Excel for Data Submissions Contacts (Part 1)

Data Submissions

Recorded July 2021





Excel Skills

- 1. Importing .csv file into Excel
- 2. Freezing the Top Row
- 3. Sorting: By Error or by Person
- 4. Filtering: Narrowing down your data
- 5. Wrapping Text: Viewing all information within a cell



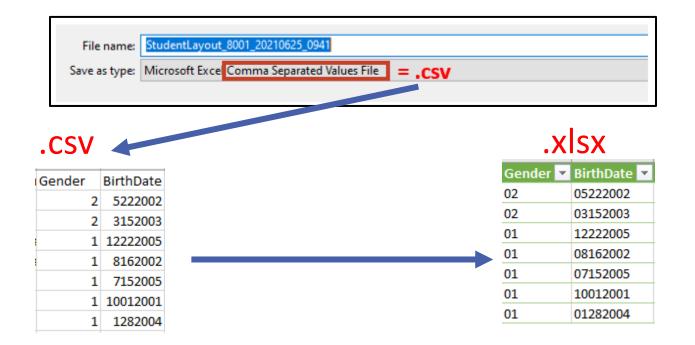
Skill 1: Importing a .csv file into Excel





1. Importing .csv into Excel

- DO NOT open the .csv file directly—it will strip the leading zeroes
- Instead, import the .csv file into Excel to review data before submitting







CSV to XLSX Demonstration

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Excel	Good afternoon	
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New	Blank workbook Nutrition tracker Recipe nutrition calculator Periodic table US college decision helper US relocation helper Planets and comets	Stars and constellations Baby name finder
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	Name Date modified	
	1234_TestSchool_SSAFile_06112021 11m ago J: = Submissions = SPED Discipline = SY 20-21 = Summary Reports = School Folders = TestSchool 11m ago	
	5147_LHS_2021_SREDDisciplineSummary_06112021 - No Incidents If If	
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	EOY0079_ACADC_Participation_6022021Edits 1h ago 1: = Submissions = SPED EOY = SY 2020-21 = Files to Run = ASCENT DC 1h ago	
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	CLA_CSI_EDIS_request_EDID_06_11_2021_J_P-RESULTS k = Submissions = EDID Requests = 2021-2022 = CLAVP 3h ago	
	Edid Results (98) Downloads 3h ago	
	CLA_CSI_EDIS_request_EDID_06_11_2021_J_P 3h ago	
Account Feedback	CSI_DisciplineActionCombined_06112021 J: ~ Submissions ~ SPED Discipline ~ SY 20-21 ~ Files to Run ~ 1. Combined File 3h ago	
Options	3393_GVCA_SPED_Disc_06102021 J: > Submissions > SPED Discipline > SY 20-21 > Files to Run > Golden View 3h ago	



IMPORTED CORRECTLY

GENDER	BIRTH_DATE
02	04131999
02	03242002
02	07232007
1	1

Has leading zeroes! 🙂

IMPORTED INCORRECTLY

GENDER	BIRTH_C
2	4131999
2	3242002
2	7232007
1	1

Doesn't have leading zeroes! ☺





Skill 2: Freezing the Top Row





Freezing the Top Row

This skill will help you to scroll through and review multiple rows of data while still being able to see the top row that has each of the field names.

Instructions

- 1. Go to the View tab
- 2. Select the Freeze Panes command
- 3. Choose "Freeze Top Row"

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Show	Zoom	Unfreeze Panes V Unlock all rows and columns to scroll through the entire worksheet. V
	3	B Freeze Top <u>R</u> ow Keep the top row visible while scrolling through the rest of the worksheet.
H I J	K L	Freeze First Column Keep the first column visible while scrolling through the rest of the worksheet.

Demonstration

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5 8001 E SP425	Exit date can only 2566967971 Lucy	Allan	1 1E+07	8232020	C 30	2 823202	0 13	0	4	0	20	0	0 80	8172017	1	0	(0 0	0	0	0	0
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	There is not a ma 1032736209 Kamm	yn Allan	1 1.1E+07	8242020	90	2	0 0	0	4	0	20	0	0 80	0	1	0	(0 0	0	0	0	0
8001 E SP382	There is not a mi 9863291641 Reese	Alsop	1 5072010	8232020	50	2 823202	13	0	4	0	70	0	0 80	0	1	0	(0 0	0	0	0	0
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	There is not a ma 7036053470 Micha		2 9262006		90	-	0 0	0	4	0		-	0 80		-	-			0	-	-	-
	There is not a mi 6955914310 Masor		2 3312005		100		0 0	0	4	0		0	0 80	8012010			Č	0 0	0		-	
	Exit date can only 3836787293 Janel		1 3272010		50	2	0 0	0	4	0		0	0 80	0		0	C	0 0	0	0	0	0
	There is not a ma 3669142509 Haley		1 1E+07		60	2	0 0	0	4	0		0	0 80	0	1	0	(0 0	0	0	0	0
8001 E SP382	There is not a ma 1761698379 Alaina	Arnold	1 7202004	8242020	110	2	0 0	0	4	0	20	0	0 80	0	1	0	(0 0	0	0	0	0
8001 E SP382	There is not a ma 1623648100 Owen	Arnold	2 7122013	8242020	10	2	0 0	0	4	0	20	0	0 80	8162018	1	0	(0 0	0	0	0	0
	There is not a ma 1048471851 Kellen		2 4232014	8242020	10		0 0	0	4	0		•	0 80		1	-	C		0			
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	There is not a ma 6029176576 Hayle		1 3092006	8242020	90		0 0	0	4	0			0 80		1	0	(0			
	There is not a ma 5629451484 Adam		2 7152015		7		0 0	0	4	0			0 80		1		(0			
	There is not a ma 4862064897 Johan				90		0 0		4	0		-	0 80		1	-	0		0		-	-
	There is not a ma 4789872222 Josiah		2 4142009		60	2 908202			4	0		-	0 80		1		C		0			
	Exit date can only 4436982498 Mercu		1 1242009		50		0 0		4	0			0 80	0			C		0			
	District Code of P 2711513370 Ryan		2 3302009	8242020	60		0 0		4	0			0 80				0		0			
	There is not a ma 1031535062 Rylie		1 3102004	8242020	110		0 0		4	0		-	0 80		-		0		0			
	There is not a ma 669811464 James		2 5252005		100	100	0 0	0	4	0		-	0 80	0			0		0			
8001 E SP382	There is not a ma 178993116 Zacha	ary Avery	2 4132013	8242020	20	15	0 0	0	4	0	20	0	0 80	8012018	1	0	(0 0	0	0	0	0
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Skill 3: Sorting



Sorting

This skill will help you to organize large amounts of data based on a particular column.

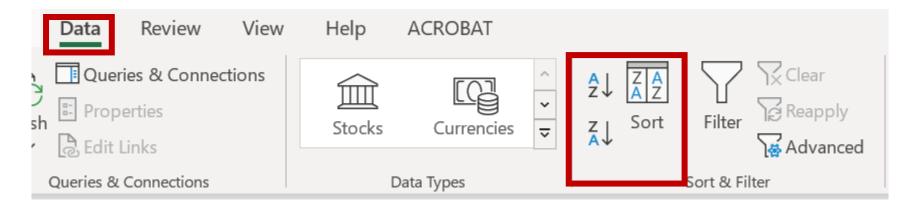
Examples:

- Sorting an error report by SASID/EDID to identify all errors associated with a student/staff
- Sorting an error report by Error type to identify all students/staff with the same error.



Instructions

- 1. Select a cell in the column you want to sort.
- 2. On the **Data** tab, in the **Sort & Filter** group, select how you want to sort (A to Z; Z to A)







Demonstration

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001 E SP382 There is not a m: 4192056		1 1102005	8242020	100	2 0		0 4	0 470	0	0 80 801.	0 1	0	0		0 0	0
001 E SP430 District Code of P 2463381		1 5092008	8312020	70	13 0		0 4	0 70	0	0 80 801		0	0	100	0 0	0
001 E SP382 There is not a mi 1854813		1 4192010	8242020	50	2 0	0	0 4	0 20	0	0 80	0 1	0	0		0 0	0
001 E SP382 There is not a ma 754575		1 1.2E+07	8242020	120	2 0	0	0 4	0 70	0	0 80 8012		0	0		0 0	0
001 E SP382 There is not a ma 517473		2 1E+07	8242020	110	2 0	0	0 4	0 20	0	0 80	0 1	ő	0		0 0	0
001 E SP382 There is not a ma 9633370		1 8292011	8242020	40	2 0	0	0 4	0 20	0	0 80 8013	2016 1	0	0	0	0 0	0
001 E SP382 There is not a ma 7046344		2 1.2E+07	8242020	100	2 0	0	0 4	0 20	0	0 80 801		0	0	0	0 0	0
001 E SP382 There is not a ma 3882155		1 6192015	8242020	7	13 0	0	0 4	0 20	0	0 80 820		0	0	0	0 0	0
001 E SP382 There is not a ma 3583211		1 2042005	8242020	100	2 0	0	0 4	0 20	0	0 80 801		0	0	0	0 0	0
001 E SP382 There is not a ma 3495656	005 Abby Allan	1 5282009	8232020	60	2 8232020	13	0 4	0 40	0	0 80	0 1	0	0	0	0 0	0
001 E SP382 There is not a ma 3276609	95 Bridget Allan	1 8062002	8242020	120	2 0	0	0 4	0 20	0	0 80 8183	2011 1	0	0	0	0 0	0
001 E SP425 Exit date can only 2566967		1 1E+07	8232020	30	2 8232020	13	0 4	0 20	0	0 80 817		0	0	0	0 0	0
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01 E SP382 There is not a mi 1032736	209 Kamryn Allan	1 1.1E+07	8242020	90	2 0	0	0 4	0 20	0	0 80	0 1	0	0	0	0 0	0
01 E SP382 There is not a ma 9863291		1 5072010	8232020	50	2 8232020	13	0 4	0 70	0	0 80	0 1	0	0		0 0	0
01 E SP382 There is not a mi 9826082	62 Shandon Alsop	2 9142014	8242020	10	2 0	0	0 4	0 20	0	0 80 815	2019 1	0	0	0	0 0	0
001 E SP382 There is not a ma 7439142	009 Miranda Alsop	1 9262002	8242020	120	2 0	0	0 4	0 20	0	0 80	0 1	0	0	0	0 0	0
001 E SP382 There is not a ma 6826310		1 9282002	8242020	120	2 0	~	0 4	0 3090	0	0 80 8183		0	0		0 0	0
001 E SP382 There is not a mt 7739794		2 1.2E+07	8242020	90	13 0	0	0 4	0 20	0	0 80 801		0	0		0 0	0
001 E SP382 There is not a ma 7083033		1 1.2E+07	8242020	30	2 0	0	0 4	0 480	0	0 80 817		0	0		0 0	0
001 E SP425 Exit date can only 6493923		1 3172015	8242020	7	6 0		0 4	0 20	0	0 80 8243	2020 1	0	0		0 0	0
001 E SP382 There is not a ma 5464717		2 4262009	8242020	60	2 0		0 4	0 20	0	0 80	0 1	0	0		0 0	0
001 E SP382 There is not a mt 3587284		1 5182015	8242020	7	1 0		0 4	0 40	0	0 80 8203		0	0		0 0	0
001 E SP382 There is not a ma 2716742		1 5212003	8242020	120	2 0	0	0 4	0 20	0	0 80	0 1	0	0	122	0 0	0
001 E SP425 Exit date can only 1069905		2 1E+07	8242020	120	2 0		0 4	0 20	0	0 80 801		0	0		0 0	0
001 E SP382 There is not a ma 845645		1 1.2E+07	8242020	50	2 0	0	0 4	0 20	0	0 80 8013		0	0		0 0	0
001 E SP425 Exit date can only 9561764		1 1.2E+07	8242020	90	2 0	0	0 4	0 470	0	0 80	0 1	0	0		0 0	0
001 E SP448 CDE cannot calcu 8733246		2 3132015	8242020	7	1 0		0 4	0 20	0	0 80 820		0	0		0 0	0
001 E SP382 There is not a mi 8705493		2 1.1E+07	8242020	90	15 0	-	0 4	0 20	0	0 80 801		0	0		0 0	0
001 E SP425 Exit date can only 7881703 001 E SP382 There is not a ma 7322154		1 9152005	8242020	100	2 0		0 4	0 20	0		0 1	0	0		0 0	0
001 E SP382 There is not a mc 7322154 001 E SP382 There is not a mc 7036053		1 9222006 2 9262006	8242020 8242020	90 90	2 0	0	0 4	0 20	0	0 80	0 1	0	0	-	0 0	0
001 E SP382 There is not a mi 6955914		2 3312005	8242020	100	2 0	0	0 4	0 20	0	0 80 8012		0	0		0 0	0
001 E SP425 Exit date can only 3836787		1 3272010	8242020	50	2 0	0	0 4	0 20	0	0 80 801.	0 1	0	0		0 0	0
001 E SP382 There is not a mi 3669142		1 1E+07	8242020	60	2 0	~	0 4	0 20	0	0 80	0 1	0	0		0 0	0
001 E SP382 There is not a mc 1761698		1 7202004	8242020	110	2 0		0 4	0 20	0	0 80	0 1	0	0		0 0	0
001 E SP382 There is not a mi 1623648		2 7122013	8242020	10	2 0		0 4	0 20	0	0 80 8163		0	0		0 0	0
101 E SP382 There is not a mi 1048471		2 4232014	8242020	10	2 0	0	0 4	0 20	0	0 80 815		0	0		0 0	0
01 E SP382 There is not a ma 9102951		1 1222008	8242020	70	11 0		0 4	0 20	0	0 80 8012		0	0		0 0	0
01 E SP382 There is not a ma 6029176		1 3092006	8242020	90	15 0	0	0 4	0 20	0	0 80 801		0	0	15	0 0	0
01 E SP382 There is not a ma 5629451		2 7152015	8242020	7	1 0	0	0 4	0 20	0	0 80 820		0	0		0 0	0
01 E SP382 There is not a mi 4862064		1 4032006	8242020	90	15 0	0	0 4	0 20	0	0 80 801		0	0	0	0 0	0
01 E SP382 There is not a ma 4789872		2 4142009	8242020	60	2 9082020	13	0 4	0 70	0	0 80 801		0	0	0	0 0	0
01 E SP425 Exit date can only 4436982		1 1242009	8242020	50	2 0		0 4	0 1420	0	0 80	0 1	0	0	0	0 0	0
01 E SP430 District Code of P 2711513		2 3302009	8242020	60	2 0	0	0 4	0 20	0	0 80	0 1	0	0	0	0 0	0
001 E SP382 There is not a ma 1031535		1 3102004	8242020	110	2 0	0	0 4	0 20	0	0 80	0 1	0	0	0	0 0	0
001 E SP382 There is not a ma 669811	64 James Avery	2 5252005	8242020	100	2 0	0	0 4	0 20	0	0 80	0 1	0	0	0	0 0	0
01 E SP382 There is not a ma 178993	16 Zachary Avery	2 4132013	8242020	20	15 0	0	0 4	0 20	0	0 80 8013	018 1	0	0	0	0 0	0



Skill 4: Filtering



Filtering

This skill will help you to temporarily hide some of the data in a table, so you can focus on the data you want to see.

Examples:

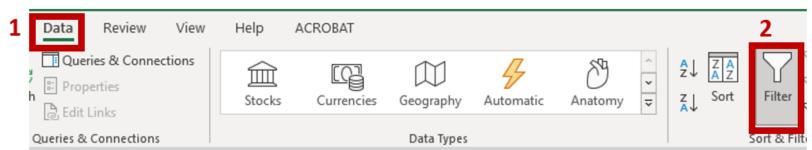
- Filtering an error report by SASID/EDID so you only see errors associated with a student/staff
- Filtering an error report by Error type so you only see students/staff with the same error.





Instructions

- 1. Select any cell within the range.
- 2. Select **Data** > **Filter**.



3. Select the column header arrow 🖃

SASID SCHO STUDER STUDER GENDER BIRTH FENTRY GRADE FENTRY EXIT D. EXIT T



Demonstration

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1 E 999999 T	The SASID is invi 7577101623 Peyton	Langdon	1 9062012	9142020	30 1	3 9172020) 15	0	4	0 70	0	0	80 8012017		1 0	0	0	0	0	0
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1 E SP125 P	Public School Fin: 1731162258 Jagsynne I	McGrath	1 6272005	8242020	100	2 (0 0	0	4	0 20	0	0	80 0		1 0	0	0	0	0	0
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1 E SP23 G	Grade Level does 3232318934 Logan	Brown	2 6302009	8242020	60	2 (0 0	0	4	0 20	0	0	80 0		1 0	0	0	0	0	0
		Graham	1 1312011	8242020	40	(0 0	0	4	0 70	0	0	80 0		1 0	0	0	0	0	0
		Terry	1 9222007	8242020	70	2 512202	L 90	2	4	0 20	0	0	80 0		1 0	0	0	0	0	0
		Blake	1 8272007	8242020		2 (0	4	0 20	0	0	80 0		1 0	ů	0	0	0	0
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1 E SP303 S	Student retention 9290322727 Alexande I	Lewis	2 1E+07	9082020	30 1	3 5202021	L 11	0	4	0 20	0	0	80 8012017		1 0	0	0	0	0	0
1 E SP317 C	Only Districts witl 5676603278 Kimberly I	Robertso	1 6152005	8242020	100	2 (0 0	0	4	0 70	0	0	80 8012010		1 0	0	0	0	0	0
1 E SP373 S	Student may only 2419901028 Kurtis	Walsh	2 1.2E+07	8242020	50	2 5262023	ι Ο	0	4	0 20	0	0	80 0		1 0	0	0	0	0	0
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the second se		Andersor	1 5212003	8242020		2 (0 0	0	4	0 20	0	0	80 0		1 0	0	0	0	0	0
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Skill 5: Wrapping Text



Wrapping Text

This skill will help allow you to read Error and Warning messages in full within a cell view.





Instructions

- 1. Select a cell or a column of cells you wish to review.
- 2. On the **Home** tab click Wrap Text

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Demonstration

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01 E SP317 Only Dist	icts with 567660327	8 Kimberly	Robertso	D 1	6152005	8242020	100	2		0 0	0) 4	0	70	0 0	80	8012010	1	0	0	0	0	0
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	not a mate 51747351				1E+07	8242020	110	2		0 0			0	20	0 0	80	0	î	0	0	0		0
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1 E SP382 There is	not a mate 743914200	9 Miranda	Alsop	1	9262002	8242020	120	2		0 0	0) 4	0	20	0 0	80	0	1	0	0	0	0	0
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Thank you!

For questions contact the CSI Submissions Inbox at: <u>submissions csi@csi.state.co.us</u>



