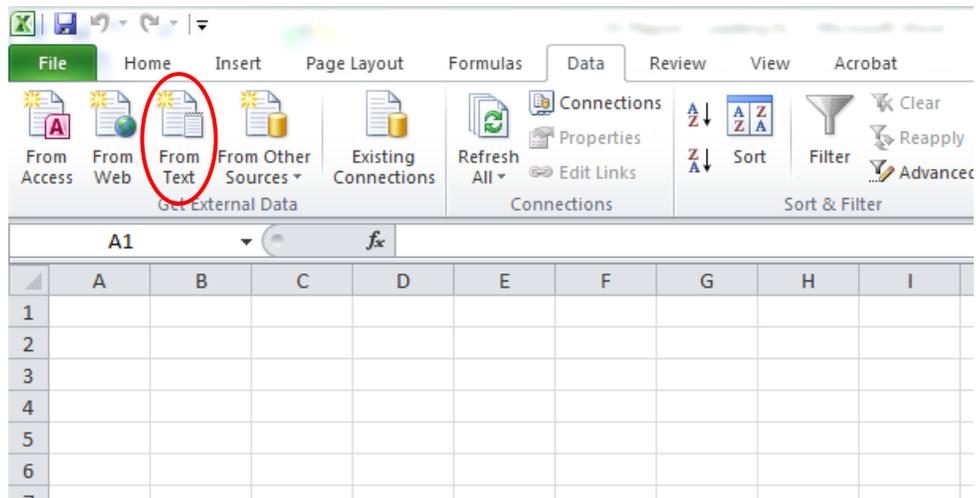
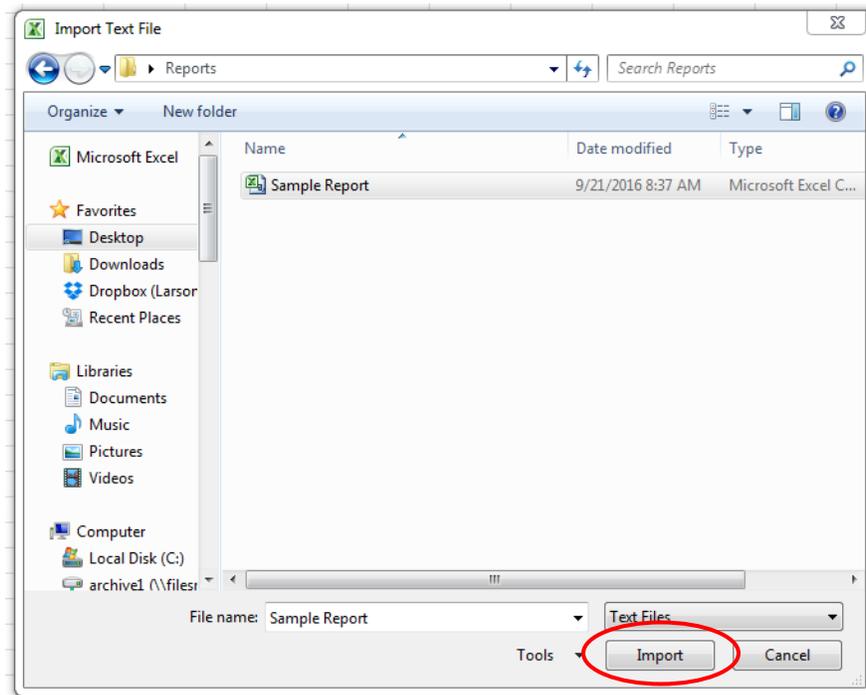


After downloading student reports, leading zeros will be removed from the Student ID fields in the Excel file. To add those zeros back so that a teacher may import the file into their LMS, please follow the steps below.

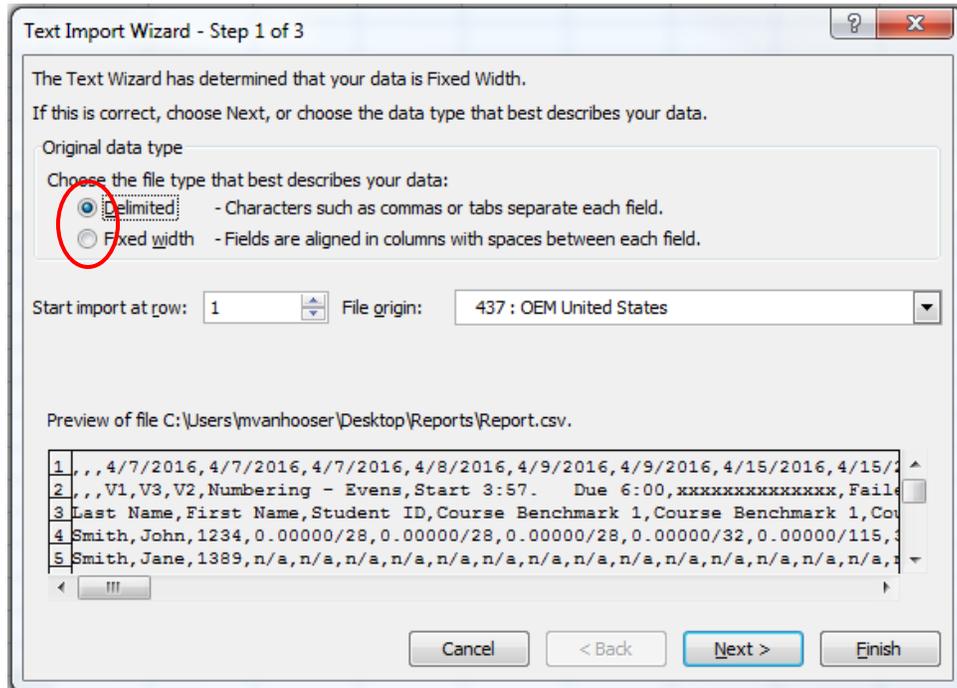
1. Open a blank Excel file and click the “Data” tab from the tool bar. In the “Get External Data” section, click “From Text.”



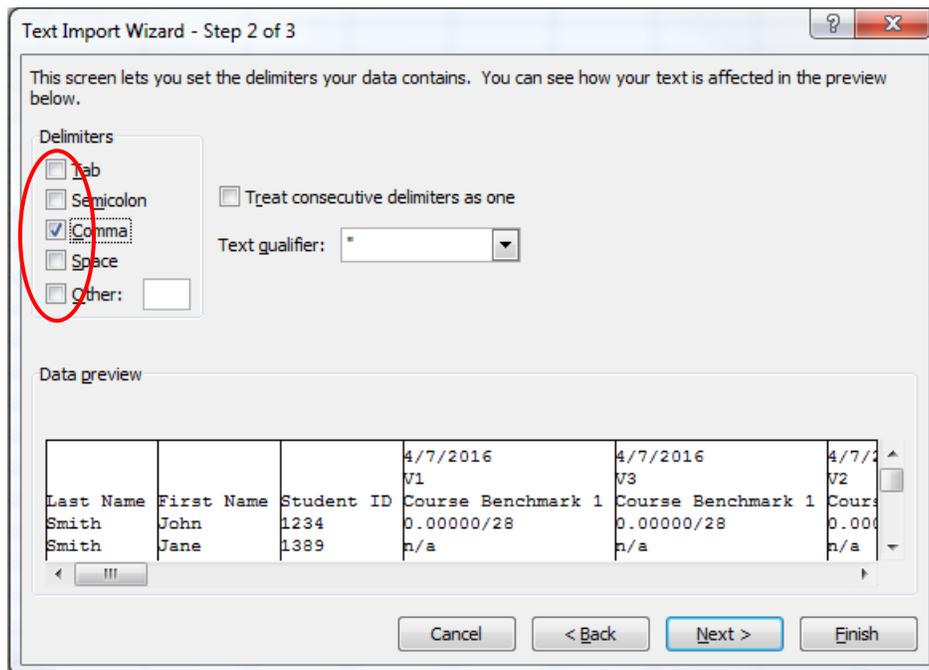
2. Find your report and click “Import.”



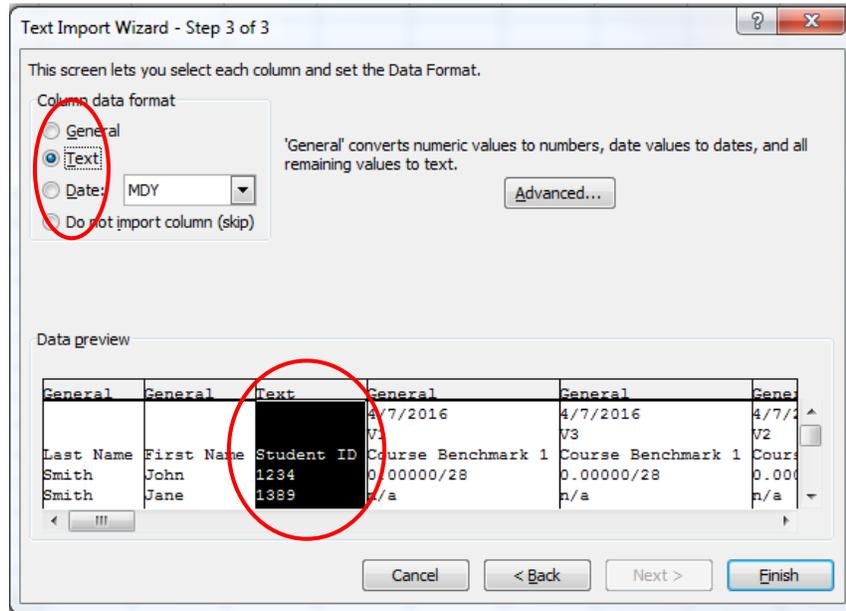
- In Step 1, choose the "Delimited" file type, and click "Next."



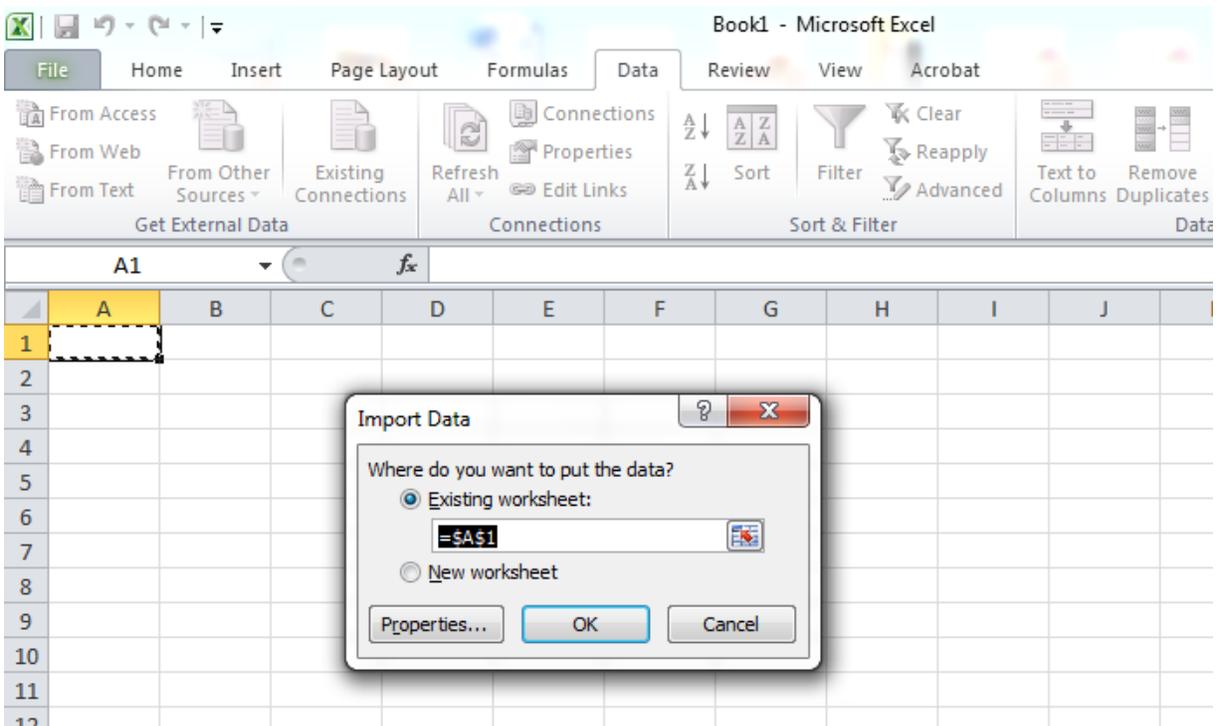
- In Step 2, under "Delimiters," select "Comma," and make sure all other boxes are deselected. Click "Next."



- In Step 3, under “Data Preview,” select the field for the Student ID. Under “Column data format,” select “Text.” Click “Finish.”



- Choose the location where you want the data to be imported to. The default and most common location is “=\$A\$1.” Click “OK.”



7. Your data will be imported into Excel with any leading zeros in the Student ID column.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for 'Get External Data' (From Access, From Web, From Text, From Other Sources, Existing Connections), 'Connections' (Refresh All, Properties, Edit Links), and 'Sort & Filter' (Sort, Filter). The spreadsheet below shows data imported from an external source. The columns are labeled A through E. Row 3 contains the headers: Last Name, First Name, Student ID, Course Benchmark 1, and Course Benchmark 1. Rows 4 and 5 contain data for two students: Smith, John (Student ID 001234) and Smith, Jane (Student ID 001389). The Course Benchmark 1 values are 28.00000/28 for both. Row 1 shows a date 4/7/2016 in both D and E. Row 2 shows V1 in D and V3 in E.

	A	B	C	D	E
1				4/7/2016	4/7/2016
2				V1	V3
3	Last Name	First Name	Student ID	Course Benchmark 1	Course Benchmark 1
4	Smith	John	001234	28.00000/28	28.00000/28
5	Smith	Jane	001389	28.00000/28	28.00000/28
6					
7					
8					