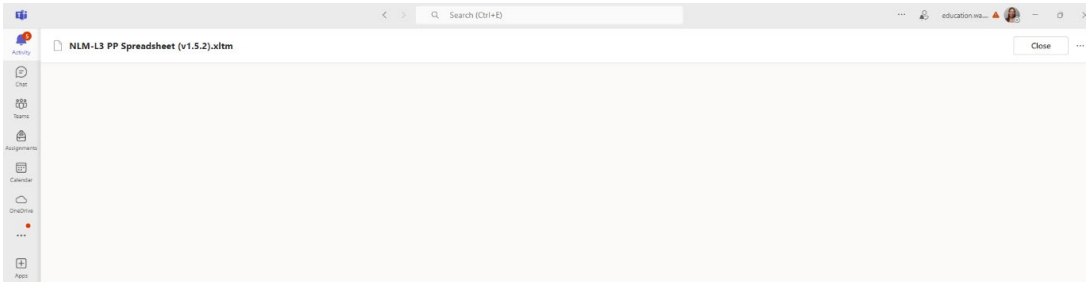


DATA SPREADSHEET TROUBLESHOOTING



TRYING TO OPEN THE RAW TEMPLATE IN MICROSOFT TEAMS AND IT DOESN'T SEEM TO BE OPENING

You might see something like this:



The reason for this is that the file type of the raw template which hasn't yet gotten a customised file name can't be handled by Teams – it needs to be opened in the Excel app. Once the raw template has been saved with a customised name though, it works fine in Teams. Here's what to do...

FIRST TIME OPENING THE TEMPLATE (TEMPLATE NAME NOT YET CUSTOMISED)

The file extension type is **.xltm** – **Admin/leadership, it is recommended that you complete this step for staff.**
(see a further down & over page for how to handle security warnings that might appear during this process)

1. **Download** the template (into one's downloads folder/other local place)
2. Open it & hit **save** – you'll be prompted to save the document.
3. **Give the spreadsheet a suitable name & save it somewhere local** temporarily e.g. desktop. *Optional if making multiple copies of the spreadsheet e.g. for multiple classes– copy & past that new document on your local drive and rename the 2nd , 3rd etc. versions accordingly.*
4. **Drag & drop the new document(s) to move it to the final place where it is to be stored** e.g. school shared drive, Teams folder etc (drag and drop).
5. Delete the temporary version on your local drive to avoid confusion.

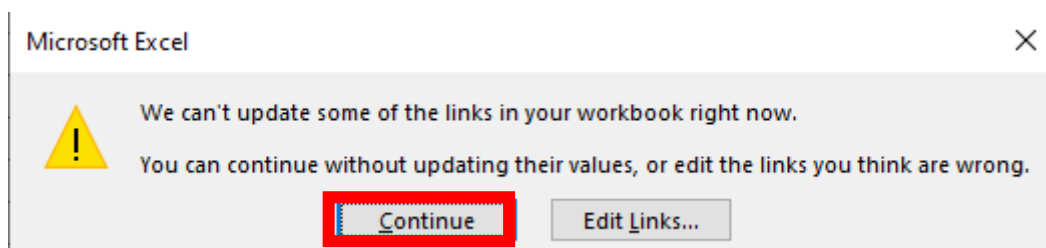
Alternatively, the non-template version of the spreadsheets that staff can use straight away without issues can be downloaded from the assessment website [here](#)

OPENING & USING THE TEMPLATE ONCE IT HAS A CUSTOMISED NAME

(file extension is **.xlsm**)

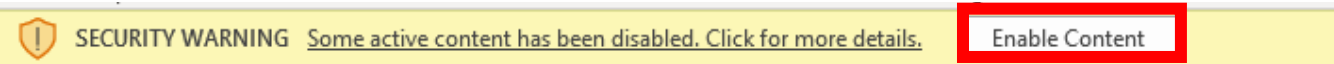
Open & edit the document in Teams, OneDrive, from a computer location etc. This should work fine.
(See below for how to handle potential errors that might come up the first time opening the file on a given device)

UPDATING LINKS WARNING UPON OPENING THE SPREADSHEET



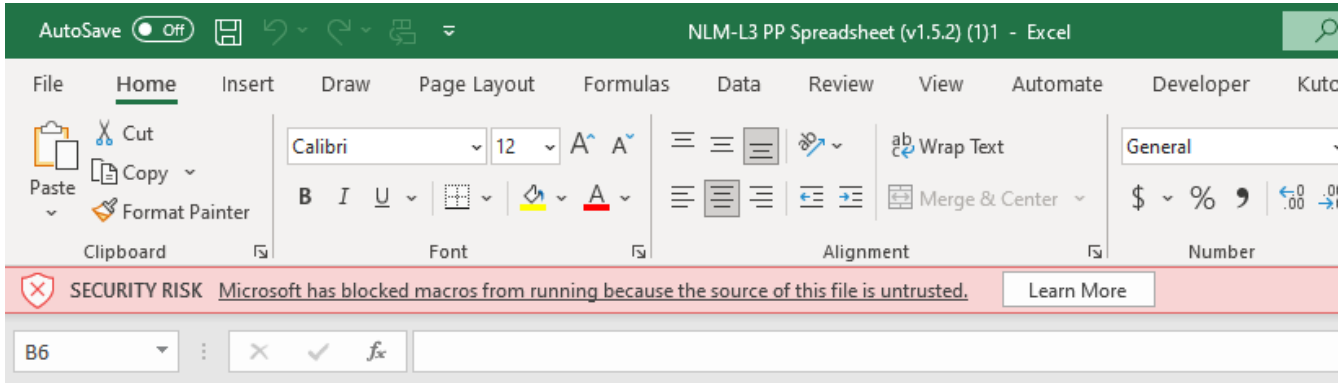
What to do: Click 'Continue'

YELLOW SECURITY WARNING AT THE TOP OF THE SPREADSHEET



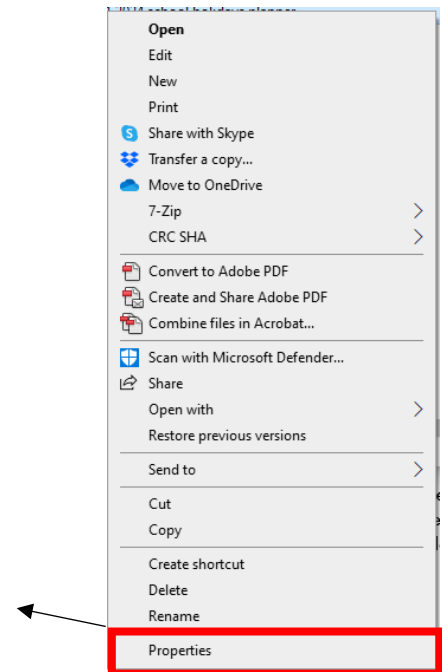
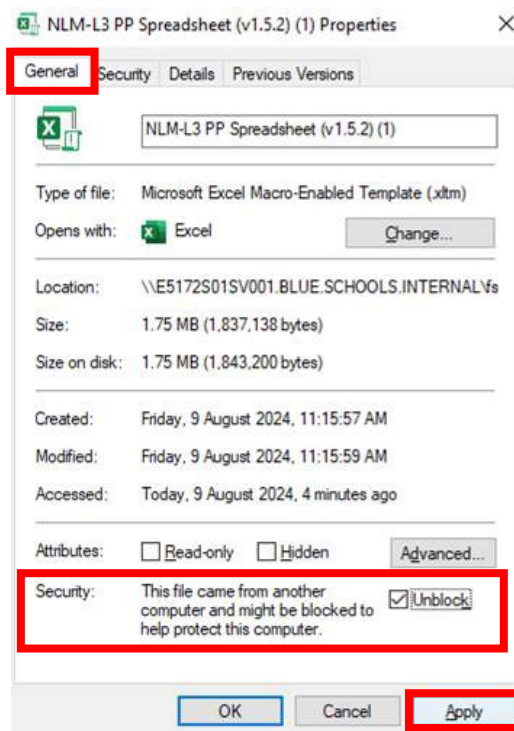
What to do: Click 'enable content'

MACROS BLOCKED WARNING:



What to do:

1. Close the file without saving.
2. Right click on the file on your computer.
Go to 'properties'
3. In the 'general tab', at the bottom in the 'security' section, tick the 'unblock' box
4. Hit 'apply', then 'OK'
5. Re-open the file



If you want to make all downloads from a certain website or Teams location 'safe' to avoid this error, follow the 2nd set of instructions [here](#) to unblock all file from a specific network site or website.

At the bottom of [this link](#) there are also instructions for unblocking all files from a folder on a computer which might be helpful.