Directions for Importing the PSAE Data File into Excel (PC)

1. Insert the Data CD. Close the window if your computer opens one automatically.

2. Open a blank Excel worksheet.

3. Select "Data" from the top menu and "Import External Data" and "Import Data"

4. Locate the data file on the CD drive. Use the drop down menu at the top of the window. Change "Files of type:" to "All files" so the data file will appear. The name of the data file is your school's 15-digit RCDTS code.

5. Select the file and click "Open"

6. A Text Import Wizard should appear. Do the following:

- Select "Delimited" and Next>
- Check "Comma" ("Tab" should be checked) and Next>
- The first column should be highlighted in black. Scroll all the way to the right by moving the cursor at the bottom of the window. While holding the shift key, click on the right most column heading to highlight all the columns in the "Data Preview" window. Change the "Column data format" to "Text"
- Click "Finish"
- Click "OK"

7. Save the Excel file locally.

Your PSAE data should flow into the Excel worksheet, along with column headers. The Student Data File Layout is also provided as a separate .pdf document on the CD.

If you are still having difficulty accessing the PSAE data, please call Pearson at 1-888-705-9413 x3.

Directions for Importing the PSAE Data File into Excel (Mac)

1. Insert the Data CD. Close the window if your computer opens one automatically.

2. Open a blank Excel worksheet.

3. Select "Data" from the top menu and "Get External Data" and "Import Text File"

4. Locate the data file on the CD drive. Use the drop down menu at the top of the window. Change "Enable:" to "All Documents" so the data file will appear. The name of the data file is your school's 15-digit RCDTS code.

5. Select the file and click "Get Data"

6. A Text Import Wizard should appear. Do the following:

- Select "Delimited" and Next>
- Check "Comma" ("Tab" should be checked) and Next>
- The first column should be highlighted in black. Scroll all the way to the right by moving the cursor at the bottom of the window. While holding the shift key, click on the right most column heading to highlight all the columns in the "Data Preview" window. Change the "Column data format" to "Text"
- Click "Finish"
- Click "OK"

7. Save the Excel file locally.

Your PSAE data should flow into the Excel worksheet, along with column headers. The Student Data File Layout is also provided as a separate .pdf document on the CD.

If you are still having difficulty accessing the PSAE data, please call Pearson at 1-888-705-9413 x3.