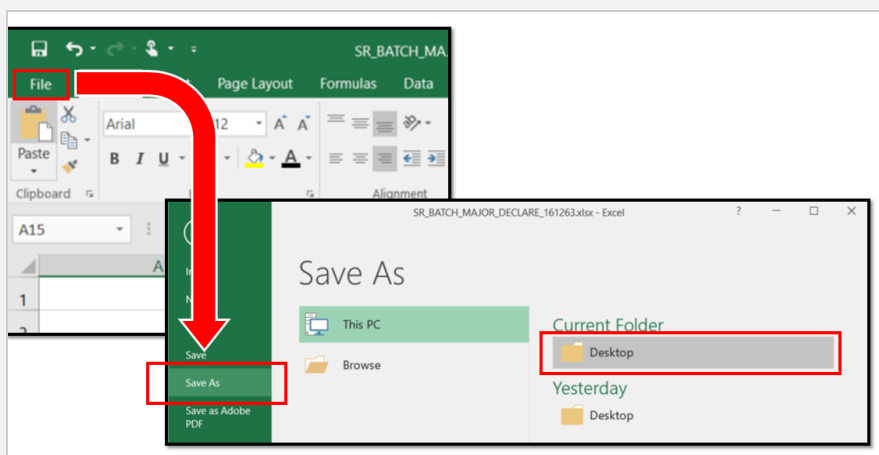


SIS Job Aid #225

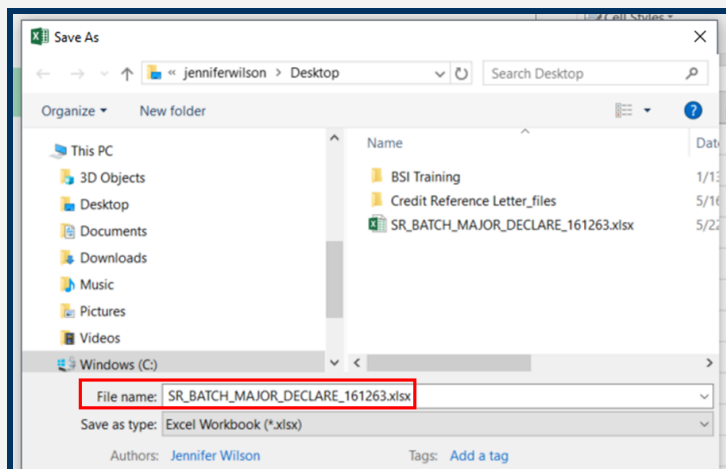
Create CSV File

This guide is intended for staff. It describes how to create a CSV file for file uploads in Campus Solutions. This may be used in various situations, especially when making changes for a group of people at one time. For example, CSV files are used for batch declaring majors.

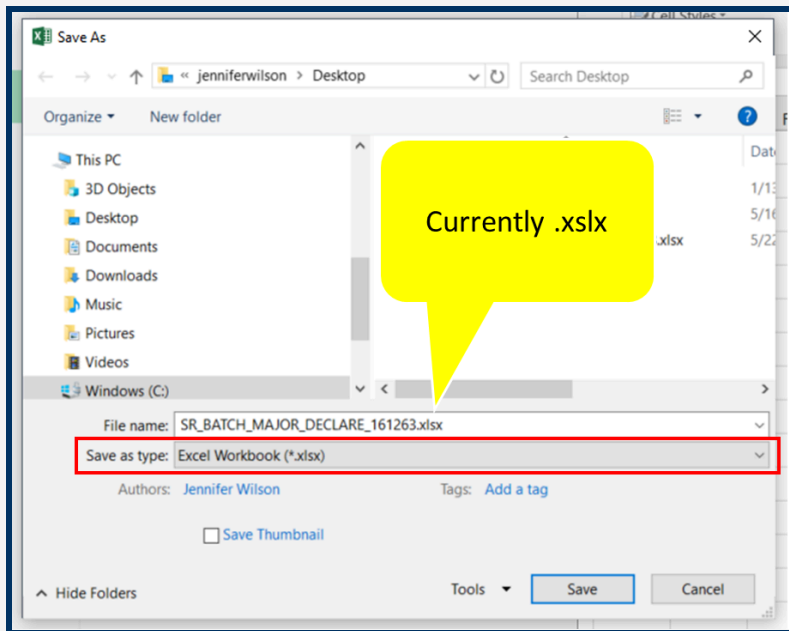
1. Open an **Excel file**. Select **File > Save As** and choose a destination for the CSV file. Your **Desktop** might be a good destination for the CSV file.



2. Name the file. In some processes, you are free to name it anything that makes sense to you. In others, you may be required to give the file an exact name. In our example, the name is **SR_BATCH_MAJOR_DECLARE_161263**.

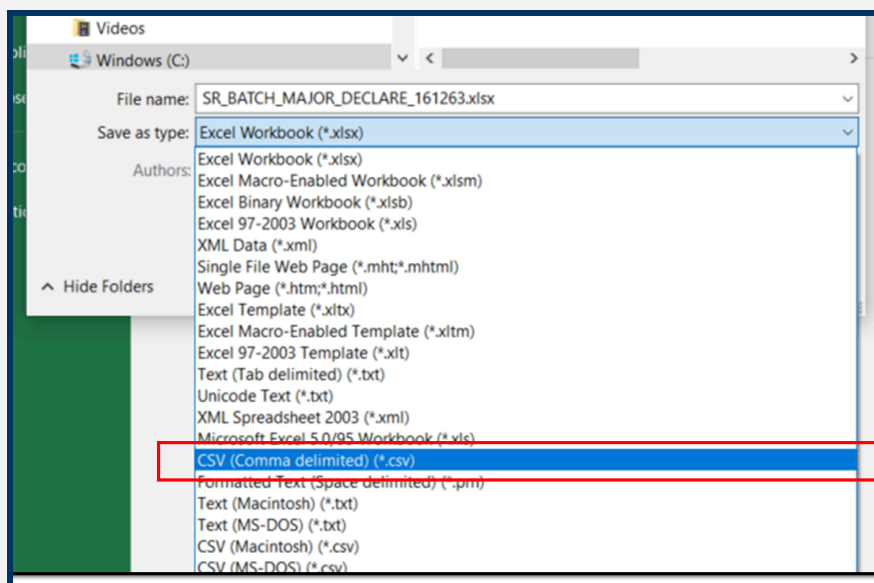


- Note that the file type defaults to .xlsx automatically. We need to change that to a .csv extension. Select **Save as type** to open a drop down menu.

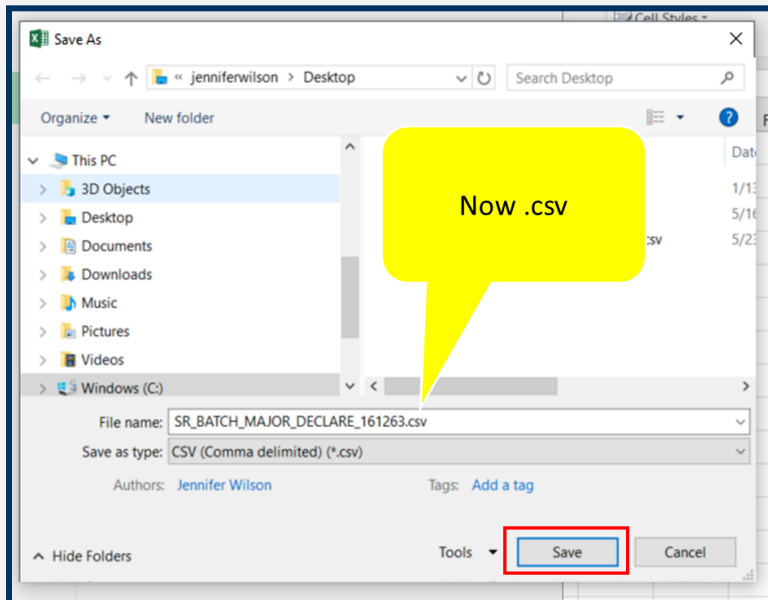


- Select **CSV (Comma Delimited) (*.csv)**.

Mac Users - It may be **Windows Comma Separated (.csv)** or **CSV UTF-8 (Comma delimited) (.csv)**. If your process isn't successful, try another csv format.

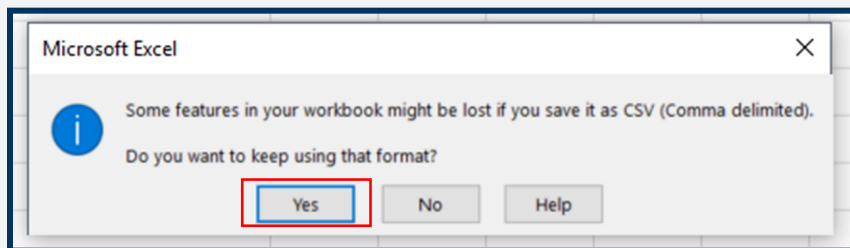


5. Confirm that the file extension is **.csv**, then select **Save**.

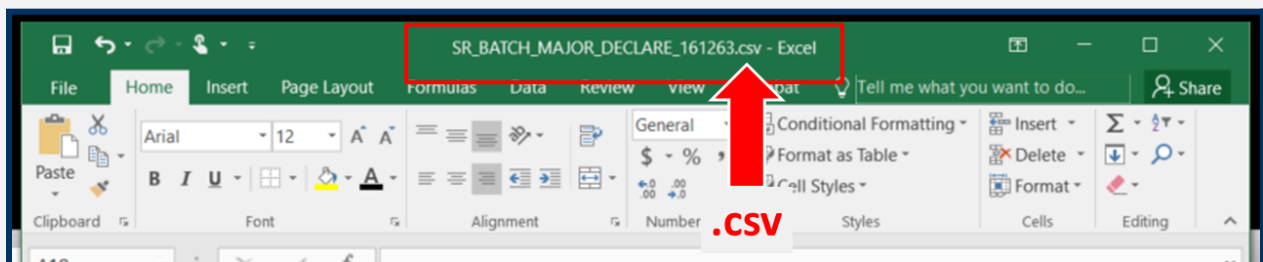


6. You may get a pop-up window that warns you, "Some features in your workbooks might be lost if you save it as CSV. Do you want to keep using that format?" Select **Yes**.

*Note: You may get this warning every time you make changes or save this file. Always select **Yes**.*

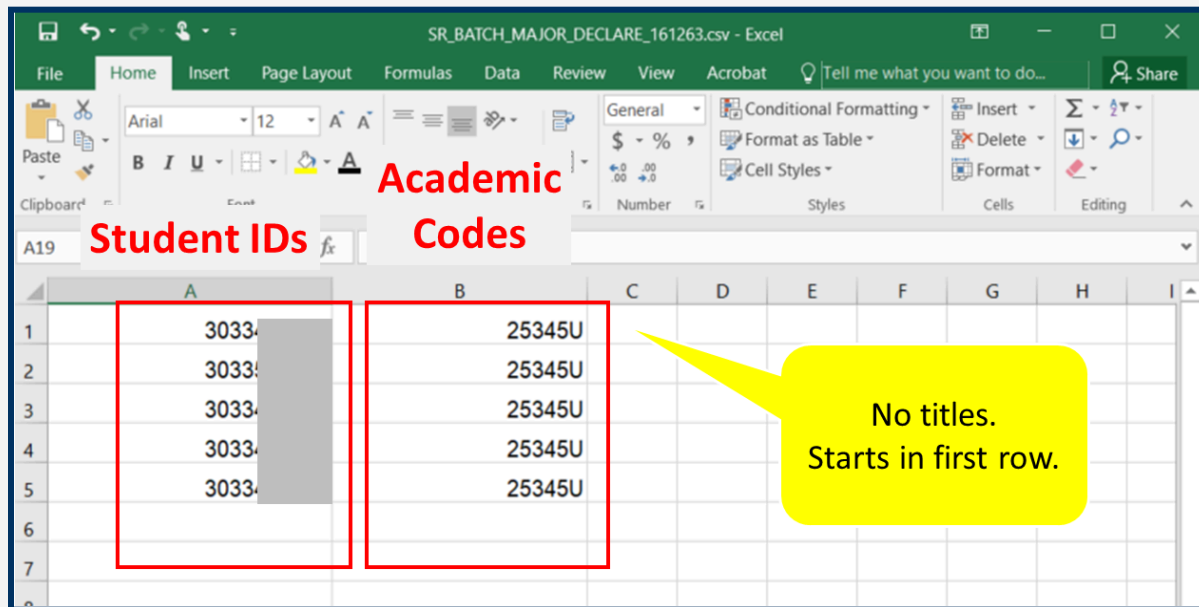


7. Your file should now have the correct name and file extension.



8. Enter information as needed for your process. Often **student ID** numbers are the first column. In this example, the second column is **academic plan code**, which will change the students' majors. Your columns will depend on which process you are completing.

Warning: Do not use headers. Do not skip rows or columns.



9. When finished, remember to **Save**. Your file is now complete and ready to upload as needed.

