



COLLEGE OF EDUCATION  
**Iowa Testing Programs**  
**Iowa Statewide Testing Programs**  
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<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 was sent separately from your score reports and may arrive before or after your other reports.

The CD-ROM contains your student data (<school name> System Student Data.txt) and a description of the student record—which variables are included and their location (ITP Data File Format EF.xls). The student data file is a tab-delimited text file.

Some general instructions for using the CD-ROM data are provided here using Excel as an example. To begin, first open 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 “open” window appears allowing you to browse for your file, locate and select the file you want to open. If the data file does not appear in the window, use the pull-down menu near the “Open” button at the bottom of the window and change the selection from “All Excel Files” to “All Files.” Open the student data file, which will bring up the “Text Import Wizard—Step 1 of 3.” Step 1 is to select “Delimited” under “Original Data Type,” then click “Next” below. In Step 2 you will specify how the file is delimited. Under “Delimiters,” select the “Tab” box and then click “Next.” In Step 3, the “Column Data Format” will require adjustment. Some 1/0 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 data preview window, 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.” Click “Finish” and Excel will import your data.

Once you have your data imported, you should save the file on your computer so that you need not import it from the CD every time you wish to use it. At this point you can manipulate your data according to both your needs and the capabilities of the application. Further assistance is available on our website ([itp.education.uiowa.edu](https://itp.education.uiowa.edu)) under “Iowa Assessments” and “Interpreting Results.”

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

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