

Sims Instructions for Building Student Names File for A+

STEPS 1-2 ARE FOR FIRST TIME SETUP ONLY!

1. Data Exchange Facility -> File Builder -> File Builder Records

1 – Add

Add Record: **APLUS**

Description: **STUDENT NAMES FOR A+**

Do you want to be able to select updated records? **N**

1 – Modify field items

1 – Add

Type of data: **Students**

Menu number: **General**

1 – Basic Demographic

Select **#24 Legal Surname**

(Enter through start and length)

Select **#7 First Name**

(Enter through start and length)

Select **#8 Full Name**

(Enter through start and length)

Type an * to suspend, then F1 to exit back to the file builder menu.

2. File Builder Files

1 – Add

Add file: **APLUS**

Description: **STUDENT NAMES FOR A+**

1 - Add file builder record

File builder record to add: **APLUS**

START HERE TO BUILD FILE FOR A+

3. To build the file, go to File Builder Process

Select **1- file**

File code: **APLUS**

Remove trailing spaces? **Y**

Select the group of students you want to build the file for and run the process.

4. When the process finishes, exit SIMS and get back to the Windows 95 Desktop.

5. To e-mail the file to Donna at Tarmac, Inc., for conversion to the A+ format, go into your e-mail as if you are going to send an e-mail. Address the e-mail to:

donnarenn@tarmaced.com

Type a note letting Donna know that you are sending a SIMS file for conversion to the A+ format, and give your name and your school name.

Click the **Attach** button

Select **FILE**

Change Look In: to **Harddrive C**

Find **CCSMSS** and doubleclick it.

Find **your SIMS User Id folder** and doubleclick it.

Find **APLUS.BLD** and doubleclick it.

Send the e-mail!

You are finished!

The good news is that now you have the file set up in SIMS. The next time you need to build a file for A+, simply begin with step 3 of the instructions!

***** Please do not include the Middle initials, periods or suffixes such as Jr., the III, etc. This will mess up the importation. If you have two students with the same first and last name, you may truncate or combine first and middle, use middle name as first or any variation of the name. There is a 13 character limit to the first and also the last name space in the A+LS software.**