

Nebraska Department of Education

Nebraska Student and Staff Record System (NSSRS)
www.education.ne.gov/nssrs

Export File from Data Manager and Import into Microsoft Excel

EDIT 03/21/2014

1. Log on to the **NDE Portal**.



Portal Sign In [Help](#)

Login ID:

Password:

[Sign In](#)

[Register](#)

[Forgot Password](#)

Collection Announcements [Help](#)

2007-2008 Annual Financial Report Online System
The 2007-2008 Annual Financial Report Online System is now available. Submissions of the AFR, Poverty Narrative and LEP Narrative are due by November 1, 2008.

2008-2009 NCLB Consolidated Application
The 2008-2009 NCLB Consolidated Application became available Wednesday, September 10, 2008. This application is due to NDE by Friday, November 7, 2008. For more information, please contact your NCLB Consultant (click on the "Contact Us" link on the bottom of any NCLB application page).

State Aid Collections Are Open in the CDC

2. Go to the **Student & Staff (NSSRS)** tab.



3. Click on the **Data Manager**.



Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager
Available	Edit/Remove	NSSRS Secured Information Website
Available	Edit/Remove	NSSRS Validation
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)

4. Click on the **Batch Manager** in the left hand column.



Menu
Home
Upload
File Manager
Batch Manager

5. Find the batch that has the file you want to download
 - a. If you do not see the batch you are looking for, you may need to change the **Date From** click **Filter** to find the batches uploaded during a specific time.

Batch Manager

Batches | **Search**

Hide from list ** Date From: 11/08/2010 Date To: 12/28/2010 Batch Status: All Filter

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	77811	Data Load		2010-12-07 14:08	Complete		
<input type="checkbox"/>	77786	Data Load		2010-12-07 13:38	Complete		

- b. If you still do not find your batches you uploaded, you can use the Search feature to search by Batch ID, Comments, Status, Hidden Batches and Templates. Select the radio button to the left of the desired search option. Complete the form appropriately; click **Search**.
Note: Text fields cannot be left blank.

Batch Manager Search

Batches | **Search**

Search By: Batch ID Comments Status Hidden Batches Template

Batch ID :

Search : Search All Available Districts

Search *Results returned a limited to a maximum of 200 records.

6. Click on the magnifying glass under the **Actions** Column.
Note: When you use the Search option the magnifying glass will appear in the **View Batch** column.

Batch Manager

Batches | **Search**

Hide from list ** Date From: 11/08/2010 Date To: 12/28/2010 Batch Status: All Filter

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	77811	Data Load		2010-12-07 14:08	Complete		
<input type="checkbox"/>	77786	Data Load		2010-12-07 13:38	Complete		

Batches | **Search**

Search By: Batch ID Comments Status Hidden Batches Template

Comments :

Search : Search All Available Districts Search Hidden Batches

Search *Results returned a limited to a maximum of 200 records.

	Batch ID	Batch Type	District Code	Comments	Modified Date	Processing Status	ETL Status	View Batch
1	10068	Data Load	99-9999	Student File.	2009-08-05 13:29:22.657	Complete		

7. Again, click on the magnifying glass under the **Actions** column.

Batch Files					
	File ID	File Name	Uploaded Time	Data Status	Actions
<input type="checkbox"/>	18088	99-9999_STUDENT_200907271031.CSV	2009-08-05		

Displaying 1 to 1 of 1

First Prev Next Last

8. Click on the **General Information** tab.

General Information | Validation Information | ETL Information

Filename: 99-9999_STUDENT_200907271031.CSV
 Associated Template: STUDENT
 File ID: 18088
 Batch ID: 10068
 Uploaded Time: 2009-08-05 13:25
 Header Record Present: Yes
 Delimiter: ,
 Batch Status: Complete
 File Status: Complete

Uploaded By: bfbaumfalk
 Uploaded Time: 2009-08-05 13:25
 Uploaded Via: HTTP
 Last Modified By: bfbaumfalk
 Last Modified Time: 2009-08-05 13:25
 Archived: No
 Archived Time:

Source File				
File Type	File Name	Records	Last Modified Date	View File Content
Source File	99-9999_STUDENT_200907271031.CSV	1	2009-08-05 13:25	

9. Click on the **View File Content** icon.

10. Click on the **Download SOURCE File**

Action(s): 1) Download SOURCE File

2) View Clean File

11. Click **Save As** to your computer (Do not select open).

Note: It is important to save the Source file to a location that can be easily found again. If you choose **Save** the file will be downloaded to a “defaulted” location, more than likely the “Download” folder. If you choose **Save As** you can select where on your computer you would like the file to be saved.

STEPS TO IMPORTING .csv or .txt file with Microsoft Excel

Now that you have your file downloaded and saved from NSSRS Data Manager, you can now update this data with corrections and then resubmit. The best way to update this information is to use Microsoft Excel. **Do not OPEN** this document in Excel. You will need to **IMPORT** the file into Excel. When you are done making the corrections you will need to save the file as a CSV (Comma delimited) (*.csv) using the correct NSSRS naming convention.

Below are separate instructions for each version of Excel on how to IMPORT a .csv file.

- A. [Microsoft Excel 2007-2013](#)
- B. [Microsoft Excel 1997-2003](#)



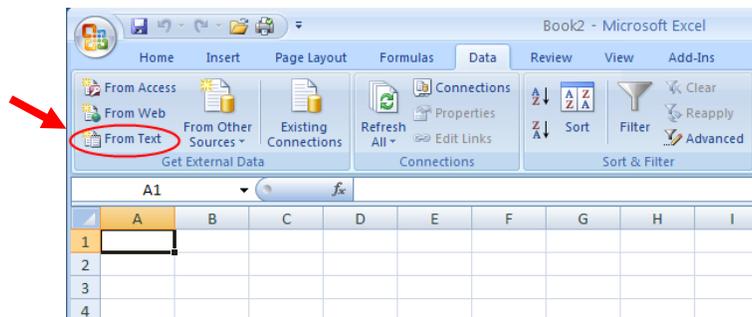
A. Using Microsoft Excel 2007, 2010 and 2013

NOTE: The steps below will work with the 2007-2013 Versions of Excel, the program look and feel may be slightly different.

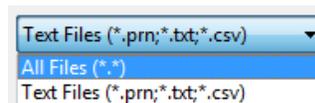
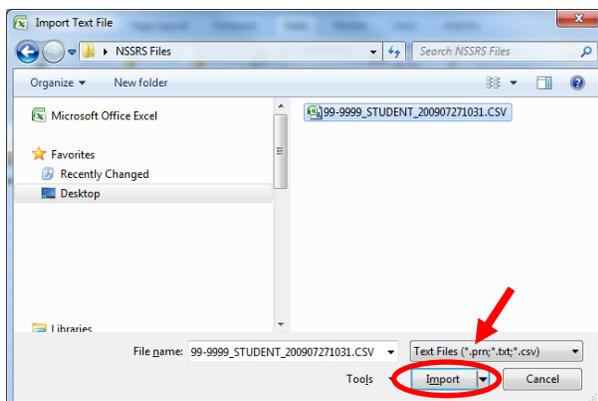
1. Open the **Excel** Program
2. Select the **Data** tab on the Ribbon at the top on the screen.
NOTE: A blank Excel workbook must be open for the “Data” tab to be available.



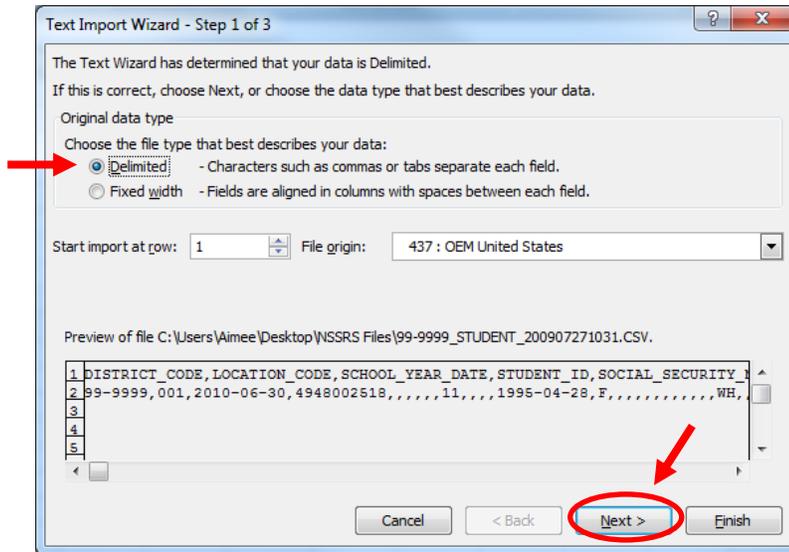
3. In the “Get External Data” group, click **From Text**.



4. Browse to find the file (.csv or .txt) and click on the **Import** button.
Note: If the file does not appear; make sure “all files” is selected from the file drop down.

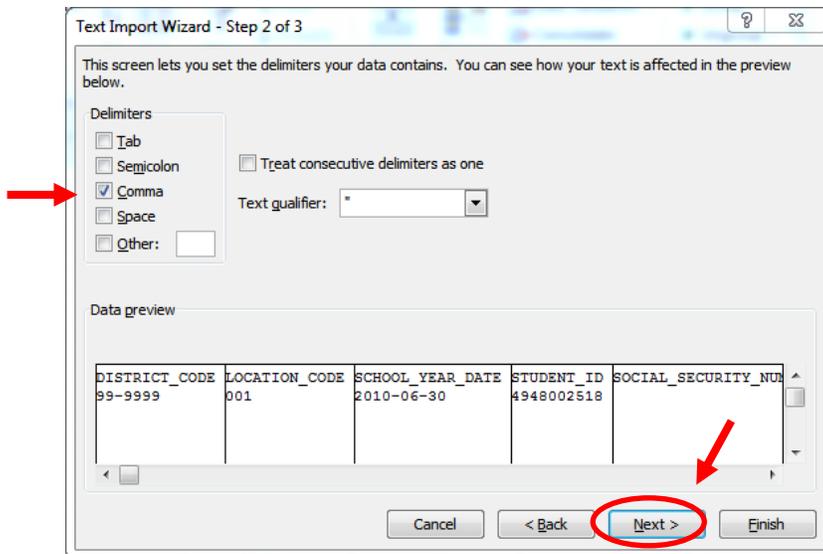


5. The Text Import Wizard will appear. Select the **Delimited** radio button. Click **Next**.

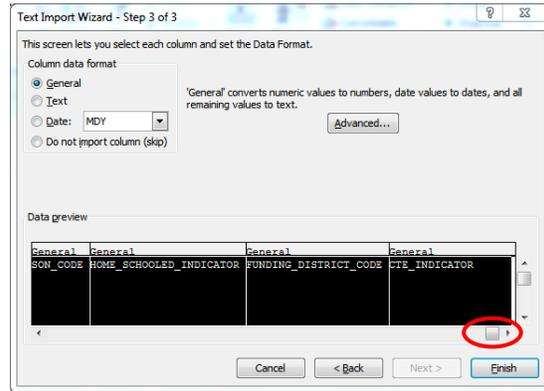
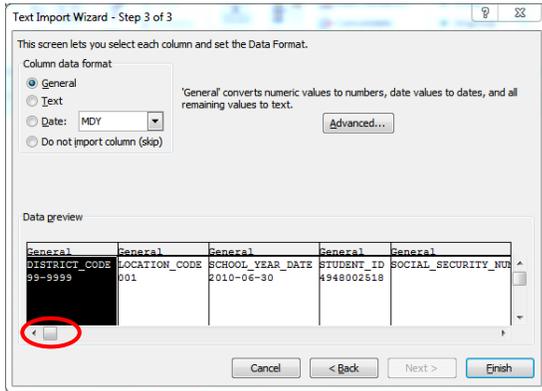


6. If the file you are importing is comma-delimited (*.csv) un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next**.

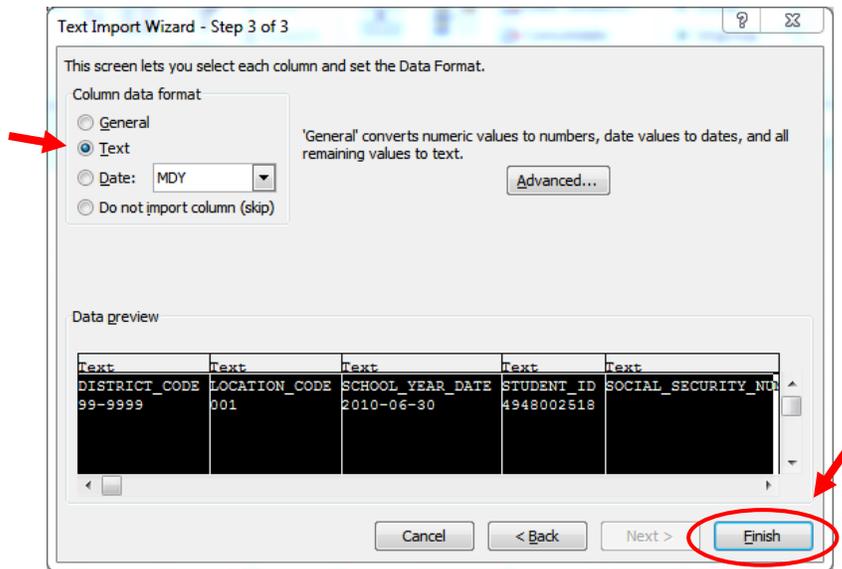
NOTE: The data in this window should display in columns if the correct delimiter (tab or comma) is selected.



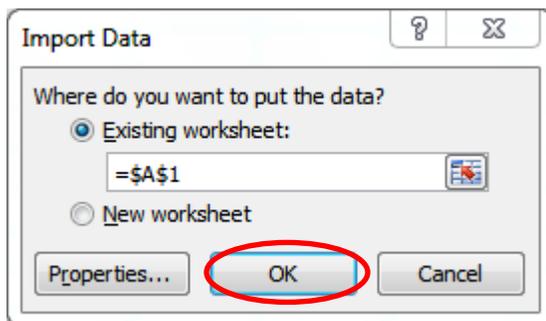
7. Select all of the data in the Data preview window by clicking in the first column, scroll to the last column, holding down the **SHIFT** key on your keyboard and click in the last column.



8. Change the data format to text by selecting the **Text** radio button. Click the **Finish** button.



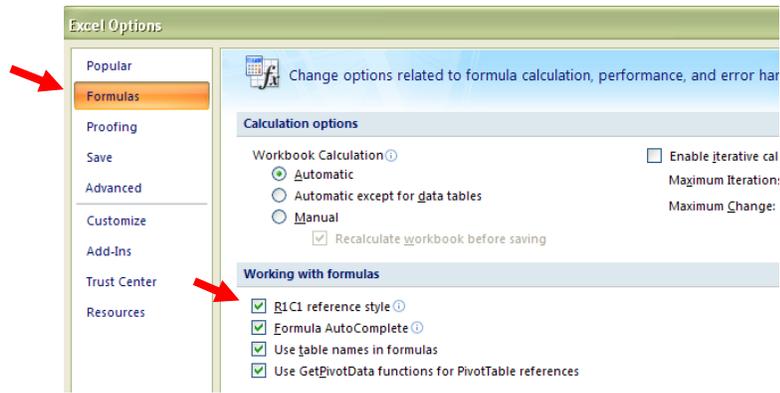
9. The "Existing worksheet:" can be left selected as the worksheet the data will be imported into. Select **OK**.



Tip: To Replace Column Headings with numbers instead of letters (Optional):

Microsoft 2007. Click the “Office” button → Options → Formulas = R1C1 Reference Style

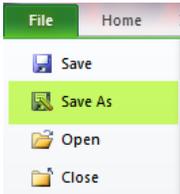
Microsoft 2010 and 2013 Click the “File” Tab → Options → Formulas = R1C1 Reference Style



Saving Corrections

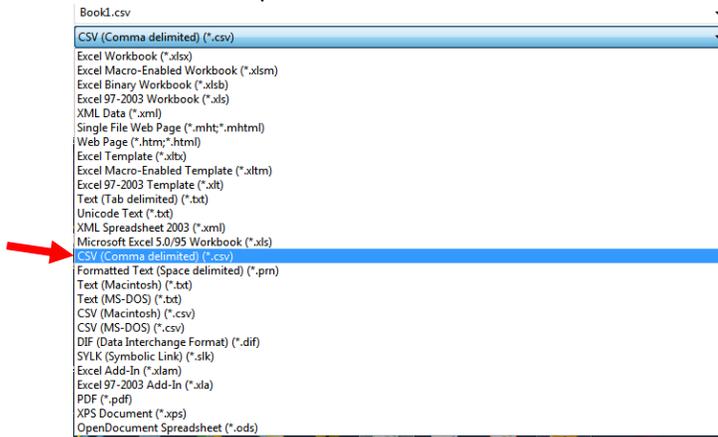
Once you have the file imported into Excel you can review, make corrections and/or delete records. *(Don't forget to update your SIS)*. Follow the steps below to save the file as a **.csv** (comma separated value) in order to upload to NSSRS Data Manager.

1. Click on **File** (in 2007 click on the "Office Button") choose **Save As** from the menu



2. Within the **Save As** window choose the folder/location you want to save the file.

3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **"CSV (comma delimited)"**



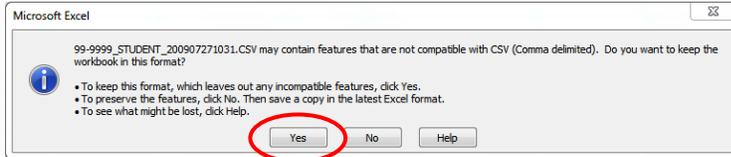
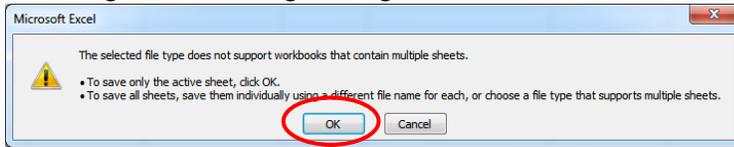
4. In the **File Name** field type the appropriate file specific naming convention (see below)

File Specification	File Naming Convention Pattern
Assessment Fact	##-####_assessment_fact_YYYYMMDDHHMM.xxx
School Enrollment	##-####_school_enroll_YYYYMMDDHHMM.xxx
Special Education Snapshot	##-####_special_ed_snap_YYYYMMDDHHMM.xxx
Staff Demographics	##-####_staff_demographics.zzz
Staff Position Assignments	##-####_staff_position_assignments.zzz
Student	##-####_student_YYYYMMDDHHMM.xxx
Student Grades	##-####_stud_grades_YYYYMMDDHHMM.xxx
Student Snapshot	##-####_stud_snapshot_YYYYMMDDHHMM.xxx
Student Summary Attendance	##-####_stud_att_sum_YYYYMMDDHHMM.xxx
Post School Survey	##-####_post_school_survey_YYYYMMDDHHMM.xxx
Programs Fact	##-####_programs_fact_YYYYMMDDHHMM.xxx
Title I Programs	##-####_title1_programs_YYYYMMDDHHMM.xxx

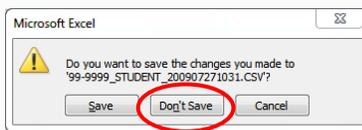
Where: ##-#### is the NDE-assigned District Code YYYYMMDDHHMM is a date and time stamp

5. Click **Save**

6. You will get two warning messages from Excel, Click **OK** and **YES**



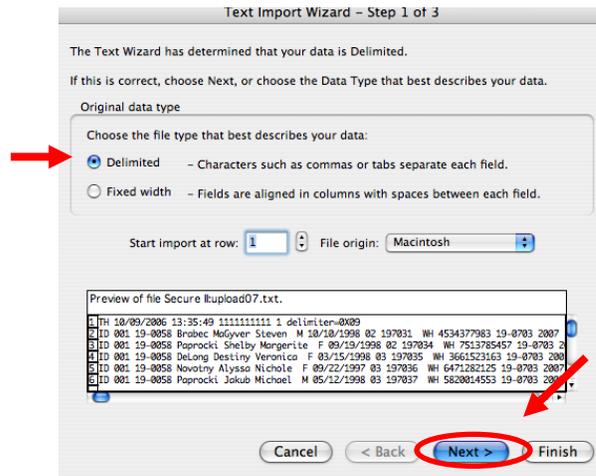
7. Now you can close the Excel file. It will ask if you want to save the file click **Don't Save**



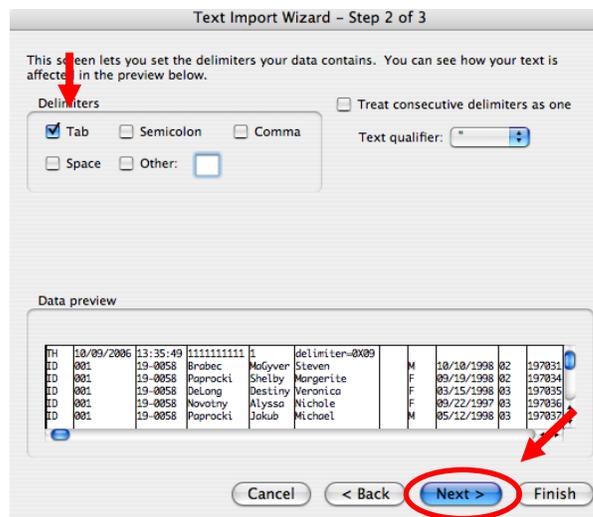
Now you can upload the corrected file to NSSRS Data Manager.

B. Using Microsoft Excel 1998-2003

1. Open the **Excel** Program
2. Select the **Data** tab on the Ribbon at the top on the screen. **Get External Data** → **Import Text File**.
NOTE: A blank Excel workbook must be open for the "Data" menu to be available.
3. In the **"Get External Data"** group, click **Import Text File**.
4. Browse to find the file (.csv or .txt) and click **Open**. Be sure to look for **All files**.
5. The **Delimited** radial button should be selected. Click **Next**.

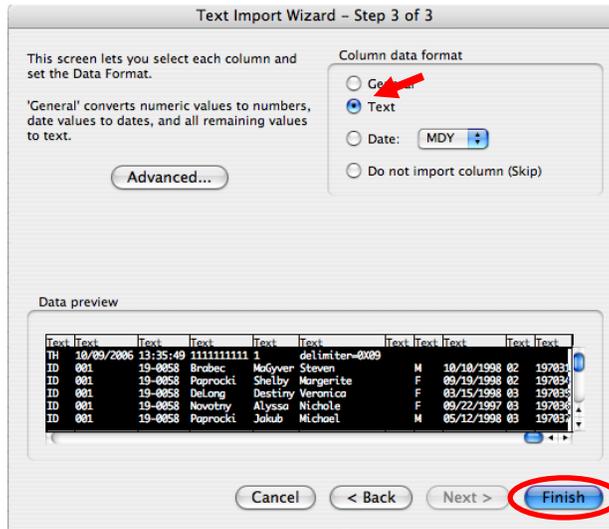


6. If the file you are importing is comma-delimited (*.csv) un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next**.



NOTE: The data in this window should display in columns if the correct delimiter (tab or comma) is selected.

7. Select all of the data in the Data preview window by clicking in the first column, scroll to the last column, holding down the **SHIFT** key and click in the last column.
8. Change the data format to text by selecting the **Text** radial button. Click the **Finish** button then **Save**.



Follow Step 9 from previous instructions for the later versions of Microsoft Excel to complete the import.

Tip for Microsoft Excel 1998-2003: To replace Column Headings with numbers instead of letters (Optional):

Select **Tools** → **Options**. On the **General** tab, check **R1C1 reference style**.

