

Creating a CSV File of Children's Information for Vision Screening

This is the procedure for the school/day care facility to create a file on a flash drive of information for the children that will be screened. This file will speed up the vision screening process by eliminating the need to manually enter the children's information into the SPOT screening device. All children's information will be returned to the school/daycare and deleted from the vision screening equipment when the screening is completed.

1. Create a spreadsheet (preferably in Microsoft Excel) with the child's information in 5 columns in the order listed below **with no headers**:
 - a. Child's number (numbering works best beginning with #1 after all children have been entered alphabetically)
 - b. Child's first name (*No spaces, hyphens, nor apostrophes are allowed in names*)
 - c. Child's last name
 - d. Child's birth date (format as mm/dd/yyyy)
 - e. Child's gender (F – female or M – male)
2. A sixth column can be added, indicating the child's classroom.
3. Ensure a flash drive is in a USB port of your computer.
4. Save the spreadsheet with the "Save As" function.
5. Ensure you are saving the file to the flash drive.
6. The file name should be SchoolName.CSV where SchoolName is replaced with the name of your school or daycare facility. No spaces should be in the file name.
7. The "Save as Type" must be "**CSV** (Comma Delimited)".
8. After the file has been saved, eject and remove the flash drive from your computer.
9. Please print a paper copy of the children's information **sorted by class/group and last name** that can be used to register children during the vision screening process.
10. The Lions Club will ask for the flash drive and the printed copy of the children's information when they come to screen the children.