

TEA is extending the deadline for the Final Fall Semester Grade Import to next **Friday, March 11, 2011**.

In addition, we would like to provide some additional tips based on ACE Help Desk questions submitted. If you are unsuccessful at importing grades, please try the following:

- 1) Carefully review data entered into the CSV (comma separated value) file. 98% of the errors that TEA is assisting with are resulting from grade coding errors. A helpful solution in finding any grade coding errors is to use Excel's Filter function.
 - Filter works by displaying a dropdown menu (accessed by clicking on the down arrow) at the top of each column of the spreadsheet.
 - Using Filter, is an easy way to see values included in the various grade columns. For example, if you have grade codes ranging from 18-30 you can more easily identify codes outside that range using the Filter function.
 - When you click the dropdown, a list of the unique values included in that column are displayed with checkboxes to the left of the values. Unchecking a checkbox next to one of the values and clicking the OK button will remove from display (i.e., collapse that row) any rows where this column contains the unchecked value. So, a good process would be to uncheck all of the valid codes and only the errors will remain displayed. Correct those errors and then go back and click the dropdown menu and click "Clear Filter" to see all of the data once again. Then save the file.
 - Filter is an option on the Data menu/tab.

- 2) Re-Saving the CSV file:
 - If you have an unsuccessful import and need to reopen your file to correct data, you must reformat for import. The formatting is not saved when you re-open as a CSV.
 - When you complete the corrections, please remember to save the file as a CSV file and click OK. Then close Excel and click No when it asks you to save the file again.

- 3) Social Security Numbers beginning with Zero:
 - To upload SSNs which begin with a zero, the format of the cell must be "text". You can also select the entire SSN column and Format Cells as Text before saving the CSV file. But, be sure that you correct the SSN and add the leading zero before you save. Then follow instructions above for resaving a CSV file.

- 4) Border Around Data
 - Please make sure you select the entire dataset that requires the border. This will be cells A1 through AL### (AL is the comment column and the ### will be determined by the number of student records, so if you have 150 students, it will be cell AL151).

Also, for those of you that were unable to attend the webinar on the new Grade Import process, please [Click Here](#) to view.