

# Contents

- Using the new CRDC Export..... 1
  - Step 1: Downloading the CRDC CSV Export ..... 1
  - Step 2: Editing the File ..... 3
  - Step 3: Save File in Correct Format ..... 4
- Help Submitting File ..... 5
- Importing CSV into Excel (Optional)..... 6

**Note:** The CRDC file submission tool will upload the files to their servers overnight. Do not expect the numbers to appear instantly and do not wait until the last day!

## Using the new CRDC Export

### Step 1: Downloading the CRDC CSV Export

1. Select **Reports** from the Students Module.
2. Navigate to the **C** section and find **CRDC CSV Export**, then click the magnifying glass icon.

**Student Reports**

---

Page Size:  Category:  Filter:

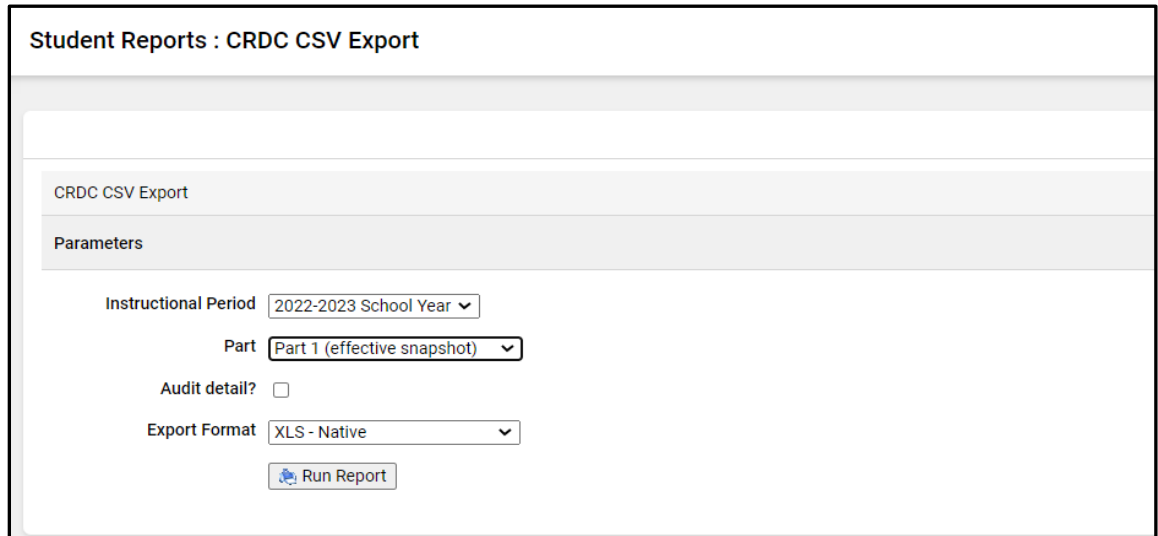
System ID	Name	Actions
2260	Course Section Completion by Pass Fail Indicators	🔍 ☆
2293	Courses Using Expired Service ID's	🔍 ☆
2761	CRDC CSV Export	🔍 ☆
2395	CRDC Excel Export	🔍 ☆
1832	Credit By Course Validation	🔍 ☆
2662	Crisis Code Students	🔍 ☆
2428	Cumulative ADA	🔍 ☆
2631	Cumulative Grades	🔍 ☆
2569	Cybersoft PrimeroEdge Extract	🔍 ☆

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

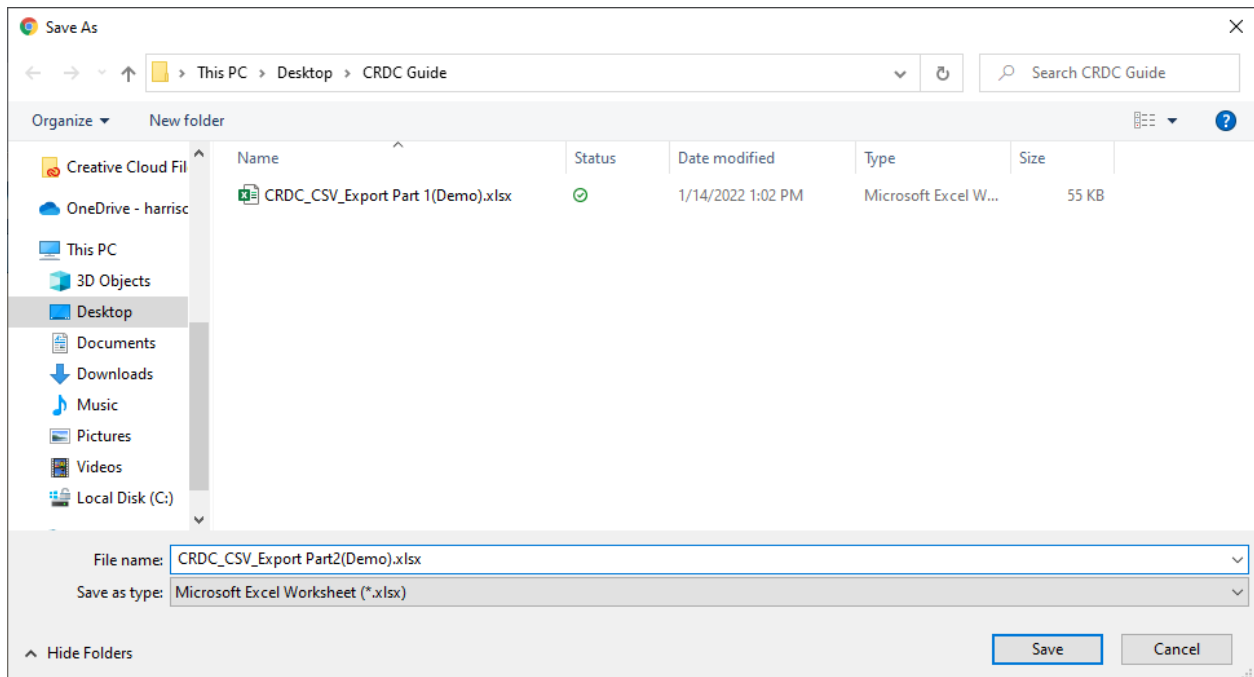
Records: 50 Page 5 of 5



3. Be sure to change “Instructional Period” to the year being reported over, and you want the “Export Format” to be **XLS - Native**, to be able to make any edits. There are two parts of this export and you will need both for submission.
  - a. Choosing the **Audit detail?** checkbox will download an excel file with all the data used in the export separated by excel sheets. This can be used to verify data and must be in XLS – Native Export Format.



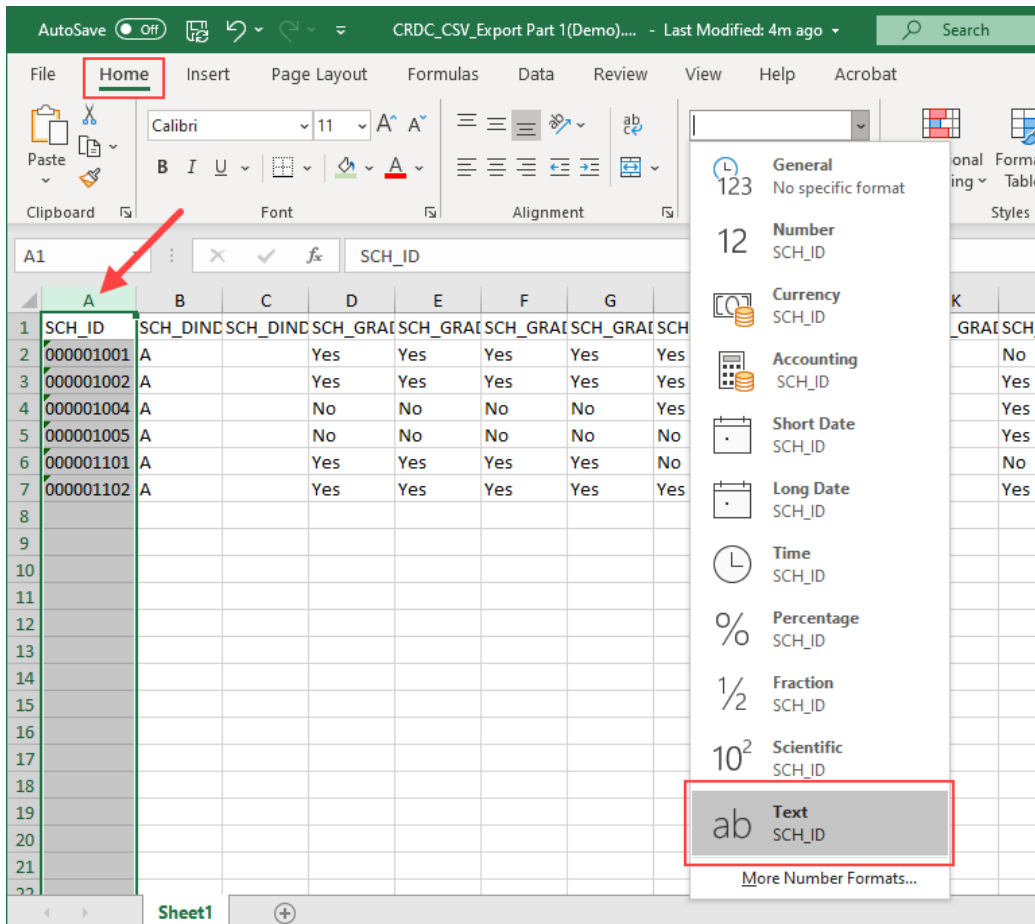
4. Click **Run Report**.
5. This will take some time to process, be sure not to navigate away from the page until the file is saved from this window popping up:



6. It will Auto-Name the file as “CRDC\_CSV\_Export”, I strongly recommend adding “Part 1” or “Part 2” to the end of the file name to be able to differentiate them in the future.
7. Do this for Part 1 (effective snapshot) and Part 2 (effective school year).

## Step 2: Editing the File

1. **Critical:** Once downloaded, open in excel and for the first column **SCH\_ID** or "School ID", our report will pull the Texas campus number, this needs to be changed to the CRDC/NCES School ID. According to CRDC:
  - A CRDC/NCES School ID is always a twelve-digit code comprising the combination of the LEA ID with an additional five digits or characters representing the specific school or other educational institution within that LEA.
2. To do so, the formatting must be changed first. Select column A and either right click, then select "Format Cells" or under the home tab where it says number, click the dropdown and choose **Text**. Now you can enter School ID.



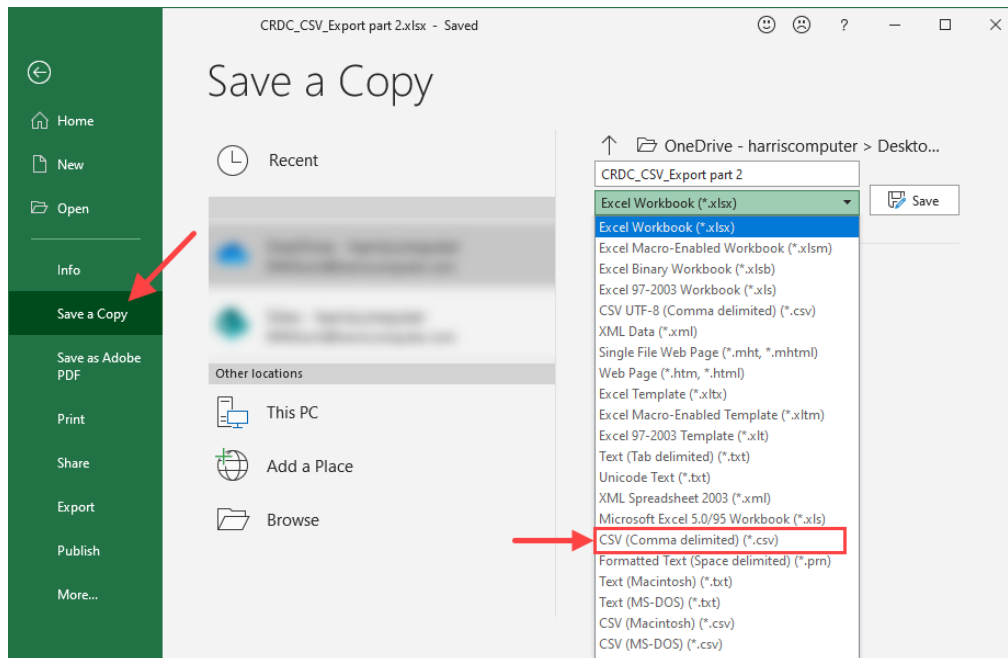
3. If there is a campus that should not be there, simply select the row number on the far left, right click and delete the row. (We had an issue with some campuses that have not opened yet being pulled in; this issue is currently under review).
4. From here you can verify the data using the Audit Detail option when downloading the export, as well as the previous export named "CRDC Excel Export" which shows a little more detail of what the numbers are for.

- If using the Older export, keep in mind that some of the section title numbers have moved, they will be listed in the older export as one title, and for CRDC they have changed slightly, here are the changes:
  - APIB-14 is now APIB-12
  - COUR-9 is now COUR-9a
  - DISC-1b is now DISC-1a
  - DISC-1c is now DISC-1b
- Finish any edits to the **CRDC CSV Export**

**IMPORTANT:** Before moving on to the last step of saving the format correctly for submission. The CRDC allows you to upload partial files, so it does not need to all be on one file at a time to upload. However, the last file uploaded will overwrite any previous data. If you do not wish this to happen, you must delete the data in that column and leave it blank. Blanks will not overwrite previous data. The new CRDC CSV Export for Part 1 and Part 2 already have other fields blank so if there are no edits (besides School ID), they can be turned in just fine.

### Step 3: Save File in Correct Format


- To save the file correctly, it must be saved as **CSV (comma delimited) (\*.csv)**.
- To do so, in Excel, click the **File** tab on the top Ribbon Bar.
- Click the **Save As** or **Save a Copy** menu option on the left.



- Once the new window appears, click on the **Save as Type** dropdown menu under the File Name field. Be sure to select **CSV (comma delimited) (\*.csv)**.

5. **NOTE:** Be careful when viewing or working with the file once it is in CSV format. If you attempt to use the csv format in excel it will change the text fields to numbers and mess up certain data like the School ID. The file must properly be imported into excel to make any more edits with it. I will explain that in the next section in case it is needed.
6. The CSV is ready for upload into the CRDC website through the File Upload!

## File Upload

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the specifications provided in the [Flat File Submission Instructions](#) .

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

[File Upload](#)

[+ Add files...](#)

## Help Submitting File

If you need help submitting the file to the CRDC website, Pleaser refer to the following resources provided by [crdc.communities.ed.gov](https://crdc.communities.ed.gov):

Submitting Flat Files Training Video: <https://www.youtube.com/watch?v=bk5oEVpAEKk>

CRDC Training Videos Page: <https://crdc.communities.ed.gov/#program/training-videos>

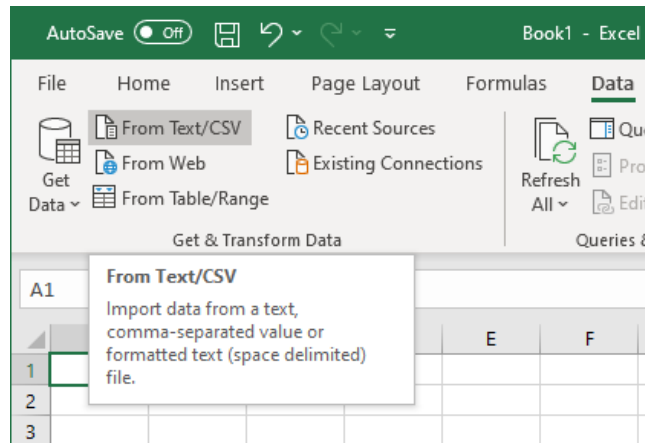
## Importing CSV into Excel (Optional)

**Only needed if you saved as CSV and need to go back for any edits.** Please try and wait until all the edits are done before saving to CSV so there will be no problems with the file. However, if it is needed to be edited after saving as CSV, here are the steps to import into Excel safely.

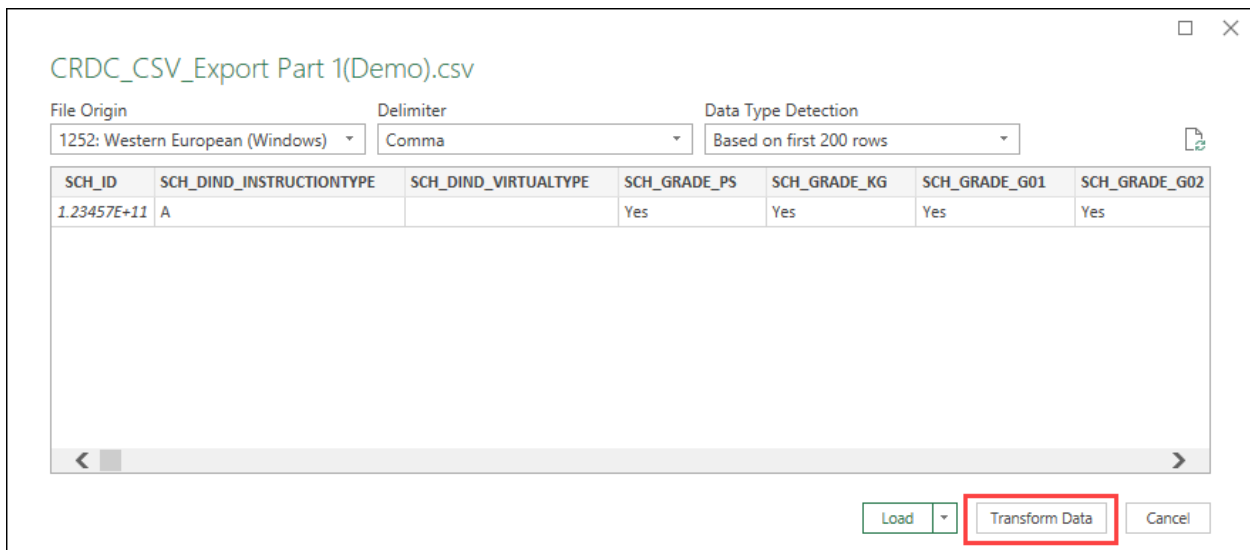
If you are using Excel 2016 or previous, please refer to CRDC's guide located on their website here: <https://crdc.communities.ed.gov/#communities/pdc/documents/19311>

If you are using Excel 2019 or Office 365, follow these instructions:

1. Open a new blank Excel File and click on the **Data** tab to import a text file.
2. Click on **From Text** to import the CSV file and select your CRDC CSV file.

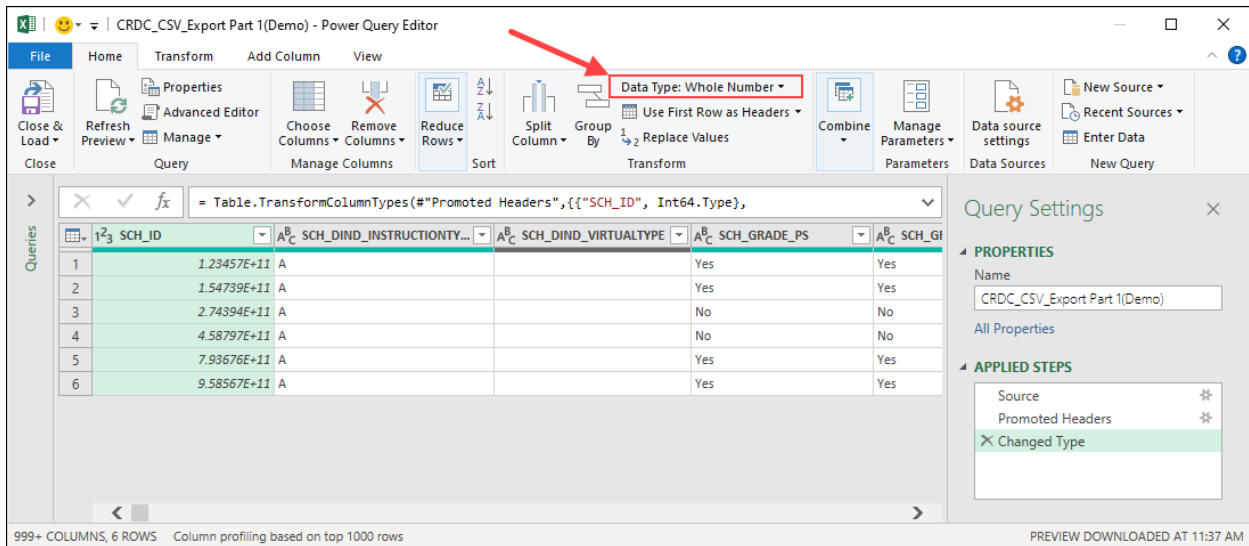


3. Then click the **import** button next to the file name. This will open a new window with a preview of the data format to be collected.

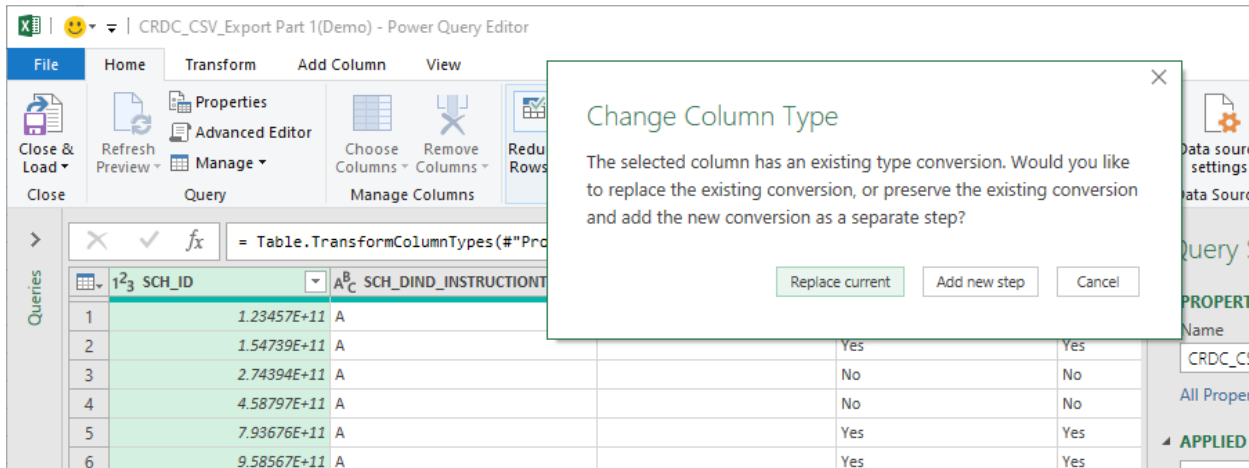


4. Make sure the **Delimiter** is set to **Comma**. Click on the **Transform Data** button to be able to change the format for the School ID.

- In order to preserve your 12-digit School ID, change the **Data Type** to **Text** instead of whole number, for the first column of SCH\_ID.



- A box will appear asking if you want to change column type, select the **Replace current** option.
- Once finished, click **Close & Load** located in the top left.



- You can now edit the file, and don't forget to save it as a CSV (comma delimited) when it is done. You may receive a warning saying file type does not support workbooks that contain multiple sheets, just click **OK** as you only need the one sheet.