

STEP BY STEP INSTRUCTIONS TO SAVE THE FILE LAYOUT TEMPLATE AS A .CSV FILE

1. Enter your data according to the instructions on the file layout documents and in the same format as the sample data

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	
1	DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName
2	NY999999	0001	2011-06-30	jan	123456789	Smith	Robert	09	0300-11	Jones, Cynthia
3	NY999999	0001	2011-06-30	jan	123456789	Smith	Robert	09	0200-04	Smith, Al
4	NY999999	0001	2011-06-30	jan	123456789	Smith	Robert	10	Geom-2	Miller, Fred
5	NY999999	0001	2011-06-30	jan	111111111	Jones	Johnny	12	0300-11	Jones, Cynthia
6	NY999999	0001	2011-06-30	jan	111111111	Jones	Johnny	12	English	Gray, Slate
7	NY999999	0001	2011-06-30	jan	111111111	Jones	Johnny	12	USHist	Staff
8	NY580907	0003	2011-06-30	jan	000099876	Martin	Steven	08	Global	Staff
9	NY580907	0003	2011-06-30	jan	000033709	Spade	Joe	09	Global	Staff
10	NY580907	0003	2011-06-30	jan	000033792	Gomez	Hector	11	IntAlgebra	Staff
11										
12										
13										

2. When finished entering all your data, **delete the rows with the Sample data** by selecting the sample rows and then clicking **Edit**, and then **Delete – DO NOT DELETE HEADER ROW 1 WHICH CONTAINS FIELD NAMES!**
3. Click **“FILE”**, **“SAVE AS”** Name your file (ex. Central School District –Jan13 Regents)
4. In the **“Save as type”** box underneath the **“File Name”**, scroll down to **“CSV (Comma delimited) (*.csv)”** then Click **“Save”**.

The 'Save As' dialog box shows the following options:

- File name: [Empty]
- Save as type: CSV (Comma delimited) (*.csv)

5. Click **YES** to the question **“Do you want to keep the workbook in this format?”**
- 6.

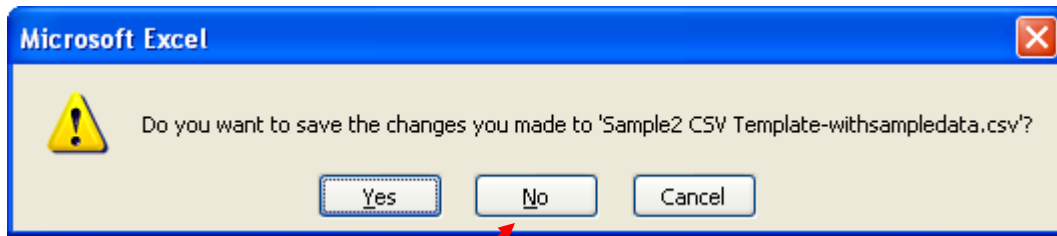
The dialog box contains the following text:

CentralDistrict-Jan12Regents.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Close the File or Excel. A Pop up window will come up saying “Do you want to save the changes you made to “DistrictSample.csv”?”

Click “**NO**”. The file has already been created.



Once you’ve created your .csv file **DO NOT OPEN IT AGAIN WITH EXCEL** – OPENING IT WITH EXCEL WILL CHANGE THE FORMAT OF THE DATA AND PREVENT US FROM USING THE FILE TO PRINT YOUR ANSWER SHEETS.

If you want to re-open the .csv file, use a text editor such as Notepad or Wordpad, or any other text editor you might have. When you do your file will look like this:

```
*** Top of File ***
DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCo
NY999999,0001,2011-06-30,Jan,123456789,Smith,Robert,09,0200-04,"Smith, Al",04101,,
NY999999,0001,2011-06-30,Jan,123456789,Smith,Robert,10,Geom-2,"Miller, Fred",02072,,
NY999999,0001,2011-06-30,Jan,111111111,Jones,Johnny,12,0300-11,"Jones, Cynthia",01300,,
NY999999,0001,2011-06-30,Jan,111111111,Jones,Johnny,12,English,"Gray, Slate",03051,,
NY999999,0001,2011-06-30,Jan,111111111,Jones,Johnny,12,USHist,Staff,04101,,
*** End of File ***
```

If you need to add data to your file and need to open it with Excel, please follow the instructions for “Importing a .csv file into Excel.”