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."



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

The Text Wizard has d	determined that your data is Fixed Width.
If this is correct, choo	se Next, or choose the data type that best describes your data.
Original data type	
Choose the file type	that best describes your data:
Opelimited	 Characters such as commas or tabs separate each field.
© Fxed <u>w</u> idth	 Fields are aligned in columns with spaces between each field.
Ŭ	
Start import at <u>r</u> ow:	1 File origin: 437 : OEM United States
Preview of file C: \Us	sers \mvanhooser \Desktop \Reports \Report.csv.
Preview of file C:\Us	sers \mvanhooser \Desktop \Reports \Report.csv.
Preview of file C:\Us	ers\mvanhooser\Desktop\Reports\Report.csv. 4/7/2016,4/7/2016,4/8/2016,4/9/2016,4/9/2016,4/15/2016,4/15/2 Numbering - Evens,Start 3:57. Due 6:00,xxxxxxxxxxxxxxxxxx,Faile
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Preview of file C:\Us 1,,,4/7/2016, 2,,,V1,V3,V2, 3 Last Name,Fi 4 Smith,John,1 5 Smith,Jane,1 (III	<pre>sers\mvanhooser\Desktop\Reports\Report.csv. 4/7/2016,4/7/2016,4/8/2016,4/9/2016,4/15/2016,4/15/2 Numbering - Evens,Start 3:57. Due 6:00,xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</pre>

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

Text Import Wiz	zard - Step 2 o	f 3			8 X			
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below. Delimiters Dab Semicolon Treat consecutive delimiters as one Space Other:								
Data preview			4/7/2016	4/7/2016	4/7/1 ^			
Last Name Smith Smith	First Name John Jane	Student ID 1234 1389	Course Benchmark 1 0.00000/28 n/a	v3 Course Benchmark 1 0.00000/28 n/a	V2 Cours 0.000 n/a ▼			
			Cancel < <u>B</u> ad	k <u>N</u> ext >	Einish			

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

ext Import Wizard - Step 3 of 3		? ×
This screen lets you select each col Column data format General Date: MDY Do not import column (skip)	umn and set the Data Format. 'General' converts numeric values to n remaining values to text. Adva	numbers, date values to dates, and all
Data greview <u>General General Te</u> Last Name First Name St Smith John 11 Smith Jane 13 III	ext General A(7/2016 V) Course Benchmark 1 0/00000/28 389 //a Cancel <ba< th=""><th>General General 4/7/2016 4/7/1 V3 V2 Course Benchmark 1 Course 0.00000/28 0.000 n/a + k Next ></th></ba<>	General General 4/7/2016 4/7/1 V3 V2 Course Benchmark 1 Course 0.00000/28 0.000 n/a + k Next >

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

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File	Home	Inser	t Page L	ayout	Formulas	Data	R	eview	View	Ac	robat			
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5 6 7	Where do you want to put the data? Existing worksheet: ESA\$1 New worksheet 													
9 10				Properties OK Cancel										
11														

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

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1	L				4/7/2016	4/7/2016
2	2				V1	V3
3	}	Last Name	First Name	Student ID	Course Benchmark 1	Course Benchmark 1
4	ł	Smith	John	001234	28.00000/28	28.00000/28
5	5	Smith	Jane	001389	28.00000/28	28.00000/28
6	5					
7	7					
8	3					