Updating a Student's Current Grade in a CSV File (Using Excel)

If you already have students in an Enrollment CSV file, you can update their current grade level using these instructions.

To update the current grade in a CSV file (based on the Current Enrollment data extract from the previous year), perform the following steps.

1. Open a copy of your Enrollment CSV extract.
2. Space your columns to match the width of the data for easy visibility.
3. Insert a column in the spreadsheet between Current_Grade_Level and Local_Student_Identifier.

   Hint: Click on the M above column M (Local_Student_Identifier) to select the whole column. Then, right-click and select Insert.

4. Label the new column:
   Current_Grade_Level

   Hint: Copy and paste the header from L1 to the new M1.

5. Select cell M2.
6. Enter the formula:
   =L2+1

   Hint: You can type the formula directly into the cell, or into the formula bar at the top of the window.

7. Fill the new column with the formula.

   Hint: Select cell M2. Drag the bottom right corner to the last line of your CSV.

   Note: Stop the fill at the end of your data. Any additional lines will result in errors during the upload.

8. From the File menu, select Save.

   Note: If the file is in CSV file format, you will see a warning message. Click Continue.

9. From the File menu, select Close.

   Note: When prompted, do not save the file a second time.

10. Reopen the CSV file.

    Hint: Saving and reopening the file converts the formula in the new Current_Grade_Level column to a number.

11. Delete the old Current_Grade_Level column.

    Hint: The old Current_Grade_Level column should be column L.

12. Select and delete the first three columns: Extract_State, Extract_District, and Extract_School_Name.

    Note: Refer to Chapter 4 of the Educator Portal User's Manual (located on the AMP website at http://akassessments.org/documentation) for any additional edits.

13. Save the file.
14. Upload the updated enrollment information into Educator Portal.