



Ministry of  
Education

# Student Achievement Data Exchange

2009

## Tips and Tricks

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# 1. Tips and Tricks

## 1.1. Editing your .csv file

If there are errors in your submission file, you should always try to fix those errors in your source system, so that the error is resolved. However there may be situations where this is not possible, in that case, you'll need to edit your .csv file before re-submitting it to SADE.

You may edit your .csv file with a number of different editors, the most commonly used being Microsoft Excel and Notepad. Excel will allow you to easily view the data in your extract. However, it will remove the leading-zeroes from the School Id field every time you open the file with Excel. Notepad does not make any unwanted changes to your data, but a large file will be more difficult to view and edit.

Regardless of the editor used, start with the following steps:

1. Try to resolve the error within your Source System.

If that is not possible then,

2. Create the extract file.
3. Make a note of the changes you'll be making: you'll need to repeat these changes every time the affected data is included in an extract.
4. Continue with the instructions of the editor of your choice.

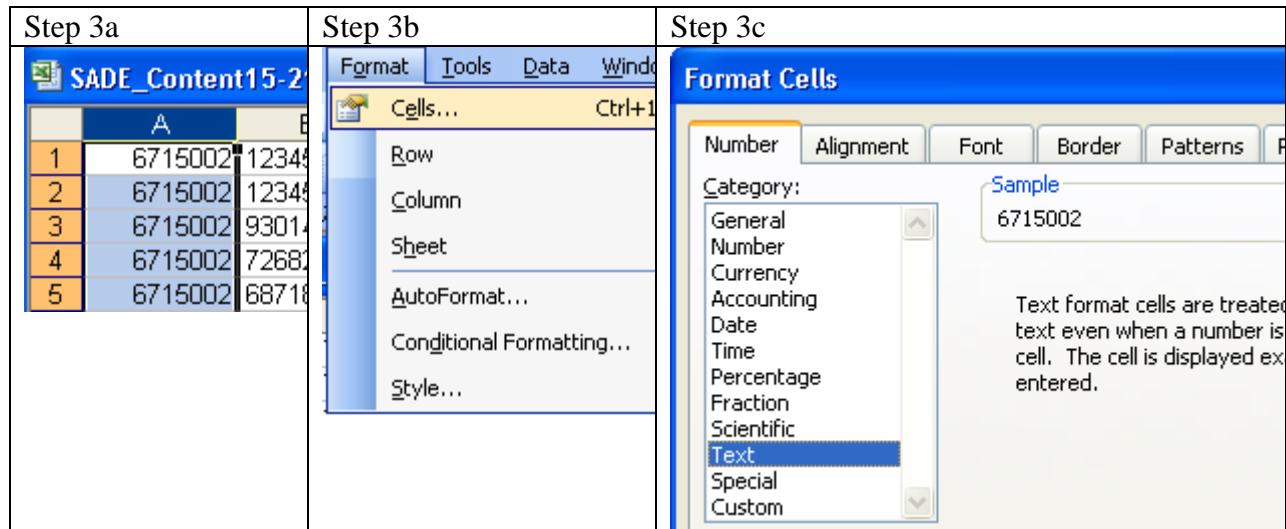
### 1.1.1.Editing with Excel

If Excel is your preferred editor, continue with the following steps:

1. Open up the .csv extract file using Excel
2. Make the required changes.
3. Ensure that when you save your changes, Excel does not change the School ID column to a numeric value, thereby stripping off the leading zeroes in every School ID:
  - a. Highlight the first column, by clicking on the 'A' at the top of the column.
  - b. Change the column to Text: Select the Format dropdown, select Cells.
  - c. From the Format Cells window, select Text.
  - d. If the leading zeroes are already missing, then replace them:
    - Put the leading zeroes back in the first cell (A1)
    - Copy and Paste A1 into all the other cells containing data in column A, so that every record's school id starts with the appropriate number of zeroes.

e. Save the file.

Every time you open the file using Excel, you'll need to repeat step 3 before you save it.



### 1.1.2. Editing with Notepad

If Notepad is your preferred editor, continue with the following steps:

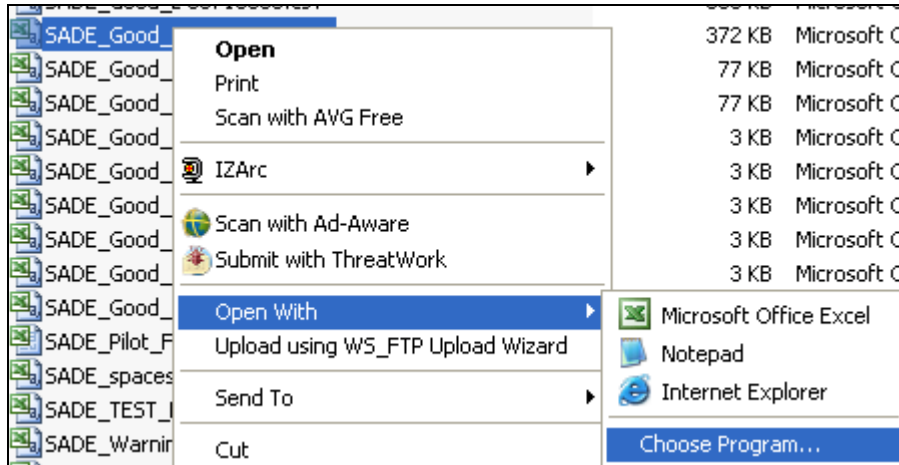
1. Open up the .csv extract file using Notepad
2. Make the required changes.
3. Save your changes.

## 1.2. Editing Tips

### 1.2.1. Opening a file with an editor other than your default

Your PC will have a default editor selected for .csv files. Every time you double-click a .csv file to open it, it will use your default editor. If you wish to open a file with an editor other than your default:

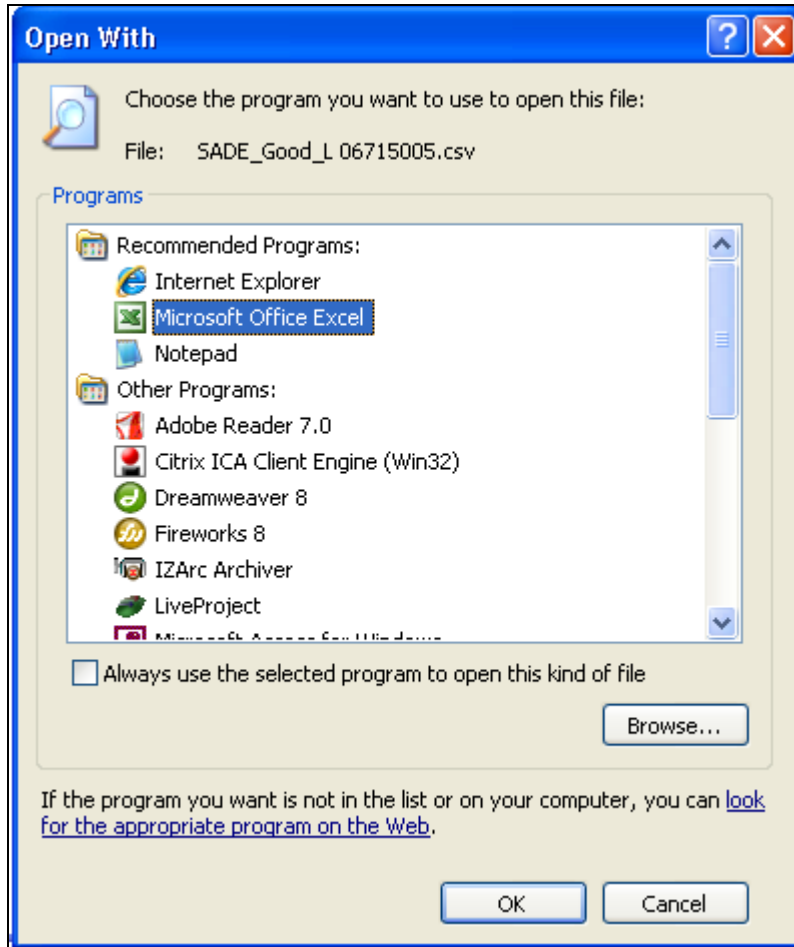
- a. Right-click on a .csv file
- b. Highlight 'Open With'
- c. Select the desired editor from the list.
- d. If it is not listed, select 'Choose Program'
- e. Select the program you would like open the file with.
- f. Do NOT check the box 'Always use the selected program to open this kind of file', unless you want to change your default editor.
- g. Click OK.



### 1.2.2. Selecting your default editor

If you wish to change your default editor for .csv files:

- a. Right-click on a .csv file
- b. Highlight 'Open With'
- c. Select 'Choose Program'
- d. Select the program you would like to be your default editor for .csv files.
- e. Check the box 'Always use the selected program to open this kind of file'
- f. Click OK.



### 1.3. Checking if your submission is validated yet

As soon as you have submitted a file for validation, you will be returned to the home screen, where the validation results will be displayed after a certain length of time, depending on the file size. In order to display any changes to this screen, it needs to be refreshed.

The Home screen is refreshed every time you open this page. You can cause the screen to refresh by selecting View on your browser menu, and selecting Refresh. Alternatively, to quickly refresh the screen, press F5.

Validation times can vary; continue pressing F5 at intervals on the Home screen until the results are displayed.

### 1.4. Viewing your error and warning file

When you press the View link on your home screen, the appropriate error and warning message file will be displayed using your default browser for .csv files.

The following instructions pertain to the default browser being Excel.

When the file first opens in Excel, all the columns are the same width, making the data hard to read. To quickly re-size all the columns,

1. Click on the blank square in the top left corner of your file (to the left of A, and right above 1).
2. Position your cursor on the line between any two column letters.
3. Double-click. All the columns will be resized to be the appropriate width for the data contained within them.

	A	B	C	D	E	F	G	H	I	J	K
1	Name of F	SADE_Content15-21_06715004	rev								
2	School Dis	67									
3	School Dis	Okanagan Skaha									
4	School	6715004									
5	School No	Kelowna Elementary									
6	Reporting	2008									
7	File Subm										
8	Date Subm										
9	Time Subm	13:31:04									
10	# of Recon	49									
11	# of Errors	28									
12	# of Warni	0									
13											
14											
15	RECORD#	SCHOOL I	PEN	COURSE I	ACTIVE D	Severity	Message				
16	1	6715004	1E+08	BBBBBBE	20080828	ERROR	The course-code provided is not a valid course-code.				
17	2	6715004	1E+08	ACSF11	20080828	ERROR	The course-code provided is not a valid course-code.				
18	3	6715004	1E+08	AEN-12	19200828	ERROR	The course provided was not valid for the date on which				
19	4	6715004	1E+08	AF11	20080828	ERROR	The course-code provided is not a valid course-code.				
20	5	6715004	1E+08	AF12		ERROR	The course-code provided is not a valid course-code.				