

## Organizational File Instructions

### Organizational Account Type

District Test Coordinator (DTC) – One per District

District Level User (DLU) – Same rights as DTC; as many as necessary per District

School Test Coordinator (STC) – One per School

School Level User (SLU) – Same rights a STC; as many as necessary per School

Examiner – Examiner/Teacher, as many as necessary per School

### File Format

*Excel files (.xlsx file or .xls file)*

Questar will not repair or reformat data files that do not follow or adhere to the enclosed data file layout. You may need to contact your information systems staff or database administrator for technical assistance.

DO NOT REFORMAT THE CELLS OR COLUMNS IN THE FILE. This file must be saved with the .xlsx or .xls extension.

1. Users can key the data directly into the provided Excel template. Entries for some fields have been pre-defined to ensure accuracy. This does not mean that there will not be any errors after the file is loaded into the DRP Administration Site.
2. Please keep the header row (A1-Q1) in the file when you save it. Do not add any additional columns to the file.
3. Save the file as a regular Excel file (.xlsx or .xls depending on your Excel version). This is the file to be used for the Pre-ID system and uploaded to the DRP Administration Site.

### Common Errors

1. District name must be the same in every row.
2. A proper Account Type must exist in every row.
3. Each row must contain a valid email address.