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.

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3								
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5	Jose Fernando	Insert two co	olumns to		Yes	-	LivingWorks	5/2
6	Dan	the right of	Column C		Yes	-	LivingWorks	5/2
7	Sonia	the right of (column C		Yes	-	LivingWorks	6/
8	NANCY				Yes	-	LivingWorks	6/
9	Georgina	Hanna	ginaih57@gma		Yes	-	LivingWorks	6/
10	Rauna	Fox	rfox@spvusd.o		Yes	-	LivingWorks	6/
11	Ruben	Gonzalez	rgonzalez@spv	sd.org	Yes	-	LivingWorks	6/9
12	Jeanette	Montgomery	jmontgomery@	spvusd.org	Yes		LivingWorks	6/9
13	Roger	Ruvalcaba	rruvalcaba@im	perialusd.org	Yes	-	LivingWorks	6/9
14	Stacey	Garcia	sgarcia@spvus	d.org	Yes	-	LivingWorks	6/9
15	Roan	Thomason	hthomacon@in	anarialused are	Vor	-	LivingWorks	6/1

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

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First Name	Last Name	email		email	2.		7	enabled	expire
Courtney	Russell	courtney.rus	sell@lassenhigh.org	courtney		high.org		Yes	-
DONNA	MENDOZA	donna.mend	oza@lassenhigh.org	donna.mei		enhigh.org		Yes	-
James	Lee	jim.lee@lass	jim.lee@lassenhigh.org		jim.lee@lassenhigh.org			Yes	-
Kayla	Millar	kayla.milla	lassenhigh.org	kayla.millar	@lassenhig	gh.org		Yes	-
Amy	Vaughan	amy.vaugh	ssenhigh.org	amy.vaugha	n@lassenh	nigh.org		Yes	-
Nahid	Harlan	nahid.harla	nhigh.org	nahid.harlar	@lassenhi	gh.org		Yes	-
11	Deal	line deal @	rg	lisa.deal@la	ssenhigh.c	org		Yes	-
	C . I		th.org	micah.freem	nan@lasse	nhigh.org		Yes	-
	•	mail) and paste	- Org	elizabeth.an	nmon@las	senhigh.org		Yes	-
into	Column D; de	lete word "em	iail″	zeane.barbe	r@lassenh	igh.org		Yes	-
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	usion later.	,		tschaake@lo	coe.org			Yes	-
com	usion later.		5	jim.ernaga@	lassenhig	h.org		Yes	-
			igh.org	david.damm	e@lassenl	high.org		Yes	-
Sara	Smith	sara.smith	igh.org	sara.smith@	lassenhig	h.org		Yes	-
Jon	Landerman	jon.landerr	assenhigh.org	jon.landerm	an@lasser	high.org		Yes	-
Kerrissa	Schall	kerrissa.scl	@lassenhigh.org	kerrissa.scha	all@lassen	high.org		Yes	-
Christy	Rose	christy.rose@	Dlassenhigh.org	christy.rose(alassenhig	h.org		Yes	-1
Robert	Nielsen	robert.nielse	n@lassenhigh.org	robert.nielse	en@lassen	high.org		Yes	- 1
Beniamin	Wade	bwade@lass	senhigh.org	bwade@lass	senhigh.on	z		Yes	-

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

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	donna.mendoza@lassenhigh.org	donna.mendoza@lassenhigh.org	Yes - LivingWorks 5/30/20							
	jim.lee@lassenhigh.org	jim.lee@lassenhigh.org	Yes - LivingWorks 5/30/20	0 -						
	kayla.millar@lassenhigh.org	kayla.millar@lassenhigh.org	Yes - LivingWorks 5/30/20	0 -						
	amy.vaughan@lassenhigh.org	amy.vaugh	Occurrent Tautos Ochurren Millerend, Otar 1 of O							
	nahid.harlan@lassenhigh.org	nahid.harla	Convert Text to Columns Wizard - Step 1 of 3							
	lisa.deal@lassenhigh.org lisa.deal@									
	micah.freeman@lassenhigh.org	micah.free The Text Wizard	has determined that your data is Delimited.							
	elizabeth.ammon@lassenhigh.org									
	zeane.barber@lassenhigh.org		choose Next, or choose the Data Type that best describes your data.							
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	zeane.barber@lassenhigh.org dmclart@hotmail.com tschaake@lcoe.org jim.ernaga@lassenhigh.org	4. 6a Fixed width -	choose Next, or choose the Data Type that best describes your data.							
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6. De-select "Tab" if checked. Check "Other:" and type "@" in the box, then click "Finish."

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	rcampos@spvu		rcampos@spvusd.org		Yes -	LivingWorks	6/15/20 -
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This is what Columns D and E will look like. You should see the name separated from the email domain name.

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Last Name	First Name	email	U	E	enabled	expires	Course name er		due date		Last Accesse	
Calderon Cabrera	Jose Fernando	fernando.calderon@icoe.org	fernando.calderon	icoe.org	Yes	expires	LivingWorks	5/26/20 -	due date	5/26/20		LivingWor
Tewalt	Dan	dtewalt@icoe.org	dtewalt	icoe.org	Yes		LivingWorks	5/28/20 -		5/28/20		LivingWor
Gomez	Sonia	sonia.gomez0712@gmail.cor		gmail.com	Yes		LivingWorks	6/1/20 -		6/1/20		LivingWor
LEDON	NANCY	nancy_ledon@hotmail.com	nancy_ledon	hotmail.com	Yes		LivingWorks	6/1/20 -		6/1/20		LivingWor
Hanna	Georgina	ginaih57@gmail.com	ginaih57	gmail.com	Yes		LivingWorks	6/9/20 -		6/9/20		LivingWor
Fox	Rauna	rfox@spvusd.org	rfox	spvusd.org	Yes		LivingWorks	6/9/20 -		6/11/20		LivingWo
Gonzalez	Ruben	rgonzalez@spvusd.org	rgonzalez	spyusd.org	Yes		LivingWorks	6/9/20 -		6/10/20		LivingWo
Montgomery	Jeanette	jmontgomery@spvusd.org	imontgomery	spyusd.org	Yes		LivingWorks	6/9/20 -		6/9/20		LivingWo
Ruvalcaba	Roger	rruvalcaba@imperialusd.org	rruvalcaba	imperialusd.org	Yes		LivingWorks	6/9/20 -	-	6/9/20		LivingWor
Garcia	Stacey	sgarcia@spvusd.org	sgarcia	spvusd.org	Yes		LivingWorks	6/9/20 -		6/9/20		LivingWo
Thomason	Bryan	bthomason@imperialusd.org	bthomason	imperialusd.org	Yes		LivingWorks	6/10/20 -		6/10/20		LivingWor
Garibay	Rigel	rgaribay@spvusd.org	rgaribay	spvusd.org	Yes		LivingWorks	6/10/20 -		6/10/20		LivingWor
Din	Jessica	idin@imperialusd.org	idin	imperialusd.org	Yes		LivingWorks	6/10/20 -		6/10/20		LivingWor
Alvarez	Adina	aalvarez@spvusd.org	aalvarez	spvusd.org	Yes		LivingWorks	6/11/20 -		6/13/20	6/14/20	LivingWor
Morales	Juan	jmorales@spvusd.org	jmorales	spvusd.org	Yes		LivingWorks	6/12/20 -	-	6/12/20		LivingWor
Chavez	Sarah	schavez@spvusd.org	schavez	spvusd.org	Yes		LivingWorks	6/12/20 -	-	6/12/20		LivingWor
Madrigal	Joseph	joe_madrigal@hotmail.com	joe_madrigal	hotmail.com	Yes		LivingWorks	6/12/20 -	-	6/12/20	6/12/20	LivingWor
Amezquita	Julieta	jamezquita@spvusd.org	jamezquita	spvusd.org	Yes		LivingWorks	6/12/20 -	-	6/12/20	6/12/20	LivingWor
Amezquita	Julie	jamezquita@spvusd.com	jamezquita	spvusd.com	Yes		LivingWorks	6/12/20 -		6/12/20	6/12/20	LivingWo
Monson	Mary	mkmonson@gmail.com	mkmonson	gmail.com	Yes	-	LivingWorks	6/12/20 -	-	6/12/20	6/12/20	LivingWor
Aguilar	Karen	kaguilar@spvusd.org	kaguilar	spvusd.org	Yes	-	LivingWorks	6/12/20 -	-	6/12/20	6/14/20	LivingWor
Jeffers	Sarah	sjeffers@spvusd.org	sjeffers	spvusd.org	Yes		LivingWorks	6/13/20 -		6/13/20	6/13/20	LivingWor
Amezquita	Julie	darkchocolate926@gmail.com	darkchocolate926	gmail.com	Yes		LivingWorks	6/13/20 -		6/13/20	6/15/20	LivingWor
Garcia	Joel	joel.alonso.garcia@gmail.com	joel.alonso.garcia	gmail.com	Yes		LivingWorks	6/13/20 -	-	6/13/20	6/13/20	LivingWor
Hotel	Kelley	kelleyhotel@yahoo.com	kelleyhotel	yahoo.com	Yes	-	LivingWorks	6/13/20 -	-	6/13/20	6/15/20	LivingWor
Arvizo	Alexandria	aarvizo@spvusd.org	aarvizo	spvusd.org	Yes		LivingWorks	6/13/20 -	-	6/13/20	6/14/20	LivingWor
Blackmer-Blomquist	Stacy	sbblomquist@spvusd.org	sbblomquist	spvusd.org	Yes		LivingWorks	6/14/20 -		6/14/20	6/14/20	LivingWor
Winterholler	Jason	winterholler@hotmail.com	winterholler	hotmail.com	Yes		LivingWorks	6/14/20 -			-	
Winterholler	Jason	jwinterholler@spvusd.org	jwinterholler	spvusd.org	Yes		LivingWorks	6/14/20 -		6/14/20	6/14/20	LivingWor
Meraz	Rosa	rcampos@spvusd.org	rcampos	spvusd.org	Yes		LivingWorks	6/15/20 -	-	6/15/20	6/15/20	LivingWor
Wright	Angela	awright@spvusd.org	awright	spvusd.org	Yes		LivingWorks	6/15/20 -	-	6/15/20		LivingWor
Malvido	Pati	pati32@mac.com	pati32	mac.com	Yes		LivingWorks	6/15/20 -		6/15/20		LivingWor
Johnson	Dorene	djohnson@icoe.org	djohnson	icoe.org	Yes	•	LivingWorks	6/15/20 -		6/15/20		LivingWor
rush	tim	trush@spvusd.org	trush	spvusd.org	Yes		LivingWorks	6/15/20 -		6/15/20		LivingWor
Lowe	Robert	blowe@spvusd.org	blowe	spvusd.org	Yes		LivingWorks	6/15/20 -		6/15/20		LivingWor
Armentaf	Araceli tatus 2020 08 02 (1)	aarmenta@cnviicd.org +	sarmenta	convised one	Vac		LivingWorks	6/15/20 -	-	6/15/20	6/15/20	LivineWor

7. 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.

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	A	В		Cut	жх	D	E	F.
1	First Name	Last Name	email	Сору	жC			enabled
2	Courtney	Russell	courtney.russe		#V	ssell	lassenhigh.org	Yes
3	DONNA	MENDOZA	donna.mendoz	Paste		doza	lassenhigh.org	Yes
4	James	Lee	jim.lee@lasse	Paste Special	•		lassenhigh.org	Yes
5	Kayla	Millar	kayla.millar@l	Incent Out Online		r	lassenhigh.org	Yes
6	Amy	Vaughan	amy.vaughan@	Insert Cut Cells		an	lassenhigh.org	Yes
7	Nahid	Harlan	nahid.harlan@	Delete		n	lassenhigh.org	Yes
8	Lisa	Deal	lisa.deal@lass	Clear Contents			lassenhigh.org	Yes
9	Micah	Freeman	micah.freema			man	lassenhigh.org	Yes
10	Elizabeth	Ammon	elizabeth.amn	Format Cells	Ж1	mmon	lassenhigh.org	Yes
11	Zeane	Barber	zeane.barber@	Column Width		er	lassenhigh.org	Yes
12	Deborah	McLarty	dmclart@hotn	Hide	^0		hotmail.com	Yes
13	Toni	Schaake	tschaake@lcon	Unhide	^①0		Icoe.org	Yes
14	James	Ernaga	jim.ernaga@la	onnide	00		lassenhigh.org	Yes
15	David	Damme	david.damme(Import Image		ne	lassenhigh.org	Yes
16	Sara	Smith	sara.smith@la				lassenhigh.org	Yes
17	Jon	Landerman	jon.landerman@	lassenhigh.org	jon.lander	man	lassenhigh.org	Yes
18	Kerrissa	Schall	kerrissa.schall@	lassenhigh.org	kerrissa.so	hall	lassenhigh.org	Yes

8. 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.

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Last Name	First Name	email				abled expires	and the second se	and the second		due da
2 Russell MENDOZA	Courtney	courtney.russell@lassenhigh.org	courtney.russell	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -	-	
	DONNA	donna.mendoza@lassenhigh.org	donna.mendoza	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -		
Lee	James	jim.lee@lassenhigh.org	jim.lee	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -	-	
Millar	Kayla	kayla.millar@lassenhigh.org	kayla.millar	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -	-	
Vaughan	Amy	amy.vaughan@lassenhigh.org	amy.vaughan	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -	-	
Harlan	Nahid	nahid.harlan@lassenhigh.org	nahid.harlan	lassenhigh.org	Yes		LivingWorks	5/31/20 -	-	
Deal	Lisa	lisa.deal@lassenhigh.org			5011					-
Freeman	Micah	micah.freeman@lassenhigh.org					100			
0 Ammon	Elizabeth	elizabeth.ammon@lassenhigh.org	Add levels to sort	by:		2.		My list has h	neaders	
1 Barber	Zeane	zeane.barber@lassenhigh.org		Column	Sort On			Color/Icon		- 1
2 McLarty	Deborah	dmclart@hotmail.com		Column	ouron			Color/Icoli		7/
3 Schaake	Toni	tschaake@lcoe.org	Sort by	(Column E)	♀ Values	C A to Z	(>	0	
4 Ernaga	James	jim.ernaga@lassenhigh.org				1000 100 100 1000				100
5 Damme	David	david.damme@lassenhigh.org	Then by	Last Name	Valves	A to Z	(0	
6 Smith	Sara	sara.smith@lassenhigh.org								100
7 Landerman	Jon	jon.landerman@lassenhigh.org	ľ							
8 Schall	Kerrissa	kerrissa.schall@lassenhigh.org				3. Drop d	own			
9 Rose	Christy	christy.rose@lassenhigh.org				5. Drop u				
0 Nielsen	Robert	robert.nielsen@lassenhigh.org				menu				
1 Wade	Benjamin	bwade@lassenhigh.org								1
2 Parker	Alisse	alisse.parker@lassenhigh.org								
B Reger	Rebecca	rebecca.reger@lassenhigh.org	+ – Copy							
4 Satica	Carrie	satica@msn.com	Copy							
Bosse	Denise	dbosse@				Optio	ons Car	ncel	ОК	
5 Todd	Chris	chris.t								
7 English	Kenna	kenna 4			100			- inites		1
B Harris	Andrea	andrea .org	andrea.harris	lassenhigh.org	Yes	-	LivingWorks	6/2/20 -	-	
9 weiher	anjanelle	anjanelle enhigh.org		lassenhigh.org	Yes	-	LivingWorks	6/3/20 -	-	
0 Larson	Jessica	jessica.larson@rassenhigh.org	jessica.larson	lassenhigh.org	Yes	-	LivingWorks	6/3/20 -	-	

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

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A	В	С	D	E	F	G	н	1	J	К
1 Last Name	First Name	email			enabled	expires	Course name	enrolled	source	due dat
2 Miller	Shannon	shannonca7@gmail.com	shannonca7	gmail.com	Yes	-	LivingWorks	7/30/20 -		-
3 McLarty	Deborah	dmclart@hotmail.com	dmclart	hotmail.com	Yes	-	LivingWorks	6/1/20 -		7/8
4 Jauregui	Camille	cjauregui@johnstonville.org	cjauregui	johnstonville.org	Yes	-	LivingWorks	6/25/20 -		-
5 Kirkpatrick	Bobbie	bjkirkpatrick@johnstonville.org	bjkirkpatrick	johnstonville.org	Yes	-	LivingWorks	6/13/20 -		-
6 Urquizu	Lisa Marie	lurquizu@johnstonville.org	lurquizu	johnstonville.org	Yes	-	LivingWorks	6/15/20 -		-
7 Acuna	Maria	maria.acuna@lassenhigh.org	maria.acuna	lassenhigh.org	Yes	-	LivingWorks	6/16/20 -		-
8 Ammon	Elizabeth	elizabeth.ammon@lassenhigh.org	elizabeth.ammon	lassenhigh.org	Yes	-	LivingWorks	6/1/20 -		-
9 Barber	Zeane	zeane.barber@lassenhigh.org	zeane.barber	lassenhigh.org	Yes	-	LivingWorks	6/1/20 -		-
10 Damme	David	david.damme@lassenhigh.org	david.damme	lassenhigh.org	Yes	-	LivingWorks	6/1/20 -		-
11 Deal	Lisa	lisa.deal@lassenhigh.org	lisa.deal	lassenhigh.org	Yes	-	LivingWorks	5/31/20 -		-
12 English	Kenna	kenna.english@lassenhigh.org	kenna.english	lassenhigh.org	Yes	-	LivingWorks	6/2/20 -		-
13 Ernaga	James	jim.ernaga@lassenhigh.org	jim.ernaga	lassenhigh.org	Yes	-	LivingWorks	6/1/20 -		-
14 Freeman	Micah	micah.freeman@lassenhigh.org	micah.freeman	lassenhigh.org	Yes	-	LivingWorks	5/31/20 -		-
15 Hanson	Kelli	kelli.hanson@lassenhigh.org	kelli.hanson	lassenhigh.org	Yes	-	LivingWorks	6/9/20 -		-
16 Haproff	Victoria	victoria.haproff@lassenhigh.org	victoria.haproff	lassenhigh.org	Yes	-	LivingWorks	6/3/20 -		-
17 Harlan	Nahid	nahid.harlan@lassenhigh.org	nahid.harlan	lassenhigh.org	Yes	-	LivingWorks	5/31/20 -		-
18 Harris	Andrea	andrea.harris@lassenhigh.org	andrea.harris	lassenhigh.org	Yes	-	LivingWorks	6/2/20 -		-
19 Herrmann	Kelly	kelly.herrmann@lassenhigh.org	kelly.herrmann	lassenhigh.org	Yes	-	LivingWorks	6/11/20 -		-
20 Hooven	Shanda	shanda.hooven@lassenhigh.org	shanda.hooven	lassenhigh.org	Yes	-	LivingWorks	6/9/20 -		-
21 Landerman	Jon	jon.landerman@lassenhigh.org	jon.landerman	lassenhigh.org	Yes	-	LivingWorks	6/1/20 -		-
22 Larson	Jessica	jessica.larson@lassenhigh.org	jessica.larson	lassenhigh.org	Yes		LivingWorks	6/3/20 -		-
23 Lee	James	jim.lee@lassenhigh.org	jim.lee	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -		-
24 McCullough	Kevin	kevin.mccullough@lassenhigh.org	kevin.mccullough	lassenhigh.org	Yes	-	LivingWorks	6/3/20 -		-
25 Meadows	Jason	jason.meadows@lassenhigh.org	jason.meadows	lassenhigh.org	Yes	-	LivingWorks	6/5/20 -		-
26 MENDOZA	DONNA	donna.mendoza@lassenhigh.org	donna.mendoza	lassenhigh.org	Yes	-	LivingWorks	5/30/20 -		-

- 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:

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	Γ		A	В	С	D	E F
1	r	1	Last Name	First Name	Email	Enrolled	Status
2	1	2	Miller	Shannon	shannonca7@gmail.com	7/30/20	Completed
3	ľ	3	McLarty	Deborah	dmclart@hotmail.com	6/1/20	Completed
4	F	4	Jauregui	Camille	cjauregui@johnstonville.org	6/25/20	Completed
5	C	5	Kirkpatrick	Bobbie	bjkirkpatrick@johnstonville.org	6/13/20	Completed
6	E	6	Urquizu	Lisa Marie	lurquizu@johnstonville.org	6/15/20	Completed
7	C	7	Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20	In Progress
8	C	8	Ammon	Elizabeth	elizabeth.ammon@lassenhigh.org	6/1/20	Completed
9	r	9	Barber	Zeane	zeane.barber@lassenhigh.org	6/1/20	Completed
.0	F :	10	Damme	David	david.damme@lassenhigh.org	6/1/20	In Progress
11	J ;	11	Deal	Lisa	lisa.deal@lassenhigh.org	5/31/20	In Progress
12	٩.	12	English	Kenna	kenna.english@lassenhigh.org	6/2/20	Completed
13	L :	13	Ernaga	James	jim.ernaga@lassenhigh.org	6/1/20	Completed
14		14	Freeman	Micah	micah.freeman@lassenhigh.org	5/31/20	Completed
15		15	Hanson	Kelli	kelli.hanson@lassenhigh.org	6/9/20	Completed
16		16	Haproff	Victoria	victoria.haproff@lassenhigh.org	6/3/20	Completed
17		17	Harlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20	In Progress
18		18	Harris	Andrea	andrea.harris@lassenhigh.org	6/2/20	Completed
19		19	Herrmann	Kelly	kelly.herrmann@lassenhigh.org	6/11/20	Completed
20	P	20	Hooven	Shanda	shanda.hooven@lassenhigh.org	6/9/20	Completed

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

12. Filtering the Status Column.

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er	go to F	ilter above.	/20	Completed	Status
arty	50 10 1		5/1/20	Completed	Sort
egui			6/25/20	Completed	
patrick	Bobbie	bjkirkpatrick@johnstonville.org	6/13/20	Completed	Arr Ascending Arr Descending
uizu	Lisa Marie	lurquizu@johnstonville.org	6/15/20	Completed	By color: None
na	Maria	maria.acuna@lassenhigh.org	6/16/20	In Progress	By color: None
mon	Elizabeth	elizabeth.ammon@lassenhigh.org	6/1/20	Completed	Filter
per	Zeane	zeane.barber@lassenhigh.org	6/1/20	Completed	
hme	David	david.damme@lassenhigh.org	6/1/20	In Progress	By color: None 🗘
. I.	Lisa	lisa.deal@lassenhigh.org	5/31/20	In Progress	Choose One
lish	Kenna	kenna.english@lassenhigh.org	6/2/20	Completed	
nga	James	jim.ernaga@lassenhigh.org	6/1/20	Completed	Q Search
eman	Micah	micah.freeman@lassenhigh.org	5/31/20	Completed	
son	Kelli	kelli.hanson@lassenhigh.org	6/9/20	Completed	Select All)
roff	Victoria	victoria.haproff@lassenhigh.org	6/3/20	Completed	Completed 3. Uncheck "Complete
an	Nahid	nahid.harlan@lassenhigh.org	5/31/20	In Progress	In Progress
ris	Andrea	andrea.harris@lassenhigh.org	6/2/20	Completed	Not Started
rmann	Kelly	kelly.herrmann@lassenhigh.org	6/11/20	Completed	Not Started
ven	Shanda	shanda.hooven@lassenhigh.org	6/9/20	Completed	
derman	Jon	jon.landerman@lassenhigh.org	6/1/20	Completed	
on	Jessica	jessica.larson@lassenhigh.org	6/3/20	Completed	
	James	jim.lee@lassenhigh.org	5/30/20	Completed	
Cullough	Kevin	kevin.mccullough@lassenhigh.org	6/3/20	Completed	Class Filter
adows	Jason	jason.meadows@lassenhigh.org	6/5/20	Not Started	Clear Filter
NDOZA	DONNA	donna.mendoza@lassenhigh.org	5/30/20	Completed	
ar	Kayla	kayla.millar@lassenhigh.org	5/30/20	Completed	
lic	Lacy	lacy.music@lassenhigh.org	7/22/20	In Progress	
sen	Robert	robert.nielsen@lassenhigh.org	6/1/20	Completed	
ent	Morgan	morgan.nugent@lassenhigh.org	6/12/20	Completed	
ker	Alisse	alisse.parker@lassenhigh.org	6/1/20	Completed	
er	Rebecca	rebecca.reger@lassenhigh.org	6/1/20	Completed	
e	Christy	christy.rose@lassenhigh.org	6/1/20	Completed	
5	Brent	brent.ross@lassenhigh.org	6/16/20	Completed	
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."

	A	В	С	D	E	F	G	н	1	
1	Last Name	First Name	Email	Enrolled	Status 🚽					
7	Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20	In Progress		St	atus		
10	Damme	David	david.damme@lassenhigh.org	6/1/20	In Progress	Sort				
11	Deal	Lisa	lisa.deal@lassenhigh.org	5/31/20	In Progress			7		
.7	Harlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20	In Progress	Z ↓ Asce	nding	Á+	Descending	
	Meadows	Jason	jason.meadows@lassenhigh.org	6/5/20	Not Started	By color:	None			0
28		Lacy	lacy.music@lassenhigh.org	7/22/20	In Progress	By color:	None			×
35	Russell	Courtney	courtney.russell@lassenhigh.org	5/30/20	Not Started	Filter				
13		Rachel	rachel.stewart@lassenhigh.org	6/3/20	In Progress					
45		Chris	chris.todd@lassenhigh.org	6/1/20	In Progress	By color:	None			$\hat{}$
	Wade	Benjamin	bwade@lassenhigh.org	6/1/20	In Progress	Equals			In Progress	•
	Rockey	Michael	mrockey@lcoe.org	6/3/20	In Progress	Lquais			in Progress	
52	Satica	Carrie	satica@msn.com	6/1/20	In Progress		O And	0	r	
53						Equals			Mat Otrast	¥.
54						Equais			Not Start	
55						Q Search	() 			
56										_
57						📃 🧧 (Se	lect All)			
58						Cor	npleted			
59							rogress			
60							•			
61						Not	Started			
52										
53										
54										
55										_
56									1	
67									Clear Filt	er
68										

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

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E	53 🌲 🗙	√ fx					
7	A	В	С	D	E	F	G
1	Last Name	First Name	Email	Enrolled	Expiration Date	Status 📲	
7	una	Maria	maria.acuna@lassenhigh.org	6/16/20		In Progress	
10	mme	David	david.damme@lassenhigh.org	6/1/20		In Progress	
11	al	Lisa	lisa.deal@lassenhigh.org	5/31/20		In Progress	
17	rlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20		In Progress	
25	eadows	Jason	jason.meadows@lassenhigh.org	6/5/20		Not Started	
28	Jsic	Lacy	lacy.music@lassenhigh.org	7/22/20		In Progress	
35	ssell	Courtney	courtney.russell@lassenhigh.org	5/30/20		Not Started	
43	ewart	Rachel	rachel.stewart@lassenhigh.org	6/3/20		In Progress	
45	dd	Chris	chris.todd@lassenhigh.org	6/1/20		In Progress	
47	ade	Benjamin	bwade@lassenhigh.org	6/1/20		In Progress	
50	ckey	Michael	mrockey@lcoe.org	6/3/20		In Progress	
52	tica	Carrie	satica@msn.com	6/1/20		In Progress	
53							
54	ester states in the party						

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.

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	A	В	с	D	E F G			
1	Last Name	First Name	Email	_ Enrolled _Expirat	ion Date Status			
2	Miller	Shannon	shannonca7@gmail.co	7/30/20 =sum(2+60) Completed			
3	McLarty	Deborah	dmclart@hotmail.com	6/1/20	Completed			
4	Jauregui	Camille	cjauregui@johnstonv org	6/25/20	Completed			
5	Kirkpatrick	Bobbie	bjkirkpatrick@johnsto	6/13/20	Completed			
6	Urquizu	Lisa Marie	lurquizu@johnstonvil rg	6/15/20	Completed			
7	Acuna	Maria	maria.acuna@lassenorg	- · ·				
8	Ammon	Elizabeth	elizabeth.ammon@lanhigh.or	Expiration Date column, type in				
9	Barber	Zeane	zeane.barber@lasserh.org	formula =sum(then click on first "enrolled" date; type +60).				
10	Damme	David	david.damme@lassegh.org					
11	Deal	Lisa	lisa.deal@lassenhigh.org					
12	English	Kenna	kenna.english@lassenhigh.org					
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	Nabid	nahid harlan@lacconhigh org	5/21/20	In Prograce			

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.

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C.	2 v	B B	С	D	E	F	G	Н	
1	Last Name	First Name	Email	Enrolled	Expiration Date	Status			
2	Miller	Shannon	shannonca7@gmail.com	7/30/20	9/28/20	Complete	d		
3	McLarty	Deborah	dmclart@hotmail.com	6/1/20		Complete	d	12.24 X 12.25 X	
4	Jauregui	Camille	cjauregui@johnstonville.org	6/25/20		Comple			
5	Kirkpatrick	Bobbie	bjkirkpatrick@johnstonville.org	6/13/20		Comple	Click here and drag		
6	Urquizu	Lisa Marie	lurquizu@johnstonville.org	6/15/20		Comple		•	
7	Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20		In Progr	down to the last line o data.		
~	Ammon	Elizabeth	elizabeth.ammon@lassenhigh.org	6/1/20		Comple			
8		-	zeane.barber@lassenhigh.org	6/1/20		Comple			
-	Barber	Zeane	2cane.barber@rasseningn.org						
8 9 10	Barber Damme	Zeane David	david.damme@lassenhigh.org	6/1/20		In Progress	s		
9				6/1/20 5/31/20		In Progress In Progress			

The result:

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E7 \clubsuit \times \checkmark $f_{\rm x}$ =SUM(D7+60)									
	A	В	С	D	E	F			
1	Last Name	First Name	Fmail	Enrolled	Expiration Date	Status 📲			
7	Acuna	Maria		6/16/20	8/15/20	In Progress			
10	Damme	David	Each Learner now	6 1/20	7/31/20	In Progress			
11	Deal	Lisa	has a 60-day	0	7/30/20	In Progress			
17	Harlan	Nahid	Expiration Date.	5/ 1/20	7/30/20	In Progress			
25	Meadows	Jason		6/5/20	8/4/20	Not Started			
28	Music	Lacy	lacy.music@lassennign.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 53	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:

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A	в	С	D	E	F	G	
Last Name	First Name	Email	Enrolled	Expiration Date	Status	-7	Learner's
Acuna	Maria	maria.acuna@lassenhigh.org	6/16/20	8/15/20	In Progress		
Damme	David	david.damme@lassenhigh.org	6/1/20	7/31/20	In Progress		course status
Deal	Lisa	lisa.deal@lassenhigh.org	5/31/20	7/30/20	In Progress	$\boldsymbol{\prec}$	and 60-day
Harlan	Nahid	nahid.harlan@lassenhigh.org	5/31/20	7/30/20	In Progress		Expiration
Meadows	Jason	jason.meadows@lassenhigh.org	6/5/20	8/4/20	Not Started		· ·
Music	Lacy	lacy.music@lassenhigh.org	7/22/20	9/20/20	In Progress		Date
Russell	Courtney	courtney.russell@lassenhigh.org	5/30/20	7/29/20	Not Started		
Stewart	Rachel	rachel.stewart@lassenhigh.org	6/3/20	8/2/20	In Progress		
Todd	Chris	chris.todd@lassenhigh.org	6/1/20	7/31/20	In Progress		
Wade	Benjamin	bwade@lassenhigh.org	6/1/20	7/31/20	In Progress		
Rockey	Michael	mrockey@lcoe.org	6/3/20	8/2/20	In Progress		
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).				determining a Lean piration date, you o orm to remind them ir Start training be	can email to complete		
			los *Re pas	e access to it. emember: In Progr it the 60-day mark distribute.	ess licenses	т	

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.