

Completing the Excel spreadsheet

The following set of instructions is intended as one possible method for completing the Excel spreadsheet. You may choose to follow this set of procedures, complete the dataset following your own method, or consult this document occasionally for clarification on specific items.

Note: The Excel spreadsheet received by your school includes all students who took the ATI TEAS at your institution or had their scores sent to your institution between July 1, 2021, and June 30, 2022.

Helpful documents to have at hand:

List of applicants for the Fall 21 and Spring 22 admitted classes, indicating those who

- Applied to the program but were not selected
- Were selected but need to remediate
- Were selected but did not enroll (on waitlist)
- Enrolled for the first time
- Continued enrollment
- Dropped for academic or other reasons (either eligible or ineligible to return)
- Transferred out of or into the program

Applicant files including:

- Birthdate
- Language spoken at home
- Gender
- Ethnicity/race
- Record of remediation required of, participated in, and completed by the student

IMPORTANT: Save a back-up copy of your dataset before beginning the data entry procedures. Some sorting procedures in Excel are suggested here for ease of data entry. Please be aware that it is possible to inadvertently sort single columns, disassociating individual names from the correct demographic and score data. **To prevent this, if you choose to sort the data, it is strongly recommended that you highlight the entire spreadsheet before sorting to ensure that data rows remain intact.** Additionally, you may wish to choose a target name and data to “spot check” before completing each save of the data.

In your dataset, students from each of the previous years’ data cycles are highlighted in a different color, while students from this year’s data cycle are highlighted in red. Students in previous cohorts should have data completed through column AI. For these students, you should only need to complete information pertaining to their status in the Fall of

2021 and the Spring of 2022 (Columns AJ and AK). The instructions below refer to new students (highlighted in red) only.

IMPORTANT: In order to simplify the data reporting process, the Chancellor's Office has requested that individuals in cohorts prior to Fall 2017 be removed from the dataset. Thus, it is likely that your institution's data set contains fewer cases than it did previously. It has been determined that institutions no longer need to report on these removed cases. If you have questions about this, please contact Brenda Fong in the Chancellor's Office.

Step 1: Complete the Semester Status variables in column AB through AK (Fall 17, Spring 18, etc.). For most new students, this will mean a status of "X" in columns AB through AI.

Fall 17: Enter the status of record for each student on the effective date for the semester, October 15, 2017. **Every student in the file should have a status designation for Fall 17.**

Spring 18: Enter the status of record for each student on the effective date for the semester, March 15, 2018. **Every student in the file should have a status designation for Spring 18.**

Fall 18: Enter the status of record for each student on the effective date for the semester, October 15, 2018. **Every student in the file should have a status designation for Fall 18.**

Spring 19: Enter the status of record for each student on the effective date for the semester, March 15, 2019. **Every student in the file should have a status designation for Spring 19.**

Fall 19: Enter the status of record for each student on the effective date for the semester, October 15, 2019. **Every student in the file should have a status designation for Fall 19.**

Spring 20: Enter the status of record for each student on the effective date for the semester, March 15, 2020. **Every student in the file should have a status designation for Spring 20.**

Fall 20: Enter the status of record for each student on the effective date for the semester, October 15, 2020. **Every student in the file should have a status designation for Fall 20.**

Spring 21: Enter the status of record for each student on the effective date for the semester, March 15, 2021. **Every student in the file should have a status designation for Spring 21.**

For all students in the data file (not just those highlighted in red, but all colors), enter the status designations for Fall 21 and Spring 22.

Fall 21: Enter the status of record for each student on the effective date for the semester, October 15, 2021. **Every student in the file should have a status designation for Fall 21.**

Spring 22: Enter the status of record for each student on the effective date for the semester, March 15, 2022. **Every student in the file should have a status designation for Spring 22.**

Step 2: Complete demographic data variables

Following completion of the status variable (Step 1), you may wish to sort the file based on the status variable. This will allow you to group those students with Status X and 0 together; because you do not have demographic data to enter for these students, this sort should make the data entry process simpler.

The following demographic variables have partial data entered from the ATI database. Because these data are reported by the students voluntarily, there may be missing data points. Please consult school records to check the correctness of existing data and complete missing data. **Please consult the variable specification sheet (“CCC Validation Data”) for the correct variable formatting.**

Column E: Birthdate

Columns P – R: Language Spoken at Home

Three Language variables are included in order to accommodate students who indicate more than one language. For these students, indicate one language in each column (P – R), as needed. As not all students have multiple primary languages, cells in these columns may be left blank.

Column S: Gender

Column T: Ethnicity/Race

Step 3: Complete other, school-supplied variables

Column L: LVN

Indicate whether the student is enrolled in a generic or LVN to ADN program.

Column O: Disability

Indicate whether the school **provides** an ADA accommodation for this student (**not** whether an accommodation is **available** should the student request it).

Columns U – X: Remediation variables

Indicate Yes or No based on your institution’s requirements for remediation. As the variables in this set are sequential, it is necessary to enter responses in each column only for those students with a “Yes” in the previous column. (i.e., Complete column U for all students. Complete Column V only for those students with a “Yes” in column U; complete Column W only for those students with a “Yes” in column V.)

Column Y: Cohort

Using the dropdown menu, indicate the first semester of enrollment. For transfer students, indicate the cohort they are in based on when they would have initially enrolled (the cohort indicator should match the group of students with whom they will graduate).

Column Z: Anticipated graduation date

Using the dropdown menu, indicate the expected graduation date based on the length of your program and the cohort or initial enrollment date.

Column AA: Actual graduation date

Complete this variable only once the student has been indicated as a status 7 (“Graduation”) in one of the Semester Status variables (Columns AB and following).

Step 4: Check for missing students

You used your admitted class rosters and student files to complete the variables in Step 1 through 3. Now, it is important to check that there is no one listed on your admitted class rosters who has not been included in the dataset. It may be helpful to sort the entire file by the Cohort variable (Column Y), and then Last Name. This should group the classes together in alphabetical order and make it easy to identify any students who are missing from your list.

Please do not add additional students to your list unless you can verify that they

- Took the ATI TEAS (not previous versions of the TEAS)
- Tested between July 1, 2021, and June 30, 2022

Reasons for missing students may be a transfer in from another program, or some unanticipated irregularity through which a student was not required to take the TEAS or supply the results to your institution.

Step 5: Double check for accuracy and completeness.

- Every admitted student should have an entry for column L (“LVN”), column O (“Disability”), column U (“Remediation Required”), and columns Y through AK.
- A student’s cohort (Column Y) should correspond with the first semester in which they enroll in the program (Status 5 in Columns AB-AK).

Step 6: Back-up the completed dataset

You have been saving the dataset as you completed each step. It is important to create an additional back-up of your completed dataset before sending your data to the Chancellor’s office. **Save the copy you will send to the Chancellor’s Office as “School Name_17_from school”.** (ex., CollegeofMarin_17_fromschool).