

## Steps for Creating the ISBE SIS Assessment Score File

- 1. Authorized user must request the Assessment Score.csv file from IWAS/SIS/Request File screen.**
  - a. Authorized user must login to IWAS
  - b. Access SIS from System Listing
  - c. Click Request File link within SIS
  - d. Select the Assessment Score option from the drop down and select one of the three options – Grades 3 – 8, Grade 11 or all (includes grades 3-8 and 11). Press the *Request for Assessment Correction* button to submit your request for your school/district's file.
  
- 2. Download the Assessment Score Template, Tips Sheet, and Steps for Creating the Assessment Score File.**
  - a. Located on the SIS Website – <https://www.isbe.net/Pages/Student-Information-System.aspx>
  - b. In the Resources box (Left 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 → Assessment Score Template
  - e. Excel Tips is named → Tips for Completing ISBE SIS Assessment Score Template
  - f. Steps document is named → Steps for Creating the Assessment 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 CP2 to A150 to CP150.)
  - 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.