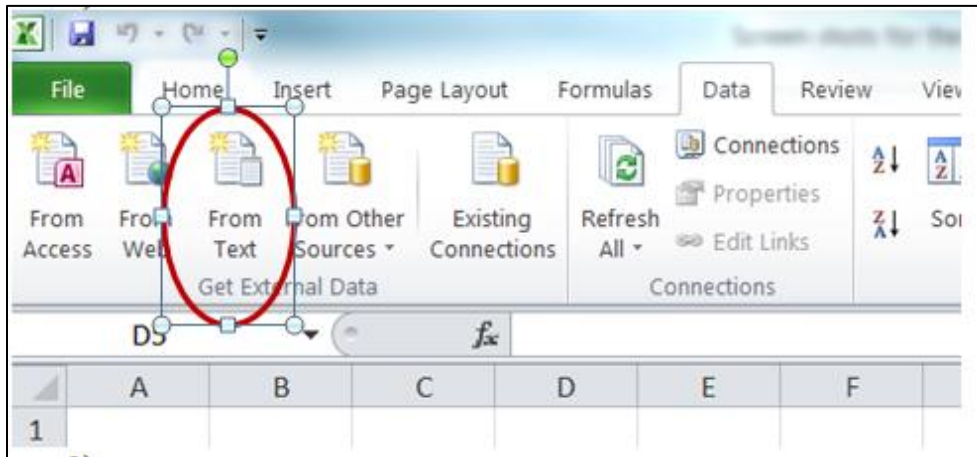


Opening SR/PNP files in Excel

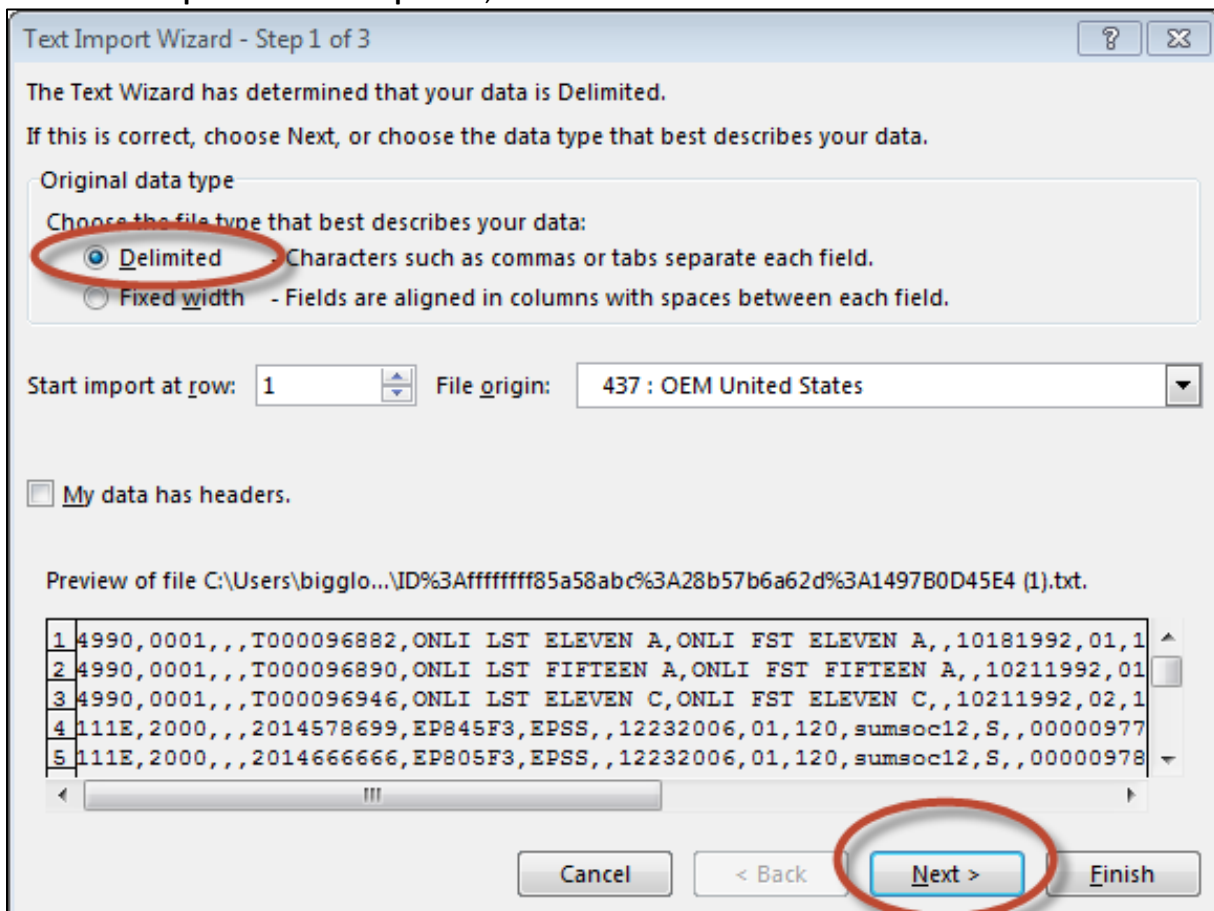
After requesting a Student Registration Export file from PearsonAccess^{next}, the file that is available for download should not be opened by double-clicking the file name. Instead, the following steps should be taken so as to not inadvertently change the format of the data that appears in each column.

To import a Student Registration Export file (SR/PNP) into Excel,

- 1) Open Excel.
- 2) Select the **Data** tab and then select **From Text**.

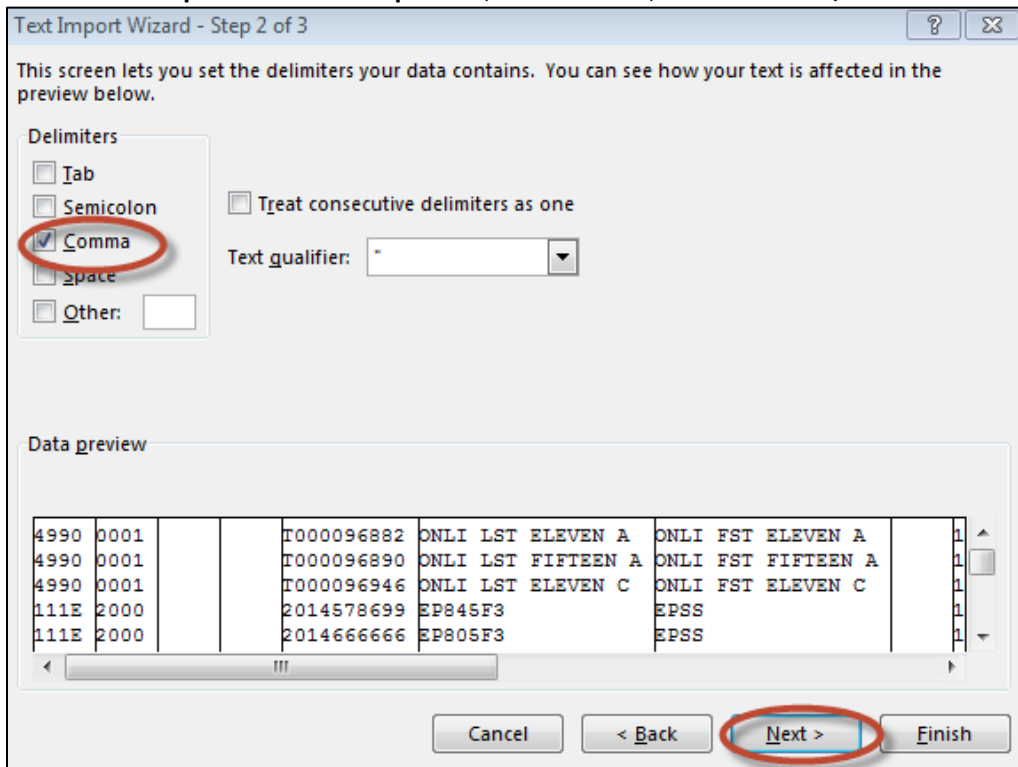


- 3) On the **Text Import Wizard – Step 1 of 3**, select **Delimited** and then the **Next** button.



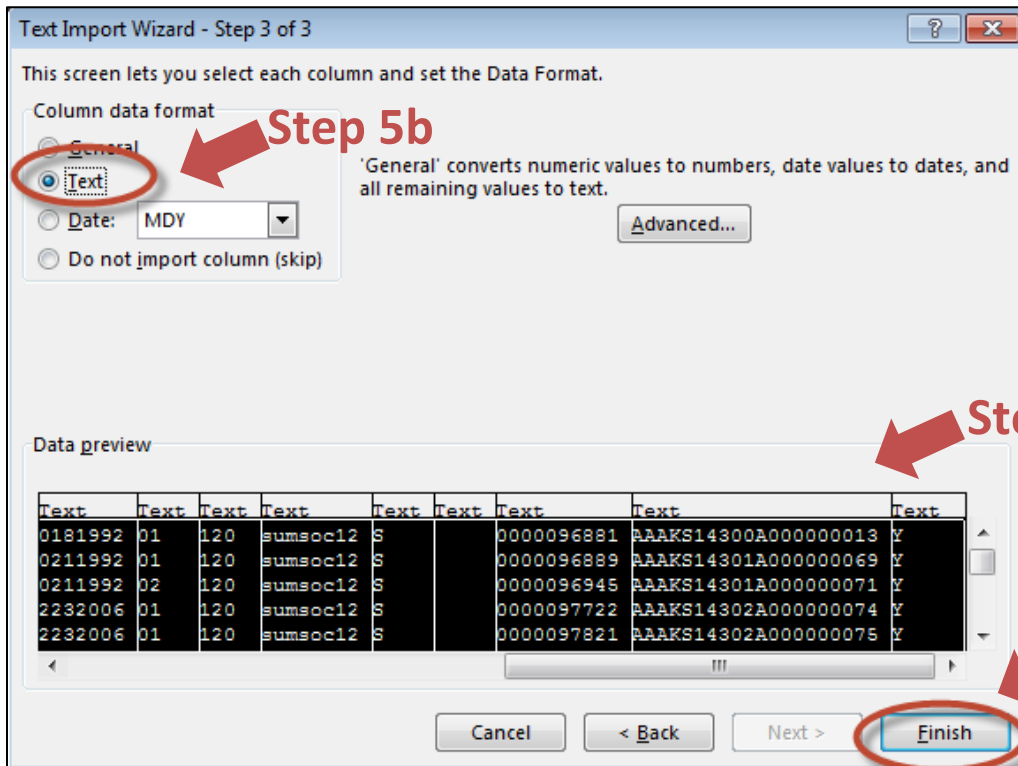
Opening SR/PNP files in Excel

- 4) On the **Text Import Wizard – Step 2 of 3**, deselect **Tab**, select **Comma**, and then the **Next** button.



- 5) On **Text Import Wizard – Step 3 of 3**,

- Highlight all the fields in the file. (Click on the first column, hold down the “Shift” key on the keyboard, drag the horizontal scroll bar to the far right, and click on the last column to highlight all fields at once.)
- Once all fields are highlighted, release the “Shift” key on the keyboard and select **Text** in the **Column data format** box.
- Select the **Finish** button.



Opening SR/PNP files in Excel

6) Update Student Registration data and indicate Personal Needs Profile data (i.e., accessibility features and accommodations), as needed. The valid values for each field in the SR/PNP files are included in the following file layout documents:

- Spring 2016 Colorado-adapted PARCC SR/PNP File Layout
http://www.cde.state.co.us/assessment/sr_pnp_parcc
- Spring 2016 CMAS: Science and Social Studies SR/PNP File Layout
http://www.cde.state.co.us/assessment/cmas_s_ss_sr_pnp
- Spring 2016 CoAlt: Science and Social Studies SR/PNP File Layout
http://www.cde.state.co.us/assessment/coalt_sr_pnp_2016

While some valid values for various fields are the same across administrations, there are some fields that have different valid values, so the file layouts must be used for any updates.

7) Save the file in .csv format. **NOTE:** It is important that *if* the newly saved file is reopened, Steps 1 through 6 must be followed otherwise the data will be reformatted and will not import into PearsonAccess^{next} correctly.

8) The updated SR/PNP file can now be imported into the appropriate administration in PearsonAccess^{next}.

- Spring 2016 PARCC

Colorado > 2015 - 2016 > 2016 Spring PARCC ▾

- CO CMAS: Science and Social Studies Spring 2016

Colorado > 2015 - 2016 > CO CMAS: Science and Social Studies Spring 2016 ▾

- CO CoAlt: Science and Social Studies Spring 2016

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

9) If additional updates are required after importing the file:

- Use the recently updated Excel file to resolve any errors that were identified by PearsonAccess^{next}. Once the changes are made, resave that file as a .csv for import.
- Request a new Student Registration Export (SR/PNP export) to update SR/PNP information after any changes have been to student registrations and personal needs profiles through the PearsonAccess^{next} User Interface or after any new students have been registered. Steps 1 through 6 should be followed to open the newly exported file.