

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 TEAS V at your institution or had their TEAS V scores sent to your institution between July 1, 2012, and June 30, 2013.

Helpful documents to have at hand:

List of applicants for the Fall 12 and Spring 13 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 previous years’ data cycles are highlighted in yellow or white, while students from this year’s data cycle are in blue. Students in yellow or white should have data completed through column AD. For these students, you should only need to complete information pertaining to their status in the Fall of 2012 and the Spring of 2013. The instructions below refer to new students (in blue) only.

Step 1: Complete the Semester Status variables in column AB through AE (S11_Status, F11_Status, S12_Status)

S11_Status: Enter the status of record for each student on the effective date for the semester, March 15, 2011. **Every student in the file should have a status designation for Spring11.**

F11_Status: Enter the status of record for each student on the effective date for the semester, October 15, 2011. **Every student in the file should have a status designation for Spring11.**

S12_Status: Enter the status of record for each student on the effective date for the semester, March 15, 2012. **Every student in the file should have a status designation for Spring12.**

Fall 12: Enter the status of record for each student on the effective date for the semester, October 15, 2012. **Every student in the file should have a status designation for Spring12.**

Spring 13: Enter the status of record for each student on the effective date for the semester, March 15, 2013. **Every student in the file should have a status designation for Spring13.**

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 many missing data points. Please consult school records to check the correctness of existing data and complete missing data.

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 TEAS V (not previous versions of the TEAS)
- Tested between July 1, 2012, and June 30, 2013

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. If you have questions about missing students on a case-by-case basis, please contact Michelle Dunham at mdunham@atitesting.com or (913)239-2614.

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 AG.
- A student’s cohort (Column Y) should correspond with the first semester in which they enroll in the program (Status 5 in Columns AB).

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_13_from school”.**