

## Export File from Data Manager and Import into Microsoft Excel

EDIT 09/04/2015

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

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

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

Status	Activation Code(s)	Name/Link
Available	Edit/Remove	<a href="#">NSSRS Data Manager</a>
Available	Edit/Remove	<a href="#">NSSRS Secured Information Website</a>
Available	Edit/Remove	<a href="#">NSSRS Validation</a>
Available	Edit/Remove	<a href="#">Student Unique Identifier (Uniq-ID)</a>

4. Click on Data **Submission** in the menu at the top then select **Batch Manager** from the drop down menu.

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 Change District | Logout |

**IMPORTANT:** \*\*Hiding batches from the list does NOT delete the batches from the system.

BATCHES [SEARCH](#)

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FILTER

BATCH STATUS:  DATE FROM:  DATE TO:  [FILTER](#)

BATCH ID	BATCH TYPE	COMMENTS	MODIFIED TIME	BATCH STATUS	DATA STATUS	ACTIONS
11584	Data Load		2015-08-05 08:17	Complete		<a href="#">VIEW ERRORS</a>
11583	Data Load		2015-08-05 08:46	Complete		<a href="#">VIEW ERRORS</a>
11582	Data Load		2015-08-03 01:49	Complete		<a href="#">VIEW DETAILS</a>

- 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 Change District | Logout |

**IMPORTANT:** The results returned from this search are limited to a maximum of 200 records.

BATCHES [SEARCH](#)

SEARCH BY:  BATCH ID  COMMENTS  STATUS  HIDDEN BATCHES  TEMPLATE

Batch ID:

Search:  Search All Available Districts

[SEARCH](#)

6. Click on the **View Details** button under the **Actions** Column.

BATCHES [SEARCH](#)

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FILTER

BATCH STATUS:  DATE FROM:  DATE TO:  [FILTER](#)

BATCH ID	BATCH TYPE	COMMENTS	MODIFIED TIME	BATCH STATUS	DATA STATUS	ACTIONS
11561	Data Load	Staff for testing	2015-07-31 07:57	Complete		<a href="#">VIEW DETAILS</a>

7. Again, click on the **View Details button** under the **Actions** column.

BATCH FILES

FILE ID	FILE NAME	UPLOADED TIME	DATA STATUS	ACTIONS
<input type="checkbox"/> 21858	00-0000_STAFF_SNAPSHOT_201507311402.CSV	2015-07-31		<b>VIEW DETAILS</b>

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

FILE DETAILS - BATCH ID: 11561; FILE ID: 21858; FILE NAME: 00-0000\_STAFF\_SNAPSHOT\_201507311402.CSV

GENERAL INFORMATION   
 VALIDATION INFORMATION   
 ETL INFORMATION

FILENAME:	00-0000_STAFF_SNAPSHOT_201507311402.CSV
ASSOCIATED TEMPLATE:	STAFF SNAPSHOT
DATA COLLECTION:	K12 Admin Collection
FILE ID:	21858
BATCH ID:	11561
UPLOADED TIME:	2015-07-31 07:51
HEADER RECORD PRESENT:	Yes
DELIMITER:	,
BATCH STATUS:	Complete
FILE STATUS:	Complete
UPLOADED BY:	jill_training
UPLOADED TIME:	2015-07-31 07:51
UPLOADED VIA:	HTTP
LAST MODIFIED BY:	jill_training
LAST MODIFIED TIME:	2015-07-31 07:51
ARCHIVED:	No
ARCHIVED TIME:	

SOURCE FILE

FILE TYPE	FILE NAME	RECORDS	LAST MODIFIED DATE	VIEW FILE CONTENT
Source File	00-0000_STAFF_SNAPSHOT_201507311402.CSV	32968	2015-07-31 07:51	<b>VIEW SOURCE FILE</b>

9. Click on the **View File Source** button.

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

FILE INFORMATION	
FILE TYPE:	Source File
FILENAME:	00-0000_STAFF_SNAPSHOT_201507311402.CSV
ASSOCIATED TEMPLATE:	STAFF SNAPSHOT
FILE ID:	21858
BATCH ID:	11561
UPLOADED TIME:	2015-07-31 07:51
HEADER RECORD PRESENT:	Yes
DELIMITER:	,
TOTAL NUMBER OF RECORDS:	32968

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

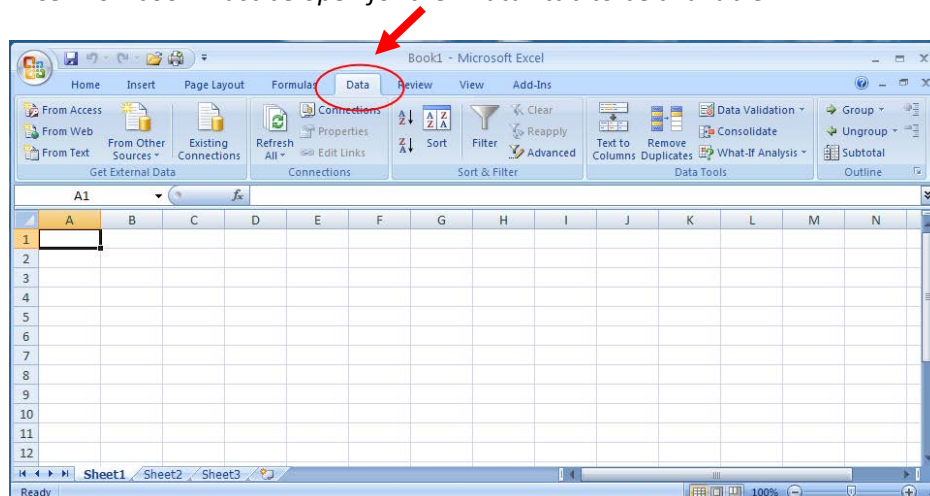
**Note:** It is important to save the Source file to a location that can be easily found again.

## STEPS TO IMPORTING .csv or .txt file with Microsoft Excel 2007, 2010 and 2013

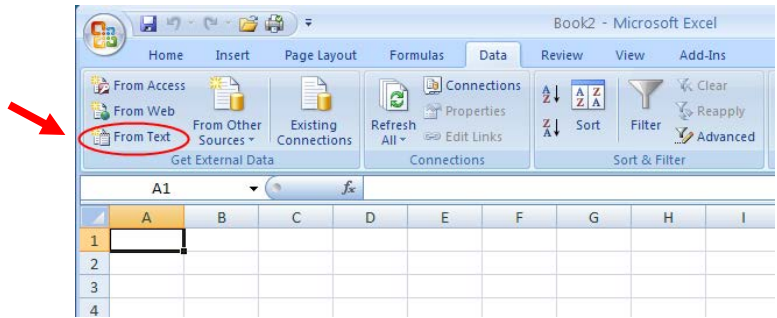
Now that you have your file downloaded and saved from NSSRS Data Manager, you can now update this data with corrections and then resubmit. The best way to update this information is to use Microsoft Excel. **Do not OPEN** this document in Excel. You will need to **IMPORT** the file into Excel. When you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

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

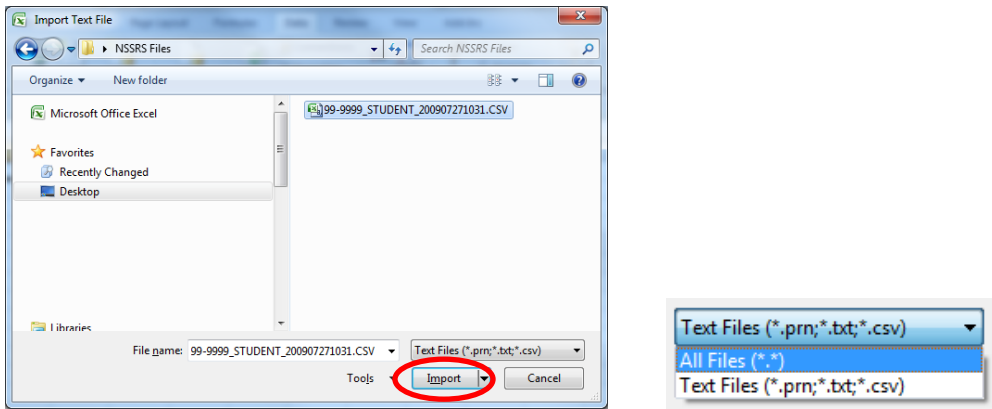
1. Open the **Excel** Program
  2. Select the **Data** tab on the Ribbon at the top on the screen.
- NOTE:** A blank Excel workbook must be open for the "Data" tab to be available.



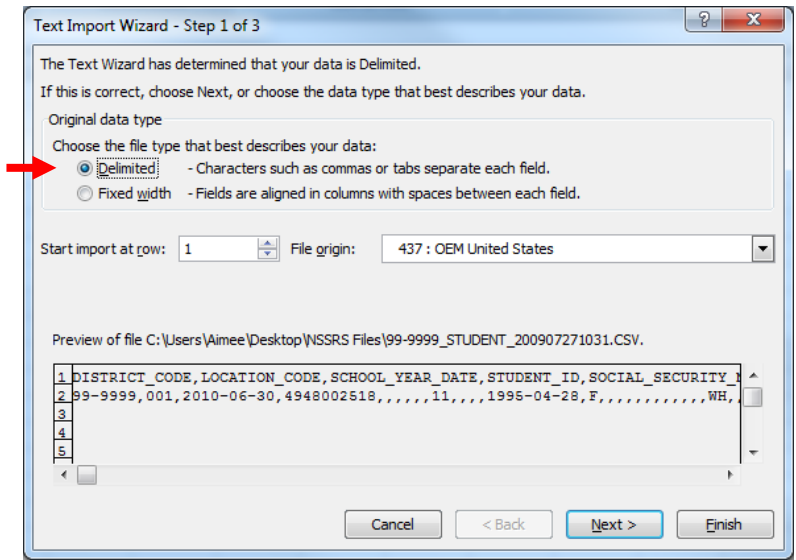
- In the "Get External Data" group, click **From Text**.



- Browse to find the file (.csv) and click on the **Import** button.  
**Note:** The file does not appear; make sure "all files" is selected from the file drop down.

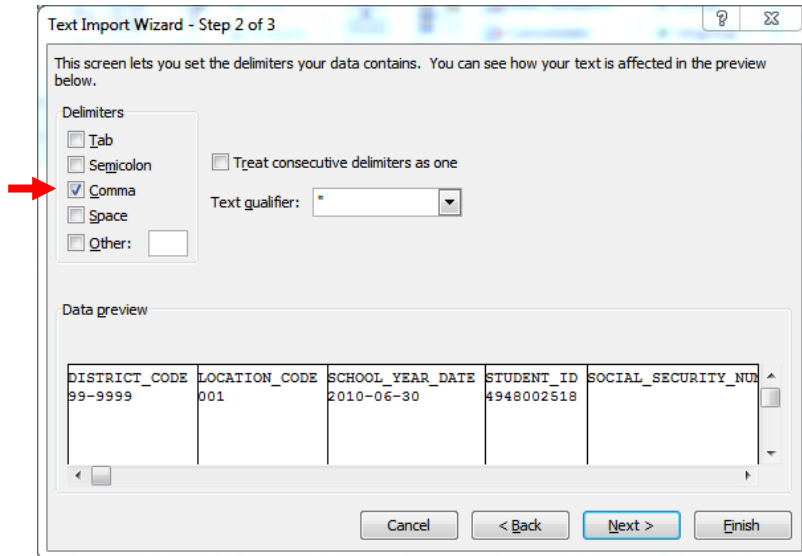


- The Text Import Wizard will appear. Select the **Delimited** radio button. Click **Next**.

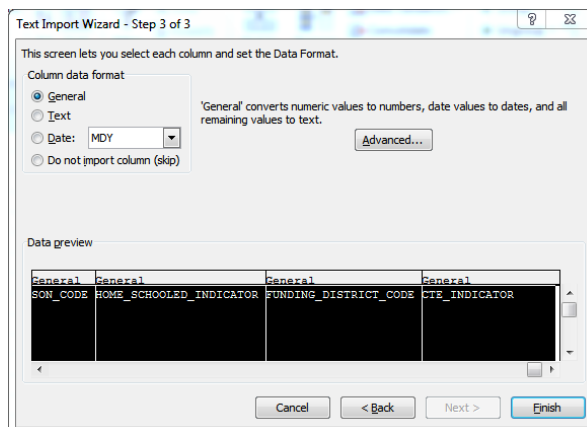
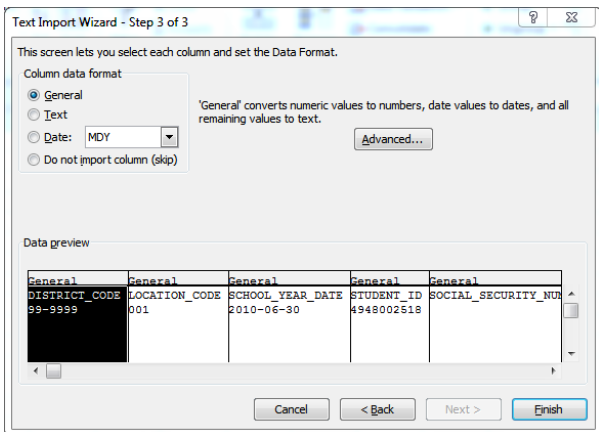


6. If the file you are importing is comma-delimited (\*.csv) un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next**.

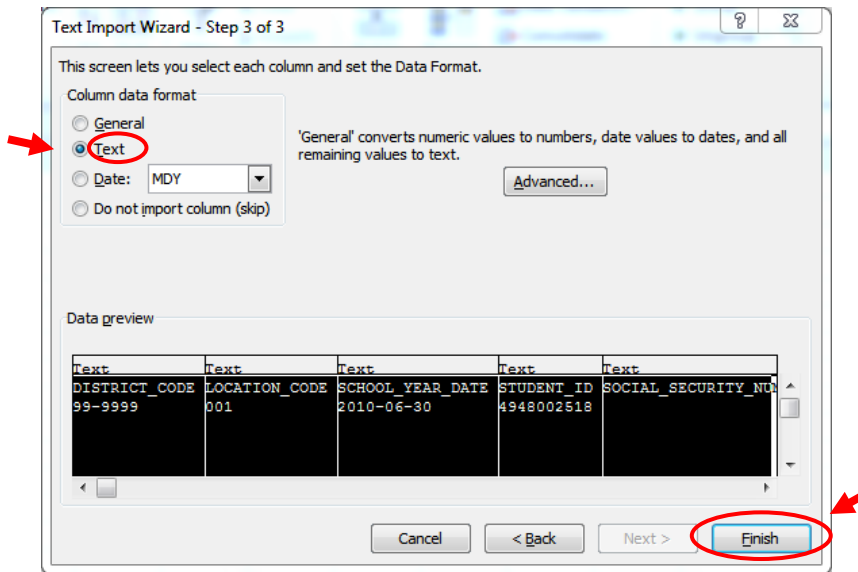
**NOTE:** The data in this window should display in columns if the correct delimiter (tab or comma) is selected.



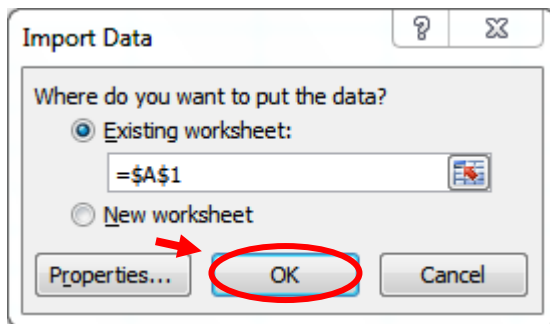
7. Select all of the data in the Data preview window by clicking in the first column, scroll to the last column, holding down the **SHIFT** key click in the last column.



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



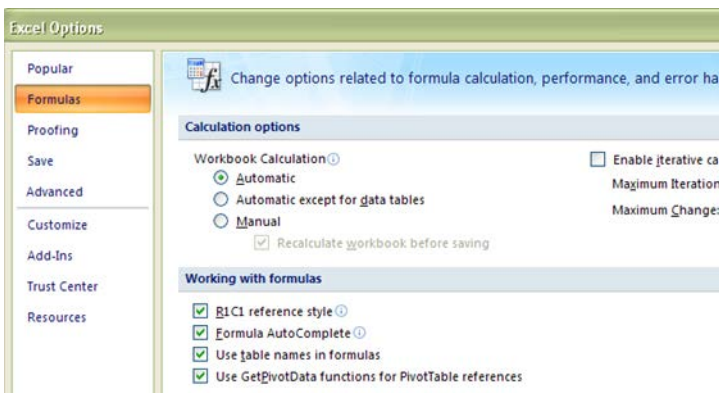
9. Select the worksheet you want the data to be imported into. Select **OK**.



**Tip: Replace Column Headings with numbers instead of letters**

**Microsoft 2007.** Click the "Office" button → Options → Formulas = R1C1 Reference Style

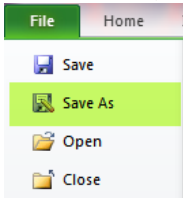
**Microsoft 2010 and 2013** Click the "File" Tab → Options → Formulas = R1C1 Reference Style



### Saving Corrections

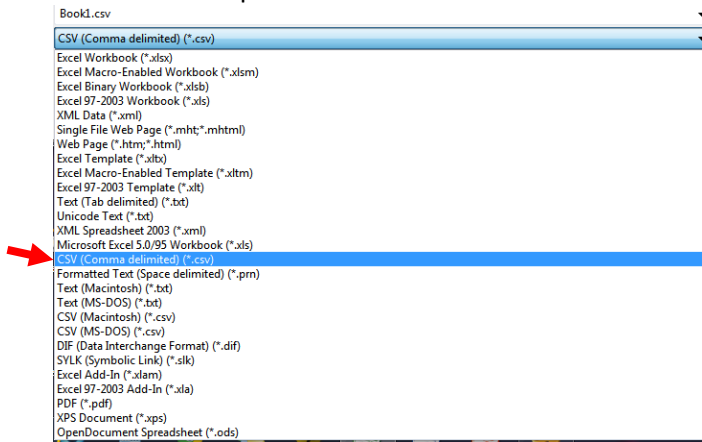
Once you have the file open in excel you can review, make corrections and delete records (*Don't forget to update your SIS*). Follow the steps below to save the file as a **.csv** (comma separated value) in order to upload to NSSRS Data Manager.

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)

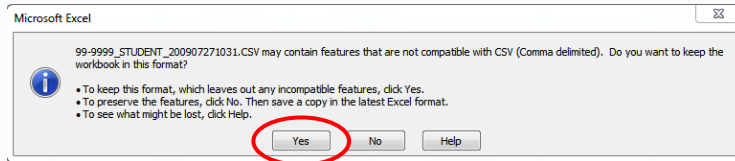
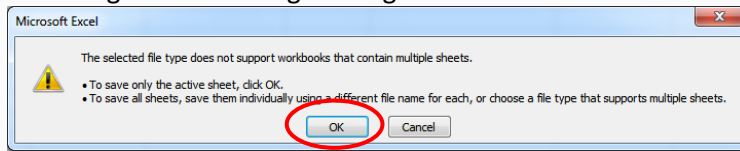
File Specification	File Naming Convention Pattern
Assessment Fact	##-####_assessment_fact_YYYYMMDDHHMM.xxx
School Enrollment	##-####_school_enroll_YYYYMMDDHHMM.xxx
Special Education Snapshot	##-####_special_ed_snap_YYYYMMDDHHMM.xxx
Staff Demographics	##-####_staff_demographics.zzz
Staff Position Assignments	##-####_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

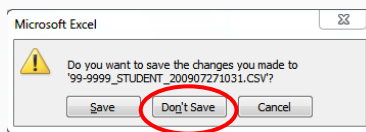
5. Click **Save**



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.