Before You Publish

Follow a technical procedure to prepare and verify a CSV file.

12.CL.9 "Follow instructions in technical materials to complete a specific task."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Number the required actions in order, underline each condition that tells you to stop, and circle the import and export settings that protect the data.

Preparing an Attendance File

1. The library will post a CSV file of event sign-ups for an internal attendance report. The approved file contains only three columns, event_code, session_date, and seats_reserved, in that order. The event_code field is an identifier, not a number: codes such as 00417 must keep their first zeros. Work on a copy of the source file and leave the original unchanged. Before opening the copy in a spreadsheet, inspect its header in a plain-text editor. If a column is missing or the order differs, stop and request a corrected source from the library coordinator. Do not rearrange the columns yourself.

2. Import the verified copy with the spreadsheet's CSV import command, not by double-clicking the file. In the import settings, set event_code to text so that a leading zero survives. Set session_date to text as well; its required form is YYYY-MM-DD, for example, 2026-10-09. After import, check every row for an empty code, a date outside that form, or seats_reserved that is not a whole number from 0 to 200. If you find any of these problems, stop before exporting. Record the row number and issue, then ask the coordinator for a corrected source file.

3. Once all rows pass, save the sheet as CSV with UTF-8 encoding, using the filename attendance_ready.csv. CSV stores cell values, not spreadsheet formatting, so do not rely on colored cells to flag problems. Close the sheet and reopen the exported file through the CSV import command, again treating event_code and session_date as text. Compare its header, total number of data rows, and first and last event codes with the verified source. If any comparison fails, do not publish the export; report the mismatch to the coordinator. Otherwise, place the exported file in the shared review folder.

2 ANSWER WITH EVIDENCE

Use the passage

1. The source file's columns appear in the order seats_reserved, event_code, session_date. What must you do next, and what must you avoid doing?

2. During import, a preview shows event code 00417 as 417. Which setting should you change before completing the import, and why?

3. After import, row 8 shows the date 2026-10-9. What must you record, and what must happen before you export?

4. The exported file has the correct header and first and last codes, but its data-row count differs from the verified source. What is the required decision?

3 YOUR TURN

Your own words

A new source has the correct header and an event code of 00083, but row 12 lists 201 seats_reserved. Write a six-sentence processing log showing how you handle the file, obtain and process a corrected source, and decide whether to place the export in the review folder. Assume the corrected source passes every check and the final comparison matches.

ANSWER KEY

Before You Publish

GRADE 12 · 12.CL.9

PART 1 · READ AND MARK

Number the required actions in order, underline each condition that tells you to stop, and circle the import and export settings that protect the data. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	The source file's columns appear in the order seats_reserved, event_code, session_date. What must you do next, and what must you avoid doing?	**Stop and request a corrected source from the library coordinator. Do not rearrange the columns yourself.**
2	During import, a preview shows event code 00417 as 417. Which setting should you change before completing the import, and why?	**Set event_code to text so the code keeps its leading zeros.**
3	After import, row 8 shows the date 2026-10-9. What must you record, and what must happen before you export?	**Record row 8 and its incorrectly formatted date. Stop before exporting and ask the coordinator for a corrected source file.**
4	The exported file has the correct header and first and last codes, but its data-row count differs from the verified source. What is the required decision?	**Do not publish the export. Report the row-count mismatch to the coordinator.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

I make a copy and confirm its header in a plain-text editor before importing it. I use the CSV import command and set event_code and session_date to text, preserving the zeros in 00083. When I find 201 in row 12, I record the row and issue, stop before exporting, and request a corrected source from the coordinator. I copy the corrected source, check its header, import it with the same settings, and check every row. With all rows passing, I export attendance_ready.csv in UTF-8, then close and reopen it through CSV import with both fields set to text. Its header, data-row count, and first and last event codes match the verified source, so I place the export in the shared review folder.

Accept equivalent wording that preserves the procedure's order and stop conditions. For the processing log, the student must not change the invalid value without a corrected source.