

Downloading the Data File and Importing into Access and Excel 2007

This guide is intended to assist School and District Level Users of the PMRN with downloading and importing the School/District Data File into Microsoft Access 2007.

After the file is imported, the User can run queries against the data set. The file can also be exported to Microsoft Excel.

Note: Users of Internet Explorer 7.0 may have difficulty downloading the text (.txt) file from the internet through the browser. If you are a User of IE 7.0, please see the instructions located at the bottom of this page.

To download the School Data File follow these steps.

School Level 1, 2, 3, or 4 User

- o Sign In to the PMRN.
- o Click the "School Reports" tab.
- o Click the "School Data File" link.

District Level 1, 2, or 3 User

- o Sign In to the PMRN.
- o Click the "School Reports" tab.
- o Select the School whose file you wish to download.
- o Click the "School Data File" link.

After the School Data File has been saved to the personal computer, import the file into Access 2007.

- o Download the Access 2007 file template from www.fcrr.org/pmrn/fair_datafile_v3.mdb and save it to the desired location on the computer.
- o Double-click on the icon for datafiletemplate.mdb.
- o A message may be displayed regarding the allowing of unsafe expressions. Click "No."
- o A security warning may appear.
- o Click the "Open" button to open the file.

Access will now be open. Continue to follow these steps to import the data file.

- o Click "External Data."
- o Click "Text File."
- o Click "Browse."
- o Locate and select the data file downloaded from the PMRN. (If the name of the file was not changed, the file will be named "schoolData").
- o Click "Open."
- o Make sure that "Import the source data into a new table in the current database" is selected and click "OK."

A new window will appear.

- o Click the "Advanced" button.
- o Click the "Specs" button.
- o Select "Data File Import Specifications" and click the "Open" button.
- o Click the "OK" button.
- o Click the "Next" button three (3) times.
- o Select "No Primary Key."
- o Click the "Finish" button to import the data. A notification box may be displayed.
- o Click the "OK" button.
- o A box prompting "Save Import Steps" will appear. Click "Close".
- o To open the file, double click the newly created icon.

The table will be listed with the name entered, or the name of the data file. Follow these steps to export the file to Excel.

- Right click on the table in Access that contains the imported data file.
- Move your cursor over "Export" and click "Excel" in the drop-down menu.
- Click "Browse" to select where the new Excel file should be saved and name the file.
- For the "File Format:" select Excel Workbook or Excel 2003-2007 workbook.
- Click the "OK" button.
- A new will appear in the selected location. Double click to open the data in Excel.

The new Excel file will be in the folder in which it was saved. After it is opened, graphs can be created.

Users of Internet Explorer 7.0 having difficulty downloading the School Data File from the PMRN may need to change their browser settings.

- Open Internet Explorer.
 - Click the Tools button, and then click Internet Options.
 - Click the Security tab, and then click the Custom Level button.
 - Locate the Downloads section.
 - Locate the Automatic prompting for file downloads section.
 - Check "Enable" under Automatic prompting for file downloads.
 - Click the "OK" button at the bottom of the Security Settings window to proceed.
 - Click the "OK" button at the bottom of the Internet Options window to proceed.
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District Users have access to a file that contains data for all of the schools in the district that are using the PMRN. The template is located at www.fcrr.org/pmrn/fair_datafile_v3.mdb.