

Tips for Completing ISBE SIS SAT/PSAT Score Template

Always work in the Excel SAT/PSAT Score Template

Do not make any changes to information in the CSV format as the formatting will be lost and errors may result.

The SAT/PSAT Score Template is for school Districts use only. This file will not be uploaded back to ISBE.

➤ **Copying Data into the Excel Template**

- Open the spreadsheet or document that contains the data you wish to copy.
- Highlight the cells that you wish to copy into the Excel Template. (For example, highlight A2 to DD2 to A150 to DD150.)
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)
- Click on the cell that you wish to paste the data (Example A3)
- Select Edit → Paste Special
- When the pop-up box opens Select *Values* and click *Ok*.

➤ **Saving the Excel Template**

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