

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

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**

- Sign In to the PMRN.
- Click the “School Reports” tab.
- Click the “School Data File” link.

**District Level 1, 2, or 3 User**

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

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

- Download the Access file template from <http://www.fcrr.org/pmrn/schooldatafiletemplate.mdb> and save it to the desired location on your computer.
- Double-click on the icon for datafiletemplate.mdb.
- A message may be displayed regarding the allowing of unsafe expressions. Click “No.”
- A security warning may appear.
- Click the “Open” button to open the file.

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

- Click “File.”
- Click “Get External Data.”
- Click “Import.”
- Select “Text Files” as “Files of type” in the bottom drop-down menu. (Text Files (\*.txt;\*.csv;\*.tab;\*.asc))
- 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”).
- Click “Import.”

**A new window will appear.**

- Click the “Advanced” button.
- Click the “Specs” button.
- Select “School Data File 2006-2008 Specifications” and click the “Open” button.
- Click the “OK” button.
- Click the "Next" button four (4) times
- Select "No Primary key."
- Click the “Finish” button to import the data. A notification box is displayed.
- Click the “OK” button.
- 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.
- Click “Export.”
- Select “Microsoft Excel 97-2003” in the “Save as type” drop-down menu.
- Select where the new Excel file should be saved and the name of the file.
- Click the “Export” button.
- A new Excel icon will appear. 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.**

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**Users of Internet Explorer 7.0 having difficulty downloading the School or District Data File from the PMRN may need to change their browser settings by following the steps:**

- 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 <http://www.fcrr.org/pmrn/districtdatafiletemplate.mdb>