

## 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.