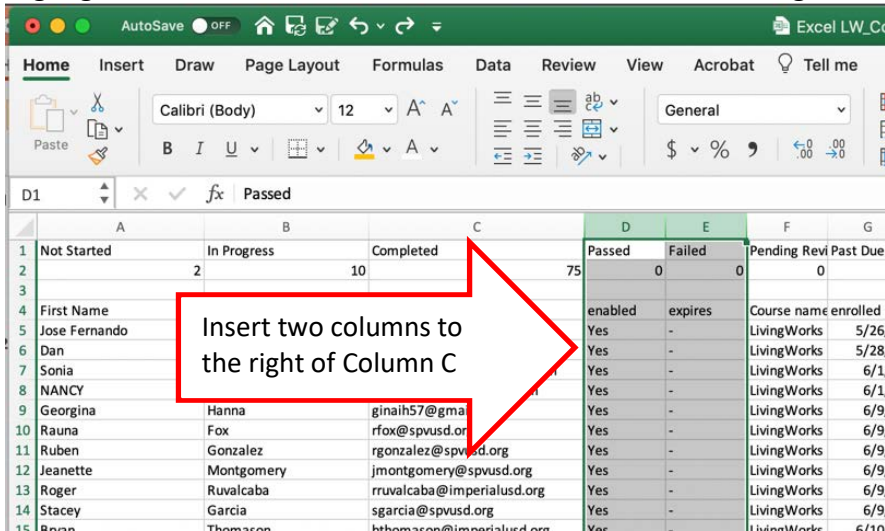
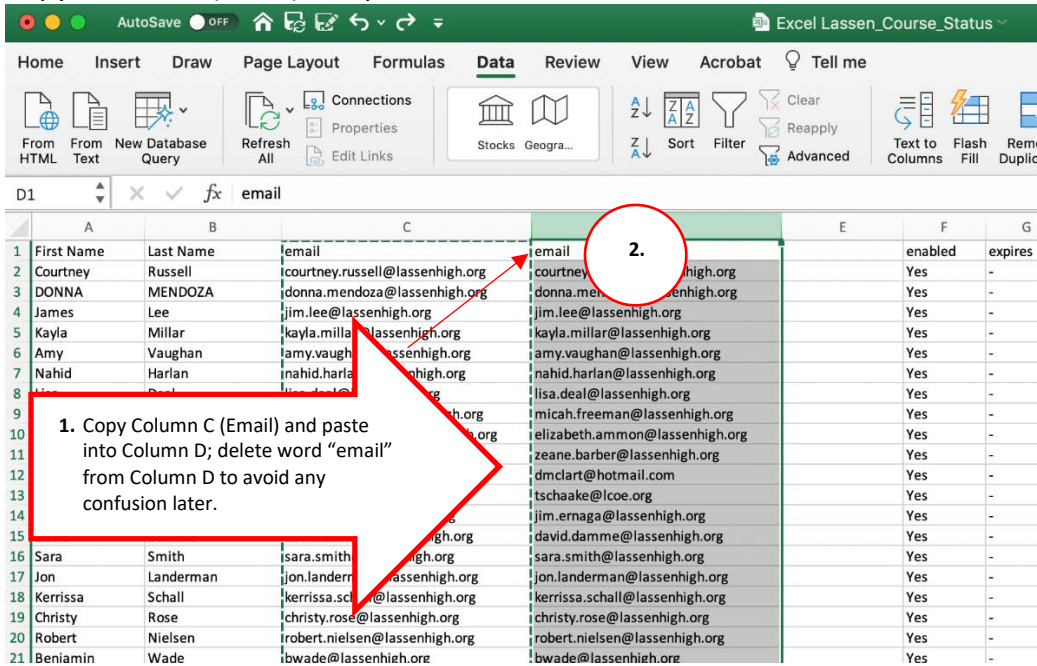


LW Course Status Report - Excel Spreadsheet Instructions

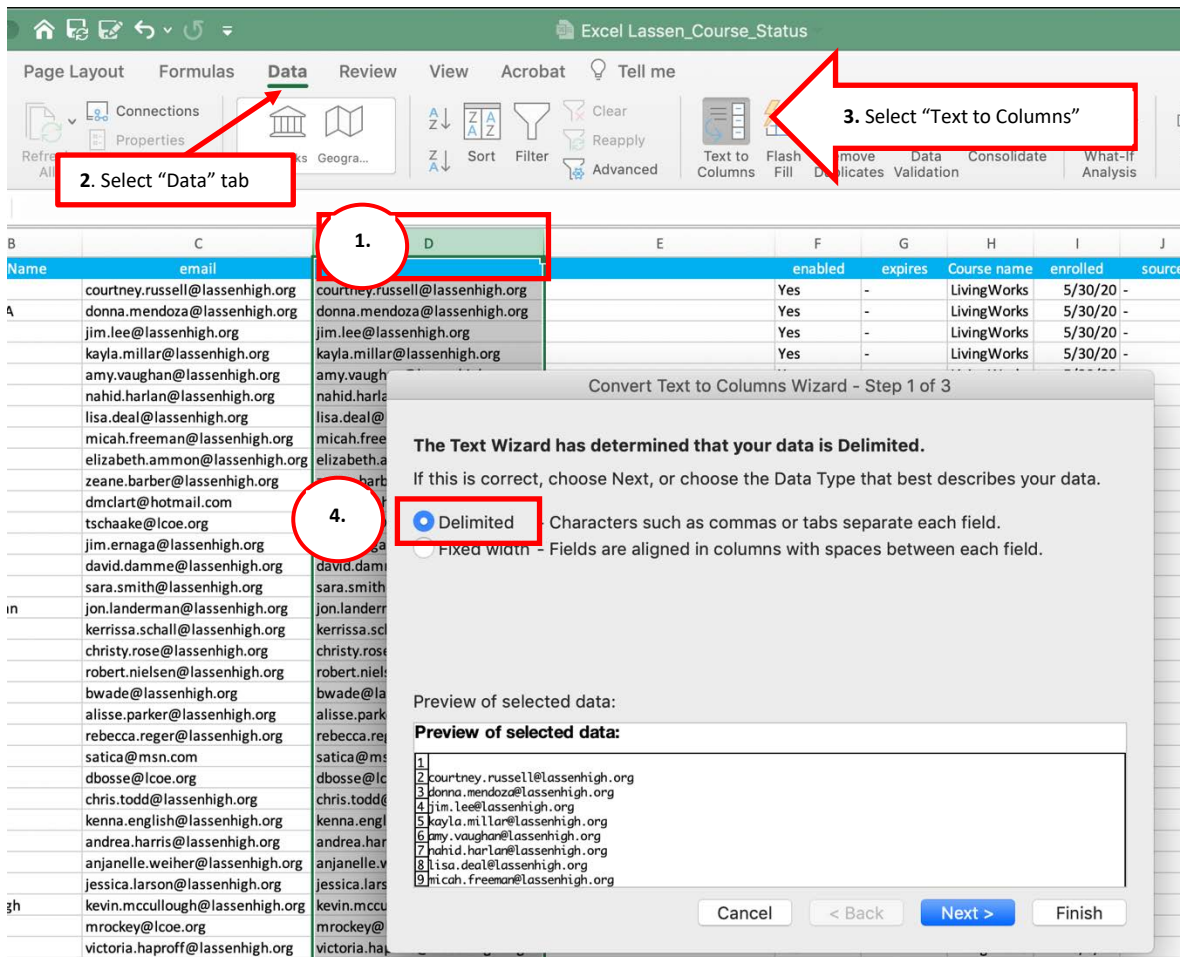
1. Save your spreadsheet as .xls.
2. Delete rows 1, 2 and 3.
3. Highlight Columns D and E, then Insert two columns to the right of Column C.



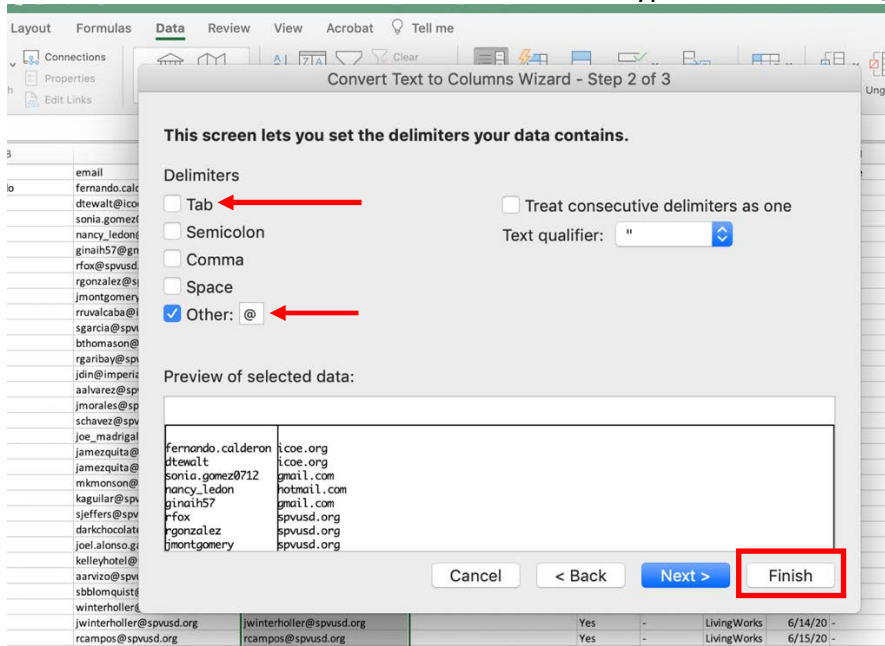
4. Copy Column C (Email) and paste into Column D.



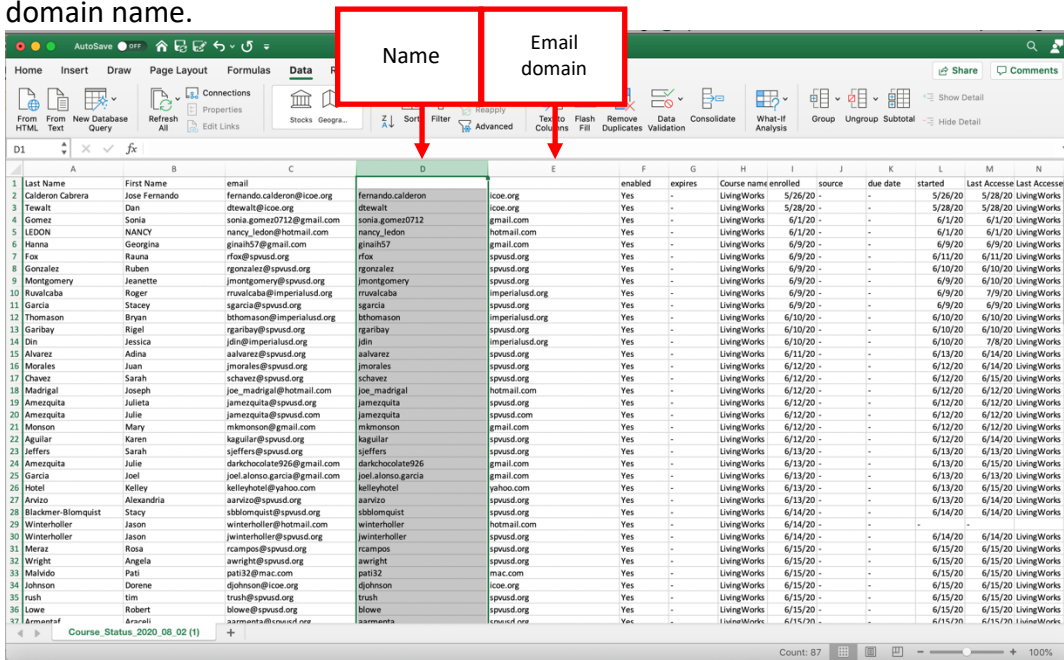
- Highlight Column D, go to Data, select "Text to Columns", confirm that "Delimited" is selected (Convert Wizard Step 1), then click Next >



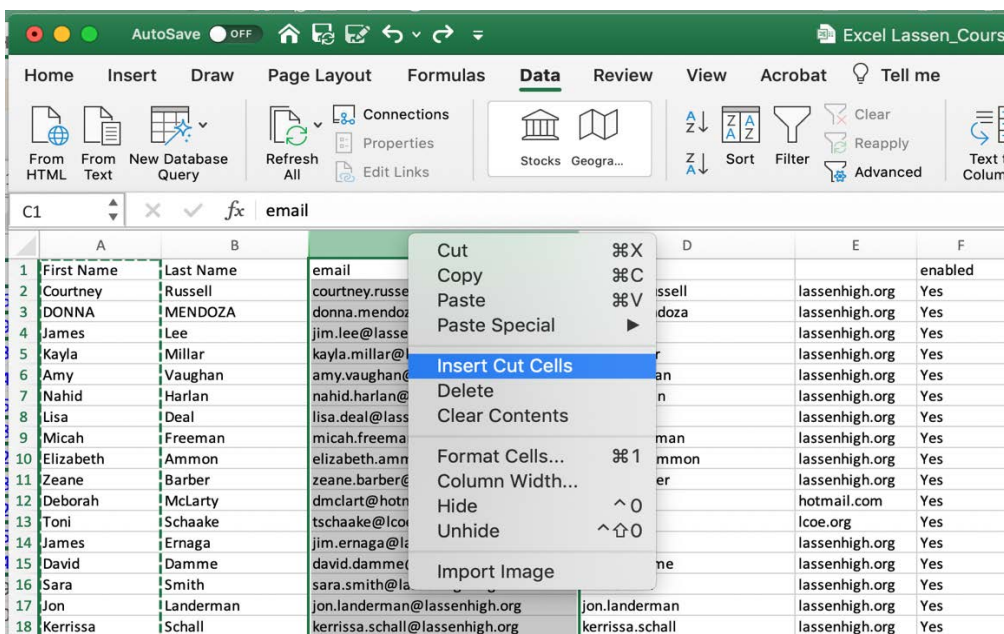
- De-select "Tab" if checked. Check "Other:" and type "@" in the box, then click "Finish."



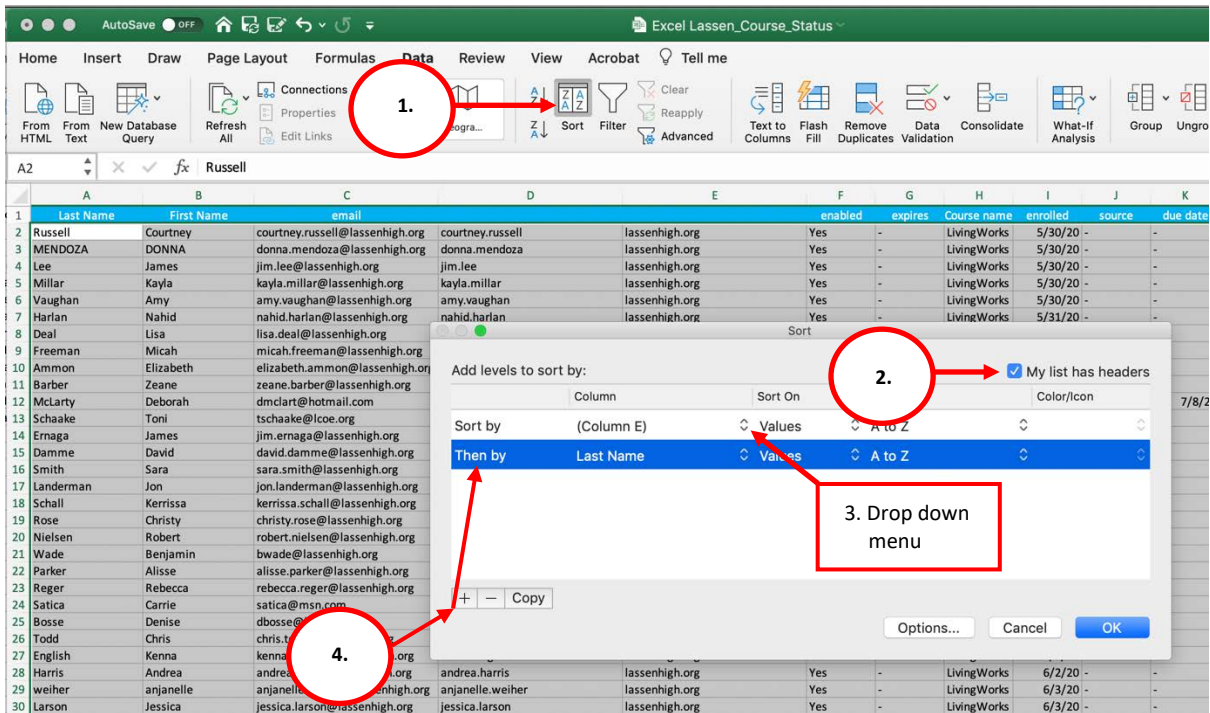
This is what Columns D and E will look like. You should see the name separated from the email domain name.



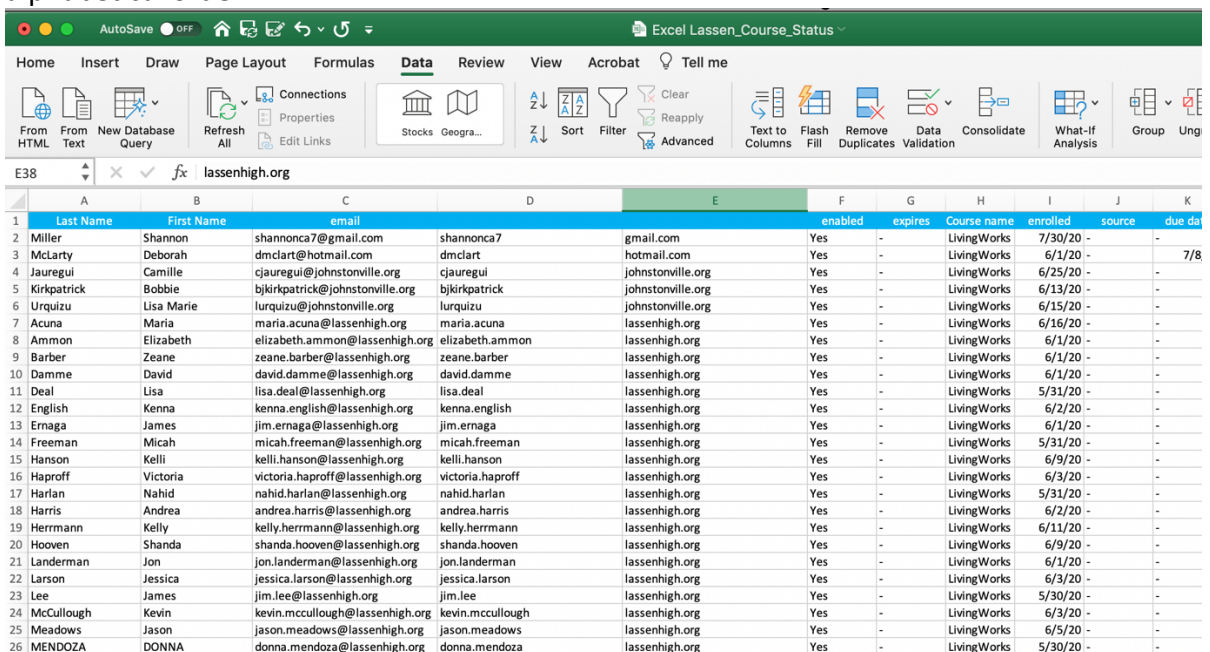
- Cut Column A, then click on Column C. Right click and select "Insert Cut Cells." Now you should see Last Name (Column A) and First Name (Column B) – this will be easier to identify Learners on your final list.



- Then go to Sort, check the “My list has Headers” box; from Column drop down menu, select the column with the email domains (Column E). Go to “+” to add a row, “Then by.” From Column drop down menu, select Last Name (Column A). Then hit OK.



- After sorting, you will see that both Column A (Last Name) and Column E (email domains) are in alphabetical order.



10. Deleting unnecessary columns/rows: Highlight Columns D through H (hold Shift to select Columns D – H), right click and select “Delete.”

11. Highlight Columns E through L and delete these columns; then highlight Columns F – S and delete these columns. The remaining columns should be:

a. Last Name, First Name, Email, Enrolled and Status

	A	B	C	D	E	F
1	Last Name	First Name	Email	Enrolled	Status	
2	Miller	Shannon	shannonca7@gmail.com	7/30/20	Completed	
3	McLarty	Deborah	dmclart@hotmail.com	6/1/20	Completed	
4	Jaugregui	Camille	cjauregui@johnstonville.org	6/25/20	Completed	
5	Kirkpatrick	Bobbie	bjkirkpatrick@johnstonville.org	6/13/20	Completed	
6	Urquizu	Lisa Marie	lurquizu@johnstonville.org	6/15/20	Completed	
7	Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20	In Progress	
8	Ammon	Elizabeth	elizabeth.ammon@lassenhigh.org	6/1/20	Completed	
9	Barber	Zeane	zeane.barber@lassenhigh.org	6/1/20	Completed	
10	Damme	David	david.damme@lassenhigh.org	6/1/20	In Progress	
11	Deal	Lisa	lisa.deal@lassenhigh.org	5/31/20	In Progress	
12	English	Kenna	kenna.english@lassenhigh.org	6/2/20	Completed	
13	Ernaga	James	jim.ernaga@lassenhigh.org	6/1/20	Completed	
14	Freeman	Micah	micah.freeman@lassenhigh.org	5/31/20	Completed	
15	Hanson	Kelli	kelli.hanson@lassenhigh.org	6/9/20	Completed	
16	Haproff	Victoria	victoria.haproff@lassenhigh.org	6/3/20	Completed	
17	Harlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20	In Progress	
18	Harris	Andrea	andrea.harris@lassenhigh.org	6/2/20	Completed	
19	Herrmann	Kelly	kelly.herrmann@lassenhigh.org	6/11/20	Completed	
20	Hooven	Shanda	shanda.hooven@lassenhigh.org	6/9/20	Completed	

12. Filtering the Status Column.

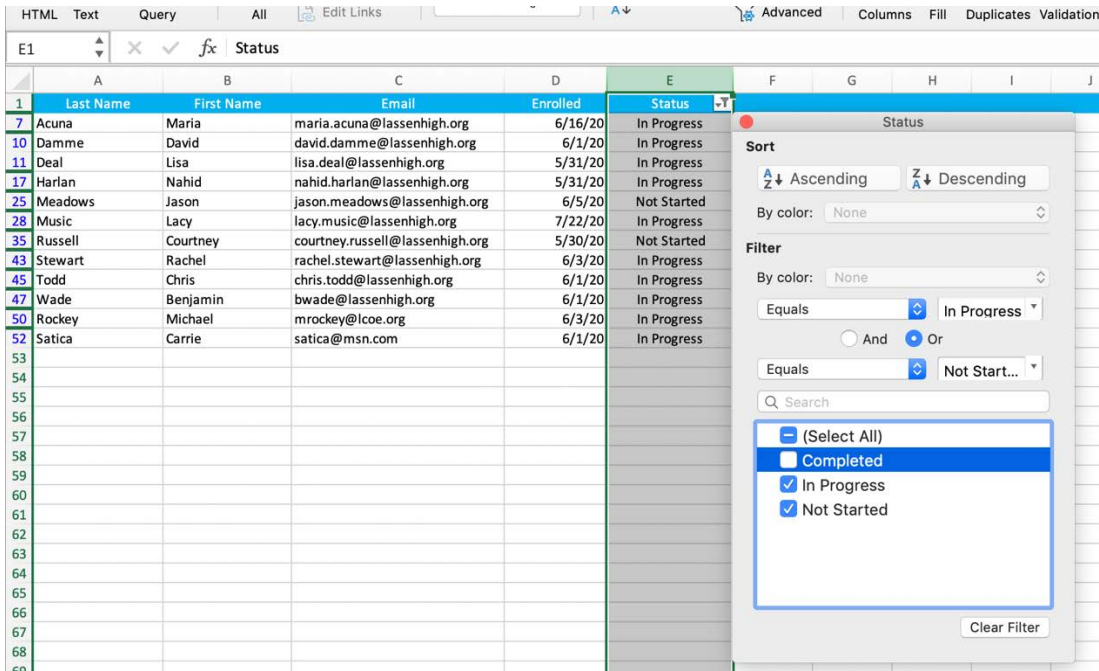
1. Highlight Status Column, then go to Filter above.

2.

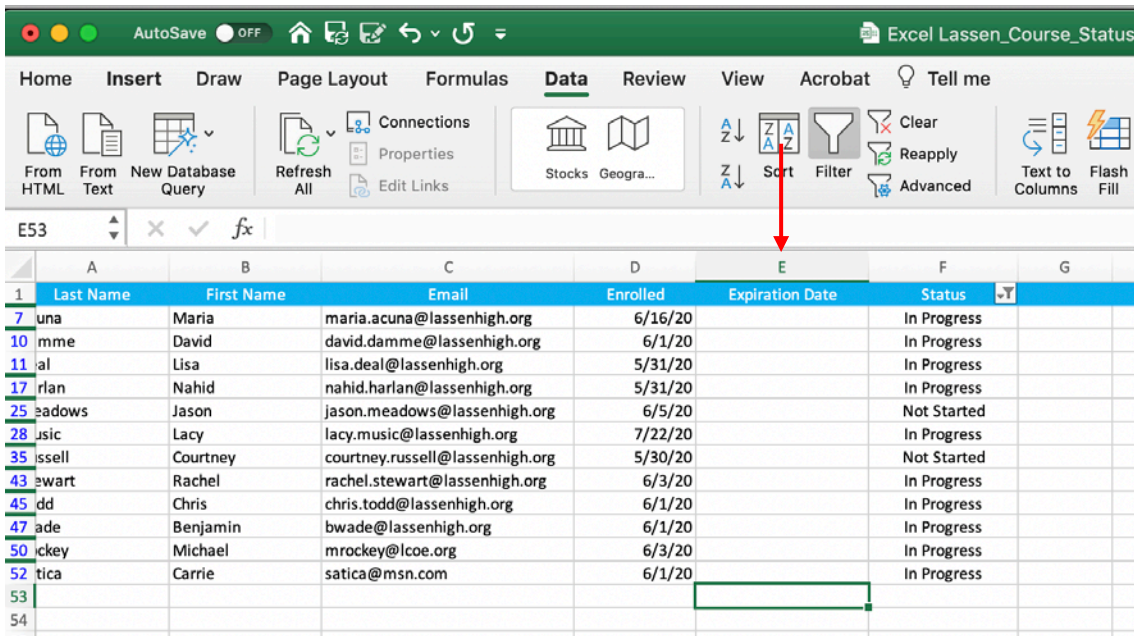
3. Uncheck "Completed."

	A	B	C	D	E	F	G	H	I	J
1	Last Name	First Name	Email	Enrolled	Status					
2	er			7/30/20	Completed					
3	arty			6/1/20	Completed					
4	egui			6/25/20	Completed					
5	patrick	Bobbie	bjkirkpatrick@johnstonville.org	6/13/20	Completed					
6	lizu	Lisa Marie	lurquizu@johnstonville.org	6/15/20	Completed					
7	ha	Maria	maria.acuna@lassenhigh.org	6/16/20	In Progress					
8	mon	Elizabeth	elizabeth.ammon@lassenhigh.org	6/1/20	Completed					
9	ber	Zeane	zeane.barber@lassenhigh.org	6/1/20	Completed					
10	hme	David	david.damme@lassenhigh.org	6/1/20	In Progress					
11	l	Lisa	lisa.deal@lassenhigh.org	5/31/20	In Progress					
12	lish	Kenna	kenna.english@lassenhigh.org	6/2/20	Completed					
13	lga	James	jim.ernaga@lassenhigh.org	6/1/20	Completed					
14	erman	Micah	micah.freeman@lassenhigh.org	5/31/20	Completed					
15	son	Kelli	kelli.hanson@lassenhigh.org	6/9/20	Completed					
16	roff	Victoria	victoria.haproff@lassenhigh.org	6/3/20	Completed					
17	an	Nahid	nahid.harlan@lassenhigh.org	5/31/20	In Progress					
18	is	Andrea	andrea.harris@lassenhigh.org	6/2/20	Completed					
19	rmann	Kelly	kelly.herrmann@lassenhigh.org	6/11/20	Completed					
20	on	Shanda	shanda.hooven@lassenhigh.org	6/9/20	Completed					
21	erman	Jon	jon.landerman@lassenhigh.org	6/1/20	Completed					
22	on	Jessica	jessica.larson@lassenhigh.org	6/3/20	Completed					
23	ames	James	jim.lee@lassenhigh.org	5/30/20	Completed					
24	ullough	Kevin	kevin.mccullough@lassenhigh.org	6/3/20	Completed					
25	dwos	Jason	jason.meadows@lassenhigh.org	6/5/20	Not Started					
26	DOZA	DONNA	donna.mendoza@lassenhigh.org	5/30/20	Completed					
27	ar	Kayla	kayla.millar@lassenhigh.org	5/30/20	Completed					
28	ic	Lacy	lacy.music@lassenhigh.org	7/22/20	In Progress					
29	sen	Robert	robert.nielsen@lassenhigh.org	6/1/20	Completed					
30	ent	Morgan	morgan.nugent@lassenhigh.org	6/12/20	Completed					
31	er	Alisse	alisse.parker@lassenhigh.org	6/1/20	Completed					
32	er	Rebecca	rebecca.reger@lassenhigh.org	6/1/20	Completed					
33	e	Christy	christy.rose@lassenhigh.org	6/1/20	Completed					
34	s	Brent	brent.ross@lassenhigh.org	6/16/20	Completed					
35	sell	Courtney	courtney.russell@lassenhigh.org	5/30/20	Not Started					

13. After unchecking “Completed” you should only see Learners who are “In Progress” and “Not Started.”

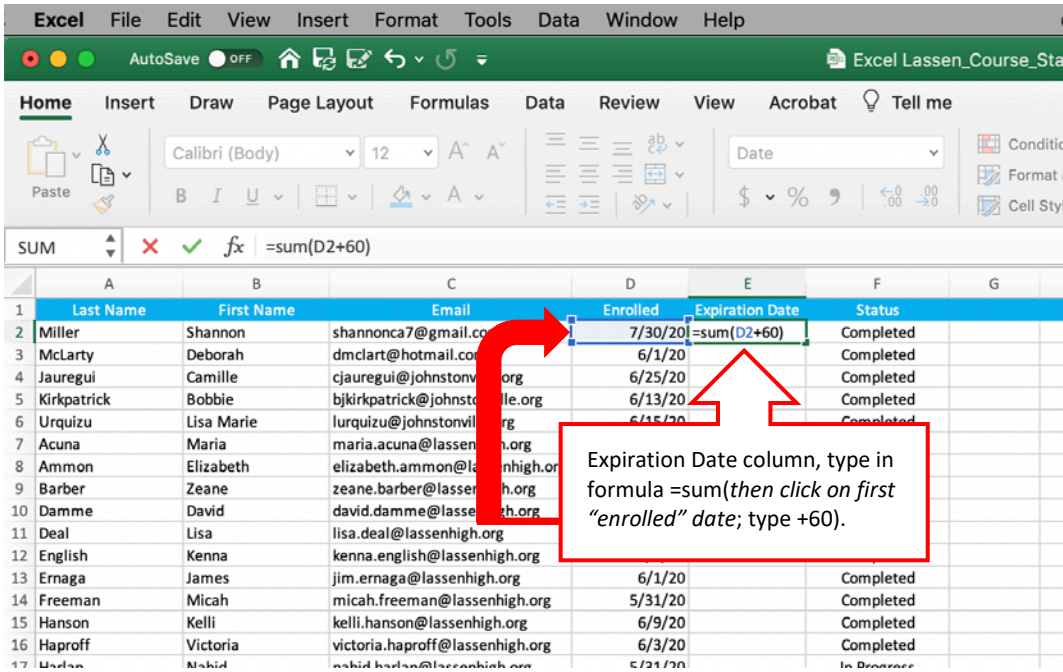


14. Highlight Column E (Status), right click to Insert a Column. Then type “Expiration Date” in the new column.

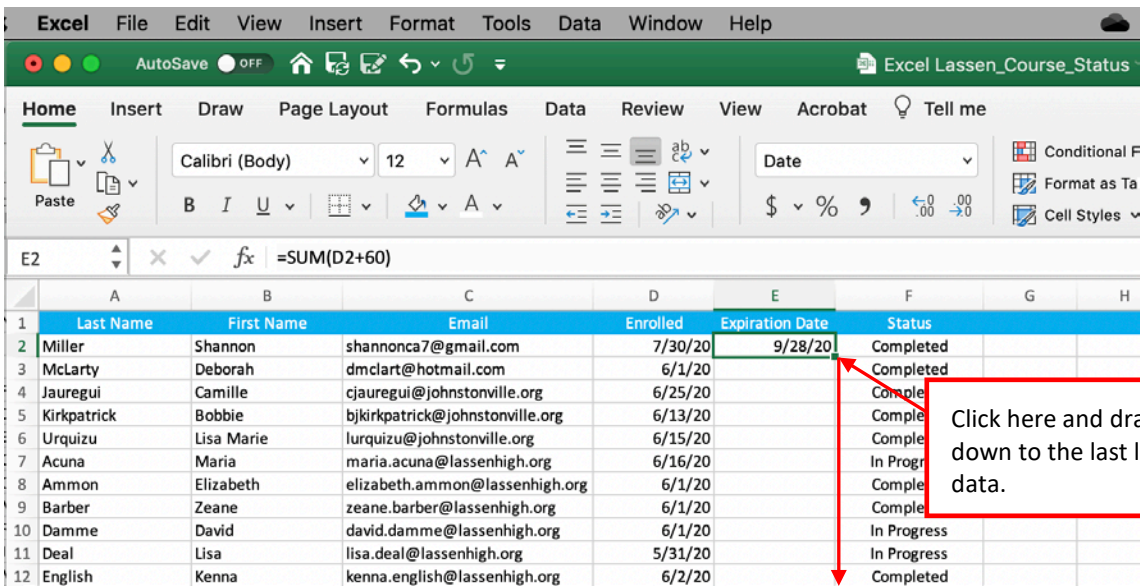


15. Entering Expiration Date formula: Select the first “Enrolled” date, then go into the Expiration Date column and type in this formula: =sum(- then click on first “enrolled” date; type +60), then hit Return.

a. This formula will provide the Expiration Date which is 60 days from the Enrolled date.



16. Then go to the corner and drag it to the last name in the row so that each date will now have a corresponding Expiration Date.



The result:

	A	B	C	D	E	F
1	Last Name	First Name	Email	Enrolled	Expiration Date	Status
7	Acuna	Maria		6/16/20	8/15/20	In Progress
10	Damme	David		6/1/20	7/31/20	In Progress
11	Deal	Lisa		5/31/20	7/30/20	In Progress
17	Harlan	Nahid		5/31/20	7/30/20	In Progress
25	Meadows	Jason		6/5/20	8/4/20	Not Started
28	Music	Lacy	lacy.music@lassenhigh.org	7/22/20	9/20/20	In Progress
35	Russell	Courtney	courtney.russell@lassenhigh.org	5/30/20	7/29/20	Not Started
43	Stewart	Rachel	rachel.stewart@lassenhigh.org	6/3/20	8/2/20	In Progress
45	Todd	Chris	chris.todd@lassenhigh.org	6/1/20	7/31/20	In Progress
47	Wade	Benjamin	bwade@lassenhigh.org	6/1/20	7/31/20	In Progress
50	Rockey	Michael	mrockey@lcoe.org	6/3/20	8/2/20	In Progress
52	Satica	Carrie	satica@msn.com	6/1/20	7/31/20	In Progress

17. After following all the steps above, you will have a final Course Status List showing:

	A	B	C	D	E	F	G
1	Last Name	First Name	Email	Enrolled	Expiration Date	Status	
7	Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20	8/15/20	In Progress	
10	Damme	David	david.damme@lassenhigh.org	6/1/20	7/31/20	In Progress	
11	Deal	Lisa	lisa.deal@lassenhigh.org	5/31/20	7/30/20	In Progress	
17	Harlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20	7/30/20	In Progress	
25	Meadows	Jason	jason.meadows@lassenhigh.org	6/5/20	8/4/20	Not Started	
28	Music	Lacy	lacy.music@lassenhigh.org	7/22/20	9/20/20	In Progress	
35	Russell	Courtney	courtney.russell@lassenhigh.org	5/30/20	7/29/20	Not Started	
43	Stewart	Rachel	rachel.stewart@lassenhigh.org	6/3/20	8/2/20	In Progress	
45	Todd	Chris	chris.todd@lassenhigh.org	6/1/20	7/31/20	In Progress	
47	Wade	Benjamin	bwade@lassenhigh.org	6/1/20	7/31/20	In Progress	
50	Rockey	Michael	mrockey@lcoe.org	6/3/20	8/2/20	In Progress	
52	Satica	Carrie	satica@msn.com	6/1/20	7/31/20	In Progress	

Emails are grouped by same email domain which means you can identify school districts (unless a Learner used a personal email address).

By determining a Learner's 60-day expiration date, you can email them to remind them to complete their Start training before they lose access to it.

*Remember: In Progress licenses past the 60-day mark, we CANNOT re-distribute.

TIPS:

- a. To select large amounts of data within your spreadsheet, go to the column and select a row where you want your selection to start. Press Shift + Command + “right” arrow and press the “right” arrow button as many times necessary to include columns that have data. Then to select all data rows, keep pressing Shift + Command and now press “down” arrow.