

## **Steps for Creating the ISBE SIS ACCESS Score File (2017 and After)**

### **1. Authorized user must request the ACCESS Score.csv file from IWAS/SIS/Request File screen.**

- a) Authorized user must login to IWAS
- b) Access SIS from System Listing
- c) Click Request File link within SIS
- d) Select the ACCESS Score option from the drop down. Press the Request File for ACCESS Score button to submit your request for your school/district's file.

### **2. Download the ACCESS Score Template, Tips Sheet, and Steps for Creating the ACCESS Score File.**

- a) Located on the SIS Website – <https://www.isbe.net/Pages/Student-Information-System.aspx>
- b) In the Resources box (Left side of page) →click on SIS Excel Templates
- c) Save the files to a local computer or server
  - a. Save the template to your computer/server before opening it in Excel. (For example, right Click and perform 'Save As' or 'Save Target As'.)
  - b. Save the word documents (Tip Sheet and Steps) to your computer before opening it in Word.
- d) Excel Template is named →ACCESS Score Template
- e) Excel Tips is named →Tips for Completing ISBE SIS ACCESS Score Template
- f) Steps document is named →Steps for Creating the ACCESS Score File.

### **3. Copying Data into the Excel Template**

- a) Open the spreadsheet or document that contains the data you wish to copy.
- b) Highlight the cells that you wish to copy into the Excel Template. (For example, highlight A2 to AP2 to A150 to AP150.)
- c) Select Edit →Copy
- d) Open the Excel Template (Keep both the source data spreadsheet and the template open)
- e) Click on the cell that you wish to paste the data (Example A3)
- f) Select Edit →Paste Special
- g) When the pop-up box opens Select Values and click Ok.

### **4. Saving the Excel Template**

- a) Once the file has been pasted into the Excel Template, it must be saved in "Excel Workbook" format.
- b) On the File menu click File →Save As.
- c) Type Filename and Choose "Excel Workbook Format" as the file type.
- d) This file is for School Districts use only. The file does not need to be saved in .CSV format and uploaded.