

How to Create an Excel Database Using WVEIS Download

1. First, create and name a folder on your hard drive where you want the download to save.
2. Double-click on the WVEIS shortcut.
3. Log in using your assigned username and password. Hit Enter.
4. On the next screen, type 8 at the flashing cursor to select “student record download menu” and hit Enter.
5. On the next screen, type 2 “download student information to pc” and hit Enter.
6. On the dialog box that appears,
 - ☺ Type in description Student Data.
 - ☺ Go to the bottom line and use backspace to create space to type file name
 - ☺ C:\school\school.text
 - ☺ Type R beside C:\nfi and hit Enter.
7. ?On the next screen, default is accurate, so click OK.
8. Click the **Receive** button.
9. On the next screen,
 - ☺ Press **F6** to select all.
 - ☺ Then go back up and delete unwanted fields (like current district, age, months since birthday, etc.)
 - ☺ Click on More at bottom right of the page to see more items in the list.
 - ☺ Press **F9** to renumber the fields you chose
 - ☺ When your group of fields is the way you want it, hit Enter.
10. On the next screen, type R to Run and hit Enter.
11. On the next screen, **DO NOT HIT ENTER**, but instead, click the **Receive** button.
 - ☺ On the pop-up window, in the first box, type in the ADDONSTU/PAOS595(JHB33233) exactly as it appears by the file name on the screen behind it.
 - ☺ Output device is file.
 - ☺ Click **Data Transfer** button.
12. On the login pop-up, log in again, but **DO NOT HIT ENTER**.
13. When message box says that transfer is complete, click OK.
14. Click X to close.
15. Click Yes.
16. **NOW IT IS OK TO HIT ENTER.**
17. Type 90 to sign off.
18. Exit.
19. Make sure you have saved AS A TEXT FILE, not as rich text.
20. Open **Excel**.
21. Click on **Data** on the Main Menu.
22. From the drop-down list, click on **IMPORT EXTERNAL DATA**.
23. Click on **Import Data**.
24. From the drop-down list, rest your mouse on **Get External Data**.
25. From the pop-up list on the right, click on **Import**.
26. When the Wizard appears, select **Delimited** and click **Next**.
27. On the next screen, click on to select **COMMA** and click Next.
28. Leave **GENERAL** as the selection and click **FINISH**.
29. Save your worksheet. You can delete any columns that you do not want.

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