

Data Files

How do I create a tab-delimited text file?

Using Microsoft Excel:

1. Open the **File** menu and select **Save As...**
2. In the **Save as type** drop-down, select **Text (Tab-delimited) (*.txt)**.
3. Click **Save**. If warning messages appear, click **OK** or **Yes**.

Using Google Sheets:

1. Open the **File** menu in the top-left corner.
2. Hover over **Download**.
3. Select **Tab-separated values (.tsv, current sheet)**.

This downloads the currently selected sheet as a `.tsv` file.

My teacher names were reversed during import (First Name and Last Name swapped).

Correct your file and import it again. The system matches by **TeacherID** and updates the **First Name** and **Last Name** fields accordingly.

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