

NEBRASKA DEPARTMENT OF EDUCATION DATA, RESEARCH, & EVALUATION

ADVISER Person ID Instructions

VERSION 1.0 NOVEMBER 4, 2019



Table of Contents

1	INTI	RODL	DUCTION						
2	ME	MENU TABS							
	2.1	Hon	ne Tab	3					
	2.2	Assi	gn Tab	5					
	2.2.	1	Enter Online – Individual Student	6					
	2.2.	2	Upload File – Multiple Students	7					
	2.2.	3	Reviewing Near Matches	9					
	2.2.	4	Resolving Near Matches	10					
	2.3	Dow	vnload Tab	12					
	2.4	Sear	rch Tab	13					
3	APP	ENDI	ХА	19					
:	3.1	Crea	ating a File for Upload	19					
	3.1.	1	File Formats for File Upload – ADVISER Person ID or Legacy Student ID	21					
	3.1.	2	Editing an Existing File for Upload	25					
4	APP	endi	Х В	26					
4	4.1	STEI	PS TO IMPORTING .csv or .txt file with Microsoft Excel	26					
4	4.2	Usin	ng Microsoft Excel 2007, 2010 and 2013	26					
	4.2.	1	Tip: To Replace Column Headings with numbers instead of letters (Optional):						
	4.2.	2	Saving Corrections	31					
	4.2.	3	Using Microsoft Excel 1998-2003	32					
	4.2.4 Tip for Microsoft Excel 1998-2003: To replace Column Headings with numbers instead of letters (Optional):								

1 INTRODUCTION

The ADVISER Person ID Instruction document is provided to assist districts/systems with the assigning and updating of the students' unique ID numbers. Every student enrolled in a Nebraska school will need an ID assigned to them and this student needs to be kept current in the ADVISER Person ID system.

The student data includes the students' current grade level, district code, school code and school year. Any other changes or corrections, such as name changes or correction of birth dates should also be reflected on the student's record. The student data being kept current is important for the public and special purpose schools reporting student data to ADVISER as well as any schools, including nonpublic schools, which use the Direct Certification system.

The ADVISER Person ID collection is located in the NDE Portal under the Student & Staff tab. An activation code is required to access this collection. Activation codes can be acquired from the District Administrator.

There are two types of activation codes for the ADVISER Person ID; District and District Read Only. The District code allows the user to search for student ID numbers, create new ID numbers, edit or update ID numbers and upload batch files. The District Read Only allows only the search for student ID numbers.

2 MENU TABS

2.1 Home Tab

The Home tab will always bring the user back to the Batch Display/Search screen.

DVISER PERSON ID Home Assign	Download Search	dschuyler_DA Log
AMPLEVILLE FUBLIC SCHOOLS		EXAMPLEVILLE PUBLIC SCHOOLS V
DISTRICT CODE EXAMPLEVILLE PUBLIC SCHOOLS V	BATCH NUMBER BATCH All	H STATUS
All	FROM TO 2019-06-22 2019	-07-24 SEARCH
10w 10 ✔ entries		Search:

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District/System Name – Should be the same in all 3 places if user has access to only one district/system. If user has access to more than one district/system, the District dropdown box will list all districts the user has access to. In order to change the district, in the dropdown menu select the desired district and press the **SELECT** button to confirm.

ADVISER PERSON ID Home Assign Do	wnload Search		dschuyler_DA Logout
DISTRICT CODE EXAMPLEVILLE FUBLIC SCHOOLS V	BATCH NUMBER	EXAMPLEVILLE PUBLIC SC BATCH STATUS	SELECT

Date range for batches displayed below

Date range for batches di	splayed below				
THE DEPARTMENT					
ADVISER PERSON ID Home	Assign Download Search			dschuyler_D/	A Logout
EXAMPLEVILLE PUBLIC SCHOOLS			EXAMPLEVILLE PUBLIC	SCHOOLS 🗸	SELECT
DISTRICT CODE	BATCH NUMBER	BATCH STATUS			
EXAMPLEVILLE PUBLIC SCH	HOOLS V	AII	~		
BATCH TYPE	FROM	то			
File Upload	✓ 2019-06-22	2019-07-24		SEARCH	

Drop-down for selecting the number of batches to display

Displays the batches that have been submitted during selected date range

	DISTRICT	CODE		BATCH NUMBER	BATCH S	TATUS		
	EXAMPLE	VILLE PUBLIC S	CHOOLS 🗸		All		~	
	ВАТСН ТҮ	PE		FROM	то			
	File Uplo	ad	~	2019-06-22	2019-07	-24	S	EARCH
Show 1	0 🗸 ent	145					Search:	
UPLOA	DDATE	ВАТСН ТҮРЕ	IT BATCH IN		DE 11 STATUS	IT RECORD COUNT	T IT NEXTAG	
<								
Showing	1 to 1 of 1 en	tries					ſ	Previous 1 Next

NOTE: Users can also search for a specific **BATCH NUMBER**, a batch in a specific **BATCH STATUS** or a batch in a specific **BATCH TYPE** on this page.

2.2 Assign Tab

ADVISER Person ID	Home	Assign Download	Search
EXAMPLEVILLE PUBLIC SCHOOLS		Enter Online Upload File	

Assign Tab Menu:

- Enter Online Entering Individual Students
- Upload File Legacy (Student Unique ID) or ADVISER Person ID Formats
 - Both of the above features are only available to users with update access (District UserType activation code)

The **Enter Online** process, located under the **Assign** tab, is where an individual student can be assigned an ID number. If a student enters a Nebraska school from out of state or is a new student to the public or nonpublic school system, the student will need to be assigned an ID number. If the system finds a student matching the information that was entered in the online submission, the system will either assign the new information to the existing ID number or display a near match status for resolution.

The **Upload File** process, also located under the **Assign** tab, is where a student ID file can be uploaded to update multiple students with the new school year information as well as to create multiple new student ID numbers if needed. During this process, the system does a comparison of the students' information in the file to the information currently in the system.

- If the system sees a student with an ID included in the file that exactly matches an existing student ID number, the student will be updated with any new information provided in the file
- If the system sees a student **without an ID** in the file that it believes **matches to a single existing student**, it will assign the existing student's ID to the student in your file and update that student with any new information provided in the file
- If the system sees a student **without an ID** in the file that it believes **matches no existing students**, it will create a new ID for the student in your file using the information provided in the file
- If the system sees a student **without an ID** in the file that it believes **could match several existing students**, that student in the file will be placed in Near Match status and the user will have to choose what to do with that student

2.2.1 Enter Online – Individual Student

Enter Onli	ne					
	GENERAL INFORMATIO	N			ENROLLMENT INFORMAT	ION
First Name *				Grade *		~
Middle Name				School *		~
Last Name *				District	EXAMPLEVILLE PUBLIC SCHOOL	ls 🗸
Suffix				District of Residence *		~
Gender *		~		School Year	2019-2020	~
Date of Birth *				Local ID		
	AS	SIGN ID	RESET			

GENERAL INFORMATION

All asterisk (*) fields must be completed; **First Name, Last Name, Gender and Date of Birth**. Enter the student's legal name, gender and birth date, (i.e. from birth certificate).

ENROLLMENT INFORMATION

All asterisk (*) fields must be completed. **District** will be prepopulated with district name selected on the top district drop-down box. If user has access to more than one district, changing the district in the top drop-down and clicking on the **SELECT** button, will change the **District** in the **Enrollment Information**. There are drop-down boxes for **Grade**, **School**, **District of Residence and School Year**. **Local ID** is optional.

Click the **ASSIGN ID** button when all data has been entered to assign a student an ID number. Click the **RESET** button to clear all data and start over.

NOTE: It is possible a student entering a district/system as an HP or PK student may already have a student ID number. In this case the system may display a *near match* which the user must check in order to verify the number for the student; or the system will automatically assign the student the ID number that was found in the system. The number the system assigns to the student can be downloaded. If the result is a near match, please see section 2.2.3 for Resolving Near Matches.

After selecting the **ASSIGN ID** button, the system will return to the Home Screen/Batch Display Screen and display the batch which was just created. The **Add Person Online** batch will display with the **Batch Complete** status in the table. Selecting the **DOWNLOAD** link in the **Next Action** column will open a dialog box asking to either Open or Save the file.

Add Person Online Batch

						R	efresh Status
Show 10 V entries Search:							
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS 1	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	Add Person Online	300097	55-0148-000	Batch Complete	1 of 1	DOWNLOAD
Showing 1 to 1 of 1 entri	es					Previ	ous 1 Next

The downloaded file will be in text format (.txt) and will be the ADVISER Person ID file format. The ID number the system either created or found for the student will be in this file.

apid_55-0148-000_300097_20194120_34107 PM.txt - Notepad								
File Edit Format View Help								
PersonUniqueID P PersonDateOfBirth GradeLevel P	ersonFirstName PersonLastName PersonSchoolYear ersonLocalId	PersonMiddleName PersonDistrictCode	PersonNameSuffix DistrictOfResidence	Gender PersonSchoolCode	^			
6950098030 J 000 002 0	ason Snow D 5 JDS4615	m 06/15/2009	20192020 55-014	8-000 55-0161-				

2.2.2 Upload File – Multiple Students

If the district/system has a Student Information System (SIS) that can extract a file for the student ID updates, it will more than likely be in the Legacy Student ID format that has been used that past several years.

For instructions on how to create a file for the Upload File process, see Appendix A.

The file should be extracted from the SIS in either the .tab, .txt or .csv format (not .html) and should not be "opened" once extracted from the SIS. If needing to view the contents of the file prior to uploading, the file **must be** imported into Excel to maintain the appropriate file formatting. Follow the instructions for importing a text file into Excel from Appendix B.

UPLOAD FILE		
Template:	ADVISER Person ID Legacy Student ID	
Select a file to upload:		Browse
Delimiter:	TAB COMMA	
Qualifier:	11 T	
First row contains headers?:	Yes No	
UPLOAD		

Template: Select the file format of the file to be uploaded

Select a file to upload: Browse local computer to locate the file to be uploaded Delimiter: Depending on the format of your file, select TAB for .txt, Select COMMA for .csv or .txt Text Qualifier: double quotes, single quote, or none

Select the qualifier type if the file exported from the Student Information System has text qualifiers (used in cases where the student's name might have a comma in it within a comma-separated values file) or leave blank if the file is exported with no qualifiers

First row contains headers?: Select either Yes or No Click the **UPLOAD** button to begin the upload process

While the file is processing, the Status will be **Waiting to Find Matches** while attempting to locate the students in the file.

Click the Ref	resh Status b	utton to re	<u>tresn the a</u>	isplay.			
EXAMPLEVILLE PUBLIC	EXAMPLEVILLE PUBLIC SCHOOLS - 99-9999				EXAMPLEVILLE PU	BLIC SCHOOL V	SELECT
DISTRICT CO	DDE	BATC	HNUMBER	BATCH STATUS	3		
EXAMPLEVI	EXAMPLEVILLE PUBLIC SCHOOLS 🗸			All	~		
BATCH TYPI	E	FROM	1	то			
All	All 🗸		08/23/2019 09/25/2019			SEARCH	
						Re	fresh Status
Show 10 V entrie	95					Search:	
LAST UPDATED	BATCH CREATED 1	BATCH TYPE	BATCH INFO ↓↑	DISTRICT CODE	STATUS 11	RECORD COUNT	NEXT ACTION
09/25/2019	09/25/2019	File Upload	300103	99-9999	Waiting to Find Matches	550 of 550	
Showing 1 to 1 of 1 entri	ies					Previo	us 1 Next

When the upload is successful, a message like the one below should display.



Click on the Batch Number to return to the Home Screen – Batch Display to view the upload status. When Batch Status is **Batch Complete**, the **DOWNLOAD** link in the NEXT ACTION column, can be selected to download the file.

		DEDC	
ADV	IJLIN	FLIVA	

Show 10 V entries Search:									
UPLOAD DATE	BATCH CREATED $\downarrow\uparrow$	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS 1	RECORD COUNT	NEXT ACTION $\downarrow\uparrow$		
08/13/2019	08/13/2019	File Upload	300050	55-0148-000	Batch Complete	11 of 11	DOWNLOAD		
Showing 1 to 1 of 1 ent	ries					Pre	evious 1 Next		

The downloaded file will have all of the students and their ID numbers. Students in the file upload that did not have ID numbers entered for them, will have the numbers the system assigned to them in the file download.

When the file is downloaded, it will be in the ADVISER Person ID file format as a .csv file type and should be saved to the local computer rather than opened.

If needing to view the data in the download file to obtain ID numbers for students that did not have a number in the file upload, the file must be *imported* into Excel. **Do Not** double click on the file to open it. Follow the instructions for importing a text file into Excel in Appendix B.

2.2.3 Reviewing Near Matches

During the file upload process or the online entry process, if students are found in the system that it cannot determine an exact match for, a **RESOLVE NEAR MATCHES** link will display in the **Next Action** column. The Status will be **Ready for User Review**. Click on the **RESOLVE NEAR MATCHES** button to continue the process.

EXAMPLEVILLE	PUBLIC SCHOOLS				EXAMPLEVILLE	PUBLIC SCHOOL	selec	т
DISTRICT C EXAMPLEV SCHOOLS	ODE	• ВАТ	CH NUMBER		TUS	~		
	È	FRO ▼ 08	M /23/2019	TO 09/25/2019))	SE	ARCH	
							Refresh Status	
Show 10 V entri	BATCH CREATED				STATUS	Search:		
09/19/2019	09/19/2019	File Upload	300099	99-9999	Ready for User Review	15 or 550	RESOLVE NEAR M	ATCHES
Showing 1 to 1 of 1 enti	ries					F	Previous 1 Nex	t

A list of the students' records that are in the Near Match status will display

Γ	Review Near Matches												
Show 10 v entries Search:													
Last Name 1 First Name 1 Middle Name 1 Suffix 1 Birth Date 1 Gender 1 District 1 School 1 LocalID 1													
		Lewis	Oliver			MM/D/YYYY	м	99-9999-000	99-9999-001	753159	REVIEW & SELECT		
		Gray	Dexter			MM/DD/YYYY	м	99-9999-000	99-9999-001	357951	REVIEW & SELECT		
		Riley	Louise			MM/DD/YYYY	F	99-9999-000	99-9999-002	852456	REVIEW & SELECT		
S	Showing 1 to 3 of 3 entries Previous 1 Next												
	CAN	CEL SELECTED RI	ECORDS RET	URN									

Near Matches must be resolved before the process can complete. Click on the **REVIEW & SELECT** link in the far right column for each of the students to view the student from your batch and their near matches.

The **CANCEL SELECTED RECORDS** button will cancel all near matches in the list. No student data will be updated. District would need to return to these students and update them either in another file upload or individually.

The **RETURN** button will return to the Batch Display/Search screen.

2.2.4 Resolving Near Matches

On the Review and Select Screen, the top record is the submission record, the data that was either in the file uploaded or the data entered in the online section. The bottom two records are students the system found that could be the same student as the submission record. Click on either the first name, last name or the **COMPARE** to continue.

Review and Select Screen

Last Name		First Nam	ne	Middl	e Name	Suffix	Birth Date	Gender		District		School		LocalID	
Riley		Louise		J			08/20/2003	F	F 99-9999-000		99-9999-000 99-9999-002		2	753159	
Show 10 V entries Search:															
11	Last I	Name 🕼	First Nan	ne ↓†	Middle Name	lî Suffix ↓	Birth Date 🕼	Gender $\downarrow\uparrow$	Dist	rict ↓↑	School 🌐	LocalID 🕼	Match	Probabilit	y ↓†
COMPARE	Rile	Y	Louise				08/20/2003	f	99-9	999-000	99-9999-00	2 753159	100.00)	
COMPARE	Rile	Y	Louise		м		06/20/2003	f	79-0	079-000	79-0079-00	1	100.00)	
Showing 1 to 2	Showing 1 to 2 of 2 entries Previous 1 Next														
ВАСК С.	BACK CANCEL RECORD ASSIGN SELECTED ID														

NOTE: The Assign Selected ID button is disabled on this screen. The only options available would be to click on the **BACK** button to go back to the list of near matches or click on the **CANCEL RECORD** button to cancel the record. Cancelling the record removes the near match and the student in the submission record does not get assigned or updated.

Compare Screen

The highlighted record in the top section below is the record that was selected to **Compare** from the previous screen and is the record that is in the **Near Match Record** section in this Side-by-Side view. This is the record system found.

The **Submission Record** is the student's information in the file upload or online entry.

The highlighted fields in the Side-by-Side view are the data that are different between the Submission Record and the Near Match Record.

Show 10	✓ entries									:	Search:		
11	Last Name 斗	First Name 🕼	Middle Name 🕼	Suffix 1	Birth Date ا	Gender 1	District	.↓†	School 4	Loc	allD ↓†	Match Prob	ability ↓†
COMPARE	Riley	Louise	м		06/20/2003	f	79-007	9-000	79-0079-0	01		100.00	
COMPARE	Riley	Louise			08/20/2003	f	99-999	9-000	<mark>9</mark> 9-9999-00	02 753	159	100.00	
Showing 1 to 2	of 2 entries										I	Previous	Next
	SUBMISSION RECORD NEAR MATCH RECORD												
FIRST NAME	FIRST NAME Louise Louise												
LAST NAME			Riley				R	iley					
MIDDLE NAM	ИE												
SUFFIX													
BIRTH DATE			08/20/2003				08	/20/20	03				
GENDER			F				f						
DISTRICT			99-9999-0	00			99	9999	9-000				
SCHOOL			99-9999-0	002			9	9-999	99-002				
RESIDENT D	DIST		99-9999-0	00			9	9-999	99-000				
GRADE			11				10						
SCHOOL YE	AR		20192020				20	18201	9				
LOCAL ID							75	53159					
Person ID							12	3456	7890				
RECORD CR	REATED		10/4/2019 3:0	0:42 PM			7/2	25/201	8 7:50:50 AM				
LAST UPDAT	TED		10/4/2019 3:0	0:42 PM			7/2	25/201	8 7:50:50 AM				
		EXIT	ICEL SUBMISSION	CREAT		ASSIGN SELE	CTED ID						

Be sure to review all students' records in the Near Match to ensure the correct choice is made. Review the information carefully to determine if the Near Match is the same student as the Submission Record. The options on this page are:

Exit – if unsure and to go back to make another selection

Cancel Submission – which cancels the Near Match

Create New ID – if all near matches have been reviewed and none of them are the same student as in the submission record

Assign Selected ID - to update the selected ID number to the submission record data

When the Near Match is resolved, a screen like the one below should appear. The **DOWNLOAD** button can be selected to view the result.

							Refresh	Status	
Show 10 V entries Search:									
LAST UPDATED	BATCH CREATED $\downarrow\uparrow$	BATCH TYPE	BATCH INFO 1	DISTRICT CODE 1	STATUS 1	RECORD COUNT	NEXT ACTION		
10/25/2019	10/25/2019	Edit Person Online	300171	99-9999-000	Batch Complete	1 of 1	DOWNLOAD		
Showing 1 to 1 of 1 ent	ries						Previous	Next	

2.3 Download Tab

Download – Location

AND DEPARTIENT.	
ADVISER Person ID	
	Home Assign Download Search
	Location

The **Download – Location** process will download a file for the district, school and school year selected in the dropdown boxes and in the chosen file format.

If user has access to more than one district, the desired district will need to be selected in the dropdown box in the upper right of the screen and click the **SELECT** button to confirm.

EXAMPLEVILLE PUBLIC S	SCHOOLS 99-9999	EXAMPLEVILLE FUBLIC SCHOOLS V	SELECT
Download Loca	tion		
District	EXAMPLEVILLE PUBLIC SCHOOLS V		
School *	All Schools SECONDARY SCH AT RAYMOND ELEMENTARY SCHOOL AT CERESCO		
School Year *	2019-2020 2018-2019		
Template * (○ ADVISER Person ID ○ Legacy Student ID		
	DOWNLOAD		

ADVISER PERSON ID

All schools within the chosen district will display in the School dropdown box. School year choices will begin with the 2018-2019 school forward. User can choose the file format, ADVISER Person ID or Legacy Student ID, for downloading the file.

Depending on the browser a dialog box will display asking the user what to do with the file. The download file will be in text format (.txt) and will include all students and their ID numbers that were assigned to the chosen district, school and school year.

To open the file in Excel, **DO NOT** "open" the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

2.4 Search Tab

Search - Student

ALE			
ADVISER Person ID			
	Home	Assign	Download Search

The **Search – Student** process is for locating an ID number for a student or to assign/update a student's record.

There are two available searches, Basic Search and Advanced Search.

Basic Search

The Basic Search allows a search by the student information. Search with as many fields, with as much information as is known. Partial names can also be entered to search by as if there is a wildcard entered behind what is entered.

INDIVIDUAL STUDENT S	EARCH
BASIC SEARCH ADVANCED SEARCH	сн
Person ID	
First Name	
Middle Name	
Last Name	
Name Suffix	
Gender	
Date of Birth	
SEARCH Clear	

Advanced Search

The Advanced Search allows a search by student information and enrollment information. Search with as many fields, with as much information as is known. Again, partial names can be entered to search by as if there is a wildcard entered behind what is entered. A search can be done for students in any district or school year, and then edited to share them with your district.

INDIVIDUAL	STUDENT SEARCH		
BASIC SEARCH	ADVANCED SEARCH		
	GENERAL INFORMATION		ENROLLMENT INFORMATION
Person ID		Grade Level	~
First Name		School Code	~
Middle		District Code	EXAMPLEVILLE PUBLIC SCHOOLS
Last Name		Dist. of Residence	~
Name Suffix		School Year	2019-2020 🗸
Gender	~	Local ID	
Date of MN Birth			
SEARCH	CLEAR		

When the search is complete, a list of students will display below. Each column has a sort feature which will assist the user in locating their student in the list. Click on the student's first or last name to display the Student Information screen.

Show 10 V er	Show 10 V entries Search:										
Person ID 🛛 🗍	Last Name 🗍 🏌	First Name 🗍	Middle Name $\downarrow\uparrow$	Name Suffix	Gender 1	Birth Date 1	Match Probability				
6552976293	Gray	Dexter			Male	2015-01-01	72.00				
1234567890	Gray	Justus			Male	1826-01-01	42.00				
9987654321	Gray	s	R		Male	1826-01-01	42.00				

Student Information

On the Student Information screen, the student's current information is displayed in the **General** and **Enrollment Information** sections. Below the **Batch Information** is the student's history. The **Person Information** will display history information regarding the student. The **District Information** will display the history information of the District/Districts the student has been reported. If the staff searching for the student has the appropriate access to the ADVISER Person ID collection, there is an **EDIT STUDENT** button at the bottom of the page.

IERAL INFORM	IATION							ENROLLM	ENT IN	FORMATIO	IN				
FIRST N	AME	D	exter					(GRADE	1	Kinderga	rten (Fi	ull Day	n	
MIDDLE	NAME							5	снос	DL CODE	002 ELE	MENTA	RY SC	HOOL AT CEF	RESCO
LAST NA	ME	G	ray					[DISTRI	CT CODE	55-0161 I	RAYMO	ND CE	ENTRAL PUBL	IC
SUFFIX											SCHOOL	.S			
GENDER	2	М	ale					F	RESIDE	ENCE	55-0161 F	RAYMO S	ND CE	INTRAL PUBL	IC
PERSON	ID	6	552976293					ş	снос	DL YEAR	2019-202	0			
CREATE	D DATE	10)/28/2019 11:24	:53 AM				l	.OCAL	ID					
BIRTH D	ATE	01	1/01/2015												
CH INFORMAT	TCH #	30	00176												
LAST UF	DATED	10)/28/2019 11:24:	53 AM											
INPUT T	YPE	A	dd Person Onlir	ne											
CREATE	D BY	ds	schuyler_DA												
CREATE	D	10)/28/2019 10:49:	48 AM											
STATUS		B	atch Complete												
SON INFORM	ATION	PERS	ON UNIQUE ID		LAST NAM	ИE	FIRST	NAME	MID	DLE NAME	SUF	FIX	DAT	E OF BIRTH	GEND
/28/2019 11:24	53 AM	65529	76293		Gray		Dexter						01/0	1/2015	Male
TRICT INFORM	ATION														
ST UPDATED	PERSON	D	SCHOOL YEAR	DIST CODI	RICT E	SCHO CODE	OL E	BATCH DETAIL I	D	BATCH ID	DISTRIC RESIDEN	T OF ICE		GRADE	PERSON LOCAL ID
	65529762	93	20192020	55-01	61-000	55-01	61-002	152092		300176	55-0161-	000		KG	

Update Person Details

The student's information can be edited on the screen. All of the fields except the Person ID field can be edited online, including assigning the student to the logged in user's district. Once the editing is complete, select the **UPDATE STUDENT** button.

RAYMOND CENTR	AL PUBLIC SCHOOLS [55-0161]				RAYMOND C	ENTRAL PUB	LIC SCH(V	SELECT
UPDATE P	ERSON DETAILS							
	GENERAL INFORMATION			ENF	ROLLMENT INFO	ORMATION		
First Name *	Dexter		Grade *	Kindergarte	n (Full Day)	~		
Middle Name			School *	ELEMENTA	RY SCHOOL A	T CERES 🗸		
Last Name *	Gray		District	RAYMOND	CENTRAL PUB	LIC SCH(V		
Suffix			District of Residence *	RAYMOND	CENTRAL PUB	LIC SCH(V		
Gender *	Male	~	School Year *	2019-2020		~		
Date of Birth *	2015-01-01		Local ID					
Person ID	6552976293							
	UPDATE STUDENT Back t	o Student Details						

ADVISER PERSON ID

If a student is enrolled in more than one district or school during the same school year, both enrollments will be seen in the **Search**. For example, if a student is enrolled at a nonpublic system, but receives services from a public district, both the nonpublic system and the public district can have the student assigned to them at the same time.

		ENROLLMENT INFORMAT	ON
FIRST NAME	Dexter	GRADE	Kindergarten (Full Day)
MIDDLE NAME		SCHOOL CODE	003 ELEMENTARY SCH AT VALPARAISO
LAST NAME	Gray	DISTRICT CODE	55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS
SUFFIX		RESIDENCE	55-0161 RAYMOND CENTRAL PUBLIC
GENDER	Male	DIST	SCHOOLS
PERSON ID	6552976293	SCHOOL YEAR	2019-2020
CREATED DATE	10/28/2019 11:24:53 AM	LOCAL ID	
BIRTH DATE	01/01/2015		
CHINFORMATION		GRADE	Kindergarten (Full Day)
	200479	SCHOOL CODE	002 ELEMENTARY SCHOOL AT CERESCO
	10/00/0010 10 00 01 DM	DISTRICT CODE	55-0161 RAYMOND CENTRAL PUBLIC
LAST OPDATED	10/28/2019 12:28:31 PM		SCHOOLS
INPUT TYPE	Edit Person Online	RESIDENCE	55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS
CREATED BY	dschuyler_DA	SCHOOL VEAD	2019-2020
		SCHOOL FEAR	2013-2020
CREATED	10/28/2019 12:28:31 PM	1.0.0.11.10	

Please Note: If student is known to have transferred in from another Nebraska school, public or nonpublic, and a student ID number cannot be found, please contact the NDE Helpdesk at <u>ADVISERHelp@nebraska.gov</u> for assistance in locating the student. **DO NOT** assign a new ID number.

3 APPENDIX A

3.1 Creating a File for Upload

To create a file to upload, start with a blank Excel spreadsheet (or use the template file posted in the ADVISER Resources website at https://www.education.ne.gov/dataservices/adviser-resources/) and format all cells to text. To do this in most versions of Excel, highlight the entire blank spreadsheet by clicking on the box above the first row and to the left of the first column.

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Fi	ile Ho	me Inse	ert Page La	ayout Fo	ormulas	Data Revi	iew View	🖓 Tell	me what y	ou want to do	•••					
	📔 🔏 Cut		Calibri	- 11	ĂĂ	= =	≫-	Wrap Text		General	-	≠		Normal	Bad	
Pas	te * Form	at Painter	в <i>I</i> <u>U</u>	• 🖽 • •	<u>∧</u> - <u>A</u> -	$\equiv \equiv \equiv$	€ →	Merge & C	enter 🔹	\$~%,	€.0 .00 .00 →.0	Conditional	Format as	Neutral	Calc	ulation
	Clipboard	Gi		Font	G.		Alignmen	it	r <u>s</u>	Number	5	ronnatung	Table		Styles	
A1	/	•	× 🗸	f _x												
	A	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Р
1																

Right click anywhere within the highlighted spreadsheet and from the popup menu that will display, click the **Format Cells**



In the next popup box to display, click on **Text** and then click the **OK** button.

			Forma	t Cells		?	×
Number	Alignment	Font	Border	Fill	Protection		
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom		Text fo The ce	ormat cells are	treated as tex exactly as ent	t even when a num ered.	ber is in the ce	
					ОК	Canc	el

A header row can be added in the first row to help the creator know what data to enter in each of the columns. Then follow the example data from the Record Layouts below for the file format chosen and enter the data in the cells following the Sample Data.

When all students' data has been entered into the file, choose **Save as** to save the file as a .csv file. Instructions for saving the file can be found in the instructions for importing a text file into Excel in Appendix B. There is no specific naming convention for the file name.

3.1.1 File Formats for File Upload – ADVISER Person ID or Legacy Student ID

ADVISER Person ID file format

File will need to be in either a .csv, .tab or .txt file type.

Detailed Record Layout

Column Letter or Number	Field	Required	Data Type	Notes/Format Details	Sample Data
	Name				
Column A or 1	Person	No	VarChar	Leave blank if this student has	6789012345
	Unique ID		(10)	not yet been assigned an NDE	
				Student ID. Once assigned, all	
				subsequent submissions for	
				this student should include the	
				assigned NDE Student ID.	
Column B or 2	Person	Yes	VarChar	Student's Legal First Name	John
	First		(75)		
	Name				
Column C or 3	Person	Yes	VarChar	Student's Legal Last Name	Doe
	Last Name		(75)		
Column D or 4	Person	No	VarChar	Student's Middle Name or	М
	Middle		(75)	Initial	
	Name				
Column E or 5	Person	No	VarChar	Student's Suffix, (e.g., Jr., Sr.,	Jr
	Name		(10)	111)	
	Suffix				
Column F or 6	Gender	Yes	VarChar	M/F	М
			(20)		
Column G or 7	Person	Yes	VarChar	Required Format:	01/30/1994
	Date of		(10)	MM/DD/YYYY	
	Birth				
Column H or 8	Person	Yes	VarChar	Both years during the current	20192020
	School		(8)	school year (e.g., 20192020)	
	Year				
Column I or 9	Person	Yes	VarChar	Nine Digit Current District in	99-9999-000
	District		(11)	which Student is Enrolled with	
	Code			(must have leading ages if	
				(must have leading zero in	
				applicable)	
Column Lor 10	District of	Vos	VarChar	Nine Digit District in Which the	99-9999-000
	Residence	103	(11)	Student Lives with hyphens	55 5555 000
	nesidence		(11)	(e.g., 99-9999-000) (must have	
				leading zero if applicable)	
Column K or 11	Person	Yes	VarChar	Nine Digit School Building in	99-9999-001
	School		(11)	Which Student is Enrolled with	
	Code			hyphens (e.g., 99-9999-001)	
				(must have leading zero if	
				applicable)	

Column Letter or Number	Field	Required	Data Type	Not	tes/	Format Details	Sample Data
	Name						
Column L or 12	Grade	Yes	VarChar	I	HP	Half-Day	09
	Level		(20)			Prekindergarten	
				I	РК	Prekindergarten	
				1	НΚ	Half-Day	
						Kindergarten	
				I	KG	Kindergarten	
				(01	Grade 1	
				(02	Grade 2	
				(03	Grade 3	
				(04	Grade 4	
				(05	Grade 5	
				(06	Grade 6	
				(07	Grade 7	
				(08	Grade 8	
				(09	Grade 9	
					10	Grade 10	
					11	Grade 11	
					12	Grade 12	
				1	PS	Postsecondary	
				/	AE	Adult Education	
Column M or 13	Person	No	VarChar	Stu	Ident	Local ID number	123467
	Local ID		(25)	IDι	used	in the district student	
				info	orma	ation system (SIS) to	
				uni	iquel	y identify the student.	
				Thi	s fiel	d provides a means to	
				imp	port	student data from the	
				Uni	iq-ID	System back into the	
				dist	trict	SIS.	

Legacy Student ID

The Legacy Student ID format is the same as the one that has been used the last few years and is probably the format that the Student Information Systems are currently exporting.

File will need to be saved as a .csv, .tab or .txt file type.

Detailed Record Layout

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column A or 1	Record Type	Yes	VarChar (2)	Always "ID".	ID
Column B or 2	Current School Code	Yes	VarChar (6)	School Code of school in which student is currently enrolled. (Must have leading zeros.)	001
Column C or 3	Resident District Code	Yes	VarChar (8)	District Code of district in which student currently resides.	99-9999
Column D or 4	Last Name	Yes	VarChar (60)	Student's Legal Last Name	Doe
Column E or 5	First Name	Yes	VarChar (60)	Student's Legal First Name	John
Column F or 6	Middle Initial	No	VarChar (60)	Student's Middle Name or Initial	М
Column G or 7	Name Suffix	No	VarChar (10)	Student's Suffix, (e.g., Jr., Sr., III)	Jr
Column H or 8	Gender	Yes	VarChar (6)	M/F	М
Column I or 9	Date of Birth	Yes	VarChar (10)	Required format: "mm/dd/yyyy"	01/30/1994

Column Letter or Number	Field	Required	Data Type	Notes/Format Details	Sample Data
	Name				
Column J or 10	Current	Yes	VarChar	Valid Values:	09
	Grade		(2)	HP Half-Day	
	Level			Prekindergarten	
				PK Prekindergarten	
				HK Half-Day	
				Kindergarten	
				KG Kindergarten	
				01 Grade 1	
				02 Grade 2	
				03 Grade 3	
				04 Grade 4	
				05 Grade 5	
				06 Grade 6	
				07 Grade 7	
				08 Grade 8	
				09 Grade 9	
				10 Grade 10	
				11 Grade 11	
				12 Grade 12	
				PS Postsecondary	
				AE Adult Education	
Column K or 11	Local	Yes	VarChar	ID used in the district student	123467
	Student ID		(20)	information system (SIS) to	
				uniquely identify the student.	
				This field provides a means to	
				import student data from the	
				district SIS	
Column Lor 12	Social	No	VarChar	Ontional	(blank)
	Security	NU			(Marik)
	Number		(++)		

Field	Required	Data Type	Notes/F	ormat Details	Sample Data
Name					
Race /	No	VarChar	NOTE: A	though the following	(blank)
Ethnicity		(4)	values re	emain valid, NDE	
			recomm	ends leaving	
			Race/Eth	nicity blank on future	
			submissi	ons.	
			Valid Val	ues:	
			blank		
			AM	American Indian or	
				Alaska Native	
			AS	Asian or Pacific	
				Islander	
			BL	Black (Not	
				Hispanic)	
			HI	Hispanic	
			WH	White (Not	
				Hispanic)	
			PI	Native Hawaiian or	
				Other Pacific	
				Islander	
NDE	No	VarChar	Leave bla	ank if this student has	6789012345
Student ID		(25)	not yet t	een assigned an NDE	
			Student	ID. Once assigned, all	
			subseque	ent submissions for	
Current	Voc	VarChar	District (Tada of district in	00.0000
District of	165		which st	udent is currently	99-9999
Becord		(8)	enrolled	duent is currently	
Current	Voc	VarChar	Boquiros	format: a "hunu"	2020
School	res	varChar (10)	Required	ling" yoar of school	2020
Voor		(10)	vear for	evample "2020" for	
i cai			2019-20	2020 101 20	
	Field Name Race / Ethnicity	FieldRequiredNameNoRace / EthnicityNoEthnicity	Field NameRequired Pata TypeRace / EthnicityNoVarChar (4)Race / EthnicityNoVarChar (4)NoVarChar (4)VarChar (4)NDE Student IDNoVarChar (25)Current District of RecordYesVarChar 	Field NameRequired Pata TypeNotes/For Student IDNotes/For VarChar (25)Notes/For Pices/For Student Student Student Student Student Student Notes/For Pices/For SchoolNotes/For Notes/For Pices/For <b< th=""><th>Field NameRequiredData TypeNotes/Format DetailsRace / EthnicityNoVarChar (4)NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions. Valid Values:blankA American Indian or Alaska NativeASAsian or Pacific IslanderBL Black (Not Hispanic)Black (Not Hispanic)NDE Student IDNoVarChar (25)NDE Student IDNoVarChar (25)Current District of RecordYesVarChar (8)Current School YearYesVarChar (10)Current School YearYesVarChar (10)Current District of YearYesVarChar (10)Current School YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)</th></b<>	Field NameRequiredData TypeNotes/Format DetailsRace / EthnicityNoVarChar (4)NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions. Valid Values:blankA American Indian or Alaska NativeASAsian or Pacific IslanderBL Black (Not Hispanic)Black (Not Hispanic)NDE Student IDNoVarChar (25)NDE Student IDNoVarChar (25)Current District of RecordYesVarChar (8)Current School YearYesVarChar (10)Current School YearYesVarChar (10)Current District of YearYesVarChar (10)Current School YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)Current YearYesVarChar (10)

3.1.2 Editing an Existing File for Upload

If needing to edit an existing text file (.txt, .tab or .csv) from a previous school year's student ID update **DO NOT** "open" the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

When all data is complete in the file, the file will need to be saved again (**Save as**) as a .csv. Instructions for saving the file again can be found in the instructions in Appendix B. There is no specific naming convention for the file name.

4 APPENDIX B

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

In order to edit a .csv or .txt file, the file must first be **imported** into Excel. **Do Not OPEN** a CSV or TXT file by double clicking on the file. Once the corrections have been made, the file will need to be saved again as a CSV (Comma Delimited) (*.csv).

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

4.2 Using Microsoft Excel 2007, 2010 and 2013

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

- 1. Open a blank Excel spreadsheet.
- 2. Select the **Data** tab from the top on the screen.



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

0	39-	(- 13)	#) =			Book2 -	Microsof	t Excel
9	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins
Fro	m Access m Web m Text	From Other Sources *	Existing Connections	Refresh All *	onnections operties lit Links	$\begin{array}{c} A \downarrow \\ Z \downarrow \\ Z \downarrow \\ A \downarrow \\ A \downarrow \\ Sort \\ \end{array}$	Filter	K Clear Reapply Advanced
	Get	External Dat	a	Connect	tions		Sort & Filt	er
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1								
2								
3								
4								

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

V NSSRS Files		Search NSSRS Files	Q	
Drganize 🔻 New folder		# • []	0	
🕱 Microsoft Office Excel	99-9999_STUDENT_2	00907271031.CSV		
🔆 Favorites	E			
Recently Changed				
Marktop				
🗐 Libraries	-		Text Files (*.prn;*.txt;*	.cs
File <u>n</u> ame: 99-999	9_STUDENT_200907271031.CSV - T	ext Files (*.prn;*.txt;*.csv)	All Files (* *)	
	Tools	Import Cancel		

5. The Text Import Wizard will appear. The **Delimited** radial button is already selected. Click **Next**.

Text Import Wizard - Step 1 of 3	2	x
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:		
 Fixed width - Fields are aligned in columns with spaces between each field. 		
Start import at row: 1 🚔 File origin: 437 : OEM United States		-
Preview of file C:\Users\Aimee\Desktop\WSSRS Files\99-9999_STUDENT_200907271031.CSV.		
1 DISTRICT CODE.LOCATION CODE.SCHOOL YEAR DATE.STUDENT ID.SOCIAL SEC	URITY	
299-9999,001,2010-06-30,4948002518,,,,,,11,,,,1995-04-28,F,,,,,,,	,,,WH	
4		
<u></u>		-
		•
Cancel < Back Next >	Eini	ish

Check the Comma checkbox. Leave the Tab box selected. Click Next.
 NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.

Text Import Wizard - Step 2 of 3	2 S
This screen lets you set the delimiters your de below.	ata contains. You can see how your text is affected in the preview
Delemters Tab Semicolon Comma Space Other: Data greview	e delimiters as one
DISTRICT_CODE LOCATION_CODE SC 99-9999 001 21	CHOOL_YEAR_DATE STUDENT_ID SOCIAL_SECURITY_NUM
< []	Cancel < Back Next > Finish

7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.

nis screen lets you select each co Column data format	lumn and set the Data Format.			
General				
Text	'General' converts numeric val	lues to numbers,	date values to da	tes, and all
Date: MDY	remaining values to text.	Advanced	L	
Do not import column (skip)				
lata preview				
lata greview	General	General	General	
Nata preview Seneral Seneral DISTRICT_CODE LOCATION	CODE SCHOOL_YEAR_DATE	General STUDENT_ID	Ceneral SOCIAL_SECUR	RITY_NUR /
ata greview General General DISTRICT_CODE DOCATION_ 001	CODE SCHOOL YEAR DATE	General STUDENT_ID 4948002518	General SOCIAL_SECUR	LITY_NU
ata greview Seneral Seneral DISTRICT_CODE LOCATION 99-9399 DOI	CODE SCHOOL YEAR DATE 2010-06-30	General STUDENT_ID 4948002518	Seneral SOCIAL_SECUP	RITY_NUR
ata greview <u>Seneral</u> DISTRICT_CODE DODE DOD DOD DOD	CODE SCHOOL_YEAR_DATE 2010-06-30	Ceneral STUDENT_ID 4948002518	General SOCIAL_SECUP	NUTY_NUP
Aata greview <u>Eeneral Eeneral</u> DOISTRICT_CODE JOCATION 99-9999	General CODE SCHOOL_YEAR_DATE 2010-06-30	Ceneral STUDENT_ID 4948002518	Seneral Social_SECUR	RITY_NUR

Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.

oiumn data format ● <u>G</u> eneral ● <u>T</u> ext	'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Do not import column (skip)	Advanced
(aup)	
lata menjew	
lata preview	
lata preview General General	beneral Demaral
Data greview Reneral Ceneral SON_CODE HOME_SCHOOLED	Deneral Ceneral
bata greview Zeneral Ceneral SON_CODE HOME_SCHOOLED	Peneral Feneral INDICATOR FUNDING_DISTRICT_CODE CTE_INDICATOR

8. Change the data format to text by selecting the **Text** radial button. Click the **Finish** button. All columns should have the **Text** heading.

Text Text Text Text DISTRICT_CODE LOCATION_CODE SCHOOL_YEAR_DATE STUDENT_ID SOCIAL_SECURITY_NTH 99-9999 001 2010-06-30 4948002518 Image: Constraint of the security_NTH	© General © General © Text © Date: MDY © Do not import co	Iumn (skip)	'General' converts numeric va remaining values to text.	lues to numbers,	date values to dates, and all
5353335 DUI 2010-08-30 4346002316	Data <u>p</u> review				
	Data preview	Text LOCATION_C	Text ODE SCHOOL_YEAR_DATE	Text STUDENT_ID	Text SOCIAL_SECURITY_NU

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

Import Data	ବୃ	23
Where do you want to put the data?		
=\$A\$1		
New worksheet		
Properties OK	Са	ncel

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

Microsoft 2007: Click the "Office" button, then Options, then Formulas = R1C1 Reference Style Microsoft 2010 and 2013: Click the "File" Tab, then Options, then Formulas = R1C1 Reference Style





4.2.2 Saving Corrections

Once the file has been imported into Excel, the data can be reviewed for accuracy, corrections can be made or records can be deleted.

Follow the steps below to save the file as a **.csv** (comma separated value) when changes have been completed.

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



- 2. Within the Save As window choose the folder/location where the file will be saved.
- 3. Click on the dropdown arrow at the end of the Save As Type option and choose CSV (comma delimited).





 If the data in the Preview window is separated by commas (not displaying in columns) check the Comma checkbox. The Tab box does not need to be deselected. Click Next. NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.

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₫	Tab 🗌	Semico	lon 🗌	Comm	а тех	t qualifi	ier:	:
	Space 🗌	Other:						
			-					
ata	preview							
ata	preview							
ata	preview 18/89/2006	13:35:49	1111111111 Brober	1 MaGaver	delimiter=0X09 Steven		10/10/1998	a2 19783
ata TH ID	10/09/2006 001 001	13:35:49 19-0058 19-0058	1111111111 Brabec Paprocki	1 MaGyver Shelby	delimiter=0X09 Steven Margerite	M	10/10/1998 09/19/1998	02 19703 02 19703
ata TH ID ID ID	preview 10/09/2006 001 001 001	13:35:49 19-0058 19-0058 19-0058	1111111111 Brabec Paprocki DeLong Navotav	1 MaGyver Shelby Destiny	delimiter=0X09 Steven Mangerite Veronica Vichole	2 H H H	10/10/1998 09/19/1998 03/15/1998 09/22/1992	02 19703 02 19703 03 19703 03 19703

7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.

nis screen lets you select each Column data format	column and set the Data Format.	
<u>G</u> eneral <u>T</u> ext <u>Date:</u> MDY ▼	'General' converts numeric values to numbers, remaining values to text.	, date values to dates, and all
Do not import column (skip))	
Data greview General General		Feneral
Data greview <u>Eaneral</u> DISTRICT_CODE 99-9999 D01	N_CODE SCHOOL YEAR DATE STUDENT_ID 2010-06-30 4948002518	Social_Security_NU

Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.

8. Change the data format to text by selecting the **Text** radial button. All columns should have the **Text** heading. Click the **Finish** button then **Save**.

his se	creen lets y	en lets you select each column and				olumn	data	Column data format				
et the	e Data Form	at.	at.				-					
Gener	al' converts	ts numeric values to numbers,			rs.	Te:	kt					
ate v	values to dates, and all remaining values			es								
o text	ι.					O Da	te:	M	Y	•		
	A	dvance	ed)) Do	not i	mpo	ort col	umn	(Ski	p)
Data	preview	Text	Text	Text	Tex+		Text I	ext	Text		Text	Text
Data Tex Th	t Text 10/09/2006	ITexti 13:35:49	Text	Text 1	Text: delimite	~-0X09	Text 1	ext	Text	/1009	Text	Text
Data Tex TH ID ID	preview 10/09/2006 001 001	12:35:49 19-0058 19-0058	Text 11111111111 Brabec Paprocki	Text 1 MaGyver Shelby	delimite Steven Margerit	~0X09 e	Text T	ext	Text 18/18 09/19,	/1998 /1998	02 02	Text 197831 197834
Data Tex H ID ID ID	t preview 10/09/2006 001 001 001	1000 13:35:49 19-0058 19-0058 19-0058 19-0058	Text 1111111111 Brabec Paprocki DeLong Novotry	Text 1 MaGyver Shelby Destiny Alyssa	Taxia delimite Steven Margerit Veronica Nichole	~-0X09 e	Text I	ext	18/18, 09/19, 03/15, 09/22,	1998 1998 1998 1998	02 03 03	Text 19783 19783 19783
Data Tex H ID ID ID ID	t preview 10/09/2006 001 001 001 001 001	10x1 13:35:49 19-0058 19-0058 19-0058 19-0058 19-0058	Text 11111111111 Brabec Paprocki DeLong Novotny Paprocki	Text 1 MaGyver Shelby Destiny Alyssa Jakub	Toxt delimite Steven Margerit Veronica Nichole Michoel	~0X09 ₽	Text T F F	ext	Text 18/18, 09/19, 03/15, 09/22, 05/12,	/1998 /1998 /1997 /1998	02 03 03 03	Text 197831 197835 197835 197835 197836 197836
Data H D D D D D D D D D D D D D D D D D C	t preview 10/09/2006 001 001 001 001 001	13:35:49 19-0058 19-0058 19-0058 19-0058 19-0058 19-0058	Text 1111111111 Brabec Paprocki DeLong Novotny Paprocki	1 1 MaGyver Shelby Destiny Alyssa Jakub	Toxt delimite Steven Margerit Veronica Nichole Michole	r-0)(09 e	Text T	ext	10/10, 09/19, 03/15, 09/22, 05/12,	/1998 /1998 /1998 /1998	02 02 03 03 03	Text 197831 197833 197833 197833 197833

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

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

Select Tools > Options. In the General tab, check R1C1 reference style.

style Prompt for workbook properties k with sound ng applications in Open and New le list: 4 C Entries Inches C Web Options k: 3 C Verdana C Size: 10 C Select
k with sound ng applications in Open and New le list: 4 C Entries Inches C Meb Options k: 3 C Verdana C Select station: Select
ng applications in Open and New le list: 4 C Entries Inches C Meb Options k: 3 C Verdana C Select station: Select
le list: 4 C Entries Inches C Entries Web Options k: 3 C Verdana C Select Select
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sk: 3 3 Verdana 5 size: 10 5 Select Salect
Verdana 😯 size: 10 (Select
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y at startup
headings and cell references from A1 style to R1C1 style. In A1 ws are labeled numerically. In R1C1 style, both columns and rows