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.

1. Copy Column C (Email) and paste into Column D; delete word “email” from Column D to avoid any confusion later.
5. Highlight Column D, go to Data, select “Text to Columns”, confirm that “Delimited” is selected (Convert Wizard Step 1), then click Next >

6. 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.

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.
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.

9. 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

12. Filtering the Status Column.
   1. Highlight Status Column, then go to Filter above.
   2. Uncheck “Completed.”
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: \(=\text{sum(} - \text{then click on first “enrolled” date; type +60)}\), then hit Return.
   
a. This formula will provide the Expiration Date which is 60 days from the Enrolled date.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Enrolled</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller</td>
<td>Shannon</td>
<td><a href="mailto:shannonca7@gmail.com">shannonca7@gmail.com</a></td>
<td>7/30/20</td>
<td>9/28/20</td>
<td>Completed</td>
</tr>
<tr>
<td>McCarley</td>
<td>Deborah</td>
<td><a href="mailto:dmclarty@hotmail.com">dmclarty@hotmail.com</a></td>
<td>6/1/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Jauregui</td>
<td>Camille</td>
<td><a href="mailto:cjauergui@johnstone.org">cjauergui@johnstone.org</a></td>
<td>6/25/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Kirkpatrick</td>
<td>Bobbie</td>
<td><a href="mailto:bjikirkpatrick@johnstone.org">bjikirkpatrick@johnstone.org</a></td>
<td>6/13/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Acuna</td>
<td>Maria</td>
<td><a href="mailto:maria.acuna@lassenhigh.org">maria.acuna@lassenhigh.org</a></td>
<td>6/24/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ammon</td>
<td>Elizabeth</td>
<td><a href="mailto:elizabeth.ammon@llassenhigh.org">elizabeth.ammon@llassenhigh.org</a></td>
<td>6/9/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Barber</td>
<td>Zeane</td>
<td><a href="mailto:zeane.barber@llassenhigh.org">zeane.barber@llassenhigh.org</a></td>
<td>6/3/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Darmme</td>
<td>David</td>
<td><a href="mailto:david.darmme@llassenhigh.org">david.darmme@llassenhigh.org</a></td>
<td>6/3/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Deal</td>
<td>Lisa</td>
<td><a href="mailto:lisa.deal@lassenhigh.org">lisa.deal@lassenhigh.org</a></td>
<td>5/31/20</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>English</td>
<td>Kenna</td>
<td><a href="mailto:kenna.english@lassenhigh.org">kenna.english@lassenhigh.org</a></td>
<td>6/2/20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Each Learner now has a 60-day Expiration Date.

Learners are sorted alphabetically by Last Name

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.