**Student Achievement Module (SAM)**
Excel Spreadsheet Instructions

The purpose of the SAM Excel Spreadsheet is to provide a user-friendly interface to input Seal of Biliteracy records. This spreadsheet then converts the data into the applicable codes and allows for a quick conversion to a comma separated file.

1. Open the SAM Excel Spreadsheet and be sure you are on the **STEP 1-Template** tab at the bottom left of the spreadsheet. Note the following:
   - Fields that require data entry are marked **MANDATORY**
   - The following fields have drop down lists to select from:
     - Reporting District
     - Credential/Test Vendor (optional)
     - Credential Specialization
     - Test Passed
   - The Credential Category/Series will automatically be populated
   - Validation is in place to ensure the proper length and completion of fields. See the Errors column (J) for any fields that need to be corrected.
2. Add records to the spreadsheet. The spreadsheet currently accepts up to 100 records.
3. Save your file with a name that will help you identify the correct file, and in a location that will allow it to be easily located.
4. Click on the **STEP 2 – Extract** tab.
5. Go to File → Save As
6. You can keep your file name and location the same; however select **CSV (comma delimited)(*.csv)** as a file type.
7. Click Save and the following message will appear:
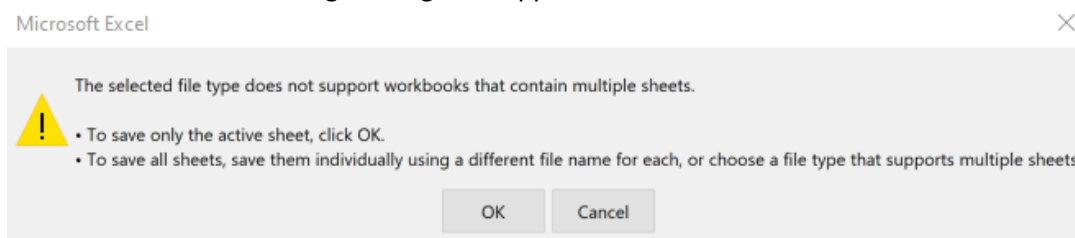
8. Double-check that you are on the **STEP 2 – Extract** tab.
   - If you are, click **OK**
   - If you are not, click **Cancel** and go back to Step 4 (above).
9. There is a known issue that we are working through, so the next step is temporary, but necessary for a successful upload:
   - Navigate to your saved file and right-click on it
   - Go to Open With →Notepad
   - Delete all the rows that are only commas. Example:
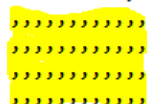
   - Save your file

TIP: The fastest way to remove these commas in Notepad is to go to Edit → Replace
- Find what: ,,,,,,,,,,,, (12 commas with NO spaces)
- Replace with: leave blank
- Click Replace All