

Steps for Creating the ISBE SIS Summative Designation Roster File

1. **Authorized user must request the Summative Designation Roster .csv file from IWAS/SIS/Request File screen.**
 - a. Authorized user must login to IWAS
 - b. Access SIS from System Listing
 - c. Expand Batch Files from the left hand menu within SIS
 - d. Click Request File link within SIS
 - e. Select the Summative Roster option from the drop down. Press the *Request File* button to submit your request for your school/district's file.

2. **Download the Summative Designation Roster Template, Tips Sheet, and Steps for Creating the IAR Score File.**
 - a. Located on the SIS Website – www.isbe.net/sis
 - b. In the Resources box (Right side of page) → click on Excel Templates
 - c. Save the files to a local computer or server
 - i) Save the template to your computer/server before opening it in Excel. (For example, right Click and perform 'Save As' or 'Save Target As'.)
 - ii) Save the word documents (Tip Sheet and Steps) to your computer before opening it in Word.
 - d. Excel Template is named → IAR Score Template
 - e. Excel Tips is named → Tips for Completing ISBE SIS IAR Score Template
 - f. Steps document is named → Steps for Creating the IAR 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 U2 to A150 to U150.)
 - 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.