Tips for Completing ISBE SIS Assessment Score Template

Always work in the Excel Assessment Score Template

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

The Assessment Score Template is for school Districts use only. This file will <u>not</u> 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 CP2 to A150 to CP150.)
  - 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.