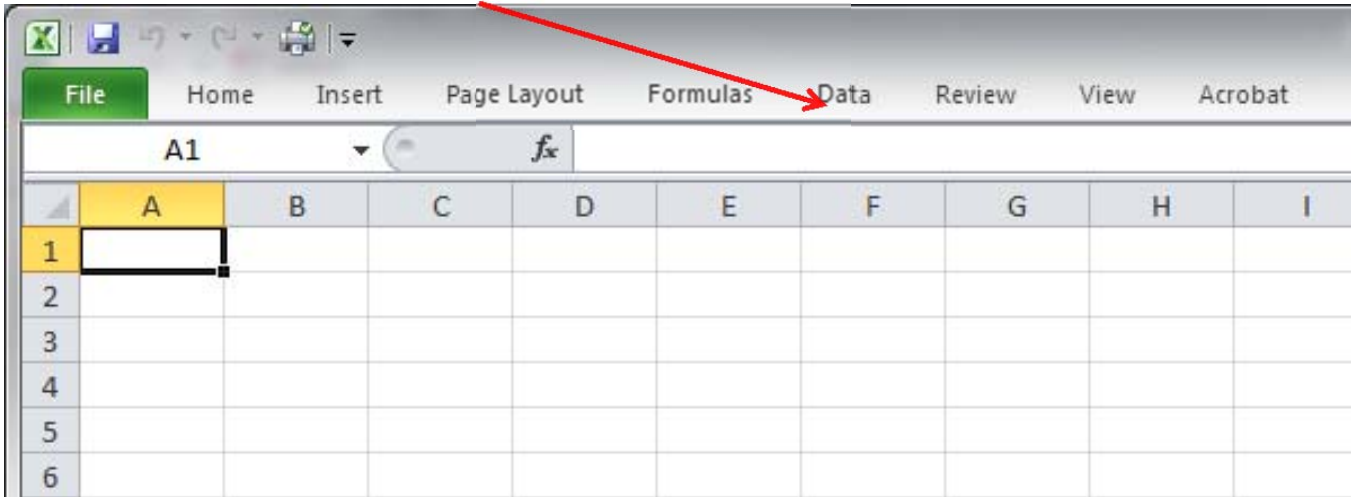
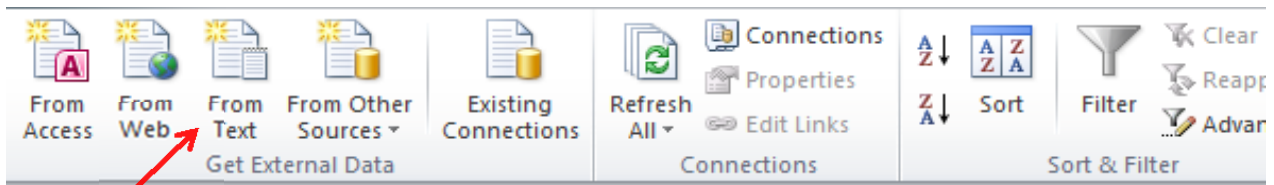


INSTRUCTIONS FOR IMPORTING A .CSV FILE INTO EXCEL

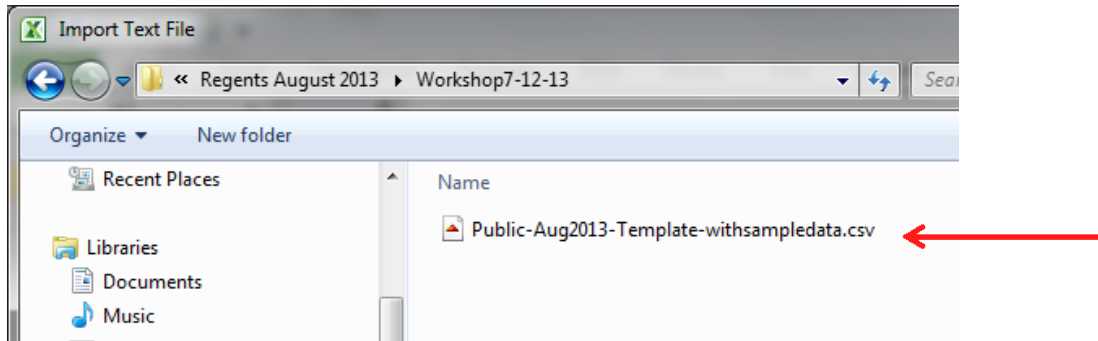
1. Open Excel first – **DO NOT** OPEN THE FILE WITH EXCEL!
2. Click on “Data”



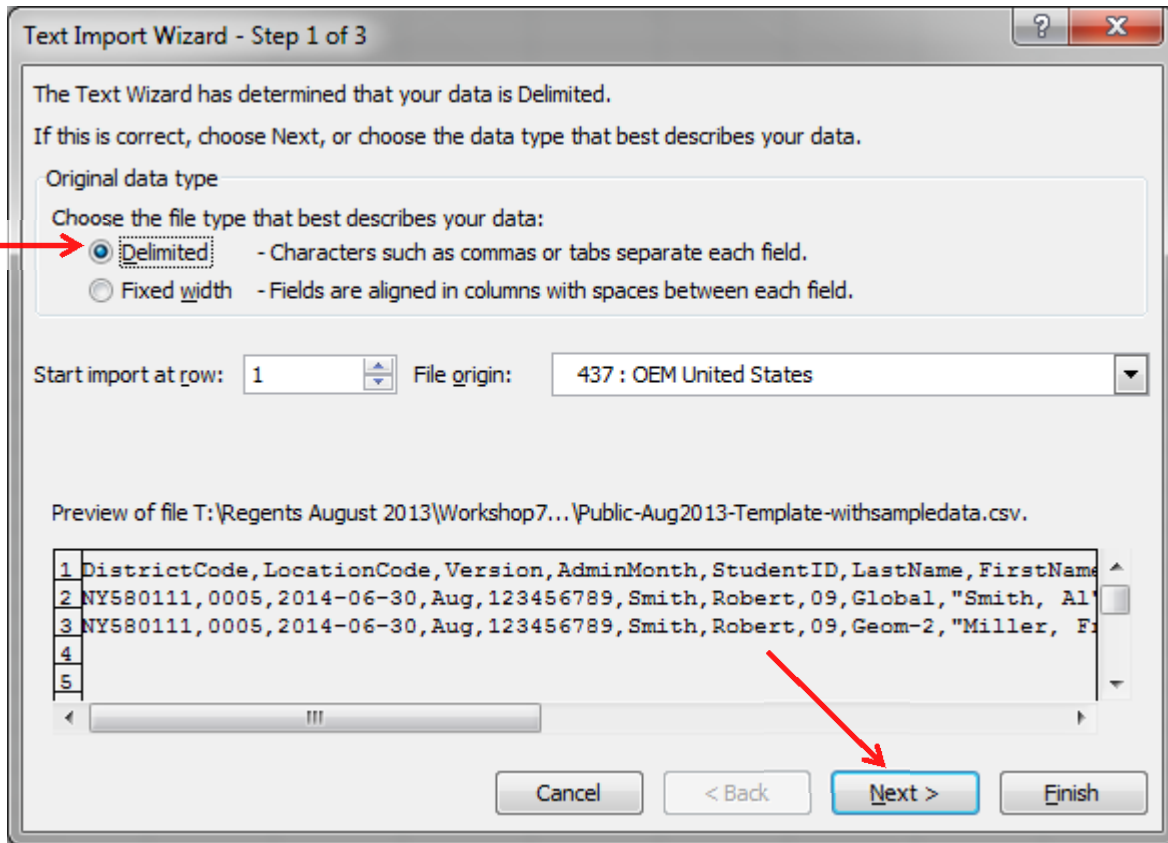
3. Click on “From Text”



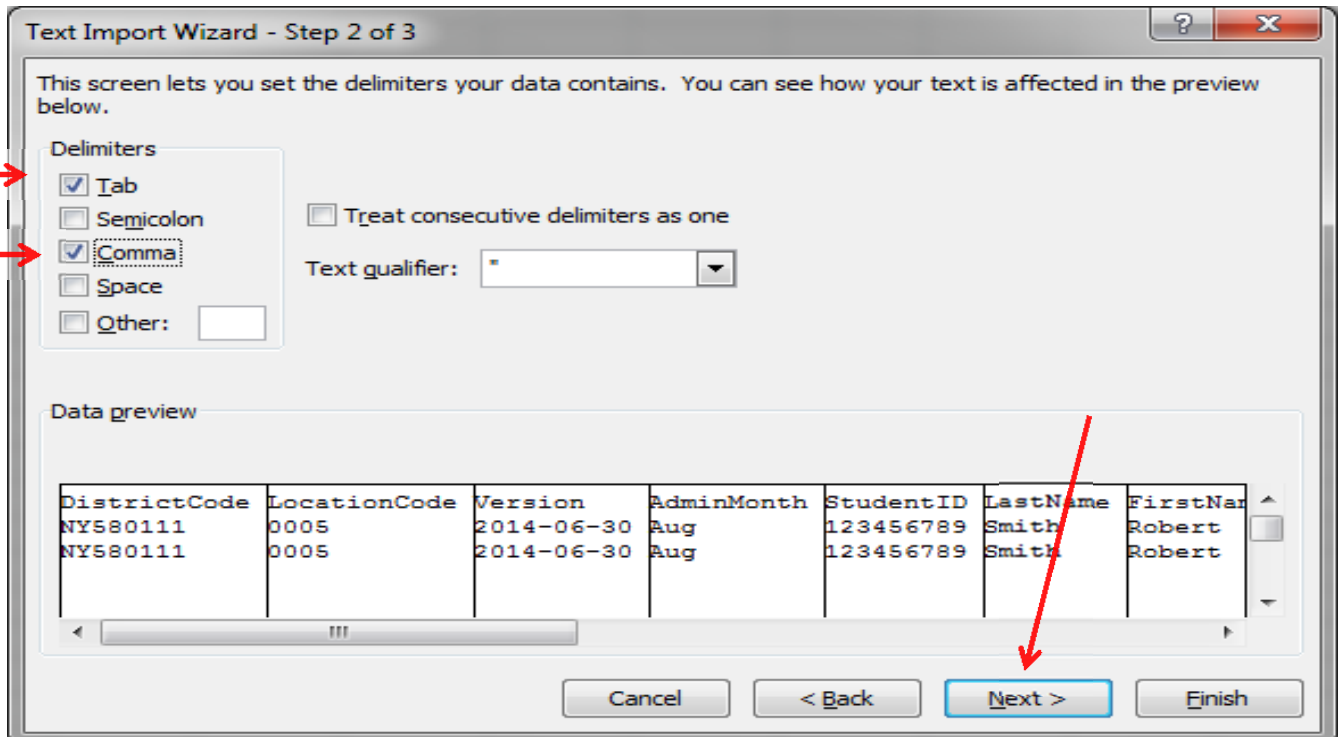
4. Browse to the File and click on it



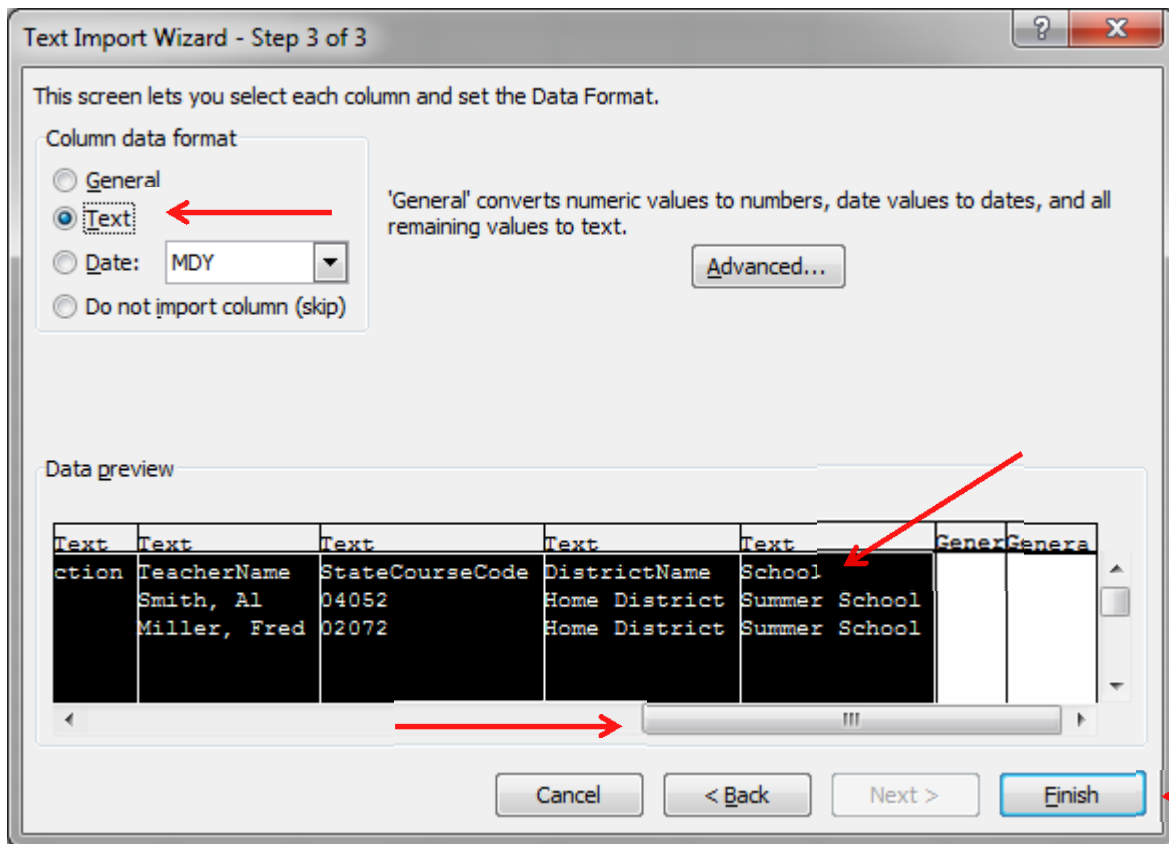
- When the Text Import Wizard opens, make sure "Delimited" is selected, then click "Next".



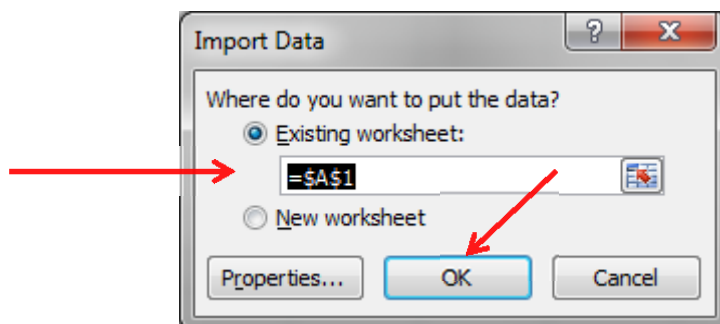
"Tab" comes up as the default. De-select "Tab" and select "Comma." Then click "Next"



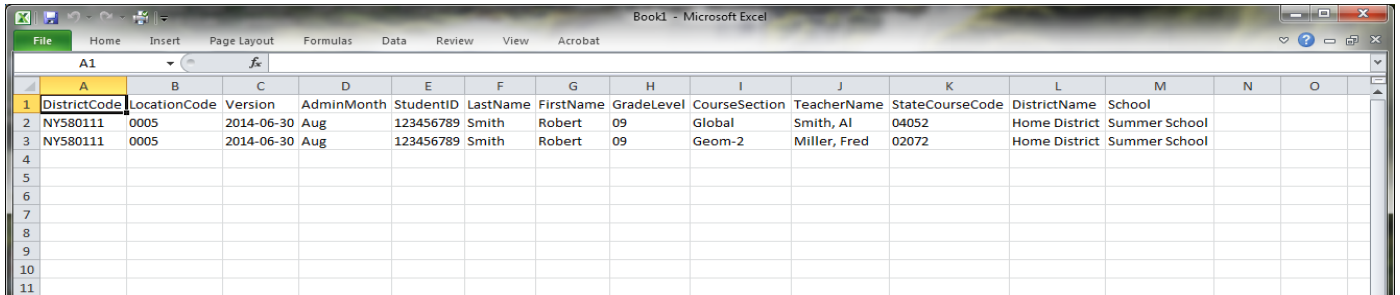
Select all the fields up to the "School" field by sliding the scroll bar over to the right. Press the "Shift" Key and then click on the "School" field. When all the fields are selected, click the "Text" button in the "Column data format" selection. Then click "Finish."



Place it in the existing worksheet, making sure cell \$A\$1 is selected. Then press "OK."



Your spreadsheet should look something like the following.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School		
2	NYS80111	0005	2014-06-30	Aug	123456789	Smith	Robert	09	Global	Smith, AI	04052	Home District	Summer School		
3	NYS80111	0005	2014-06-30	Aug	123456789	Smith	Robert	09	Geom-2	Miller, Fred	02072	Home District	Summer School		
4															
5															
6															
7															
8															
9															
10															
11															

To convert the template to a .csv file please see the “Step by Step Instructions to Convert the File Layout Template to a .csv file.”