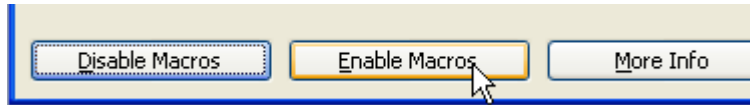


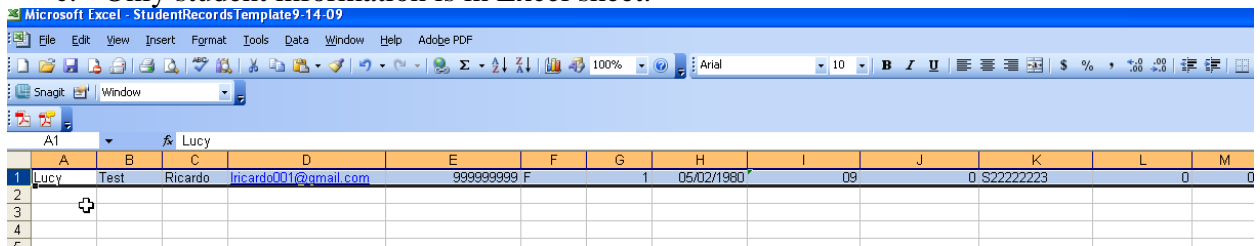
## Student Data: Process of saving in Excel 2003 and uploading in txt format.

### I. Create txt file from Excel.

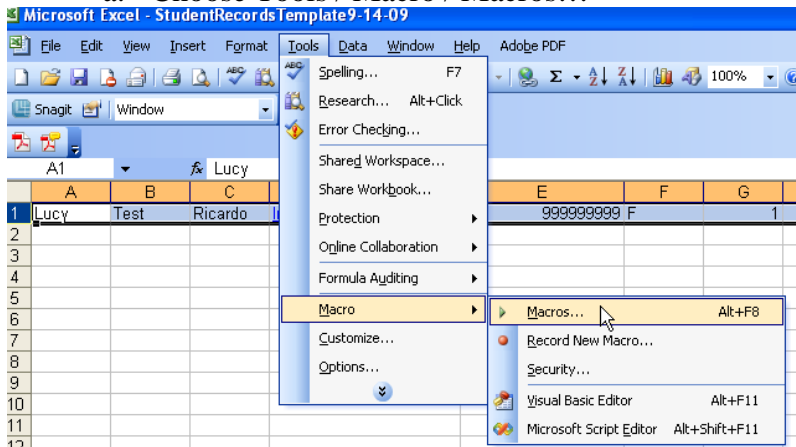
1. Open STUDENT RECORDS TEMPLATE Excel workbook.
  - a. Enable Macros



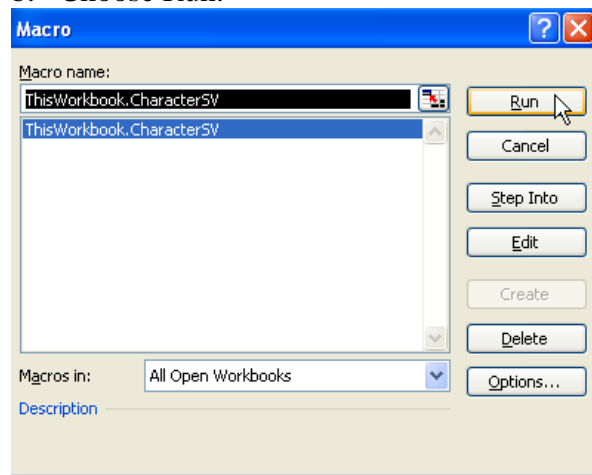
2. Type Student information into Excel spreadsheet using correct format from Specifications for the Student Data Upload File.
3. Delete header row in Excel file. Only student data is to be uploaded.
  - a. Highlight row 1.
  - b. Right click and choose Delete.
  - c. Only student information is in Excel sheet.



4. Save file on your computer.
5. Run Macro
  - a. Choose Tools / Macro / Macros...

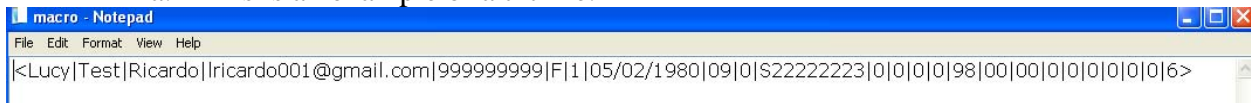


b. Choose Run.



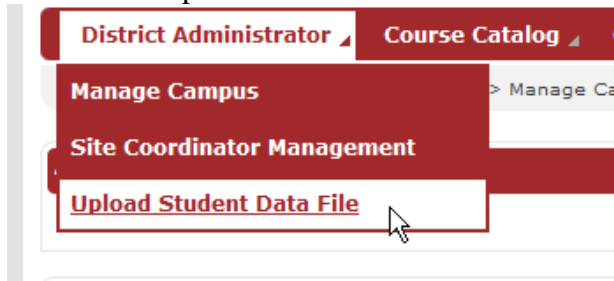
6. Macro file is saved on your computer on your local C: drive.

a. This is an example of a txt file.

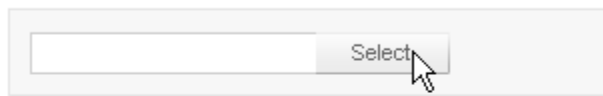


## II. Upload txt file in the TxVSN system.

1. Log into TxVSN system.
2. Choose Upload Student Data File



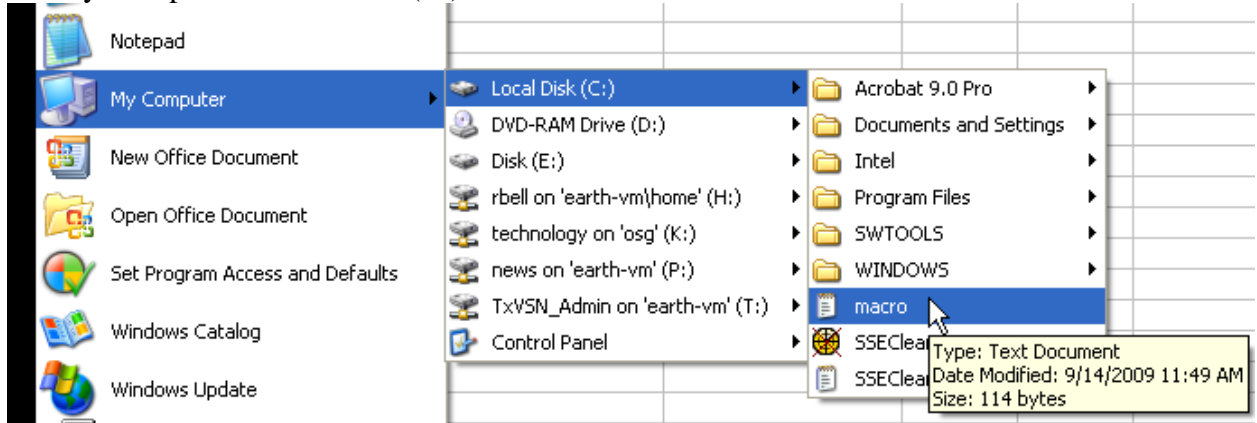
3. Click Select



**Please note that only 500 students at a time can be uploaded at this time. If your file contains more than 500 students, only the first 500 students will be processed.**



4. Find macro file on your C: drive.
  - a. My Computer / Local Disk (C:) / macro



5. Click Upload

**Please note that only 500 students at a time can be uploaded at this time. If your file contains more than 500 students, only the first 500 students will be processed.**



- a. If file upload is successful the following message will appear.

**All the records in file has been uploaded successfully.**

**Please note that only 500 students at a time can be uploaded at this time. If your file contains more than 500 students, only the first 500 students will be processed.**





b. If file upload was unsuccessful the screen will show invalid records. Please review the student data in your Excel file.

District Administrator | Course Catalog | Contact Us

You are here: Home > District Administration > Upload Student Information

### Upload Student Data Files

\* Record 2 - Fannie | Test | Able | S10000001@hcde-texas.org | 1906002 | M | 5 | 04/22/1980 | 10 | 0 | S10000001 | 0 | 0 | 0 | 0 | 98 | 00 | 00 | 0 | 0 | 0 | 0 | 6 - Special Education is required.

\* Record 4 - Mary | Test | Bell | S10000003@hcde-texas.org | 1906002 | M | 5 | 02/01/1980 | 10 | 0 | S10000003 | 0 | 0 | 0 | 0 | 98 | 00 | 00 | 0 | 0 | 0 | 0 | 6 - Migrant is required.

All the record in file has been uploaded successfully except the above invalid records

Select

Please note that only 500 students at a time can be uploaded at this time. If your file contains more than 500 students, only the first 500 students will be processed.

Need help with this section? | Upload