



COLLEGE OF EDUCATION
Iowa Testing Programs
Iowa Statewide Testing Programs
340 Lindquist Center South
Iowa City, IA 52242-1529
319-335-5408
<https://itp.education.uiowa.edu>

Dear Test Coordinator:

This shipment contains the CD-ROM data file that is part of the standard services for scoring orders. This CD is being sent separately from your score reports. In some cases, schools might receive their CD before the score reports are shipped, but in other cases, the CD will come after the shipment of score reports has been received.

The CD-ROM contains two files on it. One file is the set of student records, one per student tested. The other file contains a description of the student record—which variables are included and their location. The description will show that the record is field delimited, which means there is something separating each of the variables in the student record. For this file, the delimiter is a tab.

Some general instructions for using the CD-ROM data are provided here using EXCEL as an example. To begin, first open the application, e.g., EXCEL, into which you will read, save, and manipulate the student data records. Always open the data file from within the application, not by clicking on the file name/icon itself.

Once you have EXCEL open, go to the “FILE” menu option and select “OPEN,” or click on the “OPEN FOLDER” icon. When the “Select a Document” window appears, you must highlight the file name you want to open. If the data file does not appear in the window, use the pull-down menu under “List Files of Type” at the bottom of the window and choose “All Files.” Open the data file, which will bring up the “Text Import Wizard—Step 1 of 3.” Step 1 is to click on “Delimited” under “Original Data Type.” Then click “Next” below. In Step 2 you will specify how the file is delimited. Under “Delimiters,” the “Tab” box is likely checked. If not, check the “Tab” box and then click “Next” again. A change this year is that some data are provided in a variable string, as opposed to individually-delimited data elements. To import these data correctly in Step 3, scroll over on the preview screen, select the strings you wish to convert (for example, the ethnicity and program strings), highlight them one at a time, and then switch each from “General” to “Text.” Then, simply click “Finish” and EXCEL will pull in your data.

Once you have your data in your application of choice, such as EXCEL, you should save the file on your hard drive so that you need not access it from the CD every time you wish to use it. At this point you can use the application (EXCEL) to manipulate your data according to both your needs and the capabilities of the application.

Please call us if you have questions about using the CD-ROM or determining what is on it.

IOWA TESTING PROGRAMS
(319) 335-5408

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