

#### Instructions

- 1 For each participant in the TechNet grant for whom you have a participant intake form, enter the data from the paper form into the "PIF\_Template" tab of this spreadsheet.
- 2 Enter all data available from the form. If data are missing, use the missing code value (typically "99" or "-9"), where instructed, to reflect that the data were not provided. 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. It is important that the order/sequence of the columns is the same as in the template.
- 3 Enter information from each individual's form on a separate row on the spreadsheet.
- 4 This spreadsheet should be cumulative and should reflect information for all reporting periods.
- 5 **The spreadsheet uses conditional formatting to highlight blank cells (aqua) and duplicate values (red text & light red shading)**

No D 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.

No D The template has "Freeze Panes" set up so the column headers and student name are always visible. If you can't find all the columns, hit the "home" key or hit the right (=>) arrow on the keyboard.