



Institution Score Reporting System

Instructions for Importing an ASCII file into a Microsoft Excel Spreadsheet

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This document provides instructions for importing an ASCII file posted on the edTPA Score Reporting System into a Microsoft Excel Spreadsheet.

1. Download the ASCII file by following the instructions on the Institution Score Reporting System Web site.



edTPA Secure Score Reporting Files

Files located for Account - RTPA000000

Click on the file you wish to download. A file dialog box will appear.

- To download the file, click the 'Save File' button and save in a selected folder on your computer or network.
- To open and view the file, click the 'Open With' button. (If you then decide to save it, use the 'Save As' option in the application.)

Note:

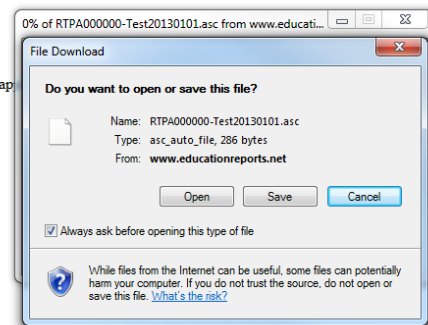
Score Report Files are available for downloading/viewing for a period of one year before they are archived.

[Return to edTPA Secure Score Reporting Menu](#)

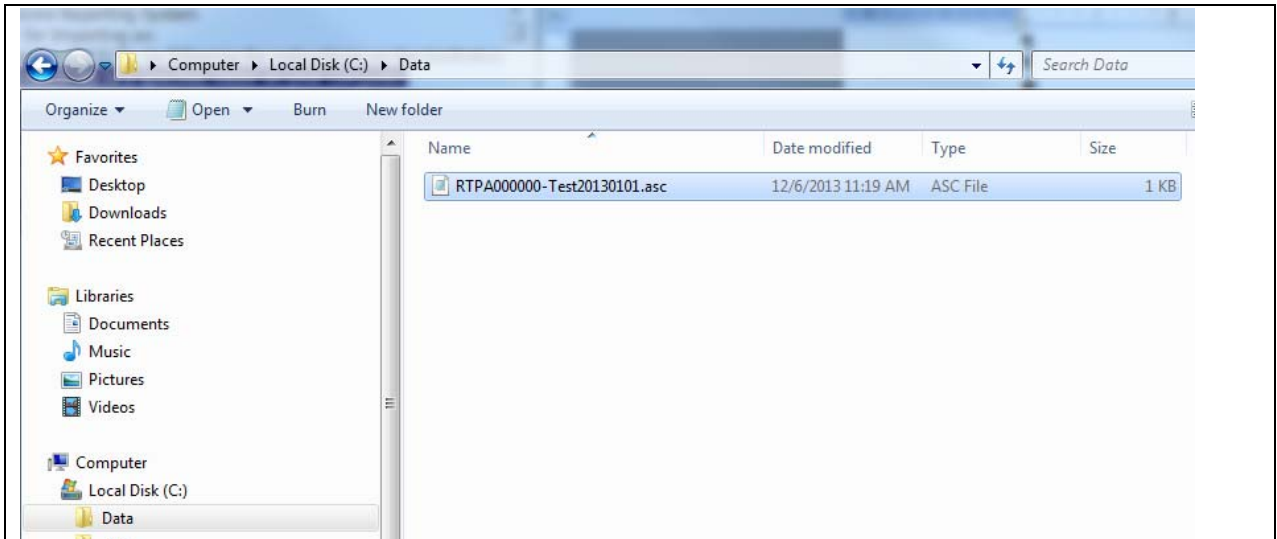
Click on a column heading to change the sort order.

File sizes displaying 0 are less than 1KB

Name	Size (KB)	Date
RTPA000000-Test20130101.asc	0	12/6/2013 9:40:02 AM
RTPA000000-this is the test.txt	0	6/27/2013 2:47:00 PM
TPAFileReportingLayout.pdf	32	6/1/2012 2:55:49 PM
Institution_Score_Reporting_Manual.pdf	298	4/11/2012 3:55:47 PM

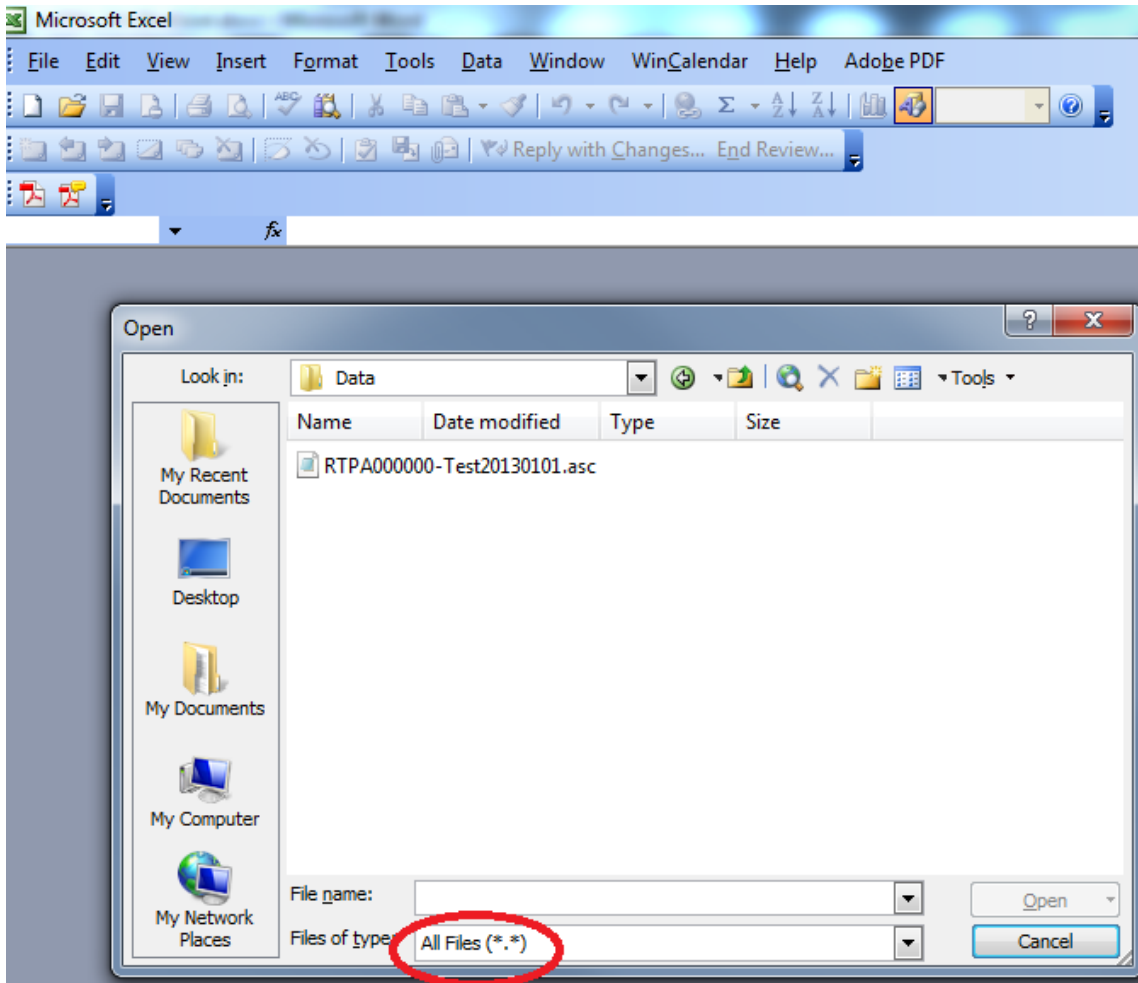


2. Save the ASCII file to a specified folder on your computer.

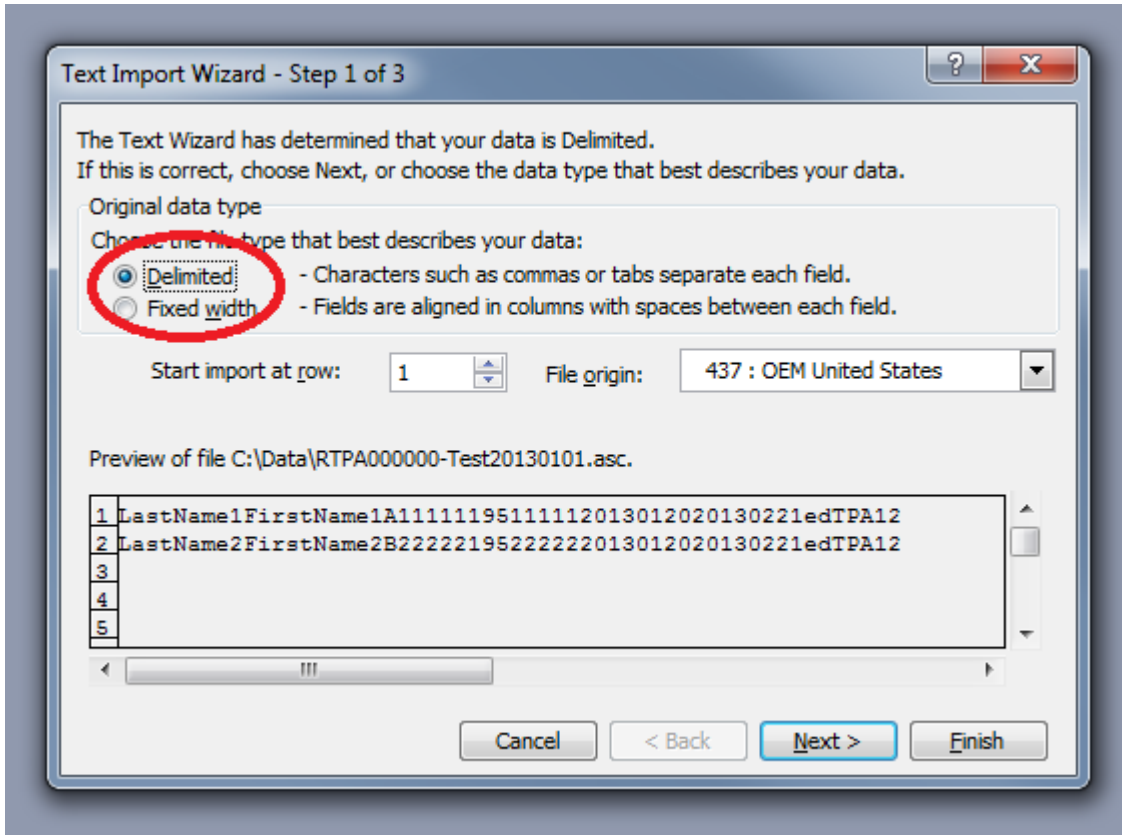


3. Open Microsoft Excel.

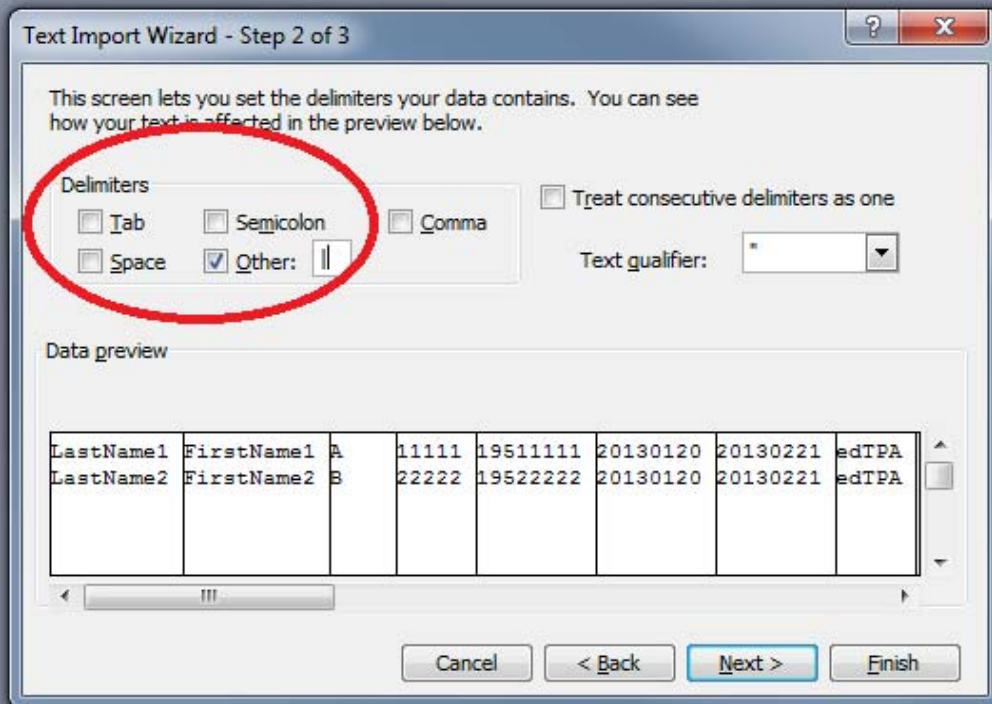
- From the **File** menu in Excel, select **Open**.
- Select the folder where you have saved the ASCII file, then click **Open**.
- In the **Files of type** drop-down list, select **All Files**.



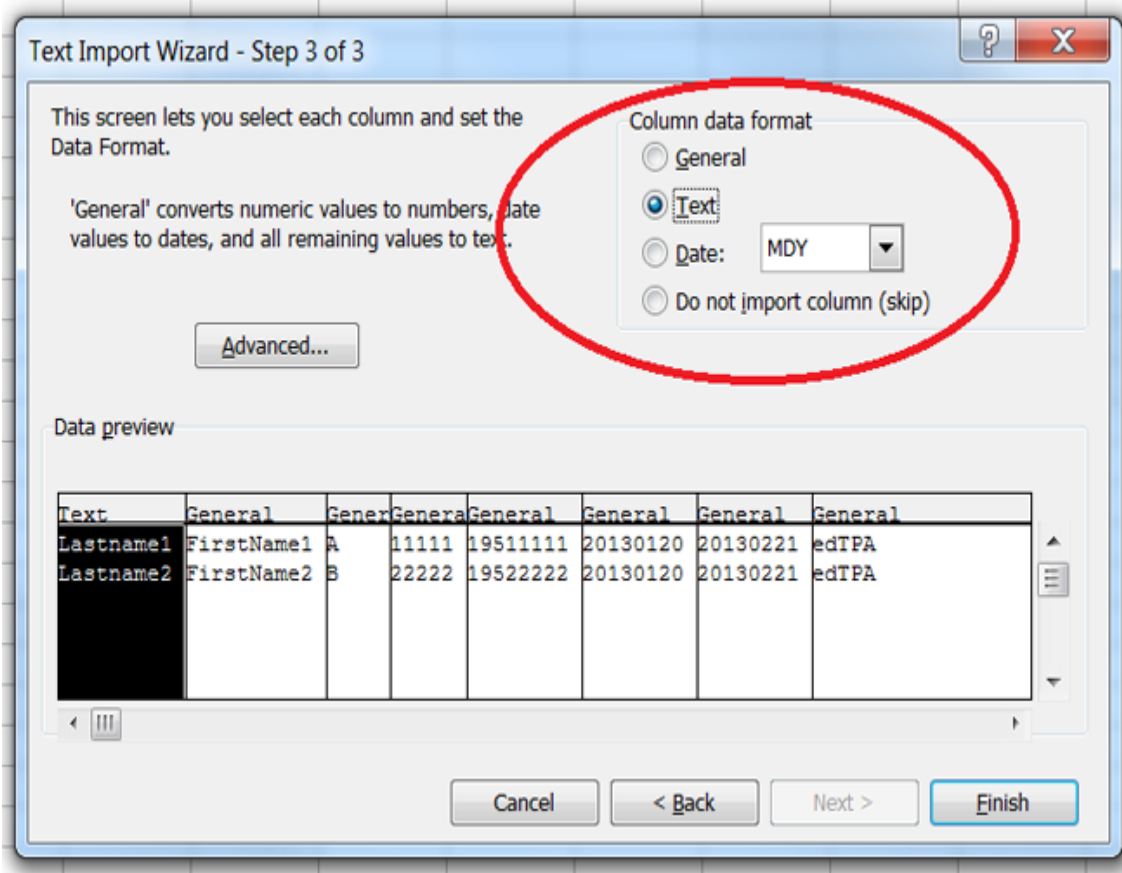
4. Select the ASCII file from the list, and click **Open**. The Text Import Wizard will appear. Select **Delimited**, then click **Next**.



5. Select **Other** as the delimiter and enter the pipe delimiter symbol (**Shift + Backslash**). The field delimiter lines will appear, then click **Next**.



6. Select **Text** for the column data format. Follow the on-screen instructions to adjust columns if necessary, then click **Finish**.



7. From the **File** menu, select **Save As**. In the Save as type drop-down list, select Microsoft Office Excel Workbook, then click **Save**.

