

MISSISSIPPI STUDENT FINANCIAL AID
"Mississippi Helping Students"

High School Grades Submission for SAMS System Users

Sams can export your student information to a text file that can be imported directly into a Microsoft Excel spreadsheet. This will make the high school GPA submission for Sams system users much easier than the manual input of information using the application. This information is available in large part because Mr. Tommy Parish from Amory High School provided the export instructions to our office. We greatly appreciate his assistance.

This is accomplished using the System Administrator (the wrench) function, which is located within the Central Access System Folder.

First use "My Computer" to create a new folder on your local disk (C:).

1. To create this folder, double click on the "My Computer" Icon on your desktop.
2. Double click on the local disk (C:) icon.
3. Left click the word "File" at the top left of window.
4. Select "New"->Folder. A folder will be created and its name "New Folder" will appear in bold. Replace the name "New Folder" with "HSMTAG" by typing in "HSMTAG". It does not matter if the name is all lowercase or upercase.

In Sams go to:

1. System Administrator (the wrench)/Admin/Utilities/Student Demographic ASCII CSV Export.
2. Select the fields to export: ssn, last name, first name, middle initial, address 1, address 2, city, state, zip5, dob and ADA Grade. Note: Include high school GPA if it is listed.
3. Sort by: last name and first name
4. Filter Criteria: ADA Grade 12 Status: Enrolled
5. Return to Select Data
6. Editor/Edit/Select All/Edit/Copy. The write path and filename should be "C:\HSMTAG\student.txt". You should see Sams selecting your seniors. Note: If you get a runtime error click "OK" and exit Sams System Administrator.

Start Microsoft Excel application:

1. A blank workbook should be displayed.
2. Click "File" at top of Excel and Select "Open". Change the Look in: folder to the folder Sams wrote your student information (C:\HSMTAG).
3. Change the files of type: to Text files. This is at the bottom of the open window.
4. Double click on the file named "student.txt".
5. Text Import Wizard Step 1 of 3 should appear and delimited should be selected. Click the "Next" button.
6. Text Import Wizard Step 2 of 3 should appear. Remove the check mark by Tab and put a check mark by Comma. The individual fields should be delimited now. Click the "Next" button.
7. Text Import Wizard Step 3 of 3 should appear. Click the "Finish" button.
9. Adjust the width of the columns to accomodate the largest item in a column.
10. Select "File" (top of Excel sheet) and "Save as".
11. Change Save as type: to Microsoft Excel Workbook (*.xls). The filename should be student.xls. Click the save button. The Save as type is located at the bottom of save window.
12. If high school GPA (4.00 scale) was included in your data export, review the information and skip step 13.
13. If high school GPA (4.00 scale) was not included. Enter each student's high school GPA in a blank column. Review the information and save it to your local disk. It will update the file you saved in step 11.
14. Copy (or do another Save as) to the blank diskette. **It is recommended that the file is written to the diskette twice. Using Save as you can change the filename and save it under the new name.** Close the workbook and Open the Excel file that you placed on the diskette to verify it was written properly.
15. Mail the diskette in a padded envelope to:

Mississippi Office of Student Financial Aid
3825 Ridgewood Road
Jackson, MS 39211-6453

If a padded envelope is not available wrap diskette in card board for protection. Indicate that it contains diskette and ask that it be hand cancelled.

If you need assistance, please call Hubert Graves at (800) 327-2980 or (601) 432-6589.