

Data Files

How do I create a tab-delimited text file?

If you're using Microsoft Excel:

1. Open the File menu and select the Save as... command.
2. In the Save as type drop-down box, select the Text (*tab-delimited*) (*.txt) option.
3. Select the **Save** button. If you see warning messages pop up, select the OK or Yes button.

If you're using Google Sheets:

1. Open the File menu in the top left corner of the spreadsheet.
2. Hover over the "Download" option in the dropdown menu.
3. Select "Tab-separated values (.tsv, current sheet)" from the side menu. This downloads the currently selected sheet as a .tsv file.

The birth dates for my students were imported incorrectly.

Correct your student file and import the file again. The system will look for a matching student ID and then update the security value (birth date) field.

My teacher (student) names were reversed when I imported them. I had the Last Name in the First Name column and vice versa.

Correct your student file and import the file again. The system will look for a matching student ID and then update the First Name and the Last Name field.

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