Open .CSV file in Excel, and then Save As Excel 97 format.

Review all Subjects in the Subject column. There may be one or two new ones each year. Review what is in that column with what is set up for the IB Test in the Testing Control Table in Aeries. Add or revise as needed.

Copy all data from first sheet to second sheet. This is the sheet you will edit and work off of.

The following are the column names from the original file you want to keep to upload. Remove all others.

Year, Month, Name, Subject, Level, Grade

You will add the following columns to the left:

Stu ID, Test Admin, Test ID, Test Date

Change the column name Level to OT and the column Grade to PL

*From the previous year in Aeries*, run a query and pull ID and First and Last names of students from Capuchino. Copy and paste results into new tab. On that same sheet, put in a text column with a comma and a space next to Name column. Copy it down all rows.

On the sheet that has the data your pasted from Aeries query, put in a formula to combine the first and last names to match the format in the original file.

=CONCATENATE(xx,xx,xx)

The xx are replaced by the cell address

Format should be last name comma space first name

Use the cell drag feature to copy that formula to all rows in your sheet.

With all those cells highlighted, copy and Paste Special – Values into the next column over.

With all those cells still highlighted, cut and paste back to the column just to the left

The student ID should be in the first column on this sheet

Go back to your second sheet. Put in a LOOKUP formula where you match the first and last name of the student with the Student ID in the third sheet.

Follow the copy and paste special, then cut and paste steps as you did above, so that you have only the data values and not the formula. The data should be cut and pasted into the Stu ID column you created.

You may have some students that did not match up – look them up and put in Student ID.

Delete first and third sheets. Save – this is the file that will be eventually loaded to Aeries.

Sort this sheet by Student ID. If a student took more than one IB test you have to move the test scores to a new row.

Insert a row below the first row, then copy the Student ID and cut and paste the Test Taken number, OT, and PL data to the second row.

When you are done, you must fill in the data for the Test Admin and Test ID columns.

Test ID is IB for all rows.

Sort your file by Year and Month. Test Admin column should be formatted as text. Your format will be MMYY (i.e. 0416, 1015, 0417)

The Test Date column should be formatted as Date, in the MM/DD/YY format. You won’t have the day of the test, so just use the 1st of the month. So if Month and Year are May 2016, for the Test Date you would put in 05/01/16.

Based on what is in the Testing Control table (see also table below), change the data in the Test Taken or Subject column to a number. Format the column as number.

Change the data in the OT column, as outlined below. Format as text.

Change the data in the PL column, as outlined below. Format as number.

Remove Year, Month, and Name columns.

The columns that are left should be Stu ID, Test Admin, Test ID, Test Date, Test Taken, OT, and PL

Data for Testing Control Table: (review and revise each year)

1 = Biology HL

2 = Chemistry SL

3 = Dance HL

4 = English A HL

5 = English A:LandL HL

6 = Film HL

7 = French B SL

8 = HistAm HL

9 = History EE

10 = HumRig EE

11 = Math HL

12 = Music HL

13 = Physics EE

14 = Psych SL

15 = Soc.Cul.Anth. SL

16 = Spanish B HL

17 = Theory Knowldg TK

18 = Visual Arts HL

19 = Biology SL

20 = Chemistry EE

21 = Dance SL

22 = English A EE

24 = Film SL

25 = Film EE

30 = Math SL

35 = Spanish B SL

37 = Visual Arts SL

38 = Philosophy EE

39 = Sports Ex Sci SL

40 = Biology EE

41 = French B HL

42 = Mathematics EE

43 = Music EE

44 = Psychology EE

45 = Soc.Cul.Anth. EE

46 = Visual Arts EE

OT Column EE Test Scores

01 = HL A is highest – convert to 1

02 = SL Continue down the letters – should be a scale of 1-7

03 = EE

04 = TK

Check with Aeries to see if you can do the test results file upload in Aeries Net. If not, use Aeries CS.

Open Capuchino Aeries CS for the correct year. Go to Testing & Assessment. Choose Import or Add Data to Aeries.

Step 1 = .XLS

Name to identify Source File can be anything you want

Step 2 = CTS table

Step 3 = Point to where file is stored.

Table/Query name = name you put in under Step 1 for Source File

Press [Load Input Fields]

If there is any text showing in any column remove it

Step 4 = Permanent ID = choose field name of Stu ID (as outlined above)

Map your columns in your Excel file to the fields in the TST table:

**FOR IB TEST RESULTS**

Column in Excel File\* Map to Aeries TST Table Field

Test Date DT

TEST ID NM

Test Number SubTest1 (ST1)

PL SubScore1 (SC1)

Choose Stu ID column name to match to Permanent ID in Aeries

\*You can have whatever column names you want in your Excel file – they do not have to be these exact column names. Just be sure to map them to the correct fields in Aeries.

MAP CAREFULLY!! Double-check everything. Check the Include Inactives? Option at bottom left.

When you are ready, click [Import Records to Aeries] button.

You will get a prompt telling you how many records there were, how many matched up, and how many didn’t match. Click [OK]. If any did not match you will get prompted to view that info, say Yes. Make corrections and reload just those records.

DO NOT LOAD DATA MORE THAN ONCE. You will create duplicate records in the CTS table.