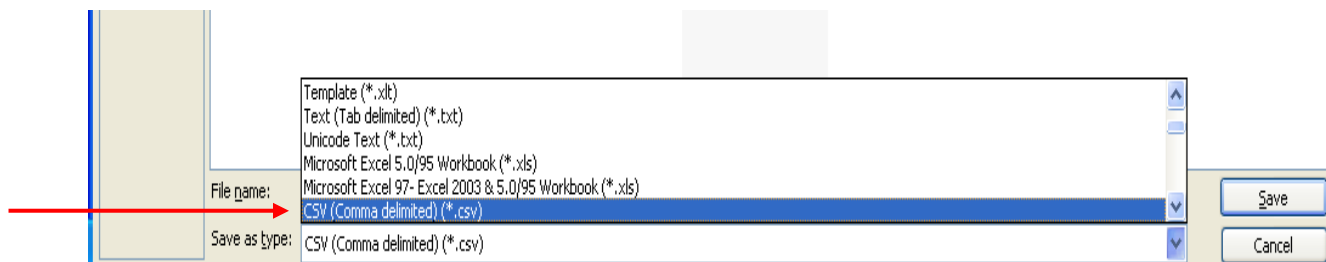


STEP BY STEP INSTRUCTIONS TO SAVE THE FILE LAYOUT TEMPLATE AS A .CSV FILE

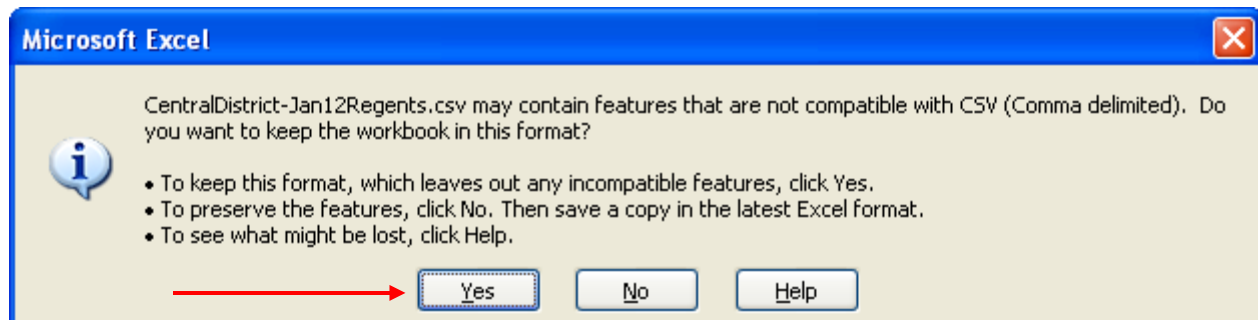
1. Enter your data according to the instructions on the file layout documents and in the same format as the sample data

	A	B	C	D	E	F	G	H	I	
	DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName
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”.

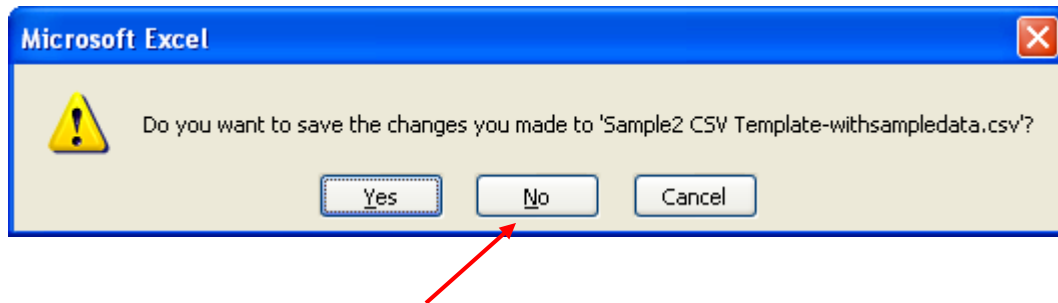


5. Click **YES** to the question “Do you want to keep the workbook in this format?”
- 6.



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.”