

**Illinois State Board of Education**  
**How to Open Illinois Report Card Data Files Using Excel**

## Introduction

The Illinois State Board of Education (ISBE) publishes raw data files that are used to populate the Illinois Interactive Report Card (<https://illinoisreportcard.com/>). The data files are available at: <https://www.isbe.net/Pages/Illinois-State-Report-Card-Data.aspx> on Oct. 31 and at <ftp://ftp.isbe.net/schoolreportcard/> before Oct. 31 (once released under embargo).

The screens on pages two and three of this instructional guide show the files on the isbe.net website, but these instructions apply to the files on the FTP site as well.

**Typically two files are available for each school year:**

- Report Card Data
- Report Card Data with Assessment Data

A companion Microsoft Excel document is also available that contains the file **layout** for the files.

The file layout companion document is critical to understanding how the data is organized in the data files.

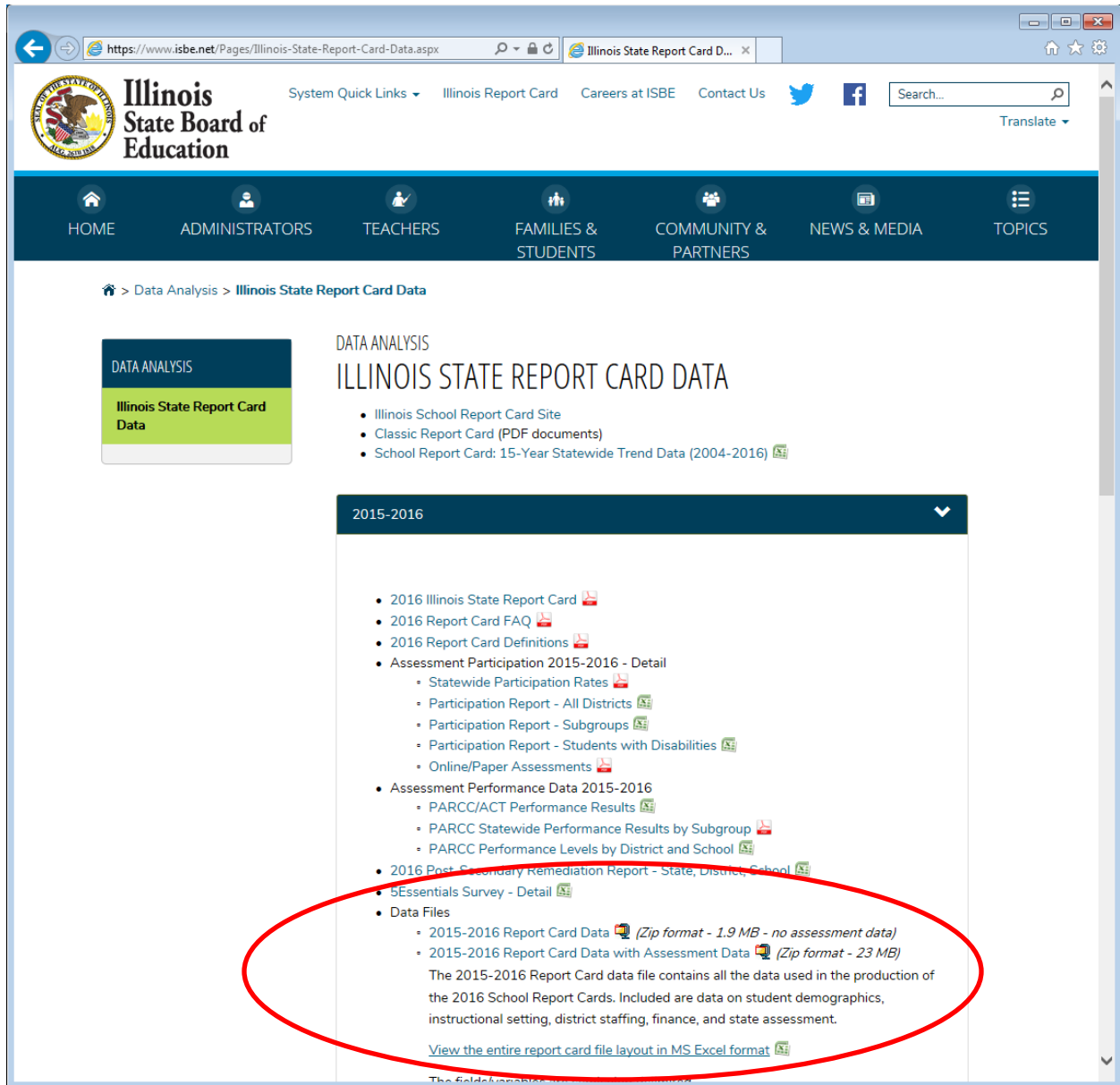


Figure 1 - The Illinois State Report Card Data Page on ISBE's Website

These data files are very large and are compressed in Zip format to reduce space and download time.

## How to Download the Data Files

The data files and companion Excel file layout can be downloaded using typical browser download techniques. Depending on your browser, you may be able to simply click on the link to initiate the download. Usually the browser will ask you if you want to save the download and give you an opportunity to save it to your desired location.



Figure 2 - Downloading a File from the Website

After downloading the files to your desired location, you will need to unzip them. In Windows operating systems you can select the zip file from the directory, right-click on it and select “**Extract All...**” from the menu option. You can then select where the unzipped file will be placed.

The companion Excel file layout document is not zipped; you may open it directly with Excel.

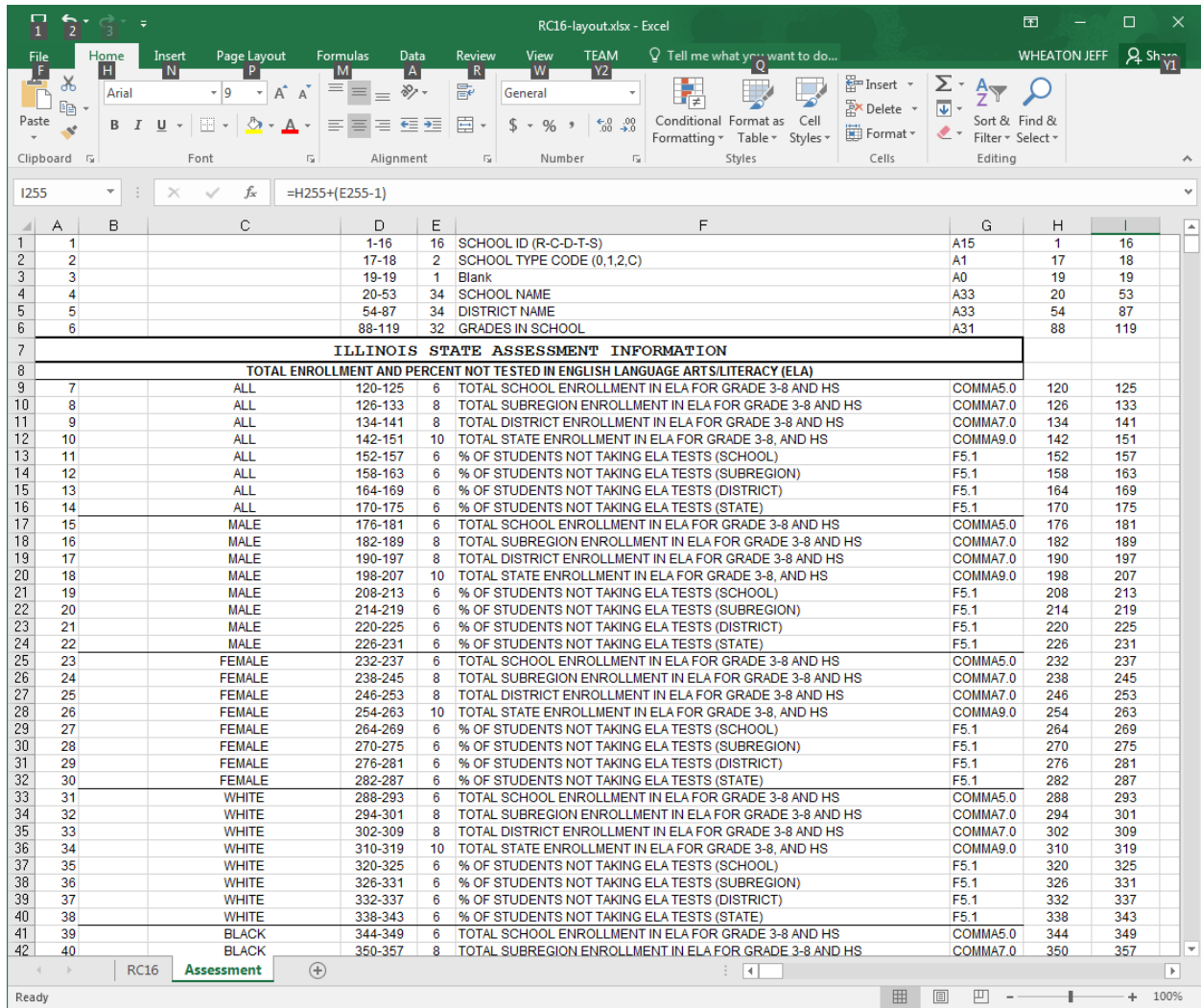


Figure 3 - The File Layout Document

## How to Open the Report Card Data Files Using Microsoft Excel

The Report Card data files may be opened in a variety of software packages, include Microsoft SQL Server, Microsoft Access, and Microsoft Excel as well as other data management software packages. Since Excel is a common tool for managing data, we will provide instructions for opening the Report Card data files with Excel.

You must use Microsoft Excel 2007 or above due to the large number of columns in the Report Card data files.

### Step 1: Create a New Excel Document

Open Excel to create a new blank document.

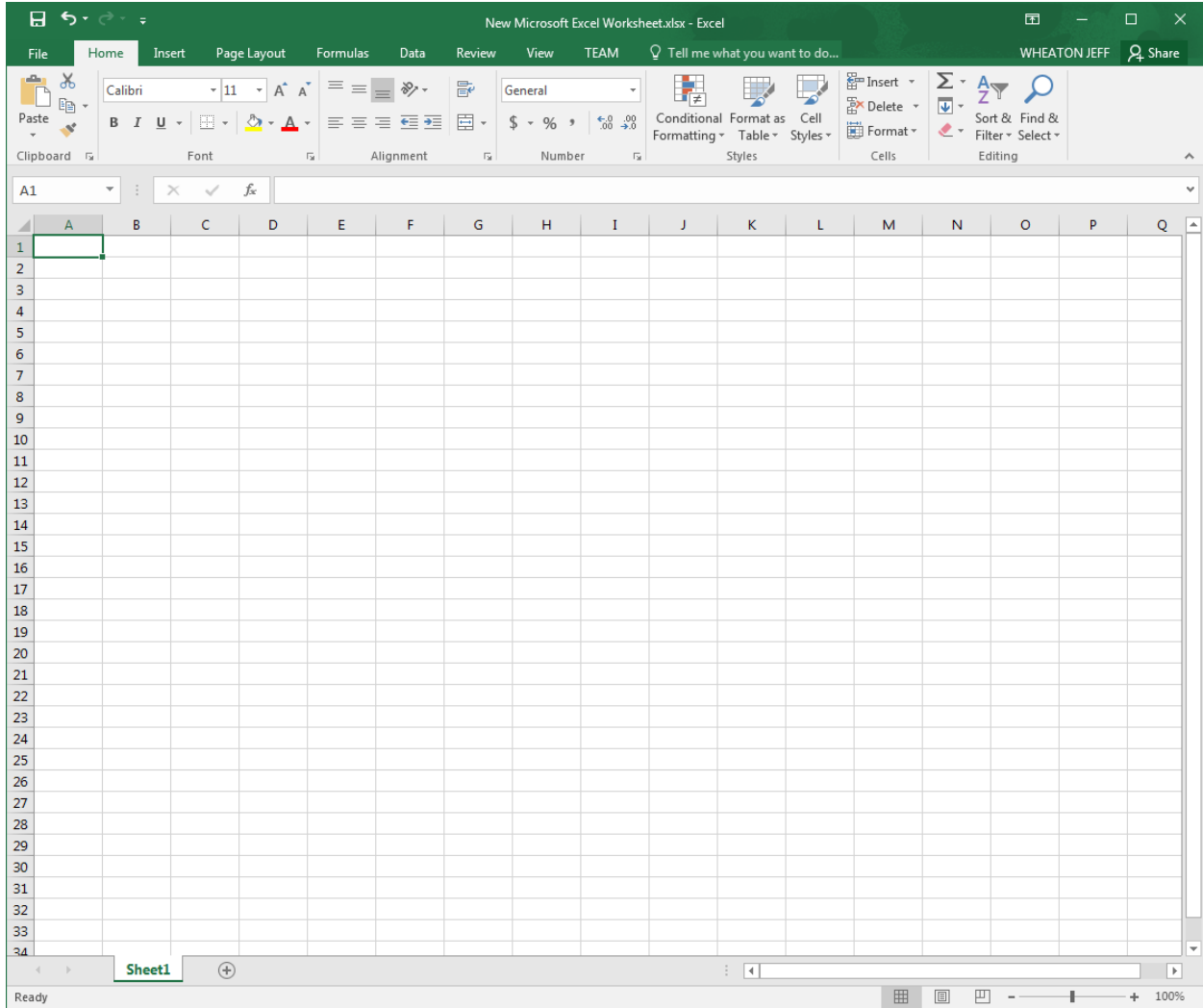


Figure 4 - Empty Excel Document

### Step 2: Choose to Open a File and Select the Report Card Data File

Select to open a file from the Excel menu option. Browse for the file to open. You may need to change the file type to "All Files (\*.\*)" or to "Text Files (\*.prn;\*.txt;\*.csv)" to show the file in the window.

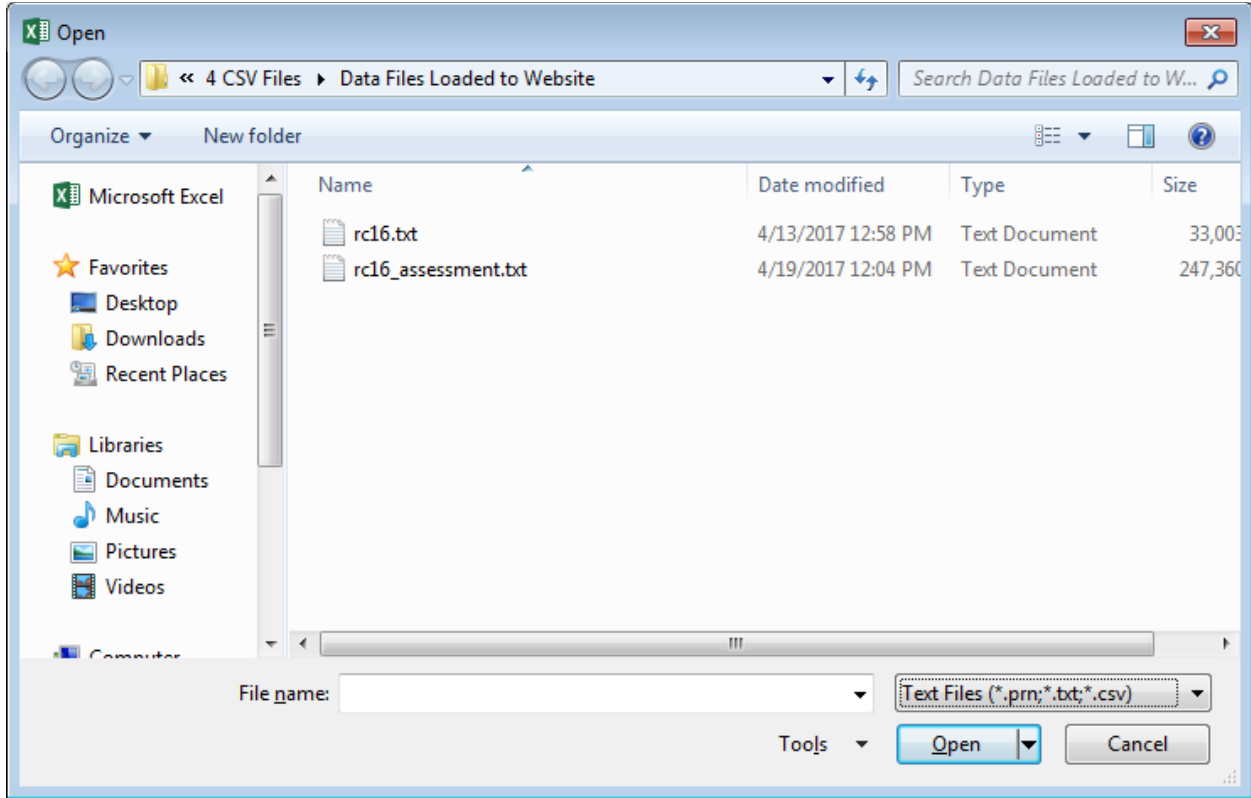


Figure 5 - File Browser Filtered by Text Files

Select the file to open. Excel recognizes that the file is not in typical Excel format and will open a “Text Import Wizard” dialog for you to make a few selections to let Excel know how to open the file.

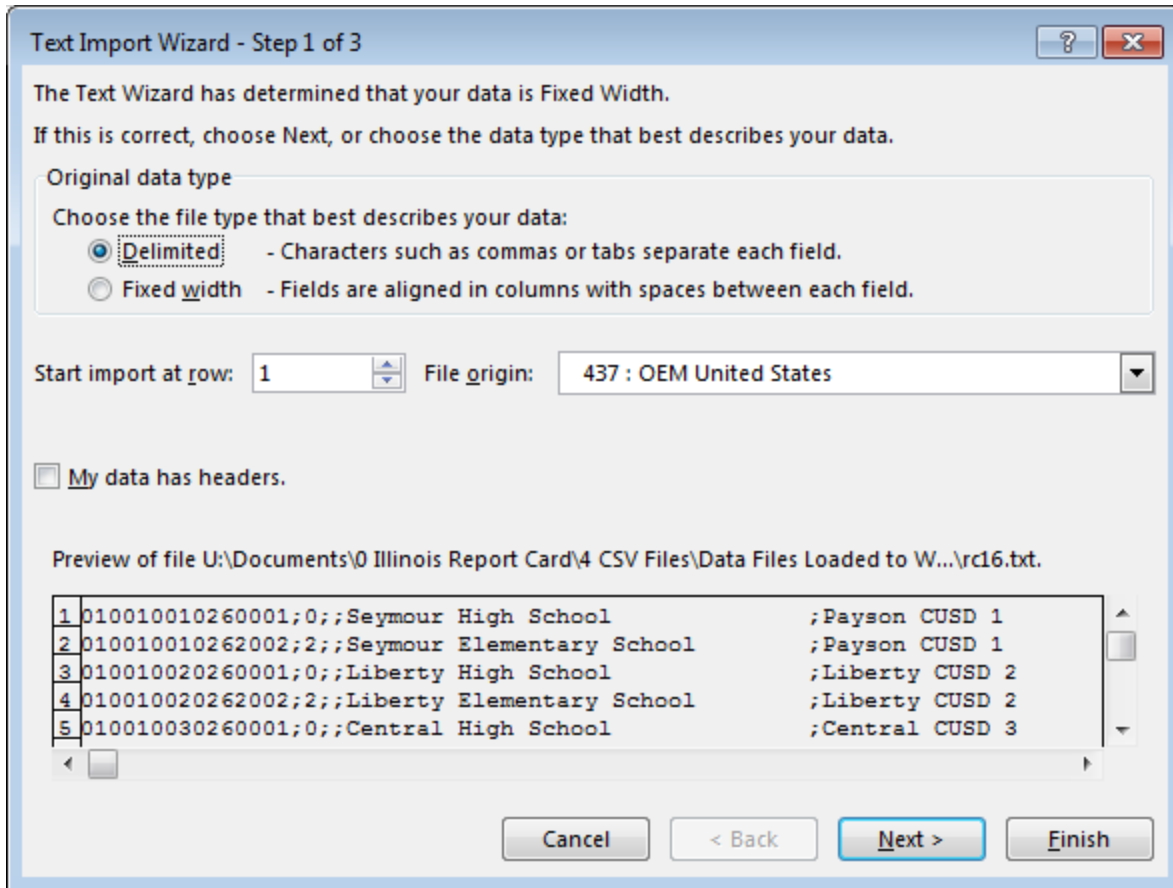


Figure 6 - Text Import Wizard - Step 1 of 3

On the first page of the Text Import Wizard, make sure the Delimited option is selected, then click **Next** to continue to Step 2.

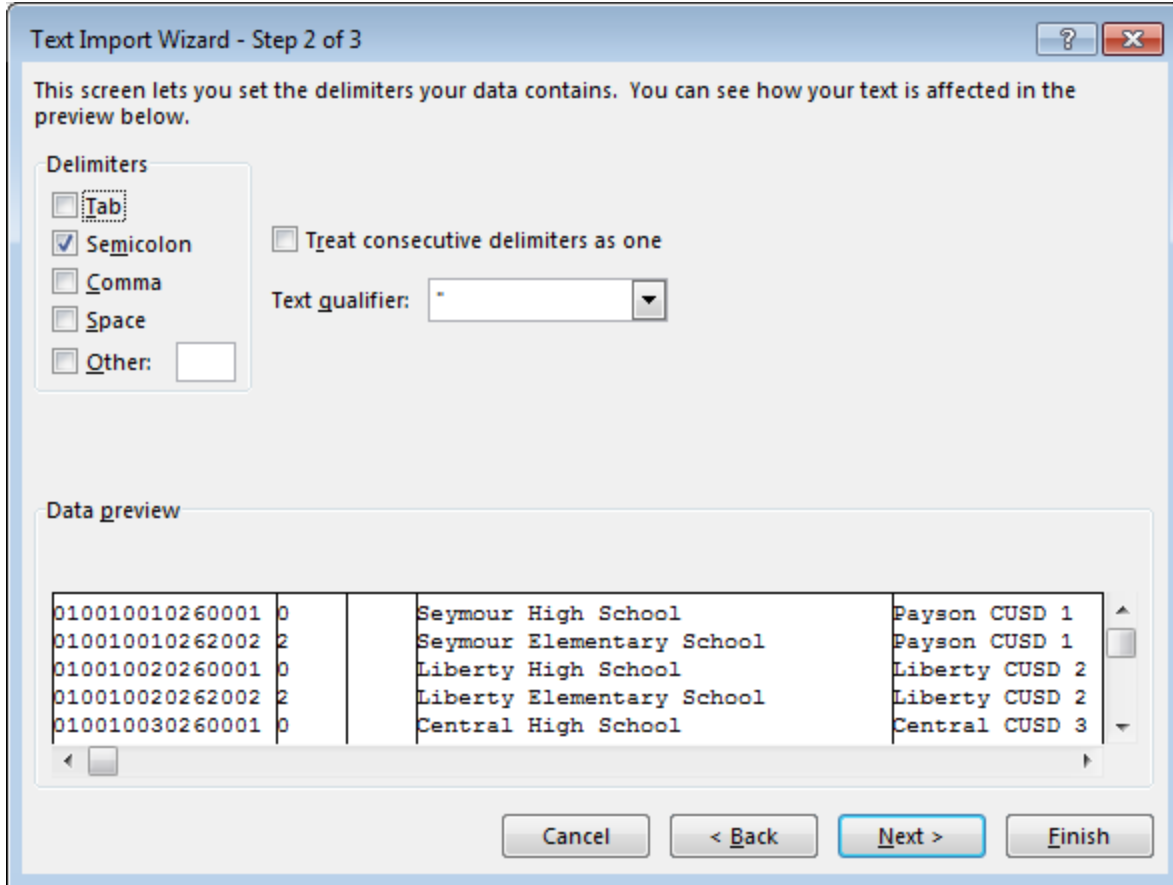


Figure 7 - Text Import Wizard - Step 2 of 3

On step 2 of the Text Import Wizard, select the Semicolon delimiter option. Make sure to uncheck any other options, then click **Next** to continue to step 3.



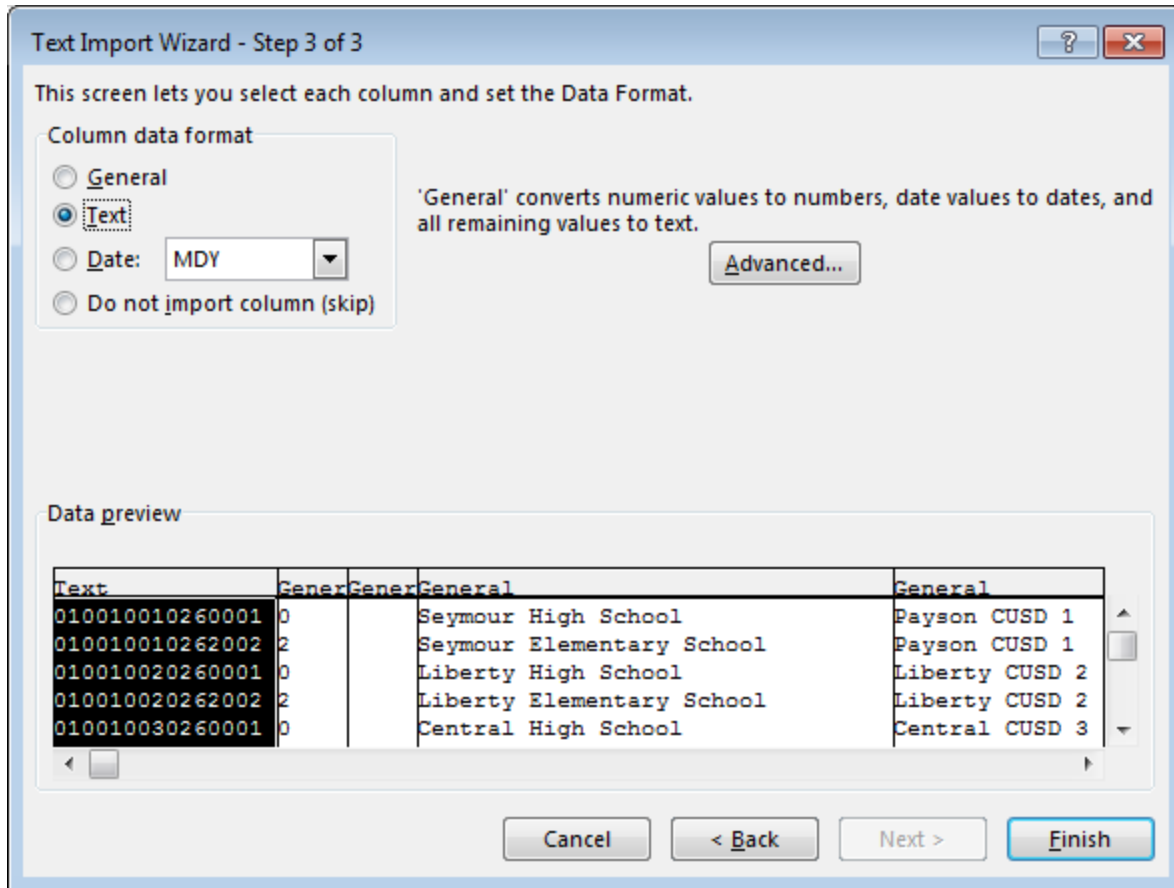


Figure 8 - Text Import Wizard - Step 3 of 3

On step 3 of the Text Import Wizard, select the Text option for the column data format, then click **Finish**. Excel will begin loading the data. Depending on the size of the file this may take anywhere from a few seconds to several minutes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	010010010	0		Seymour I Payson CU Payson	Adams			2	8	UNIT	MEDIUM	HIGH SCH(7 8 9 10 11		96.9	0.4	0	
2	010010010	2		Seymour I Payson CU Payson	Adams			2	8	UNIT	MEDIUM	ELEMENT/ PK K 1 2 3		93	0.3	0	
3	010010020	0		Liberty Hi Liberty CU Liberty	Adams			2	8	UNIT	MEDIUM	HIGH SCH(7 8 9 10 11		98.2	0.4	0.4	
4	010010020	2		Liberty El Liberty CU Liberty	Adams			2	8	UNIT	MEDIUM	ELEMENT/ PK K 1 2 3		95.7	0.9	0	
5	010010030	0		Central Hi Central CU Camp Poi	Adams			2	8	UNIT	MEDIUM	HIGH SCH(9 10 11 12		96.7	0	0	
6	010010030	1		Central Ju Central CU Camp Poi	Adams			2	8	UNIT	MEDIUM	MIDDLE SC(5 6 7 8		96.7	0	0	
7	010010030	2		Central El Central CU Camp Poi	Adams			2	8	UNIT	MEDIUM	ELEMENT/ PK K 1 2		99	0	0	
8	010010030	2		Central 3- Central CU Golden	Adams			2	8	UNIT	MEDIUM	ELEMENT/ 3 4		97.9	0	0	
9	010010040	0		Unity High CUSD 4 Mendon	Adams			2	8	UNIT	MEDIUM	HIGH SCH(9 10 11 12		98.3	0	1.3	
10	010010040	2		Unity Elen CUSD 4 Mendon	Adams			2	8	UNIT	MEDIUM	ELEMENT/ K 1 2 3		96.1	2.2	1.1	
11	010010040	2		Unity Mid CUSD 4 Mendon	Adams			2	8	UNIT	MEDIUM	ELEMENT/ 4 5 6 7 8		97.9	0.4	0.8	0
12	010011720	0		Quincy Sr Quincy SD Quincy	Adams			2	9	UNIT	LARGE	HIGH SCH(10 11 12		86.3	6.8	1.7	0
13	010011720	1		Quincy Jr Quincy SD Quincy	Adams			2	9	UNIT	LARGE	MIDDLE SC(7 8 9		81.9	9	2.1	1
14	010011720	2		Adams El Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		79.6	16.9	2.2	0
15	010011720	2		Dewey El Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		82.1	10.3	2.3	
16	010011720	2		Ellington Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		84.4	8.8	1.9	
17	010011720	2		Berrian Sc Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		72	13.8	2.1	
18	010011720	2		Madison S Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		84.6	6.4	1.6	2
19	010011720	2		Monroe El Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		88.5	6.7	1.5	1
20	010011720	2		Washing Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ K 1 2 3		62.4	25.5	3	0
21	010011720	2		Baldwin Jr Quincy SD Quincy	Adams			2	9	UNIT	LARGE	ELEMENT/ 4 5 6		80.9	9.4	2.2	1
22	010050010	0		Brown Co Brown Co Mount Ste	Brown			2	8	UNIT	MEDIUM	HIGH SCH(9 10 11 12		95.5	0	1.5	0
23	010050010	1		Brown Co Brown Co Mt Sterlin	Brown			2	8	UNIT	MEDIUM	MIDDLE SC(5 6 7 8		95.6	0	2.7	
24	010050010	2		Brown Co Brown Co Mount Ste	Brown			2	8	UNIT	MEDIUM	ELEMENT/ PK K 1 2 3		95	0.6	2.7	
25	010090150	0		Beardstov Beardstov Beardstov	Cass			2	8	UNIT	MEDIUM	HIGH SCH(5 6 7 8 9 10		42.1	7.7	47.6	0
26	010090150	2		Gard Elem Beardstov Beardstov	Cass			2	8	UNIT	MEDIUM	ELEMENT/ K 1 2 3 4		33.6	12.3	52.2	0
27	010090640	0		Virginia Jr Virginia Cl Virginia	Cass			2	7	UNIT	SMALL	HIGH SCH(6 7 8 9 10		99.3	0	0	
28	010090640	2		Virginia El Virginia Cl Virginia	Cass			2	7	UNIT	SMALL	ELEMENT/ PK K 1 2 3		92.9	0.6	1.9	
29	010092620	0		A-C Centri A-C Centri Ashland	Cass			2	7	UNIT	SMALL	HIGH SCH(9 10 11 12		92.6	3.7	3	
30	010092620	1		A-C Centri A-C Centri Ashland	Cass			2	7	UNIT	SMALL	MIDDLE SC(5 6 7 8		97.4	1.3	1.3	
31	010092620	2		A-C Centri A-C Centri Chandler	Cass			2	7	UNIT	SMALL	ELEMENT/ PK K 1 2 3		91.1	1.6	4.2	
32	010690010	0		Franklin Jr Franklin C Franklin	Morgan			2	7	UNIT	SMALL	HIGH SCH(6 7 8 9 10		94.6	0	0.7	
33	010690010	2		Alexander Franklin C Alexander	Morgan			2	7	UNIT	SMALL	ELEMENT/ 2 3 4 5		97.6	0	0	
34	010690010	2		Franklin E Franklin C Franklin	Morgan			2	7	UNIT	SMALL	ELEMENT/ PK K 1		93.7	0	1.6	

Figure 9 - Report Card Data Loaded into Excel

At this point you may want to immediately save the file as an Excel Workbook. Select to **Save As**, then change the Save as type to “**Excel Workbook (\*.xlsx)**”.

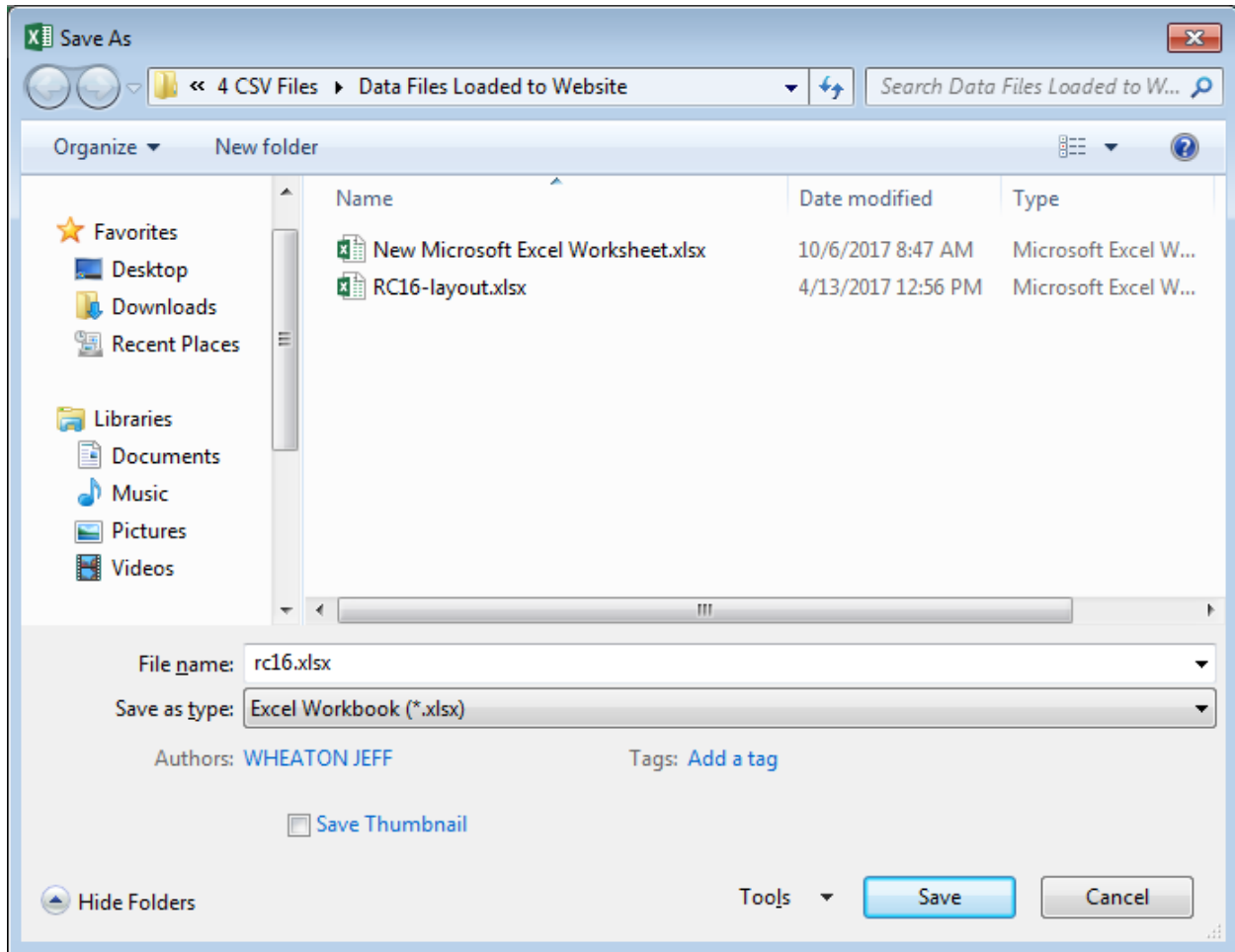


Figure 10 - Saving the Data as an Excel Workbook

The data file has now been saved into Excel and is ready for you to review.

## Using the Data

The Illinois Report Card data files that are available for download from ISBE's website do not include a header row. You must refer to the companion report card file layout Excel document to understand how the data is organized within the worksheet. Given the number of columns in the data, here is a suggestion for simplifying the reference between the layout file and the spreadsheet containing the data.

Step 1: Insert a new row at the top of the data spreadsheet so that the first row in the spreadsheet is blank.

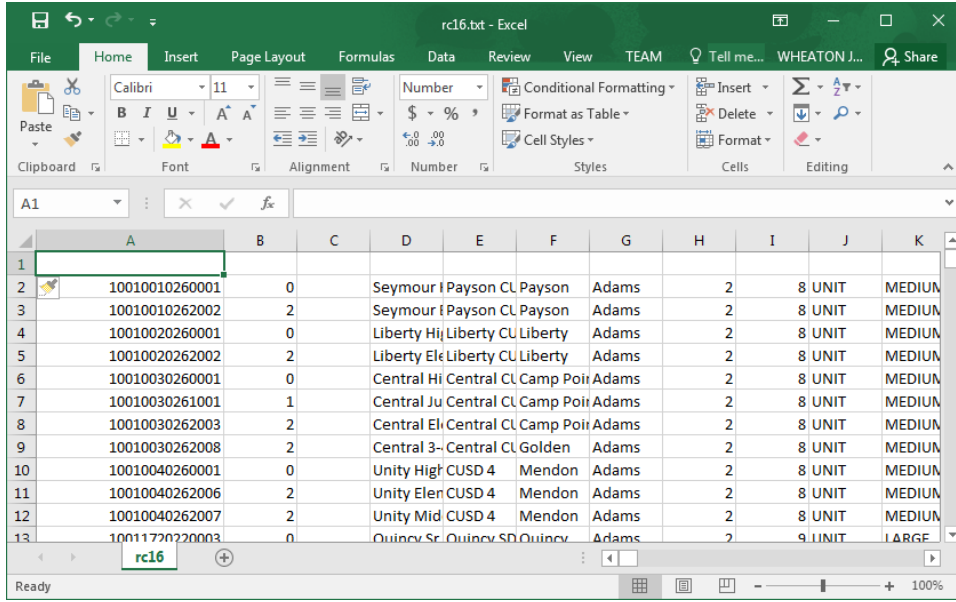
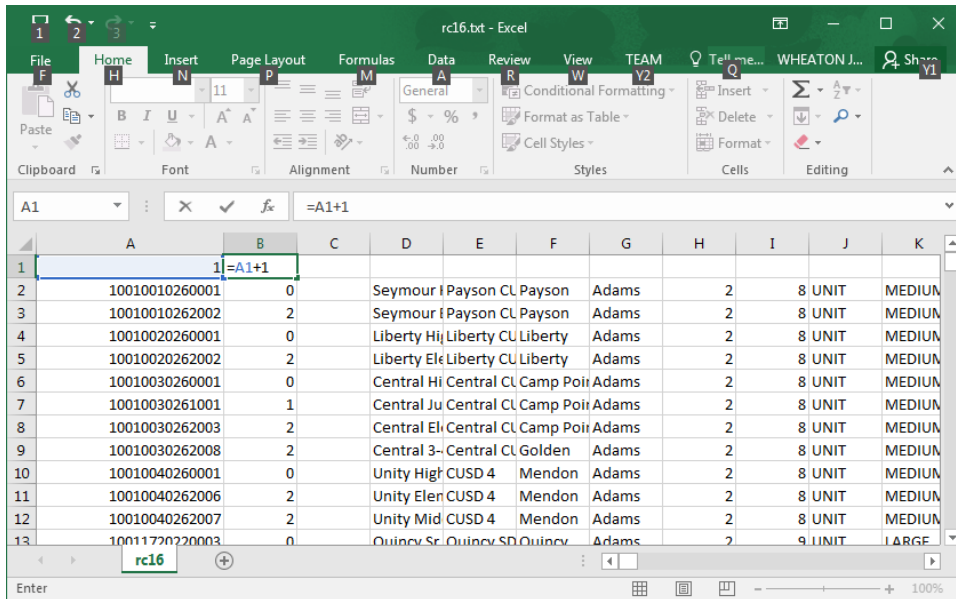
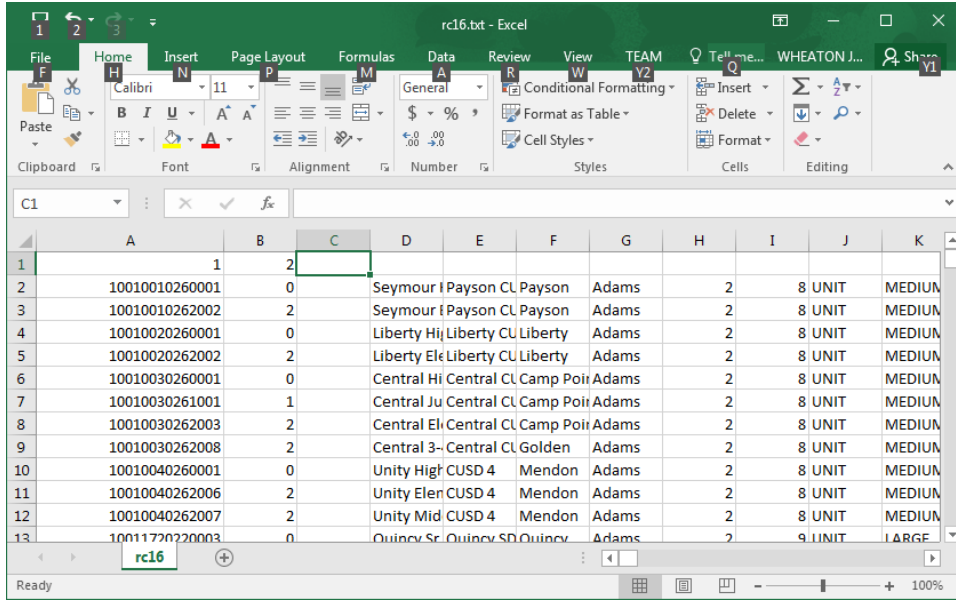


Figure 11 - Data spreadsheet with blank first row

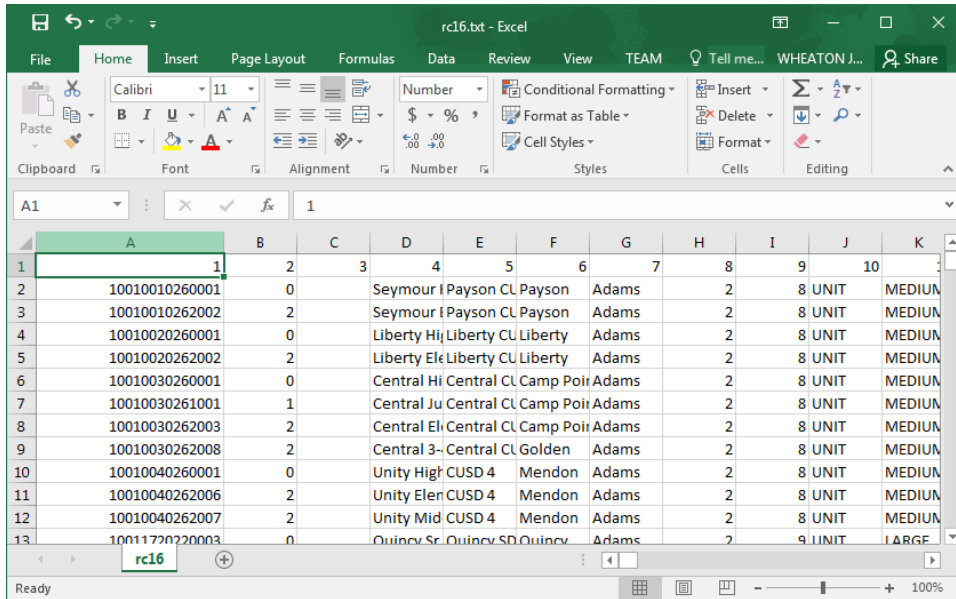
Step 2: Enter the number 1 in cell A1, and enter the following formula in cell B1: =A1+1



Step 3: When you tab out of cell B1, the formula will change to the number 2.



Step 4: Copy the formula across all cells in the first row. This will automatically populate every column with the next sequential number.



You can now use the numbers in the first row of each column to match with the corresponding number on the layout document. You can format the first row as you wish (may want bold and freeze the first row so you can easily scroll through the data while keeping the first row in place).

In the screen shot below (highlighted for easy reference), the column on the data spreadsheet with the header value of 4 corresponds to the row on the layout spreadsheet with the number 4 in column A. In this example, the column labeled “4” represents the School Name.

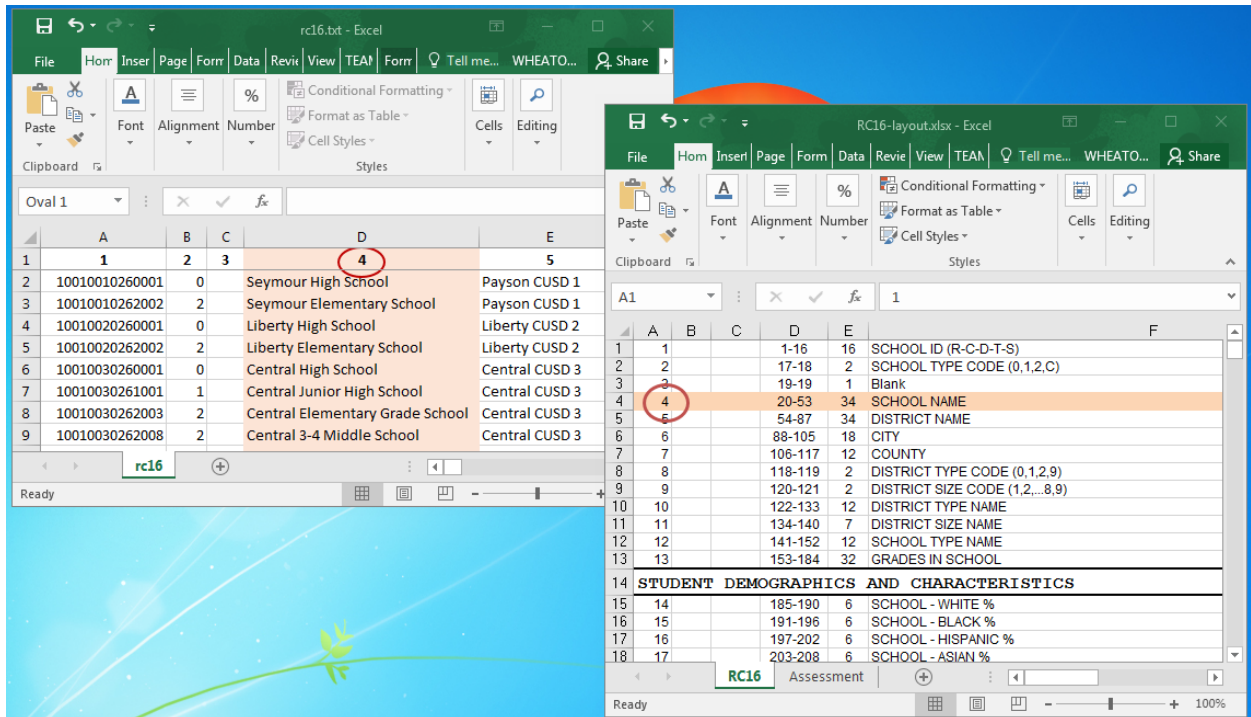


Figure 12 - Matching the data spreadsheet column to the layout document

If you see “####” for the four-digit numerals in column A of the layout Excel document, then increase the width of the column.

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