



# PowerStats

## LEARN BY DOING: Importing Files

Need help?  
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<http://nces.ed.gov/datalab>

# STEPS FOR IMPORTING FILES

This tutorial will guide you through the two steps needed to import files. The two steps are as follows:

1. Access the import feature
2. Select a file to upload to PowerStats

# 1. ACCESSING THE IMPORT FEATURE

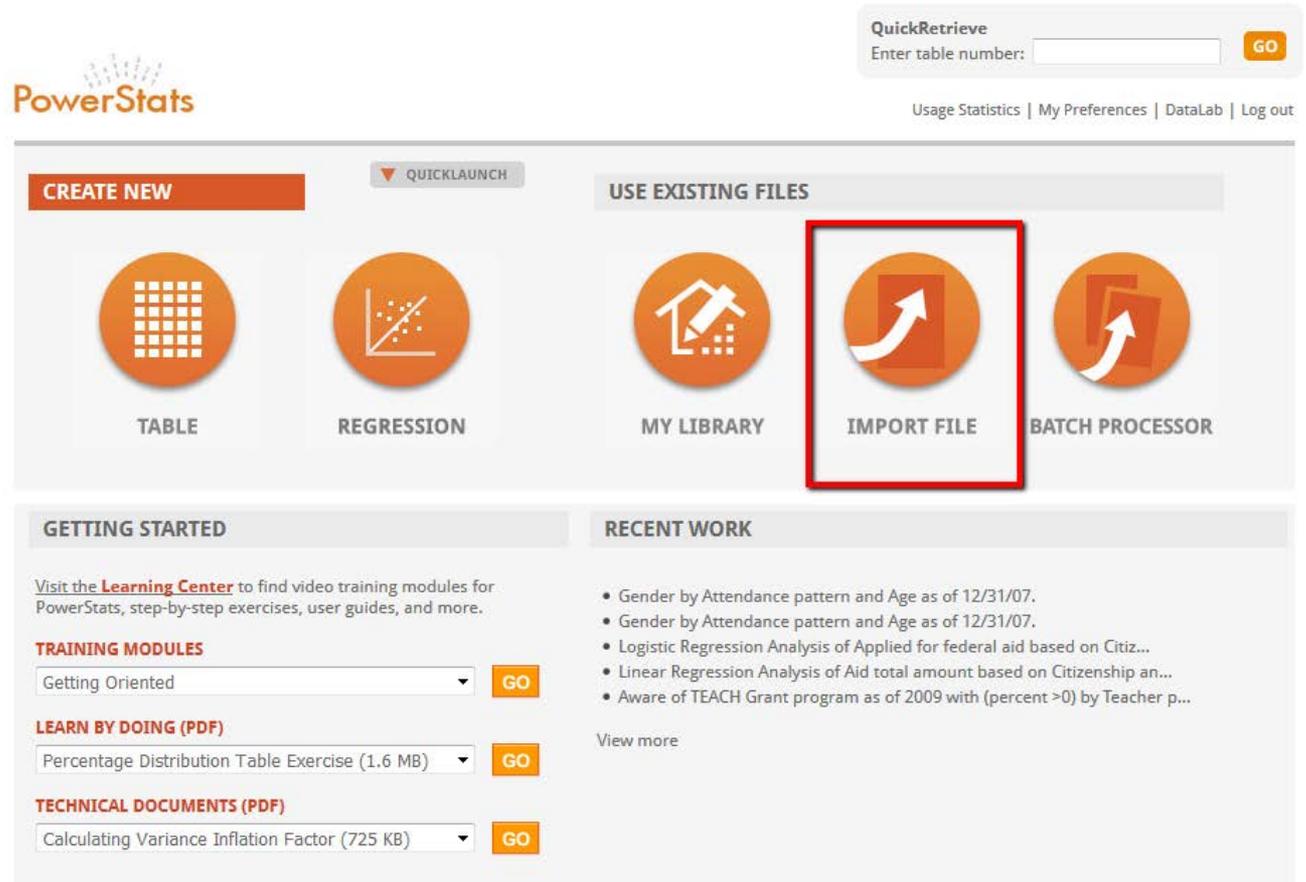
PowerStats allows you to import and work with specification files.

## INSTRUCTIONS

Click the *Import File* icon on the PowerStats homepage.

## NOTE

Specification files must be historical DAS Table Parameter Files (TPF), Covariation Parameter Files (CPF), or PowerStats parameter files in XML.



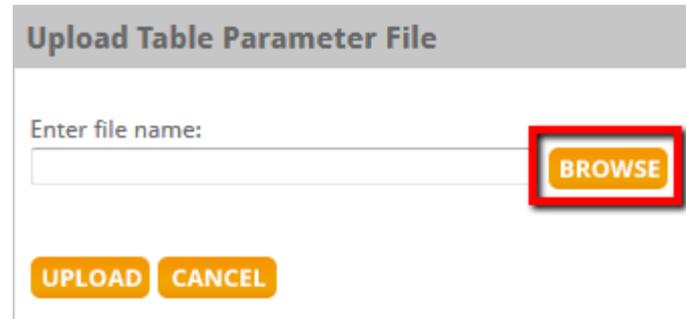
The screenshot displays the PowerStats homepage interface. At the top right, there is a 'QuickRetrieve' section with a text input field for 'Enter table number:' and a 'GO' button. Below this are navigation links: 'Usage Statistics | My Preferences | DataLab | Log out'. The main content area is divided into two primary sections: 'CREATE NEW' and 'USE EXISTING FILES'. Under 'CREATE NEW', there are icons for 'TABLE' (a grid) and 'REGRESSION' (a scatter plot with a line). Under 'USE EXISTING FILES', there are icons for 'MY LIBRARY' (a house), 'IMPORT FILE' (a document with an upward arrow, highlighted with a red box), and 'BATCH PROCESSOR' (a document with a curved arrow). Below these sections are two columns: 'GETTING STARTED' and 'RECENT WORK'. 'GETTING STARTED' includes a link to the 'Learning Center' and three categories of resources: 'TRAINING MODULES' (Getting Oriented), 'LEARN BY DOING (PDF)' (Percentage Distribution Table Exercise (1.6 MB)), and 'TECHNICAL DOCUMENTS (PDF)' (Calculating Variance Inflation Factor (725 KB)). 'RECENT WORK' lists several analysis titles, such as 'Gender by Attendance pattern and Age as of 12/31/07' and 'Logistic Regression Analysis of Applied for federal aid based on Citiz...', with a 'View more' link.

## 2. UPLOAD FILE

### INSTRUCTIONS

After you've launched the Import feature, the Upload screen appears.

Click *Browse* to select a file from your computer to upload.

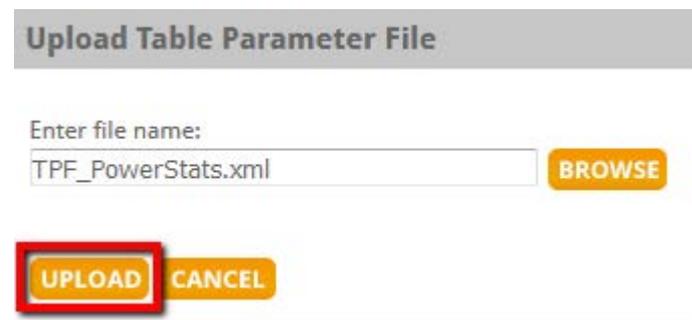
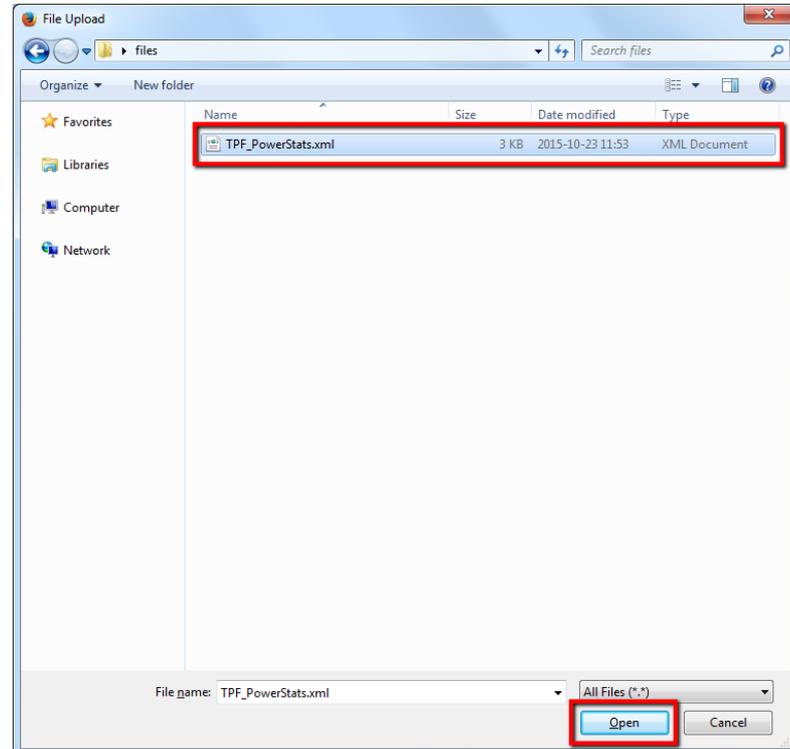


The screenshot shows a dialog box titled "Upload Table Parameter File". It contains a text input field labeled "Enter file name:" with a red rectangular box highlighting the "BROWSE" button to its right. Below the input field are two buttons: "UPLOAD" and "CANCEL".

# 2. UPLOAD FILE, cont'd.

## INSTRUCTIONS

- Select a specification file from your computer to upload.
- The file name will appear on the upload screen.
- Click *Upload* to import the file into PowerStats.



# WORKING WITH IMPORTED FILES

After your file is imported, it will open in PowerStats where you can edit and save it to your collection of tables and regressions.

**PowerStats**

Usage Statistics | My Preferences | PowerStats Home | DataLab | Log out

**National Postsecondary Student Aid Study: 2012 Undergraduates**

FIND VARIABLES  Enter search terms **GO**

**WORK SPACE >> Percentage Distributions** ▼ Change ✕ Clear All ✓ Create Table

Download Table Specifications

**Column** Grade point average ↺ Clear ✎ Edit

**Subtable** Optional. Drag desired variable here

**Rows**

Major field of study with a focus on STEM fields ↺ Clear ✎ Edit

Optional. Drag desired variable here

Optional. Drag desired variable here

**Working Title — Grade point average by Major field of study with a focus on STEM fields.**

	0 - 1	1.01 - 2	2.01 - 3	3.01 - 4	Total
Total	%	%	%	%	100%
Major field of study with a focus on STEM fields					
Math/Computer/Sciences/Engineering/Technologies	%	%	%	%	100%
Social/behavioral sciences	%	%	%	%	100%
Non-STEM field	%	%	%	%	100%
Undecided or not in a degree program	%	%	%	%	100%

**Filter 1** Optional. Drag desired variable here ?

**Filter 2** Optional. Drag desired variable here ?

**+** Add Filter

**+** Add Variable ↺ Reorder Variables