

Creating a Saved List for Batch Degree Audit Evaluations

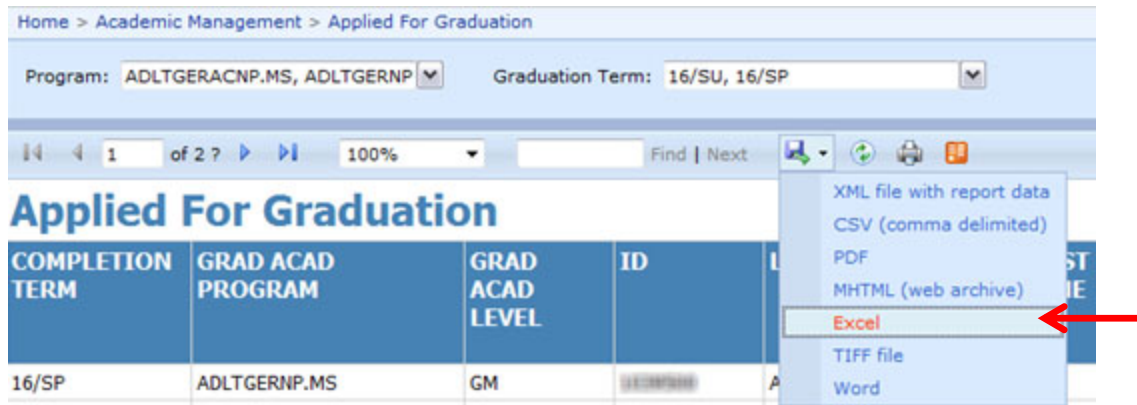
Introduction

The batch degree audit form (BEVL) provides an option to submit a saved list for batch processing as an alternative to manually entering each student's ID number and program. Depending on the number of evaluations needing to be produced in the batch, utilizing a saved list may be an easier and more efficient option.

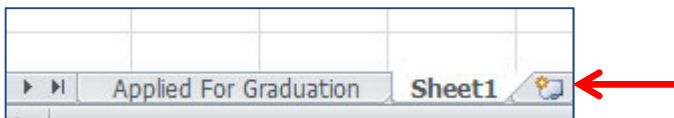
Instructions

BEVL requires saved lists to be formatted with student ID and academic program separated by an asterisk. Example: 1234567*PROGRAMNAME. BS

1. For producing a batch of audits for students who have applied to graduate, choose the SQL report you want to use that has the required information (e.g. "Active Students" or "Applied for Graduation"). These reports will already have the ID and program codes for the selected students, and all that is left to do is combine them into the saved list format.
2. Export the report as an **Excel file**. **** (Excel will keep leading zero's for the ID's, which Colleague must have. CSV will not.) ****



3. Once in Excel, create a second worksheet to copy data into from the main sheet.



4. From the first sheet (the one with the data), click on the top of the "ID" column so that the entire column is selected, right click, and choose "Copy".
5. Paste the copied data into the first column in the blank worksheet.
6. In the first cell of the second column, type an *. Copy that cell and paste it down the same number of cells as entries in the first column (so that every ID in column 1 now has an * beside it in column 2):

	A	B
1	ID	*
2	1039500	*
3	0759863	*
4	0805733	*
5	1038978	*

- Go back to the first sheet, click on the top of the academic program column (for this example it is titled "GRAD_ACAD_PROGRAM"), right click, and choose "Copy".
- Paste the copied data in the third column in the new worksheet, beside the * column.

	A	B	C
1	ID	*	GRAD_ACAD_PROGRAM
2	1039500	*	ADLTGERNP.MS
3	0759863	*	FMLYNP.MS
4	0805733	*	ADLTGERACNP.MS
5	1038978	*	ADLTGERACNP.MS

- In the next column (column D), in row 2, type =concatenate. Excel will bring up the concatenate function. Double click on the word concatenate in the blue box to bring up the function into the cell.

	A	B	C	D	E
1	ID	*	GRAD_ACAD_PROGRAM		
2	1039500	*	ADLTGERNP.MS	=con	
3	0759863	*	FMLYNP.MS	CONCATENATE	

- Concatenate means that multiple cells will be combined into one. At this point, Excel needs to be told what to combine. The formula currently shows in the cell as "=CONCATENATE(" At this point, select the cells to combine by clicking on the cell, adding a comma, then clicking on the next cell, and repeating. In this case, click on A2, type a comma, click on B2, type a comma, and then click on C1, and close with closing parenthesis. It should look like this when completed:

	A	B	C	D	E
1	ID	*	GRAD_ACAD_PROGRAM		
2	1039500	*	ADLTGERNP.MS	=CONCATENATE(A2,B2,C2)	
3	0759863	*	FMLYNP.MS		

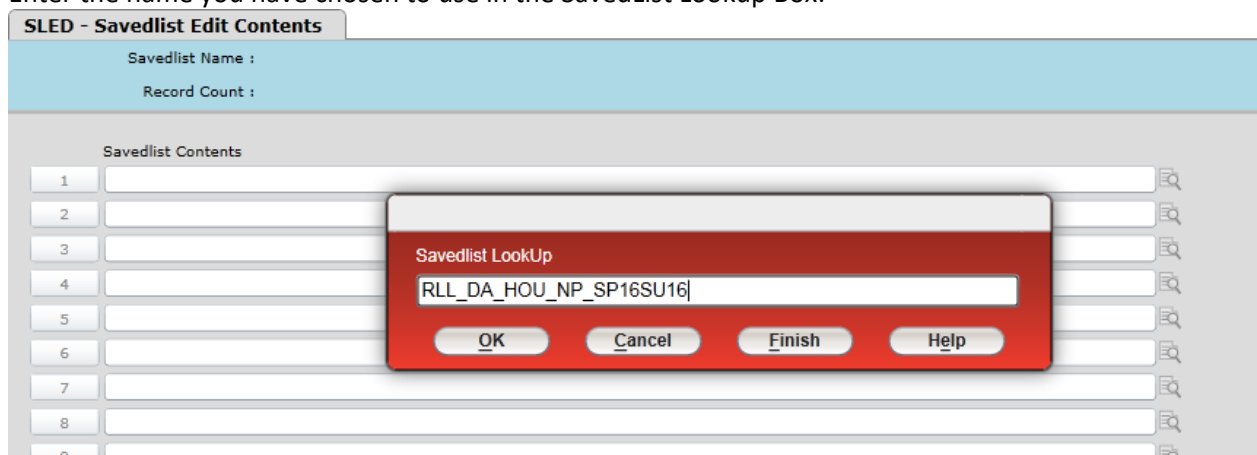
- Click "Enter". This will result in the cell showing the combined data from the previous three cells (which is the format needed for the saved list to work in BEVL)

	A	B	C	D
1	ID	*	GRAD_ACAD_PROGRAM	
2	1039500	*	ADLTGERNP.MS	1039500*ADLTGERNP.MS

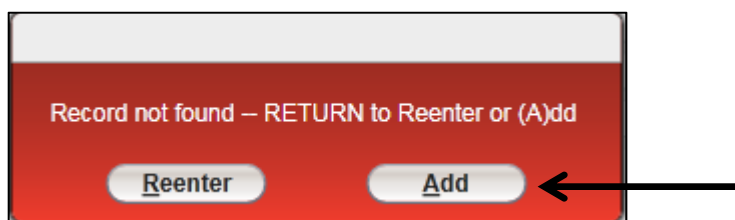
- Copy and paste the formula from the D2 cell down the column to merge the remaining entries.
- Highlight all of the cells in column D with the new concatenated fields and choose copy.
- In Colleague, go to mnemonic SLED.

15. In the Savedlist LookUp box, type in the name you want to use for this particular list.
 - a. Helpful hints:
 - i. Consider utilizing the following in your naming convention:
 1. Your initials to keep it distinct from other created saved list
 2. The function for which the saved list is being used
 3. Other identifying information like program or degree
 4. Date or term.
 - ii. You can name your saved list anything, but you want to make sure your name is distinct from other saved lists and something you can retrieve later if needed.
 1. For example, creating a saved list for a May 2016 list of graduates from a particular program, the naming convention could look like this:
RLL_DA_MATH_MS_SP16, where the first letters are the users' initials, the next two letters indicate it is for running degree audits, and the next items are the subject, degree, and term respectively.

Enter the name you have chosen to use in the SavedList Lookup Box:



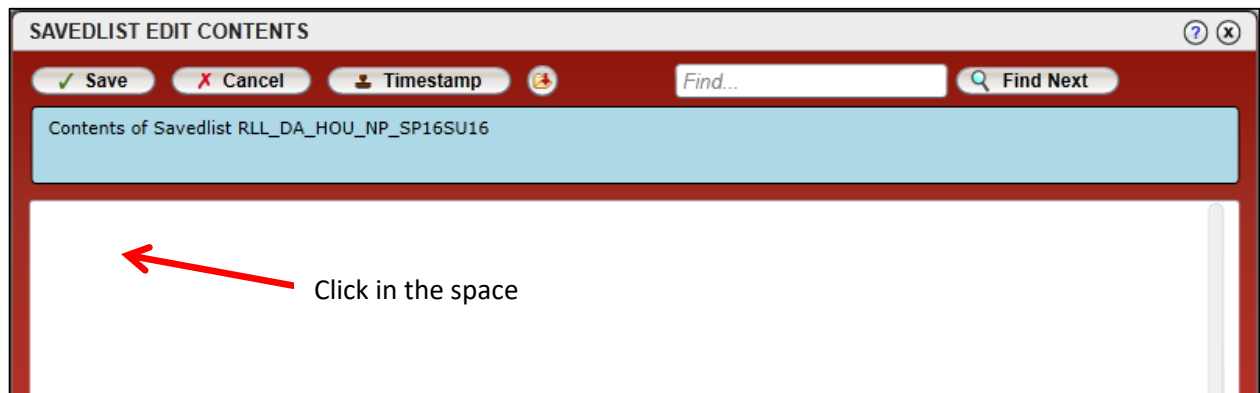
16. If the name of your saved list has not been entered previously, a pop-up box will indicate that the record is not found. At this point, choose "Add".



17. The SLED form now appears with a list of blank rows under the heading "Savedlist Contents". Click on the magnifying glass at the far right of the first row. This will open up the SavedList Edit Contents box:



18. Click in the white portion of the box, and then paste the list of ID's and programs from the spreadsheet.



19. At the bottom of the list, backspace the cursor to right behind the last letter of the last entry. This eliminates the last "blank" row, which prevents Colleague from utilizing the list in processing.



20. Save out of the contents box. Save out of SLED.

21. Go to mnemonic BEVL.

22. Enter the name of the Saved List just created in the Saved List Name field.

23. Save out.

24. A progress window will appear and provide a current status of the reports being generated:

Batch Academic Evaluation

Started: 12:10:34 02/25/2016
 Current: 12:11:04
 Total Elapsed: 00:00:30
 Est. Completion: 12:11:26 02/25/2016
 Ended:

Processed 77 of 135

0%

Close automatically when complete Finish

25. When complete, the batch will appear in a new window with an introductory index of the students/programs for which evaluations were created. Save as a PDF or print. The index and each evaluation will print separately.

This is for the default HTML selection. If single or double-column is chosen as the report format, there will be no index generated.

Index

Ms. [REDACTED] - Adult/Gerontology Nurse Practitioner - MS
 Ms. [REDACTED] - Family Nurse Practitioner - MS
 Ms. [REDACTED] - Adult/Gerontology Acute Care Nurse Practitioner - MS
 Ms. [REDACTED] - Adult/Gerontology Acute Care Nurse Practitioner - MS
 Ms. [REDACTED] - Adult/Gerontology Nurse Practitioner - MS
 Ms. [REDACTED] - Family Nurse Practitioner - MS