

Update #14 – New File Format for Upload Templates

October 7th, 2008

Below are a few reminders that will make your life easier when uploading student and user files to the server.

Use .XLS file format only

We have switched from using .CSV file format to .XLS (Excel's native file format) for uploading both User and Student data. Templates for each are available for download from the Administration Zone. From the menus on the left, click on [Acquire Upload Template File](#) for the student data file template and [Acquire User Template File](#) for the user data file template. *CSV file format is no longer an acceptable file format.*

User Guides updates - current versions

As we modify and streamline our system to make it easier to use for teachers, school administrators and district coordinators, we change and add features. When we do so, we immediately update the appropriate user's guides. We advise that, when you want to access a user's guide, simply click on the appropriate link in the menus on the left to get the most up-to-date version (rather than accessing an older version that might be on your hard drive). In doing so, you will get the most current information about using our system.