Instructions

Enter all data into the tab labeled **OG_Credit_Data_Template**. If data are missing, use "99" (where instructed) to reflect that the data were not provided (this is a missing value code). It is ok to have the data exported straight from the college information systems into a spreadsheet, but before submitting the data to LCCC, you will need to change the column headers so they match those provided in the data dictionary and templates. The order/sequence

Enter information for each individual on a separate row in the spreadsheet.

This spreadsheet should be cumulative and should reflect information for all reporting periods.

If the participant is enrolled in multiple programs, note his/her progress for each of the programs on a separate line/row.

The spreadsheet uses conditional formatting to highlight blank cells (aqua) and duplicate values (red text & light red shading)

NOTE: The spreadsheet is set up as a table. When you enter data in the row below the line/row that's part of the table, it will become part of the table.

The template has "Freeze Panes" set up so the column header, social security number, and student ID are always visible. If you can't find all the columns, hit the "home" key or hit the right (=>) arrow on the keyboard.