



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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Direct Certification Version 2.0



How to Download DC Data User Guide

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How to Download Data for Students who are Directly Certified

STEP 1 - From the Certification Tab, select “**Directly Certified Students**”

Step 1

SFA: Durham Public Schools (320)
Data as of: 07/22/2010 01:22PM
Number of Students Directly Certified: 580
Number of Students Registered in NCWISE: 3024

Certification By Program Type

FNS	558
TANF	22

Number of Certifications by Date (NON CUMMULATIVE)

Monthly < Previous Today Next >

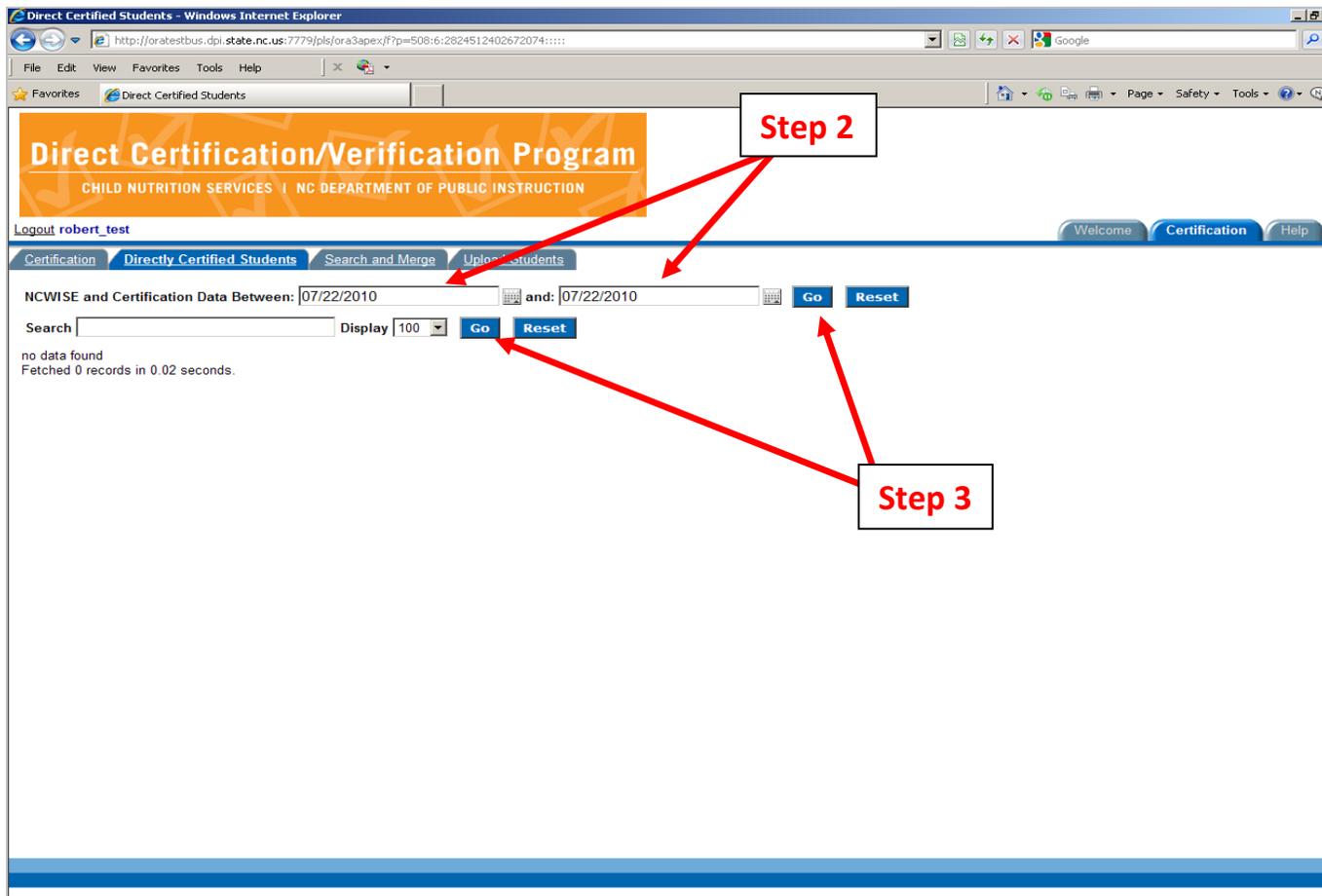
July 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21 580	22	23	24
25	26	27	28	29	30	31

Students Directly Certified By:

Automatically	580
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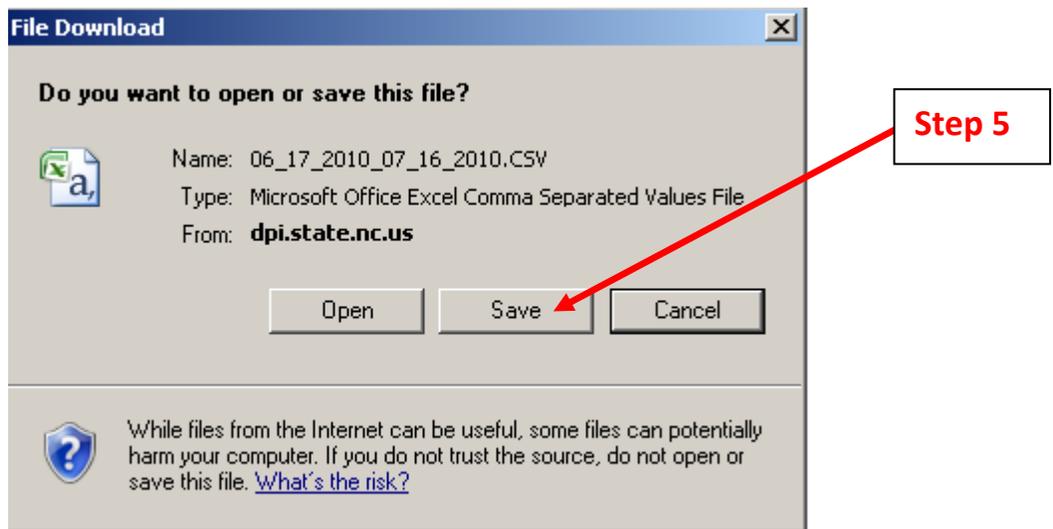
The next page displays the default view of the Directly Certified Students screen.

STEP 2 - Select the desired date range of directly certified students to download. The date range selected should be adjusted based on the last time the file was created and uploaded. To select the date range, the user should click on the calendar icon at the end of each date field.



STEP 3 - Select the “Go” button (either “Go” button will work).

STEP 5 - Answer the question: “Do you want to open or save this file?”
Select the “**Save**” button.



STEP 6 - Select the location where the file should be saved.

Note: The file is automatically named to reflect the date range selected (ie, 06_17_2010_07_16_2010.CSV. This file represents students who are directly certified from June 17, 2010 to July 16, 2010).

Select the “**Save**” button.

