



RURAL STUDENT SUCCESS INITIATIVE

National Student Clearinghouse (NSC)

*High School **StudentTracker Guide***

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Logging On To Your Account

Step 1. Go to <https://ftps.nslc.org> (You may want to bookmark this site.)

Step 2. Enter your username and password. Clicking on the keyboard icons next to the username and password fields will open a clickable keyboard that can be used to enter your authentication information. (If you do not have a username or password you can email STservices@studentclearinghouse.org to request that information.)

- Username is NOT case sensitive
- Password IS case sensitive
- Your account will be locked after too many unsuccessful login attempts (See [Troubleshooting](#) for more details)

Step 3. Click “Sign On”

skip repetitive navigation

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Username
12345600

Password

[Request a password change](#)

Security Notice
You are about to access a secured resource. National Student Clearinghouse reserves the right to monitor and/or limit access to this resource at any time.

Sign On

[Help](#)

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

Setting Up Your Account



The first time you log into your secure FTP account, you will need to do some minor set up.

Step 1. You will be prompted to change your password. Passwords must:

- ✓ Be at least 8 characters in length
- ✓ Not contain a “dictionary word”
- ✓ Contain both upper-case and lower-case letters
- ✓ Contain at least one alphabetical and one numerical character
- ✓ Contain at least one special character (such as \$ or !)
- ✓ Not resemble your user name
- ✓ Not contain sequential or repeating letters or number (AAA or ABC, 111 or 123)
- ✓ Passwords will expire every 90 days

Step 2. Once you are logged on, the secure FTP welcome screen will appear:

skip repetitive navigation

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Signed onto National Student Clearinghouse as Your School (12345600). [My Account](#) [Sign Out](#) [Help](#)

Home

Folders

Logs

Search

Find File/Folder

Go To Folder...

Welcome to the NSC Secure FTP Service!

Home

Browse Files and Folders

To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

Go To Your Home Folder

Browse Other Folders

Upload Files...

Select a folder: / Home / 12345600

Launch the Upload Wizard

Step 3. By default, the JavaScript Upload Wizard is enabled. While not required, the Upload Wizard provides the following features:

- Provides end-to-end file non-repudiation, proving who sent a file and who received it
- Verifies that the file received is exactly the same as the file sent
- Allows you to zip the file automatically
- Allows you to upload multiple files in a single zip file

Step 4. Internet Explorer users have the option to Utilize an ActiveX based version of the Wizard. This version supports all the same features as the JavaScript Upload Wizard, with the added benefit of download functionality. To install the ActiveX Upload/Download Wizard, click “Install the Upload/Download Wizard (ActiveX)”

skip repetitive navigation

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Signed onto National Student Clearinghouse as Your School (12345600). [My Account](#) [Sign Out](#) [Help](#)

Home
Folders
Logs
Search
Find File/Folder
Go To Folder...

✓ Welcome to the NSC Secure FTP Service!

Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The ActiveX version of the Upload/Download Wizard requires Internet Explorer.

Install the Upload/Download Wizard (ActiveX)

If you prefer, you may choose to install the [Java](#) version of the Upload/Download Wizard instead. Only one version is needed.

~ OR ~

Disable the Wizard

Disable the Wizard (for this session only)

If you receive a security warning, click Install to continue.

skip repetitive navigation

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Signed onto National Student Clearinghouse as Your School (12345600). [My Account](#) [Sign Out](#) [Help](#)

Home
Folders
Logs
Search
Find File/Folder
Go To Folder...

My Account (Your School)

Installing Upload/Download Wizard

The Upload/Download Wizard is a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The ActiveX version of the Upload/Download Wizard requires Internet Explorer.

The Wizard is installing. Please wait...

When prompted, please answer YES to the following dialog.
(You may also check the "Always install software from Ipswitch, Inc." option.)

Internet Explorer - Security Warning

Do you want to install this software?

Name: NSC\NSC Upload\Download Wizard
Publisher: Ipswitch, Inc.

More options Install Don't Install

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. (http://bit.ly/3...)

Internet Explorer - Security Warning

Do you want to install this software?

Name: NSC\NSC Upload\Download Wizard
Publisher: Ipswitch, Inc.

More options Install Don't Install

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. (http://bit.ly/3...)

SAMPLE

Step 5. When installation is complete, the secure FTP homepage will be displayed.

The screenshot shows the secure FTP homepage for the National Student Clearinghouse. At the top left, there is a link for "skip repetitive navigation" and the National Student Clearinghouse logo with the tagline "The nation's trusted source for education verification and student outcomes". To the right is the USA-CONNECT logo with a sub-description: "This site also serves our USA-CONNECT™ service enabling the secure exchange of authorized credentials for international students". A green navigation bar contains the text "Signed onto National Student Clearinghouse as Your School (12345600)." and links for "My Account", "Sign Out", and "Help".

The main content area is divided into a left sidebar and a main panel. The sidebar includes a "Home" button (highlighted in purple), "Folders", "Logs", "Search" (with a "Find File/Folder" input and search icon), and "Go To Folder..." (with a dropdown arrow). The main panel features a green checkmark icon and the text "Welcome to the NSC Secure FTP Service!". Below this is a "Home" heading. The "Browse Files and Folders" section includes instructions: "To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the 'Find File' button." and two folder icons: "Go To Your Home Folder" and "Browse Other Folders". The "Upload Files..." section has a "Select a folder:" label and a dropdown menu showing "/ Home / 12345600". At the bottom of this section is a green button labeled "Launch the Upload Wizard".

Creating a Graduates File



Following the instructions below:

- Ensures that we can process your Graduates File most efficiently
- Streamlines file processing, allowing us to keep your **StudentTracker®** subscription costs down
- Improves our ability to find your students in our national postsecondary database, thus providing you with more accurate results and reports

Graduates File Formatting Requirements

Use the specified formatting requirements below for all StudentTracker Graduates files, so that you can reduce errors and additional work while you prepare the files for submission.

Text Format

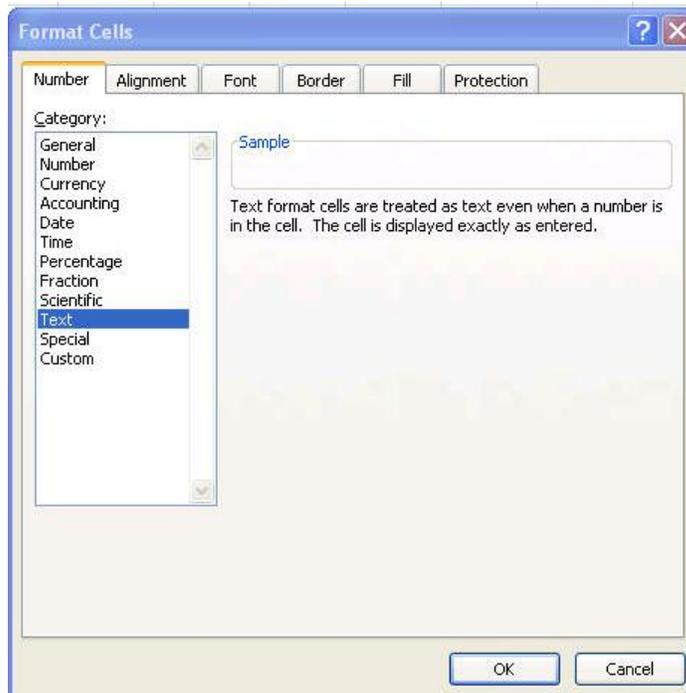
To ensure accurate processing, please format all non-date fields as text in order to retain leading zeroes. Also, you will need to keep the leading zeroes in the high school ACT code(s). You should follow these steps before you start.

Step 1. Open a new Excel spreadsheet.

Step 2. Highlight columns A through AB, then right-click your mouse and select “**Format Cells.**”

Step 3. In the popup box, make sure the Number tab is selected. Under the Category menu, select “**Text.**”

Step 4. Click OK.



(You must select Text in order to retain leading zeroes in the Social Security number and ACT code fields.)

5. Next, see the **Date Format** topic below for additional formatting requirements in Excel.

Date Format

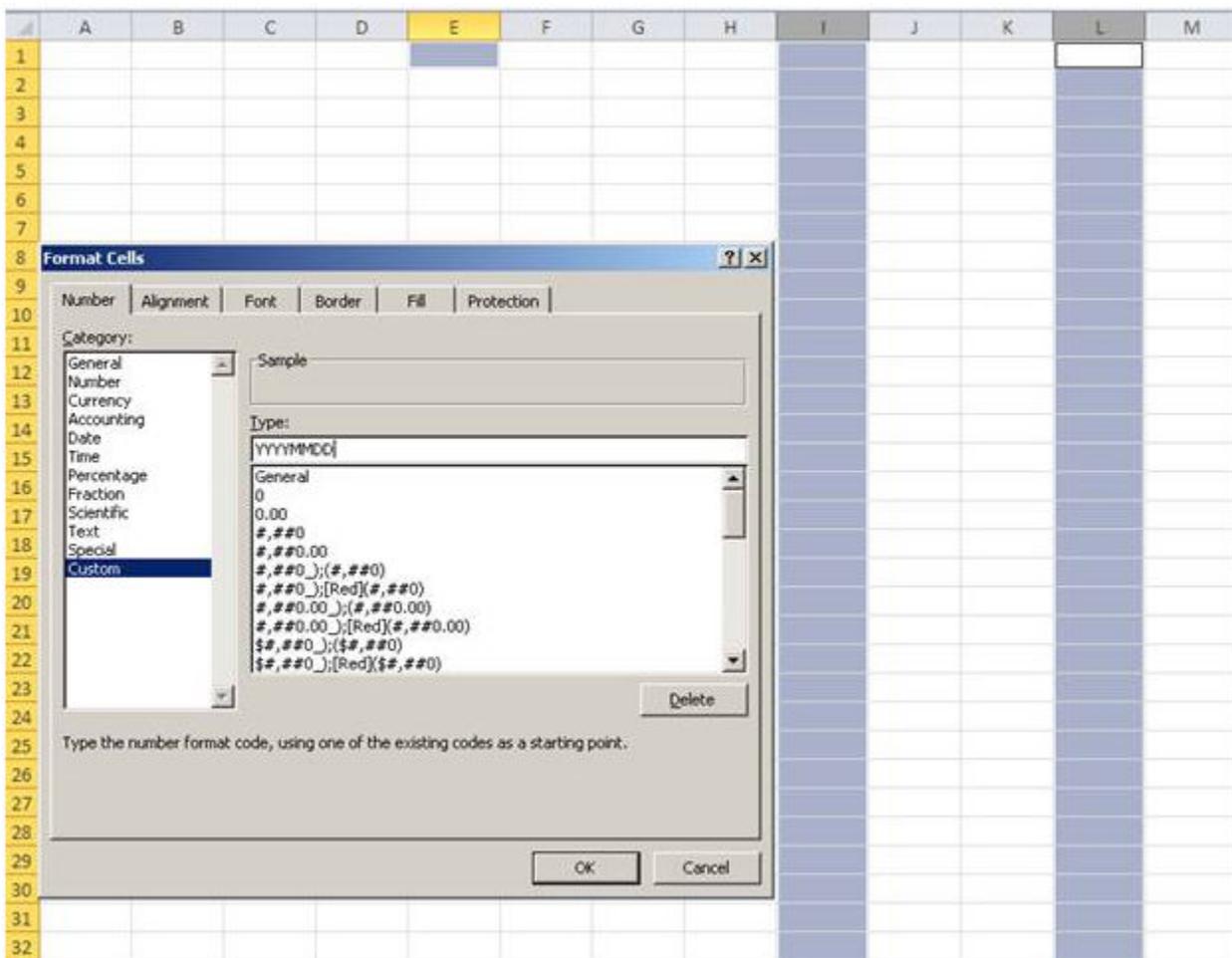
Format your date fields as **YYYYMMDD**. If your dates are already in this format, you do not need to do anything. If they are not, you will need to create a custom format in Excel as follows.

1. Highlight cell E1 and columns I & L (hold down the CTRL or Control key to make multiple selections), right-click your mouse, and select “**Format Cells.**”

2. In the Category menu of the **Number tab**, select “Custom.”

3. In the field under “Type,” enter “YYYYMMDD.”

4. Click **OK**.



Graduates File Step-by-Step Instructions

Once you have set up the correct formatting in Excel as shown above, there are five important steps to input, finalize, and submit your file to the National Student Clearinghouse.

- **Step 1:** [Enter Header Row](#)
- **Step 2:** [Enter Student Detail Rows](#)
- **Step 3:** [Enter Trailer Row](#)
- **Step 4:** [Save the Excel File](#)
- **Step 5:** [Submit the File to the Clearinghouse](#)

Step 1: Enter Header Row (Row 1)

Columns marked with an asterisk () are required.*

	A	B	C	D	E	F	G	H	I	J	K
1	PH3	12345678	Hometown School District	P	20110908	2008-2009					
2											
3											
4											
5											

REQUIRED

Column A = enter **PH3** (exactly 3 characters)

Column B = Your **Account Code** – can be found on your account reference sheet (max. 10 characters) (Reference sheet can be found in your NSC account once you log in. . It is the eight-digit account code displayed as the Service Agreement Number.)



Column C = Your **Account Name** – can be found on your account reference sheet (max. 80 characters). It is your high school name.

Column D = enter **P** (exactly 1 character)

Column E = **File Transmission Date** (date you are sending us the file – YYYYMMDD format) (exactly 8 characters)

Column F = **Diploma Period** (date range for the diplomas you will be sending us – e.g., 2008-2009) (max. 9 characters)

Step 2: Enter Student Detail Rows (Beginning on Row 2)

You will enter each student's information in its own row called a Detail Row. The first Detail Row should be placed in Row 2, directly under the Header Row. The spacing requirements for the Header and Detail Rows are different; do not be concerned that the Header and Detail rows don't line up.

Be sure to follow the instructions for inputting the student detail rows.

> Enter Columns A-I

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

	A	B	C	D	E	F	G	H	I
1									
2	PD3	123456789	Steve	Peter	Smith			Sam	19910612
3	PD3	NO SSN	Dan	L	White	Jr			19901125
4	PD3	987654321	Katie		Nolan				19910121
5	PD3	NO SSN	Joe	P	Brady	IV			19920927
6	PD3	NO SSN	Sarah	M	Wilson		Martin		19900416

Column A = enter **PD3** (exactly 3 characters)

Column B = Enter student's **nine-digit Social Security number** (no dashes). If a student's Social Security number is not available, please enter "NO SSN" in the field. (max. 9 characters)

Column C = Student's **First Name** (max. 40 characters)

Column D = Student's **Middle Name** or **Initial** (no periods) (max. 40 characters)

Column E = Student's **Last Name** (Please do not include any suffix information in this field. There is a separate field designated for name suffixes – see Column F.) (max. 40 characters)

Column F = Student's **Name Suffix** (use letters not numbers, e.g., Jr, I, II, III, IV, V) – do not include punctuation i.e. (.) periods. (max. 3 characters)

Column G = **Previous Last Name** (max. 40 characters)

Column H = **Previous First Name** (max. 40 characters)

Column I = Student's **Date of Birth** (YYYYMMDD format) — please see “Date Format” under the formatting requirements above, if needed. (*exactly 8 characters*)

> Enter Columns J-R

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

J	K	L	M	N	O	P	Q	R
123456789	Modified Diploma	20080505	Y	Simpson High School	123456	M	AM	Y
555559873	Other	20090615	N	Bayside High School	555222		BL	
	Vocational Certificate	20100701	N	Bulter High School	456789	F		N
98745651	Endorsed/Advanced Diploma	20070430	Y	Simpson High School	123456	F	WH	N
1445566	General Education Development (GED) Credential	20110115	N	Bayside High School	555222	M		Y

Column J = Student ID Number (ID number associated with this student by your school/district) (*max. 15 characters*)

Column K = **Diploma Type** (You must enter one of the following “Diploma Types” when submitting Diploma files. Please make sure the diploma files are accurate according to the list below.)

- Endorsed/Advanced Diploma
- General Education Development (GED) Credential
- High School Equivalency Credential (other than GED)
- International Baccalaureate
- Modified Diploma
- Regular Diploma
- Vocational Certificate
- Other

Column L = Student's **High School Graduation Date** (YYYYMMDD format) – please see “Date Format” under the formatting requirements above, if needed. (*exactly 8 characters*)

Column M = **FERPA Block** (*exactly 1 character*)

- Y = FERPA Block indicates that the student's parent/guardian requested a block for sharing of student's records.
- N = No FERPA Block

Column N = **High School Name** (can be found on your account reference sheet) (*max. 50 characters*)

Column O = 6-digit **ACT Code** for the high school from which the student graduated (can be found on your account reference sheet) (*exactly 6 characters*)

Column P = **Gender** (*exactly 1 character*)

- M = Male
- F = Female

Column Q = **Ethnicity**: The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. (*exactly 2 characters*)

- AM = American Indian or Native Alaskan
- AS = Asian
- BL = Black or African American
- HI = Hispanic/Latino
- PI = Native Hawaiian or Pacific Islander
- WH = White
- MU = Two or more races

Column R = **Economically Disadvantaged Indicator**: The student is identified as economically disadvantaged as dictated by the district/state. (*exactly 1 character*)

- Y = Economically Disadvantaged
- N = Not Economically Disadvantaged

> Enter Columns S-AB

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

S	T	U	V	W	X	Y	Z	AA	AB
1	2	2	2	Y	3	Y	Y	987654321	ED
2		1	1	N	2	N	N	123456789	ED
	2	3	2	Y	1		Y	55555777	ED
3	1	1		Y		Y		445566	ED
1	3		1		1	N	Y		ED

Column S = 8th Grade State Assessment Result, Math: A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the eighth grade level. (*exactly 1 character*)

- 1 = Does Not Meet Standards
- 2 = Proficient/Meets Standards
- 3 = Advanced/Exceeds Standards

Column T = 8th Grade State Assessment Result, ELA/Reading: A standardized exam utilized by the state across all subordinate districts for assessment of student reading / language arts skills at the eighth grade level. (*exactly 1 character*)

- 1 = Does Not Meet Standards
- 2 = Proficient/Meets Standards
- 3 = Advanced/Exceeds Standards

Column U = High School Assessment Result, Math: A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the terminal high school level. *(exactly 1 character)*

- 1 = Does Not Meet Standards
- 2 = Proficient/Meets Standards
- 3 = Advanced/Exceeds Standards

Column V = High School Assessment Result, ELA/Reading: A standardized exam utilized by the state across all subordinate districts for assessment of student reading / language arts skills at the terminal high school level. *(exactly 1 character)*

- 1 = Does Not Meet Standards
- 2 = Proficient/Meets Standards
- 3 = Advanced/Exceeds Standards

Column W = English Learner or English as a Second Language Indicator: The student is identified as an English Learner or is learning English as a Second Language as defined by the district/state. *(exactly 1 character)*

- Y = English Learner or English as a Second Language Indicator
- N = Not English Learner or English as a Second Language Indicator

Column X = Number of Semesters of Math Completed: The total number of semesters of math instruction the student has completed, regardless of the designated level of the mathematics courses being counted. Non-traditional terms (summer school, after school programs, etc.) count towards this as long as the classes completed awarded credit to the student. *(max. 2 characters)*

Column Y = Dual Enrollment Indicator: An indicator of whether the student is currently enrolled in post-secondary as well as secondary school coursework. *(exactly 1 character)*

- Y = Dual Enrollment Indicator
- N = Not Dual Enrollment Indicator

Column Z = Disability Code: The individual is identified as being disabled (either physically or mentally) by the district/state. *(exactly 1 character)*

- Y = Student is considered disabled as defined by the state education authority
- N = Student is not considered disabled

Column AA = Program Code: Enter the program code (do not enter any quotes, dashes or hyphens). This is a Requester Return field that allows for internal tracking of specific high school, district, or state programs. *(max. 50 characters)*

Column AB = ED: This is the end of student detail records; please enter ED for all student records in column AB. *(exactly 2 characters)*

Step 3: Enter Trailer Row

Columns marked with an asterisk (*) are required.

	A	B	C	D	E	F
327	PT3	327				

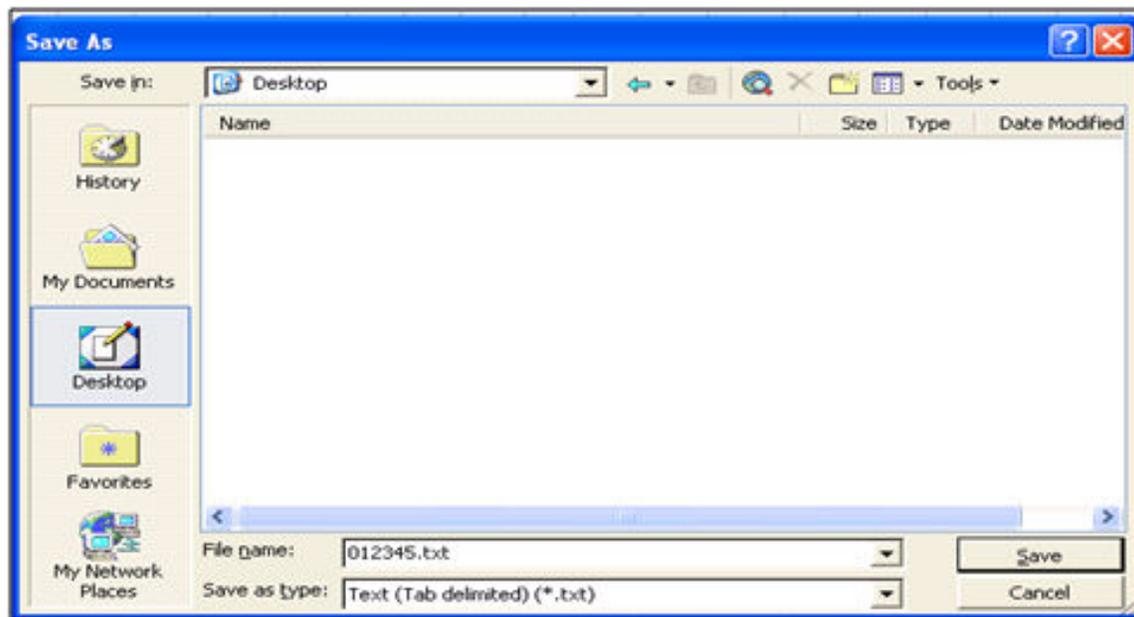
Enter the following characters in the Trailer Row, which follows the last line of student data and is the last row of the file. This line indicates that there are no additional student records included in the file.

Column A = enter **PT3*** (exactly 3 characters)

Column B = enter the **Excel row number for the Trailer Row*** (max. 8 characters)

Step 4: Save the Excel File

1. In the File menu on the main toolbar, select “**Save As.**”
2. On the “Save As” window, select the drive and/or directory where you would like to save the file.
3. Enter a file name (You can use underscores in your file name, but you should NOT use spaces or the following characters in your file name: ! @ # \$ % ^ & * () +)
4. Select “**Text (Tab delimited).**”
5. Click **Save.**

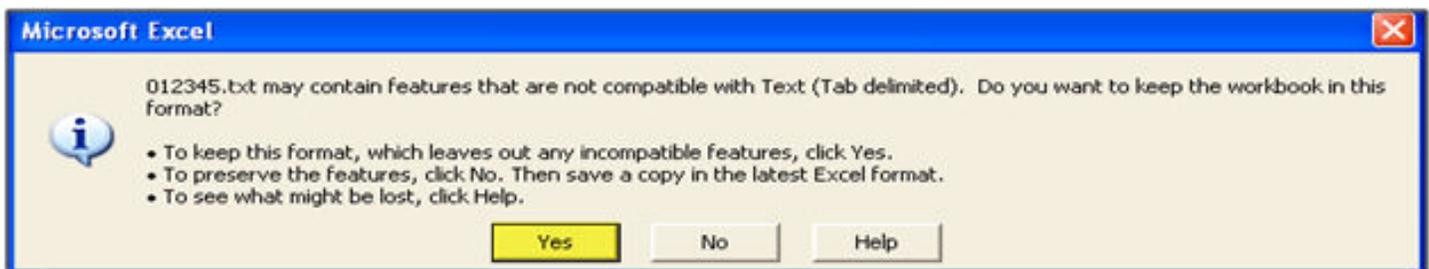


You may find a popup window in Excel, stating that “the selected file type does not support workbooks that contain multiple sheets.” If so, click **OK** to save the active sheet.

IMPORTANT: Do not use these characters in your file name: ! @ # \$ % ^ & * () +



You may also see a popup window that your file “may contain features that are not compatible with Text (Tab delimited).” Click **Yes** to keep this format. Your file is now saved as a text, tab-delimited file (*.txt) in the location you selected.



Step 5: Submit the File

Go to <https://ftps.nslc.org/> to transmit your file to the Clearinghouse via your secure FTP account.

Do not email your files to the Clearinghouse. This is not a secure method of transferring data.

Uploading Files via the Web Browser Interface



The Web browser interface is a quick, easy method of manually transmitting files.

Uploading Files via the File Wizard

1. Log onto your secure FTP account.
2. Click **“Launch the Upload Wizard.”**

The screenshot shows the National Student Clearinghouse web browser interface. At the top, there is a navigation bar with the text "skip repetitive navigation" and the USA-CONNECT logo. Below this, the main header includes the National Student Clearinghouse logo and the text "NATIONAL STUDENT CLEARINGHOUSE® The nation's trusted source for education verification and student outcomes". The USA-CONNECT logo is also present, with the text "USA-CONNECT® This site also serves our USA-CONNECT® service enabling the secure exchange of authorized credentials for international students".

The main content area is titled "Welcome to the NSC Secure FTP Service!" and "Home". Below this, there is a section titled "Browse Files and Folders" with the text "To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the 'Find File' button." There are two links: "Go To Your Home Folder" and "Browse Other Folders".

Below the "Browse Files and Folders" section, there is a section titled "Upload Files...". It includes a "Select a folder:" dropdown menu with the value "/ Home / 12345600". Below this, there is a green button labeled "Launch the Upload Wizard".

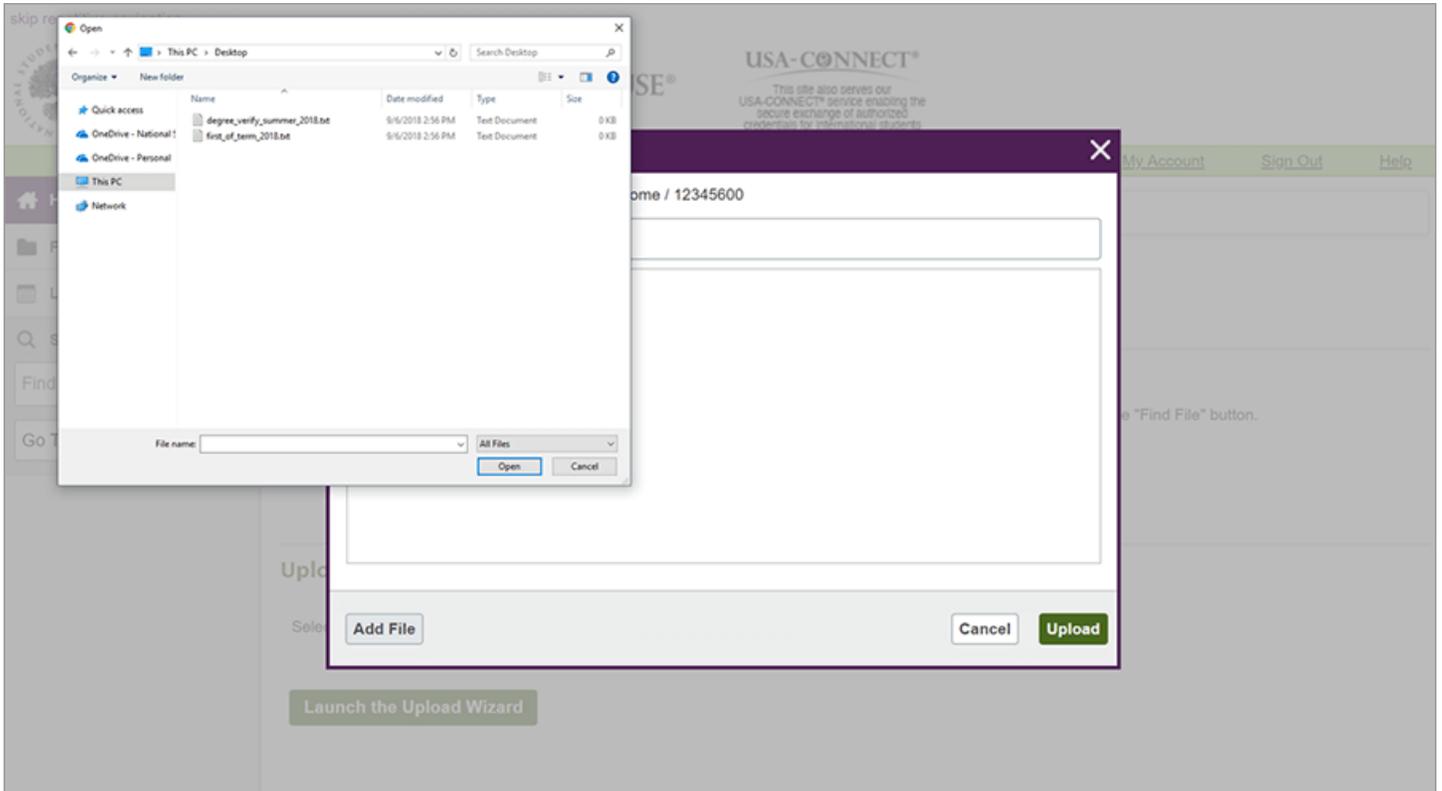
3. A pop-up window displays. Click **“Add file.”**

The screenshot shows the National Student Clearinghouse web browser interface with a pop-up window titled "Upload Wizard". The pop-up window has a close button (X) in the top right corner. It contains the following fields and buttons:

- "Upload To:" dropdown menu with the value "/ Home / 12345600".
- "Enter Any Notes:" text input field.
- "Add File" button.
- "Cancel" button.
- "Upload" button.

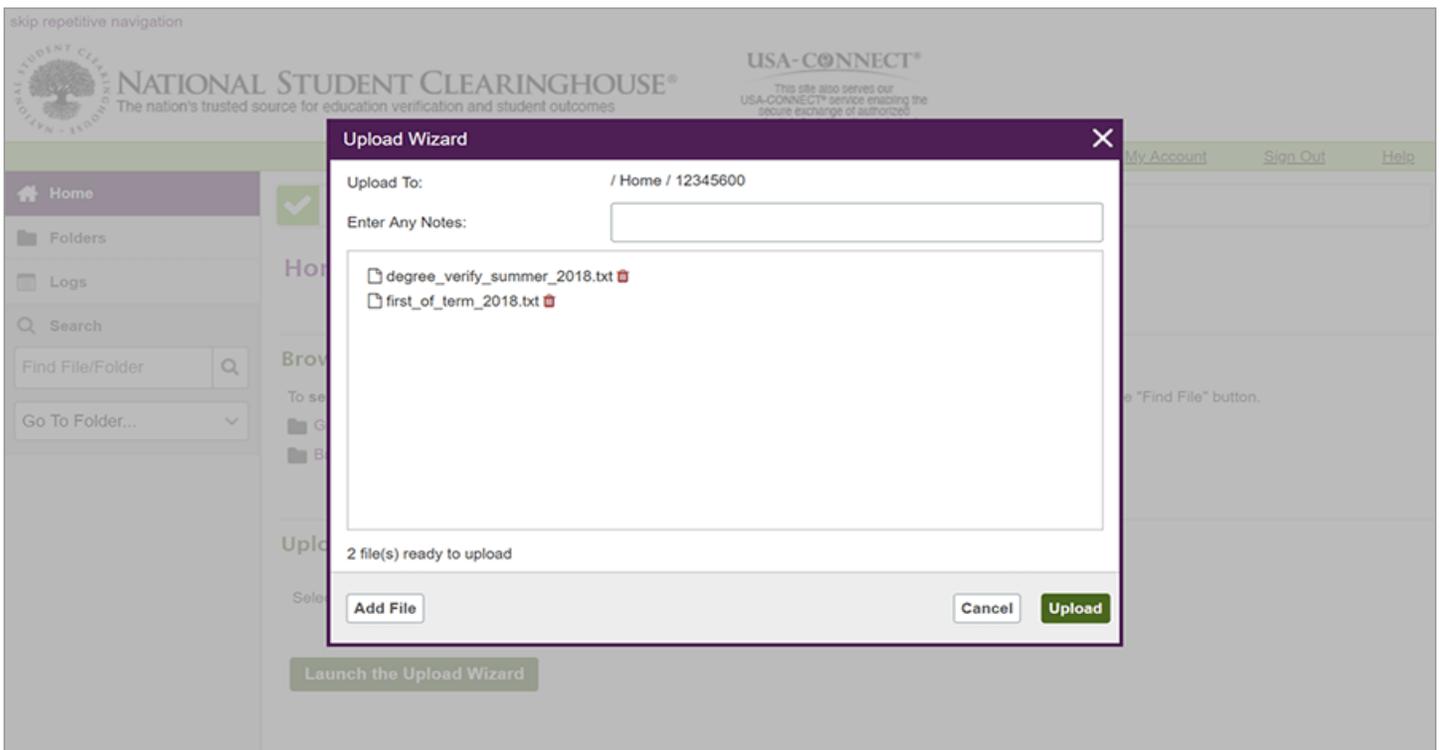
The background of the screenshot is dimmed, showing the same interface as the previous screenshot, but with the "Upload Wizard" pop-up window overlaid.

4. Select the file you want to upload and click “Open.”



5. Repeat, if necessary, to select multiple files for upload.

6. Click “Upload” and the Upload Wizard will upload your file(s).



Uploading Files Manually

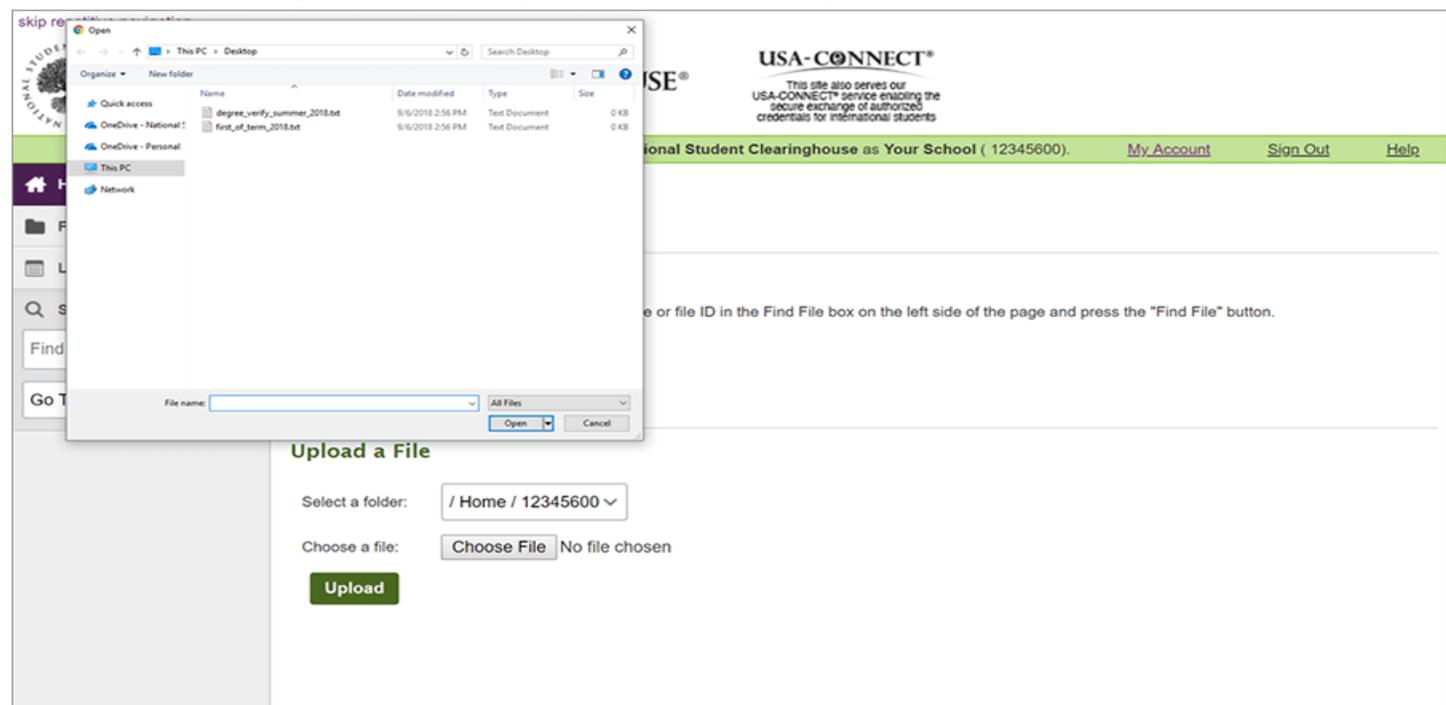
If you did not install the upload wizard, you can upload files manually.

1. Click “Choose File” under “Upload a File.”



The screenshot shows the National Student Clearinghouse USA-CONNECT web interface. At the top, there is a navigation bar with the site logo and name, and a user status bar indicating the user is signed in as 'Your School (12345600)'. The main content area is titled 'Home' and contains a 'Browse Files and Folders' section with a search box and a 'Go To Folder...' dropdown. Below this is the 'Upload a File' section, which includes a 'Select a folder:' dropdown menu set to '/ Home / 12345600', a 'Choose a file:' button labeled 'Choose File' with the text 'No file chosen' next to it, and an 'Upload' button.

2. Select the file you want to upload and click “Open.”

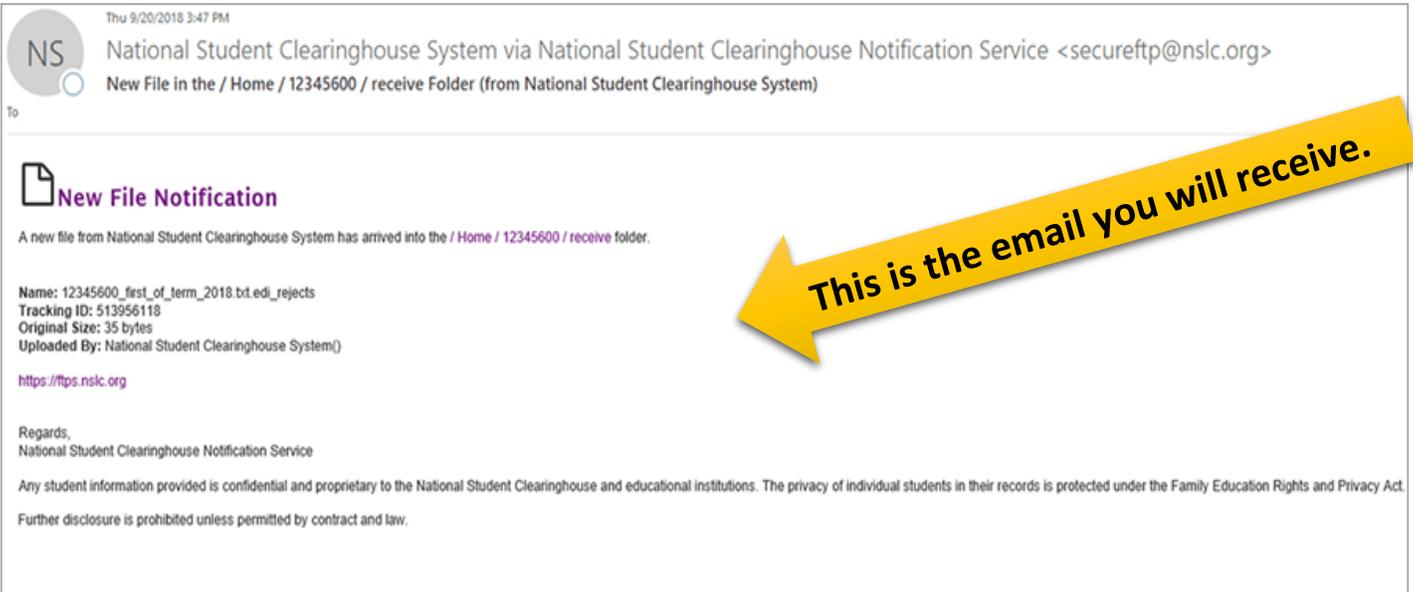


This screenshot shows the same web interface as the previous one, but with a Windows File Explorer window open over the 'Upload a File' section. The File Explorer window is titled 'Open' and shows the contents of the 'This PC > Desktop' folder. It contains two text documents: 'degree_verify_summer_2018.txt' and 'first_of_term_2018.txt'. The 'File name' field at the bottom of the File Explorer is empty, and the 'Open' button is highlighted. The web interface behind the window shows the 'Upload a File' section with the 'Choose File' button and 'No file chosen' text.

Retrieving Your File

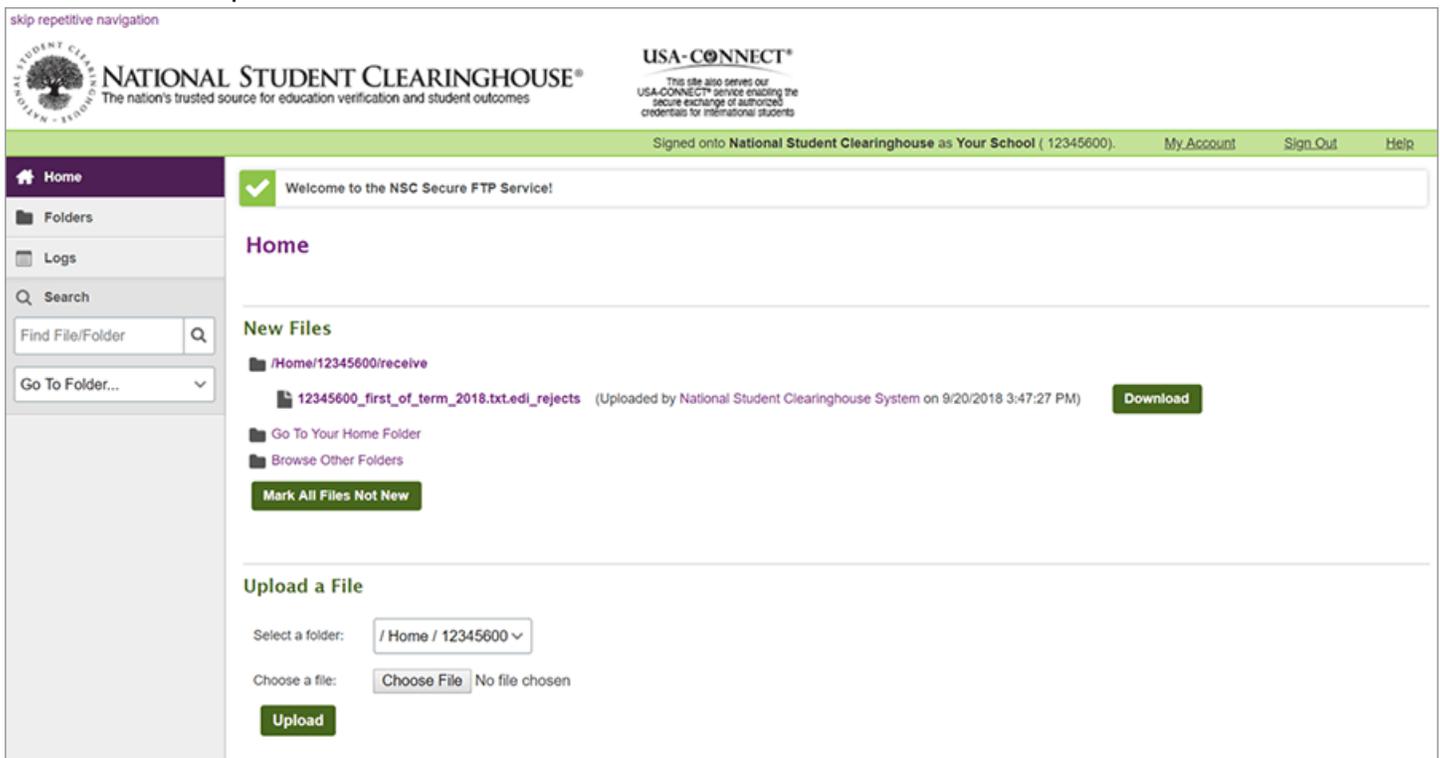


Email addresses listed on the FTP account will receive an email when a new file is available to download.



1. Log on to your secure FTP account.

- New files are displayed on the account home page for up to 14 days after the date they are delivered.
- Click the download button displayed next to each new file to download that file.
- For access files older than 14 days or files that have been downloaded previously continue with steps below.



2. Click “Go to Your Home Folder.”

skip repetitive navigation

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Signed onto National Student Clearinghouse as Your School (12345600). [My Account](#) [Sign Out](#) [Help](#)

Home

✓ Welcome to the NSC Secure FTP Service!

Home

Browse Files and Folders

To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

- Go To Your Home Folder
- Browse Other Folders

Upload Files...

Select a folder: / Home / 12345600 ▾

Launch the Upload Wizard

3. Click “Receive” to navigate to the Receive folder.

skip repetitive navigation

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Folders

/ Home/ 12345600/

Go To Folder... ▾

<input type="checkbox"/>	Name	Created	Size/Contents	↓	☑	Actions
	↑ Parent Folder					
<input type="checkbox"/>	receive-archive	9/6/2018 2:47:45 PM	2 📄			
<input type="checkbox"/>	receive	9/6/2018 2:47:45 PM	2 📄 (1 📁)			

Selected File/Folder Actions:

Delete

4. Click “Download” (Down Arrow Button) to download a file or click “Delete” (X Button) to delete a file.

skip repetitive navigation



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Home

Folders

Logs

Search

Find File/Folder

Go To Folder...

Folders

/ Home/ 12345600/ receive/

Go To Folder...

<input type="checkbox"/>	Name	Created	Size/Contents	<input type="checkbox"/>	Actions
	↑ Parent Folder				
<input type="checkbox"/>	12345600_first_of_term_2018.txt.edi_rejects	9/20/2018 3:47:27 PM	1 KB	- <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	12345600_response_data.txt	9/6/2018 3:18:12 PM	1 KB	1 <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Selected File/Folder Actions: