i.4.see *tip* October 2005

Excel Submission - How To

If you are creating an Excel file to submit data, you will first want to download the Excel spreadsheet template from the NHDOE - i4see site.

Go to http://www.ed.state.nh.us/i4see

Scroll down and you will see user Support Guides

Under the Spreadsheet Template column you will see a check next to each submission type.

Click on the check mark next to spreadsheet you want to use. That will download a copy to your desktop.

Submission	Spreadsheet Template
NECAP Labels	✓
EOY Enrollment	✓
EOY Academic	✓
BOY	✓
SASID	✓

Open the spreadsheet in Excel.

Add all your data under the appropriate columns.

For some data it might be the same for the whole column. You can copy that data down the column so you do not have to keep tying it in, for example, the school number.

To do this:

To place the school number in the whole column, first click in the top cell of the column and type in the school number.

Then click on that cell where you entered the school number and drag your mouse down to the end of the last row in that column which contains your data. This will highlight the column.

Click on Edit in the menu bar and select Fill and select Down.

Do this for every column that has repetitive data.

For some of these fields you may leave them blank if they are not required for 2004-05 submissions.

If you have no required data in the last column, go to that column and type in a space in the first blank cell under that column. Then copy the blank space down all rows in that column for which there is other data. This forces Excel to believe there is data present so it will be included in your file when submitted. **This is a necessary step.**

When you have entered all of your data and checked for accuracy and spelling, you will need to delete all header information.

Click on the row number to the left of the top line and then hold down your shift key to highlight all rows that contain header information. Then go under edit in the menu bar and select Delete.

1						
2	This is an example of a file that contains the required fields for the BOY submission					
3	Note: The actual file that is uploaded should not have column headings and shoul					
4	saved as a CSV (comma separated variable) file for Windows file.					
5						
6	SASID	DateOfBirth	Race	EnrollmentStatus	SauNbr	DistNbr
7	Required	Required	Required	Required	Required	Required
8	State Assigned Student Identifier	Date of Birth	Race	Enrollment Status	School Administrative Unit Number	District Number

You will now be left with only the data you entered.

The final step is to save your file as an Excel CSV file.

Go under File in the menu bar and select Save As.

Click next to Format in the Save window. Select CSV (Comma delimited), if you are using a PC. If you are a Macintosh computer, you should select CSV (Windows).

For Where, you might want to change this to Desktop so it is easy to find when uploading it to the i4see site.

Give your file a name and click on Save.

You are now ready to upload this file.