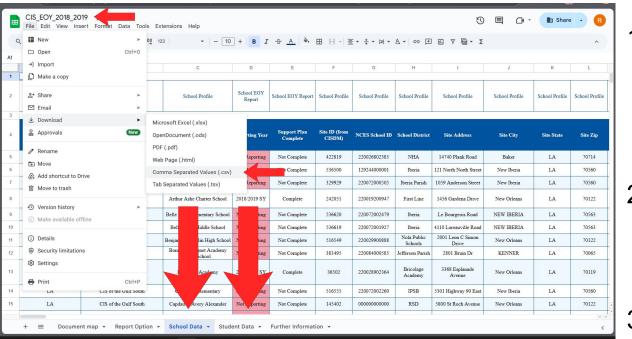
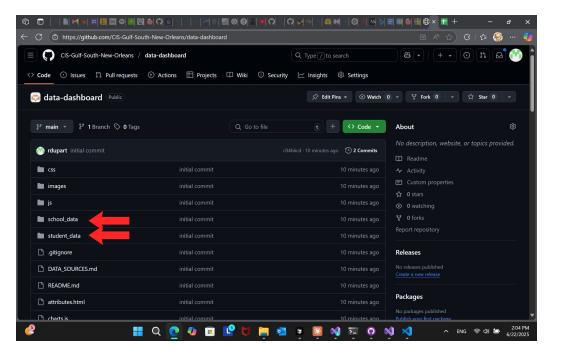
How to Update Dashboard Website

CISNOLA Dashboard



- Pull EOY annual report in google sheets.
 Download both School Data and Student Data sheets.
- Name the Student Data sheet: CIS_EOY_Year_Year -Student Data.csv and
- Name the School Data sheet: CIS_EOY_Year_Year -School Data.csv.

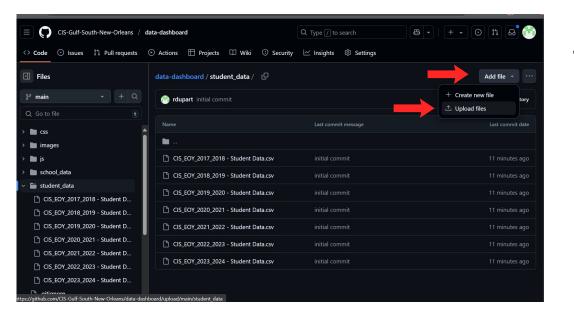
(Replace Year Year with



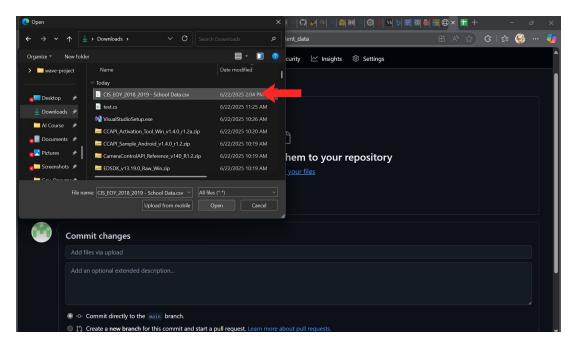
You might have to make an account with github.com first and log in.

- 1. Go to

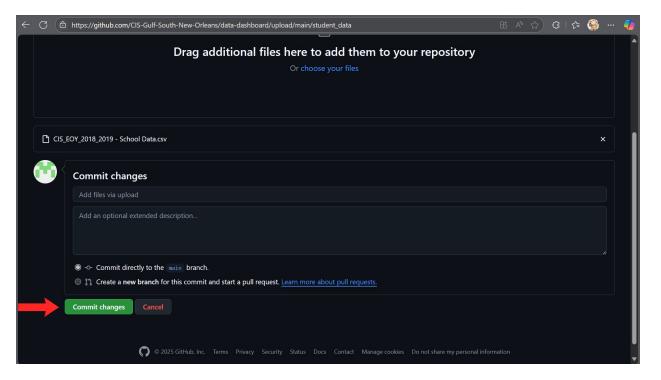
 CIS-Gulf-South-New-Orleans/data-dashboard
- We will be editing school_data and student_data.
- 3. Select one to begin with



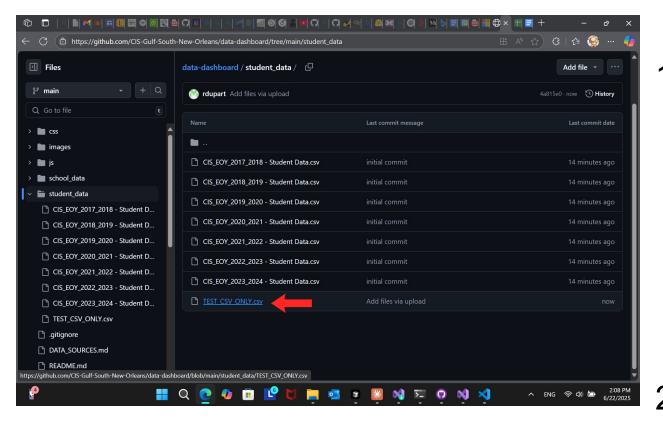
- 1. Once again, Ensure the csv files match the rest of the csv files already located in student data and school data folders.
- 2. In top right corner select "Add file" then "Upload files"



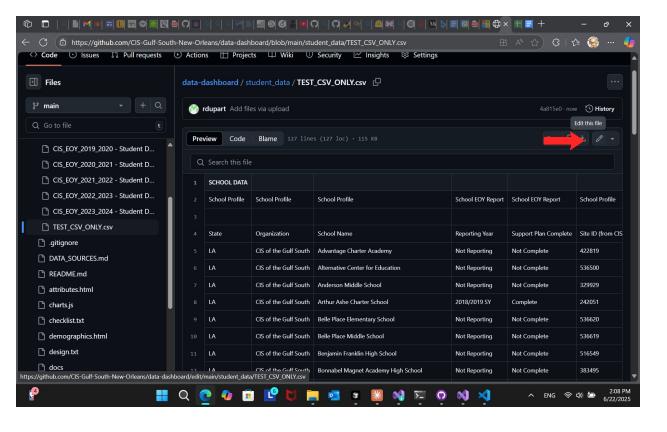
- 1. Choose the file and upload it to the site.
- 2. Ensure you are uploading the student data file to the student folder and the school file to the school folder (the folders from page three)



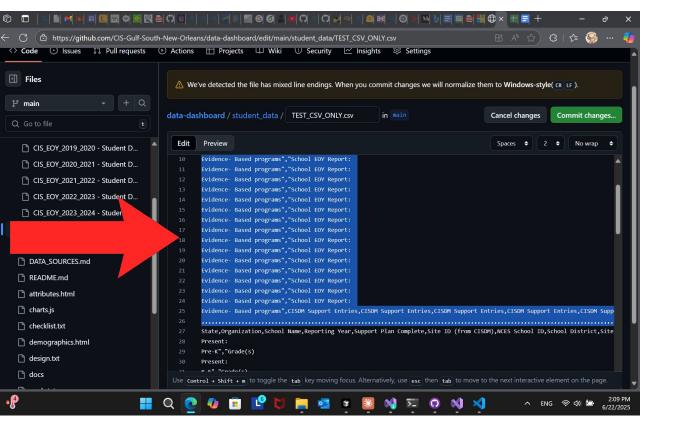
After uploaded, select "Commit Changes"



- I have renamed the file to TEST CSV O NLY just for demo purposes. Yours shouldn't look like this.
- Click on the csv file you just uploaded

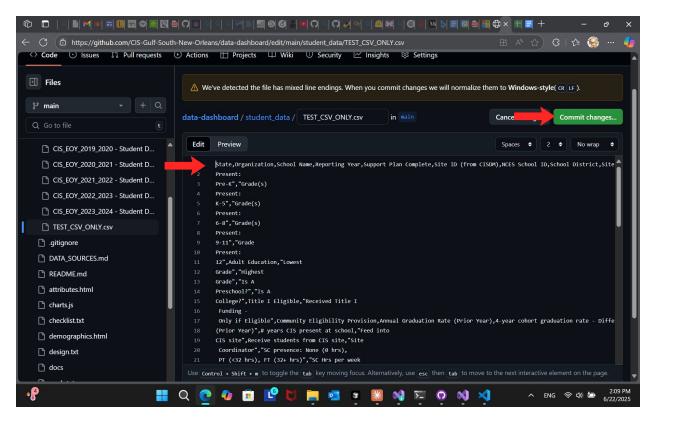


After
 Clicking on
 the file, click
 the pencil
 icon top right



Cleaning the CSV:

Where the row starts with "State, Organizatio n, School..." these are the column names. These must be at the top next to line 1. Delete all above this.



The column names should now be at the top Press "Commit Changes" to save changes.

Everything is ready!

Once the new data has been added the site will automatically update.

For any questions, concerns, or bugs, please contact: rdupart7@gmail.com.