Instructions for Saving the Advanced Placement Download for Level 0

A new report is available in the Instructional Data Warehouse (IDW) that provides districts with an Assessment Fact layout that can be imported directly into Level 0.
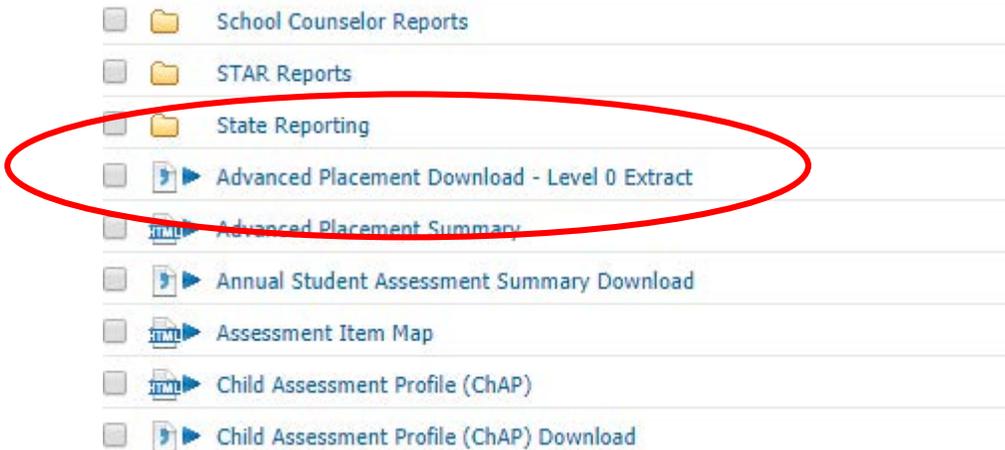
Please follow the steps below to save the "*Advanced Placement Download – Level 0 Extract*" to your PC.

For best results, do NOT open the report in Excel.

1. Login to https://idw.nasboces.org
2. From the Welcome Page, click on Report List

3. From the Report List (Public Folders), click on Advanced Placement Download – Level 0 Extract

4. From the prompt page, select a school year, check the disclaimer box, and click the Finish button on the bottom of the prompt page

5. **When the file downloads it will be in CSV format. You need it to remain in CSV format for upload**

6. Open Level 0 – complete Electronic Import- Be sure to check both ALTREG and CCR as you may have both.

BE SURE TO CHECK THE 'DELETE ALL' BOX-