

Instructions on how to Export File out of Data Manager and Import into Microsoft Excel

<http://www.nde.state.ne.us/nssrs>

Updated August 3, 2009

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

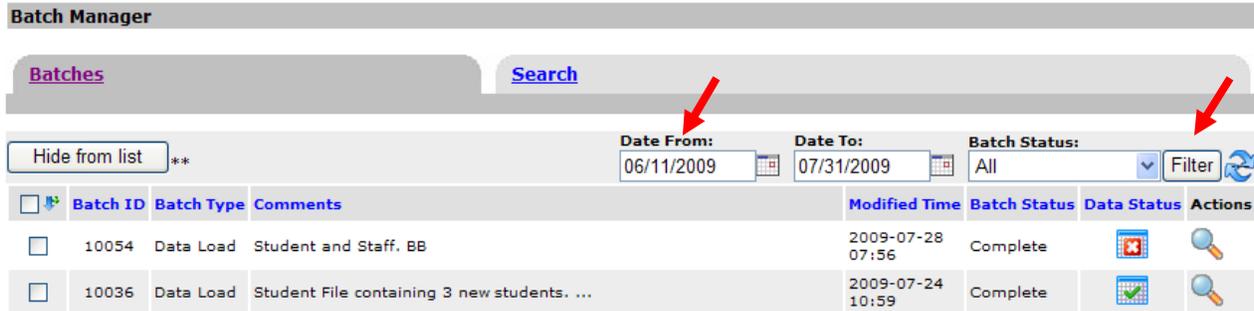
2. Go to the **'Student & Staff (NSSRS)'** red tab.

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

Status	Activation Code(s)	Name/Link	Note
Internal	Edit/Remove	NSSRS Administration	NDE-only
Available	Edit/Remove	NSSRS Data Manager	For training purposes only.
Available	Edit/Remove	NSSRS Validation	For training purposes only.
Internal	Edit/Remove	Student Unique Identifier (Uniq-ID)	Upgrade in progress.

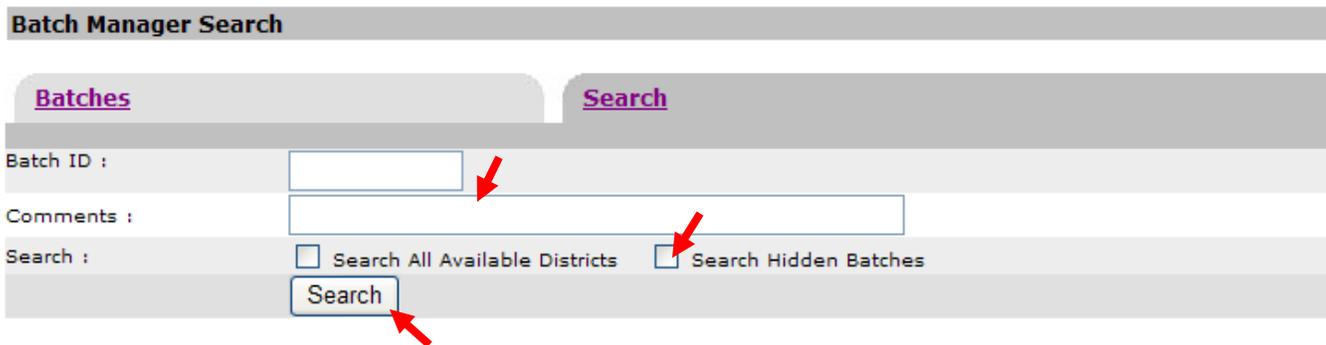
4. Click on the **'Batch Manager'** in the left hand column.

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"** then click on **"Filter"** to find the batches uploaded during a specific time.

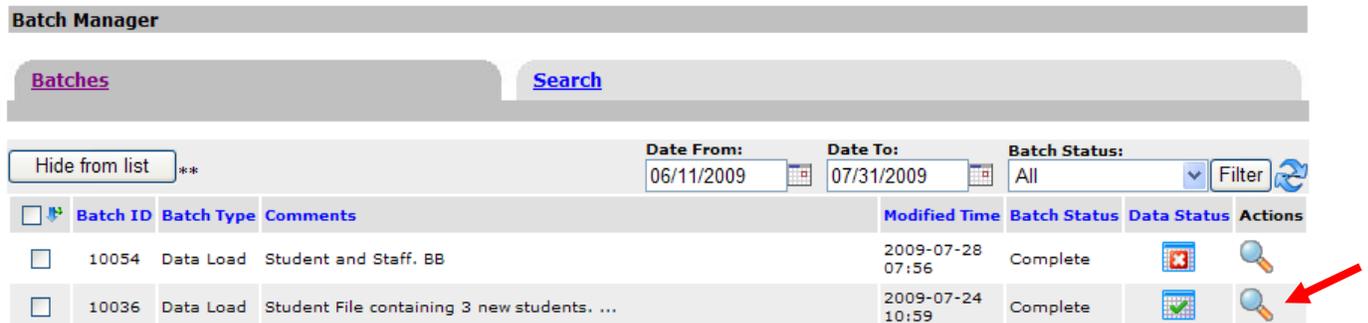


- b. If you still do not find your batches you uploaded, you may have removed them from the view at one point. In that case, you can search for those 'removed' batches by first clicking on the **'Search'** tab.

Enter search criteria in the **'Comments'** box and select **'Search Hidden Batches'**, then click on **'Search'**.



6. When you find the batch you need, click on the magnifying glass under the **'Actions'** Column to open this batch. Make sure the file you select is complete with a **GREEN** check mark.



7. Next screen – Again, click on the magnifying glass under the 'Actions' column of the file you want.

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
17988	Year-end 2008-2009	99-9999_STUDENT_200907131049.CSV	2009-07-20	Plan Complete		

Displaying 1 to 1 of 1

First Prev Next Last

8. Click on the 'General Information tab, Scroll down on the page to find 'Source File. Then click on the 'View File Content'.

Source File				
File Type	File Name	Records	Last Modified Date	View File Content
Source File	99-9999_STUDENT_200907131049.CSV	3	2009-07-20 14:24	

Add to Batch Delete Cancel

9. Find the Green Globe – Click on it .
Select 'Save' to your computer - (Do not select open).
It will produce a .csv (comma separated value) document for you to save to your computer.



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

Now that you have your file downloaded from Data Manager, you will need to update this data with the corrections you need 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** this document into an Excel.

When you are done making the corrections in Excel, be sure to **"SAVE AS" CSV (Comma delimited) (*.csv)**

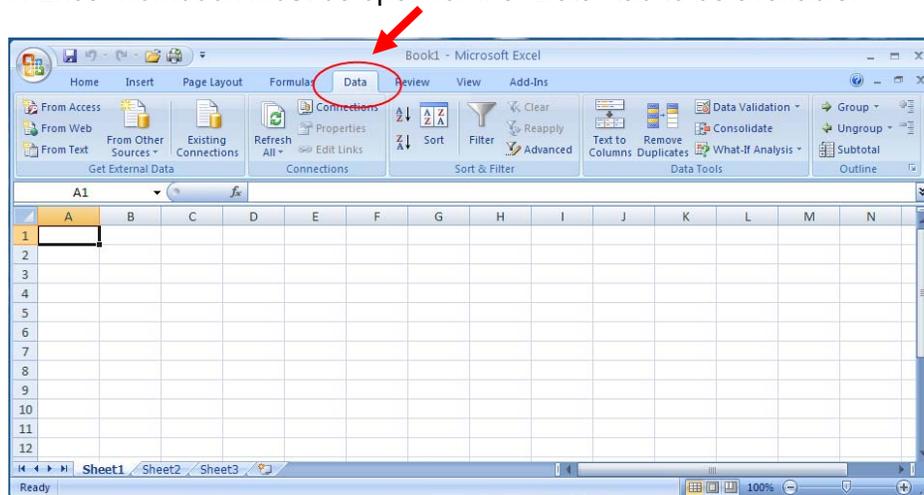
Below is information on how to IMPORT a .csv document into Excel.

There are two separate set of instructions according to which version of Microsoft Excel you have on your computer.

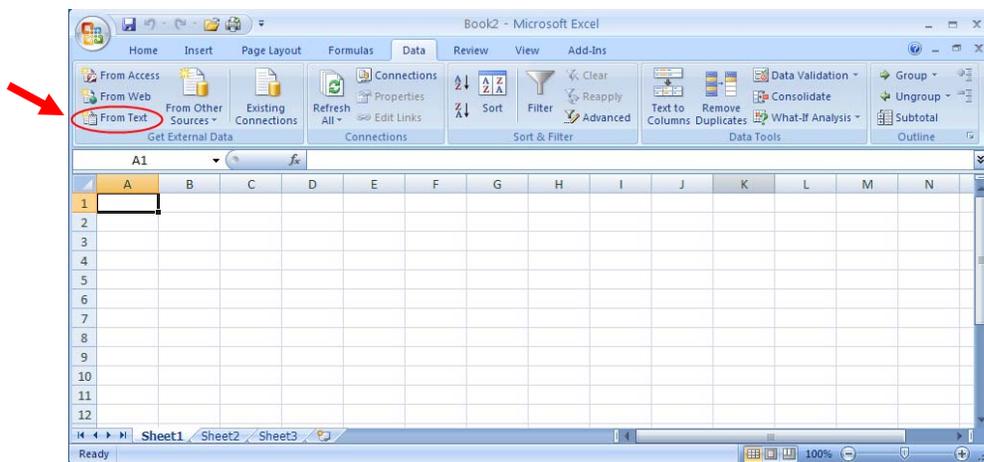
- A. **Microsoft Excel 2007**
- B. **Microsoft Excel 1997-2003**

A. Using Microsoft Excel 2007

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.

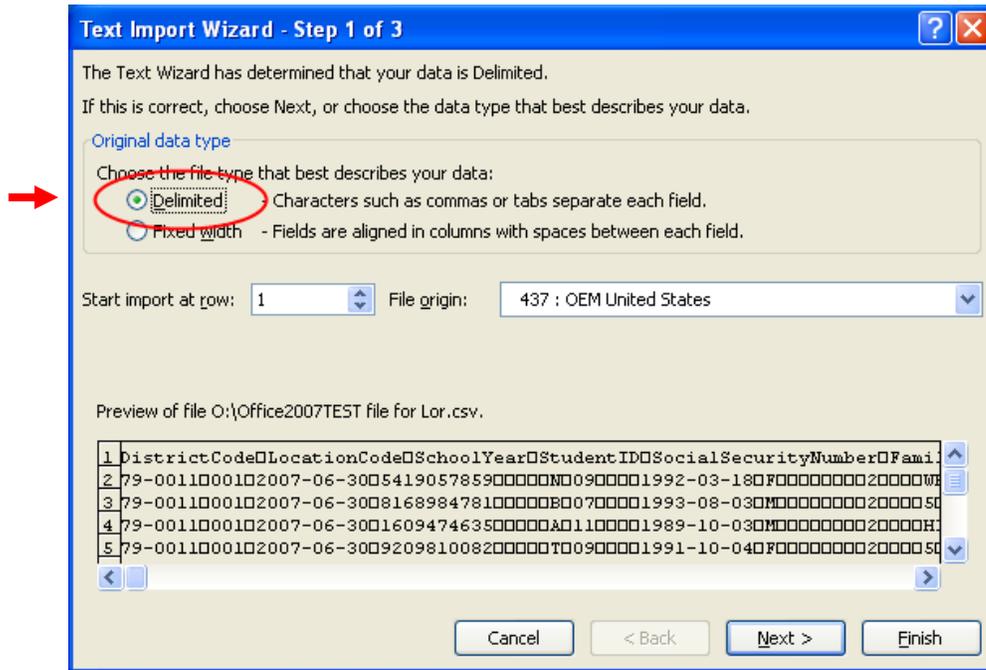


3. In the “Get External Data” group, click once on the **From Text** command.

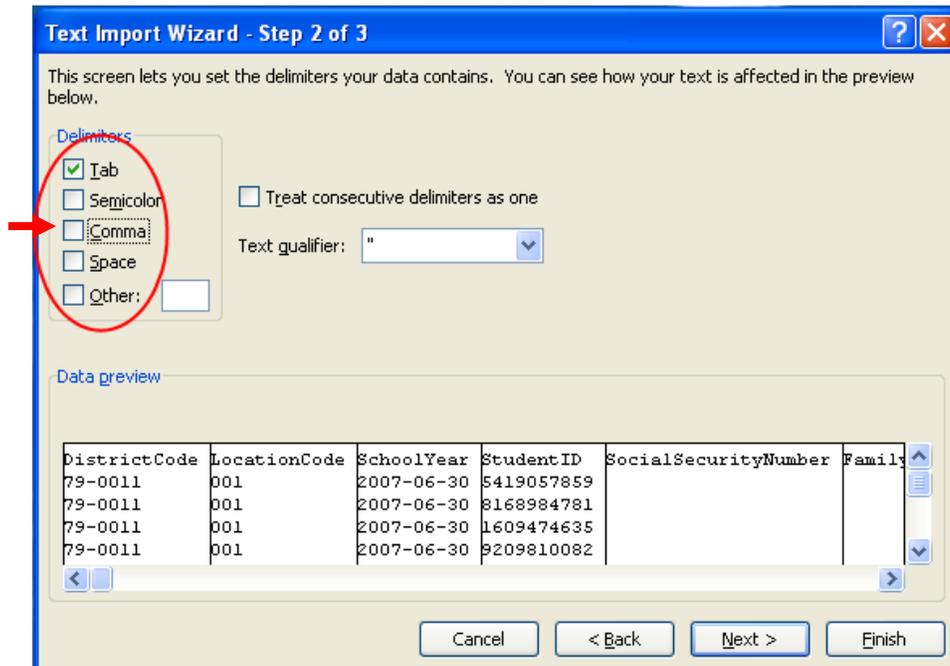


4. Browse to find the file (.csv) and click on the **Import** button. Be sure to look for **All Files**.

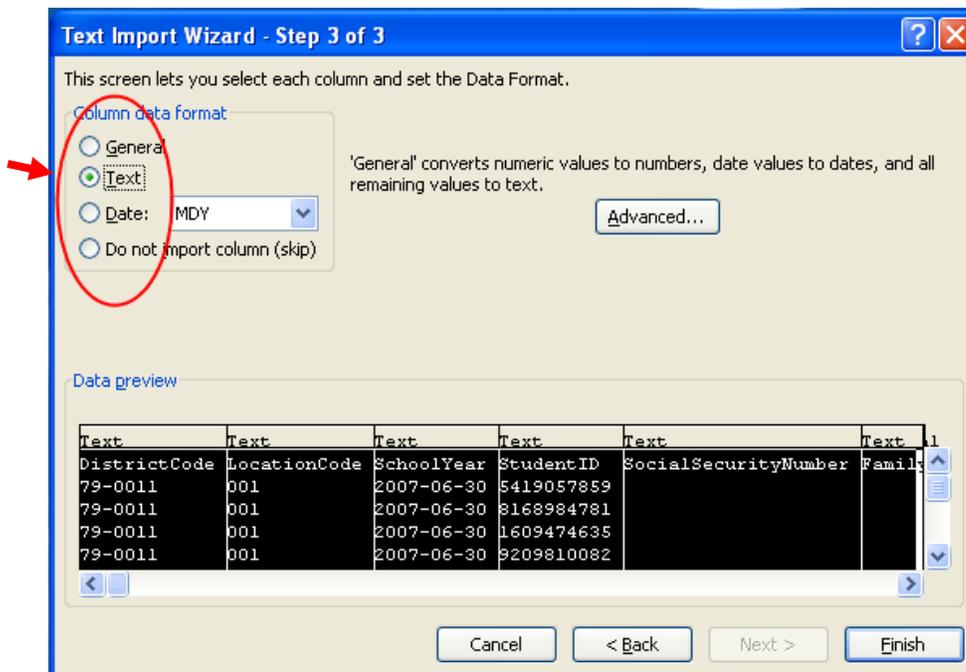
5. The **Delimited** radio button should be selected. Click the **Next** button.



6. The file you are importing is comma-delimited, un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next** to continue.



- 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 click in the last column. Change the data format to text by selecting the **Text** radio button. Click the **Finish** button.

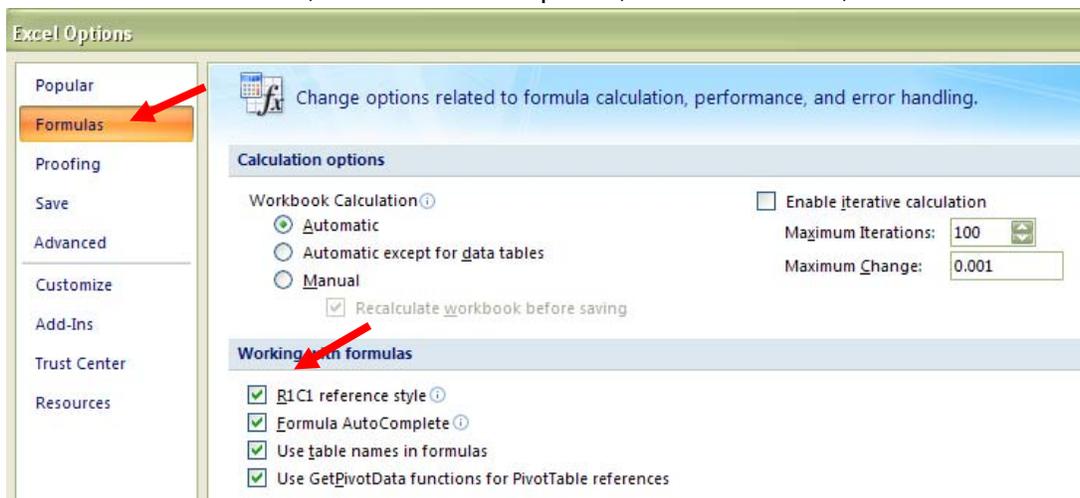


- Select the worksheet you want the data to be imported into. Select **OK**.



Tip in Microsoft 2007: To replace Column Headings with numbers instead of letters:

Click the "Office" button, then on "Excel Options, then "Formulas", then "R1C1 Reference Style"



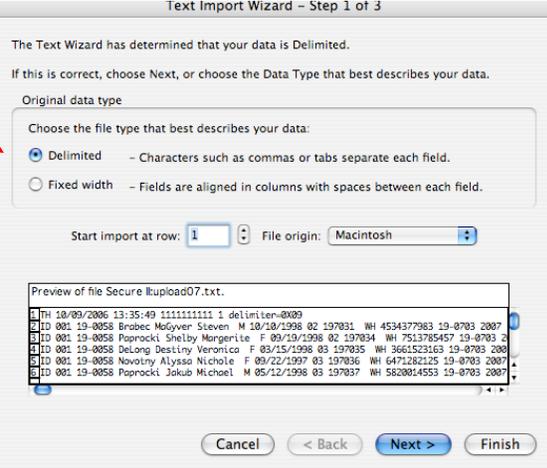
A. Using Microsoft Excel 1998-2003

1. Open the **Excel Program**
 - a. Mac – double-click the Excel icon in the Dock
 - b. Windows Start –All Programs –Excel

2. Select **Data -> Get External Data -> Import Text File.**

NOTE: A blank Excel workbook must be open for the “Data” menu to be available.

3. Browse to find the file (.txt) and click the **Open** button. Be sure to look for **All files.**



Text Import Wizard – Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited – Characters such as commas or tabs separate each field.

Fixed width – Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Macintosh

Preview of file Secure Upload07.txt.

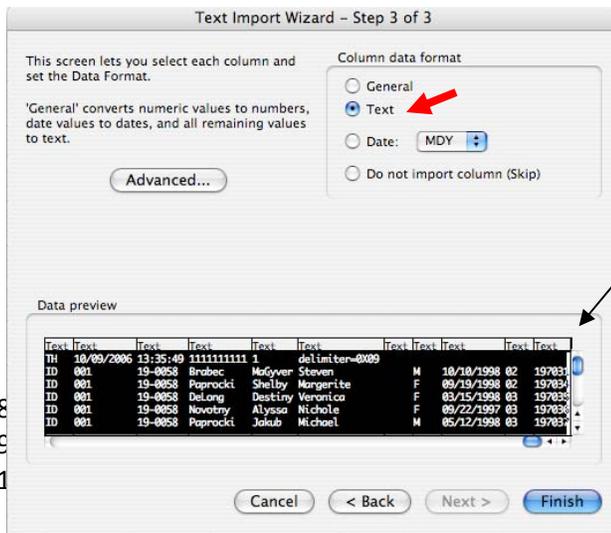
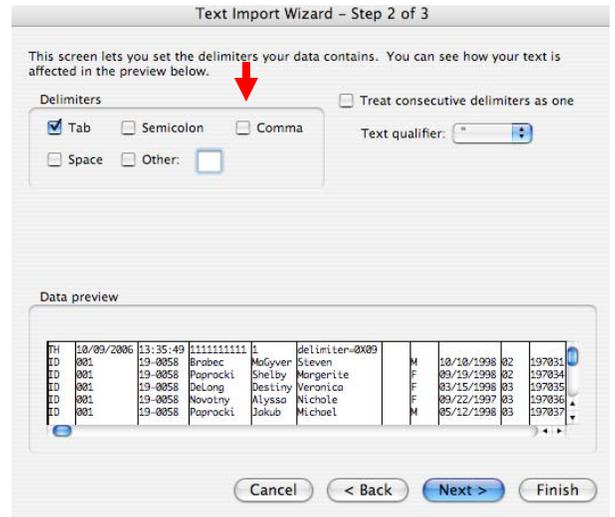
```
1:Th 10/09/2006 13:35:49 1111111111 1 delimited=0009
2:ID 001 19-0058 Brobee Magoyer Steven W 10/10/1998 02 197031 WH 4534377083 19-0703 2007
3:ID 001 19-0058 Poprocki Shelby Margerite F 09/19/1998 02 197034 WH 7513785457 19-0703 2
4:ID 001 19-0058 DeLong Destiny Veronica F 03/15/1998 03 197035 WH 3661523163 19-0703 200
5:ID 001 19-0058 Nowotny Alyssa Nichole F 09/22/1997 03 197036 WH 6471282125 19-0703 2007
6:ID 001 19-0058 Poprocki Jakub Michael M 05/12/1998 03 197037 WH 5820014553 19-0703 2007
```

Cancel < Back Next > Finish

4. The **Delimited** radial button should be selected. Click the **Next** button.

- The file you are importing is comma-delimited. Un-check the Tab checkbox and check the Comma checkbox.

Click **Next** to continue.



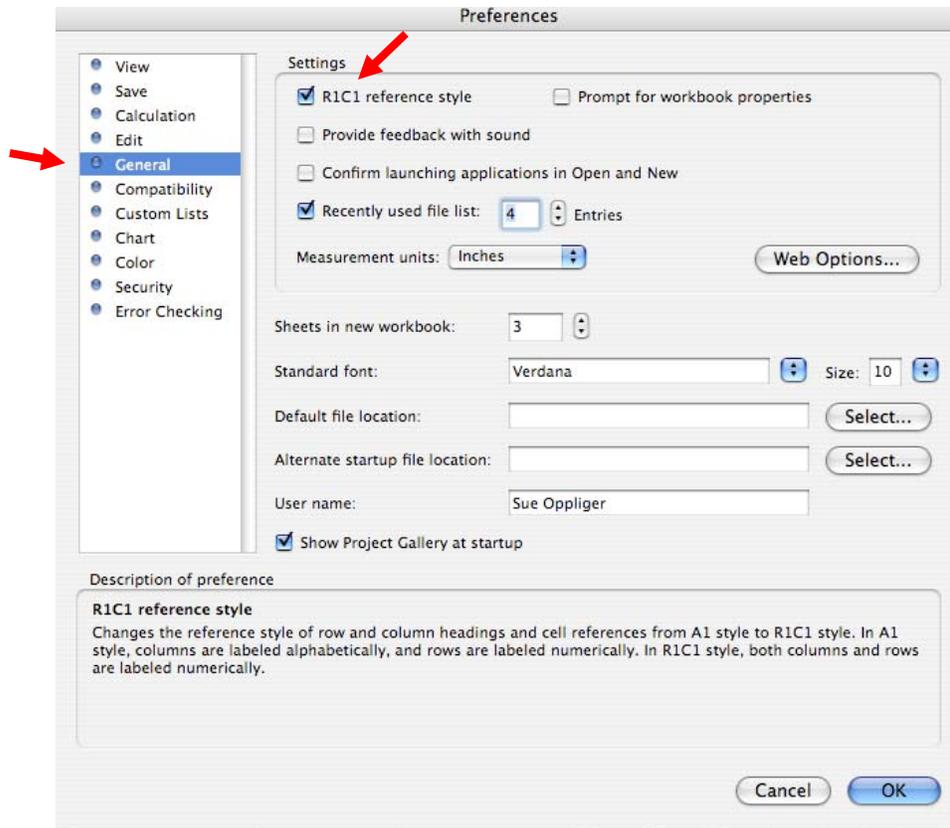
- Highlight the 1st field, move the scroll button all the way to the right. Hold down the **Shift** key and click the within the scroll window, so the entire area becomes highlighted (black).

- Click the **Text** radial button. Then click **Finish** button then **Save**.

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

Mac: Select **Excel** → **Preferences**. In the **General** category, check the **R1C1 reference style**.

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



Now the column headings are numbers (1,2,3) which match the column numbers associated with each data element in all

	1	2	3	4	5	6
1	DISTRICT_CODE	LOCATION_CODE	SCHOOL_YEAR	STUDENT_ID	SOCIAL_SECURITY_NUMBER	FAMILY_NAME