

1. This form is for entering data for new students ONLY. Do not use this process to import data for any students that existed in your Area last year. These students will have their data imported from Win School.
2. This form is not intended for updating Student Historical Data in SMS. It is only designed for importing new historical records. Once the files are imported any changes must be made manually in SMS.
3. To use this tool, Excel must be set to enable Macros. If you do not see the Student Historical Data Entry Form upon opening the file, please check your security settings as follows:
 - a. Open a new Excel spreadsheet
 - b. From the Tools menu, select Macro>Security
 - c. Set the security level to medium
 - d. Click OK
 - e. Close the Excel program
 - f. Now when opening the Student Historical Data Entry Form, you should be presented with an option to enable or disable Macros. Select enable macros
4. When the Student Historical Data Entry Form opens, you will receive a message instructing you to only use values from the dropdown box when available. It is essential that you follow this procedure, or the import file will not function properly.
 - a. Click OK
5. On the Student Historical Data Entry Form, **enter the required historical data**
 - a. You will enter data for one student, one historical year at a time
 - b. The tool calculates the following values automatically:
 - i. Yearly Earned Credit
 - ii. Yearly GPA
 - iii. Cumulative Earned Credit
 - iv. Cumulative Potential Credit
 - v. Cumulative Total Grade Points
 - vi. Cumulative GPA
 - c. For calculations to run, you must enter the correct credits and grade points earned for the course. *For Grade Points, enter the correct corresponding value for the letter grade. You should not consider credits when entering onto the tool. Example: an A worth 4.0 grade points should be entered as 4.0 whether the course is worth 0.5, 1.0, or 2.0 credits.*
 - d. If exclude from GPA is checked for a course, the course will not be counted in ANY calculations (credit or GPA)
 - e. These calculations are performed when the following buttons are clicked:
 - i. "Add new year" button – Yearly Credit and Yearly GPA calculations
 - ii. "New student" button - Yearly Credit and Yearly GPA and Cumulative calculations
 - iii. "Finish" button - Yearly Credit and Yearly GPA and Cumulative calculations

- f. You will be presented with a preview of the calculated data. Click OK to accept the calculated values. Click cancel to manually enter the calculated values (you will be prompted for each value)
- g. You can add three courses of data per form. To add more courses to the same historical year click the “Add more courses for this year” button
 - i. For each course, you can enter grade and credit data for any or all semesters
 - ii. If the same course is listed on the transcript twice for the same year (i.e. Algebra 1 is listed as a separate course for semester 1 and semester 2) you can enter it as a separate course in the form. However, you must assign a unique course number for each iteration of the same course in the same year.
- h. To add a new historical year for the same student click the “Add new year” button
 - i. To add another school for the same year, use the “Add new year” button as well.
- i. To enter data for a new student click the “New Student” button
- j. When you are finished entering all data click the “Finished” button
 - i. You will be prompted to enter your school name
 - ii. You will be prompted to enter today’s date.
 - 1. Use mm-dd-yy format
 - 2. If creating multiple files on the same date, add a sequence letter to the end of the date (i.e. 11-07-05a). Be sure to use a different sequence letter for each file created on the same date, as using the same date string (i.e. 11-07-05a) will cause the previously created file to be overwritten. You can use the same sequence letters on different dates.
 - 3. Do NOT use slashed (11/11/05) format for the date. This will cause an error and any data entered will be lost.
- k. You can open the files for editing in notepad or Excel. If you open them in Excel, be sure to set all data columns to “text” in step 3 of the Import Wizard, otherwise data formatting may be lost (i.e. leading 0s may be dropped – student number 000123456 becomes 123456) and the import will not function properly.
- l. Send your created import files to the AREA office for import, based on the schedule and method they have defined.