

Steps for Pasting the ACT with Writing Score File into the Excel Template

1. **Request the Assessment ACT/PreACT Score.csv file from the SIS Request File screen.**
 - a. Authorized user must login to IWAS.
 - b. Access the **Student Information System (SIS)** from the System Listing.
 - c. Click **Batch File Processing >> Request File** in the left navigation menu in SIS.
 - d. Select the **Assessment ACT/PreACT Score** option in the **Request Files** drop-down list.
 - e. Select the **ACT with Writing Only** option.
 - f. Click the **Request File** button to submit your request for your school/district's file.

2. **Download the Assessment ACT with Writing Score Template from the SIS website.**
 - a. Locate the template by first accessing the [ISBE SIS website](#).
 - b. In the **Other Resources** box → click on **SIS Excel Templates**.
 - c. In the **Assessment** section → navigate to the **ACT with Writing Score** files.
 - d. Save the **Windows User Template** or **Mac User Template** as applicable, to your computer/server before opening it in Excel. (For example, right click and perform **Save As** or **Save Target As**.)

3. **Open the Downloaded ACT with Writing Score File from the SIS Batch Transfers screen.**
 - a. Click **Batch File Processing >> Batch Transfers** in the left navigation menu in SIS.
 - b. Click the **Download** link in the Action column for the **Request File ACT with Writing Score** file in the **Transmitted Batch Files** table.
 - c. Open the downloaded file.

4. **Copy the data into the Excel Template.**
 - a. In the downloaded file, highlight the data cells that you wish to copy into the Excel Template. (For example, highlight all the data cells beginning in cell A2 and as far over to the right and down to include all the data.)
 - b. Right click in the highlighted cells and click **Copy**.
 - c. Open the Excel Template downloaded in Step 2. (Keep both the source data file and the template open.)
 - d. Right click in cell A5 of the template and click **Paste Special**.
 - e. When the Paste Special pop-up box opens, select **Values** in the **Paste** section and then click the **OK** button.

5. **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 the filename and choose **Excel Workbook** 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.