Steps for Pasting SAT/PSAT Score File into Template

1. **Authorized user must request the Assessment SAT/PSAT Score.csv file from IWAS/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 SAT/PSAT Score" option in the 'Request Files' drop-down list.
   e. Click the 'Request File' button to submit your request for your school/district's file.

2. **Download the Assessment SAT/PSAT Score Template.**
   a. Located on the SIS website – https://www.isbe.net/Pages/Student-Information-System.aspx
   b. In the 'Other Resources' box → click on "SIS Excel Templates".
   c. In the 'Assessment' section → navigate to the 'PSAT/SAT Score' files near the bottom.
   d. Save the 'Windows 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. **Copying Data into the Excel Template**

   a. Open the spreadsheet 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 DI2 to A150 to DI150.)
      i) **Note**: There will be several columns without data because the data is no longer reported, per College Board.
   c. Right-click in the highlighted cells and click 'Copy'.
   d. Open the Excel Template downloaded in step 2 (Keep both the source data spreadsheet and the template open).
   e. Click on the cell that you wish to paste the data (Example A5).
   f. Right-click in the cell and click 'Paste Special'.
   g. When the Paste Special pop-up box opens, select 'Values' in the Paste section and then click the 'OK' button.

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 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.