

How to Utilize the Completions Checking Program

In order to make the completions reporting process easier for both TICUA and our member institutions, a program was created in Visual BASIC for Applications (VBA) for members to use for checking enrollment data files for errors in quick and automatic way. It has been tested in Microsoft Office 2010, but it should work in all Office versions.

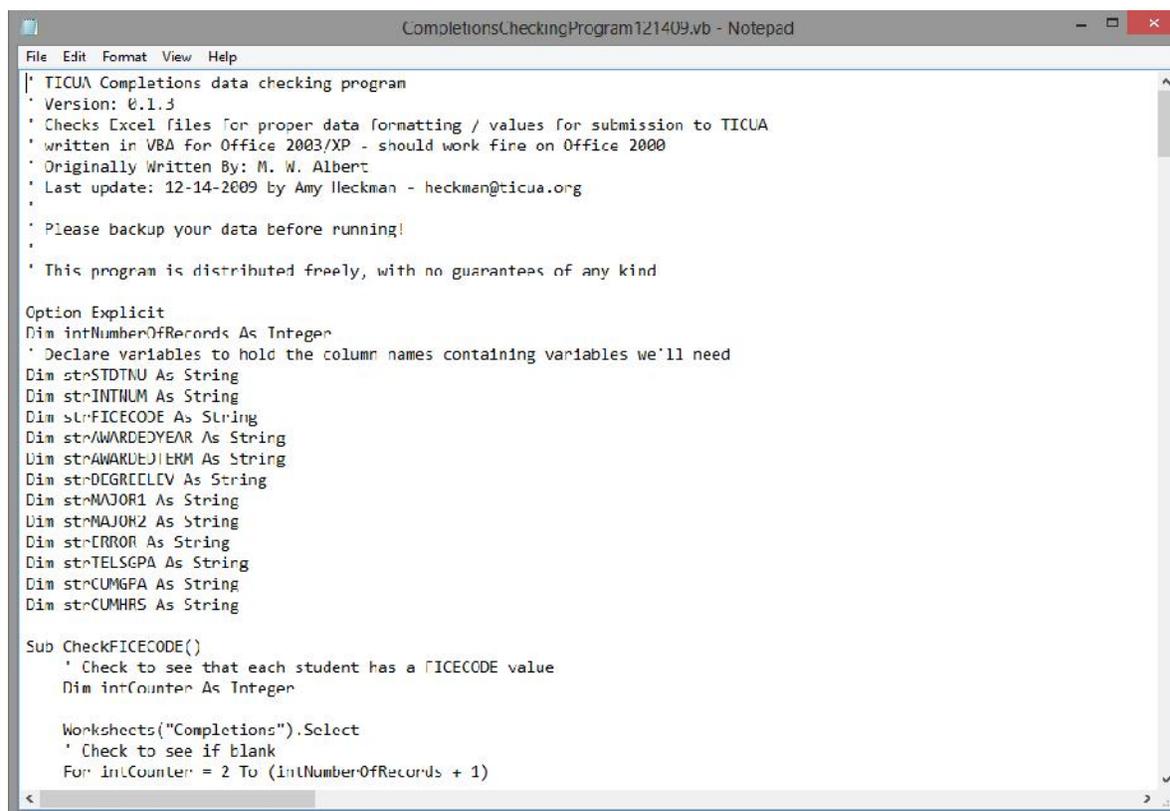
It is not a standalone application like a traditional program (meaning, you do not run it by double-clicking an .EXE file) – rather it is a compilation of VBA code that the user can insert into their spreadsheet and run like an MS Office macro.

How to import the code into your spreadsheet

Visit the TICUA Research / Data Collection page at http://www.ticua.org/research/data_collection and download the latest version of the program, and also make sure you are using the latest version of the Completions Reporting template (also available on the data collection page).

It is very important that the version of the template and the version of the program that you are using match. The columns in your worksheet must match the order of the columns found in the 'Completions' sheet – if not the program will alert you and abort with an error message, so that formatting and data checks will not be run on the wrong data columns.

Once downloaded, open the .VB file with a text editor such as Notepad. It should look something like the below picture:

The image shows a Notepad window titled "CompletionsCheckingProgram121409.vb - Notepad". The code is as follows:

```
File Edit Format View Help
| TICUA Completions data checking program
| * Version: 0.1.3
| * Checks Excel files for proper data formatting / values for submission to TICUA
| * written in VBA for Office 2003/XP - should work fine on Office 2000
| * Originally Written By: M. W. Albert
| * Last update: 12-14-2009 by Amy Heckman - heckman@ticua.org
|
| * Please backup your data before running!
|
| * This program is distributed freely, with no guarantees of any kind

Option Explicit
Dim intNumberOfRecords As Integer
' Declare variables to hold the column names containing variables we'll need
Dim strSTDTNU As String
Dim strINTNUM As String
Dim strFICECODE As String
Dim strWARDDEYEAR As String
Dim strAWARDETERM As String
Dim strDEGREELEV As String
Dim strMAJOR1 As String
Dim strMAJOR2 As String
Dim strERROR As String
Dim strTELSGPA As String
Dim strCUMGPA As String
Dim strCUMHRS As String

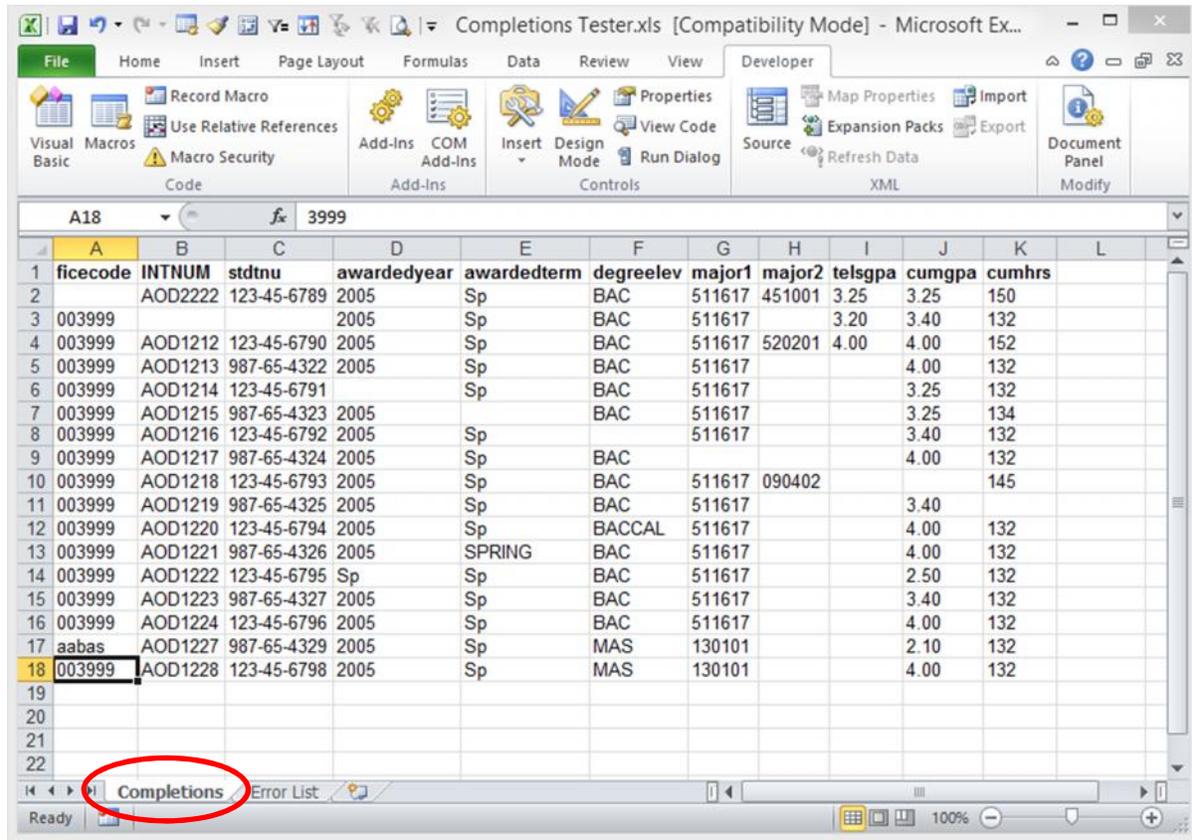
Sub CheckFICECODE()
' Check to see that each student has a FICECODE value
Dim intCounter As Integer

Worksheets("Completions").Select
' Check to see if blank
For intCounter = 2 To (intNumberOfRecords + 1)
```

[Image 1 - .VB file opened with Notepad]

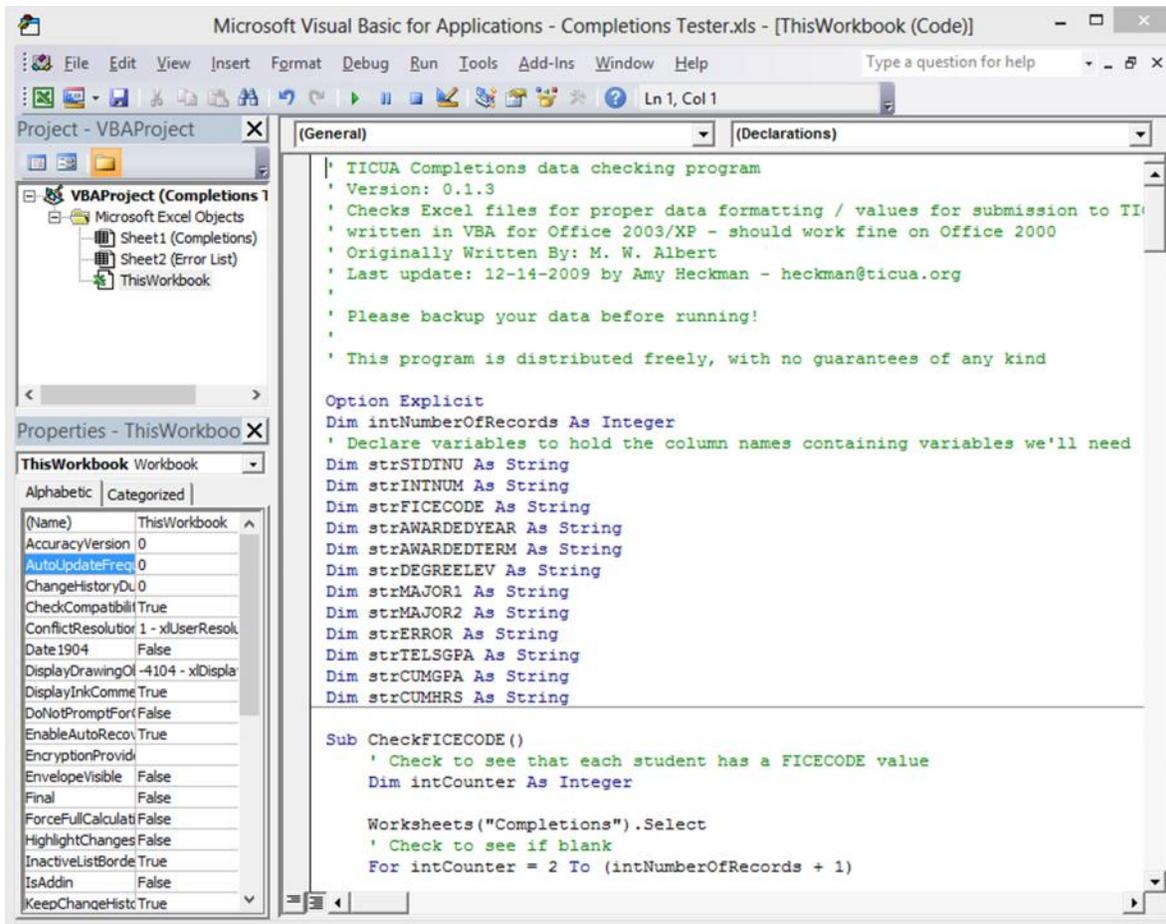
Now click **Edit->Select All**, then click **Edit->Copy** (while these directions are written for Notepad, the process is often the same in different programs – basically, what you’re doing it selecting the entire file and copying it to the Clipboard)

Open the Excel file containing your enrollment report. Make sure that the worksheet (note: work***sheet***, not work***book*** – the name of the workbook (the filename) doesn’t matter in this case) containing your report is titled “Completions”, as marked below – or the program will generate an error.



[Image 2 - open Excel file – make sure your worksheet is named Completions like above!]

In Excel, go to the **Developer** tab and select “**Visual Basic**”. The Visual Basic Editor should open and look something like the below picture. If you do not have a Developer tab, you may add it by right clicking on the ribbon and selecting “Customize the Ribbon”. In Excel versions 2003 and earlier, click **Tools -> Macro -> Visual Basic Editor**.



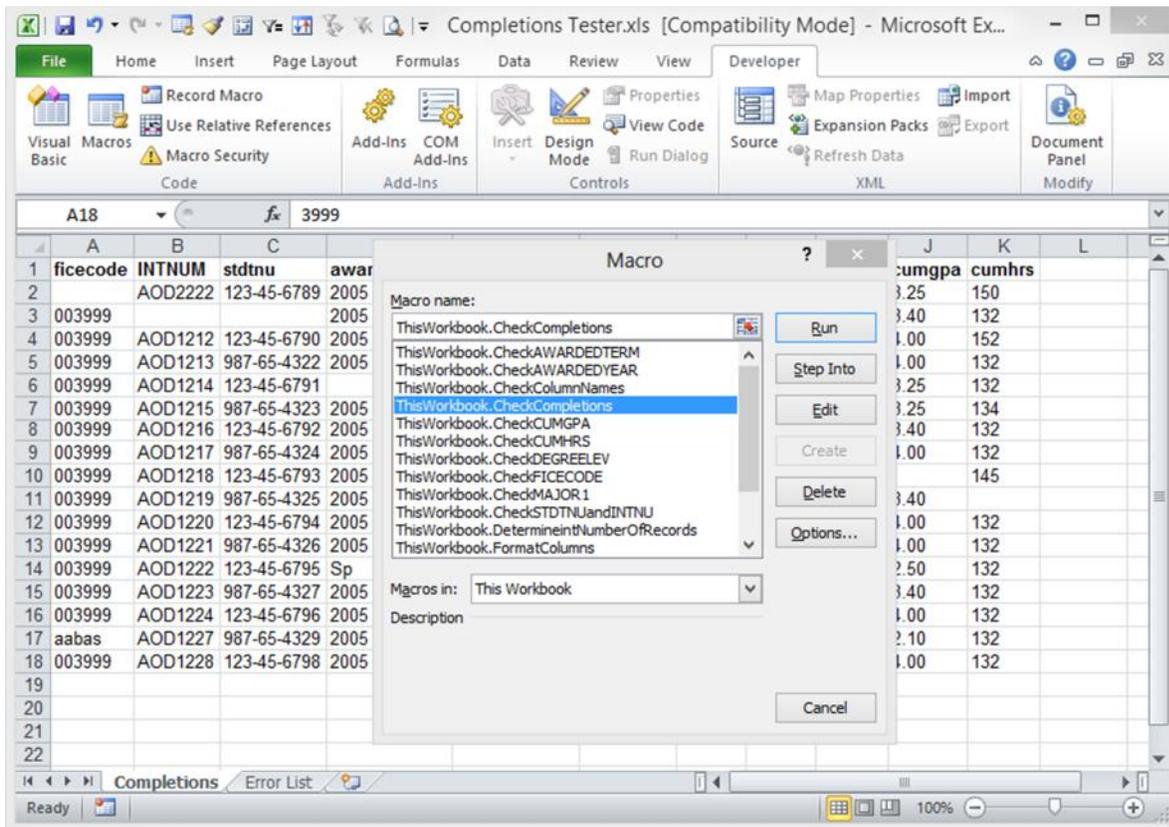
[Image 3 - The Visual BASIC Editor]

Make sure that the workbook titled “ThisWorkbook” is selected, on the left-hand side of the screen. If not, double click it to select it. If there is any existing code from older versions of the program already in the file, you’ll need to select it all and delete it. (If there is code from something other than the enrollment checking program, you probably won’t want to delete it)

Click **Edit->Paste** to paste the program code into your worksheet. Now you can close the editor window by clicking the “X” in the top right of the screen, or by clicking **File->Close and Return to Microsoft Excel**.

How to Run the Error Check Macro

Now that the code is in the worksheet, you can run the program just like any Office macro. In Office 2007 and later, select **Macros** on the **Developer** tab (in Office 2003 and earlier, click **Tools->Macro->Macros**). This will bring up a menu similar to the one below.



[Image 4 - Macro selection menu]

Make sure that the first column in your spreadsheet is the “FICECODE” column and not the “Questions” column from any previous runs of the program– or else it might insert a second “Questions” column and problems will ensue.

Also make sure that your data does not have any ‘Numbers stored as text’ in it – these are number columns that have records preceded by apostrophes (‘) and are denoted by a little green triangle appearing in the upper left-hand corner of the cells. This could throw off the error checks. If you have any numbers stored as text, select them and click the error box and click “Convert to Number”.

Select the ThisWorkBook.CheckCompletions macro from the menu, and click **Run**.

The program will then proceed to run, running formatting and data checks. It may take a few minutes, depending on the speed of your computer and the number of records in the file.

Should all go as planned, and no errors encountered, you should see a pop-up box stating that “Record checking is completed”. A column titled “Questions” will be inserted at the beginning of the file. This column will contain any error messages relating to the record contained in that row.

Should you edit a record and need to re-run the program, simply delete the “Questions” column and repeat the steps above, from the point of running the “ThisWorkbook.CheckCompletions” macro.

Make sure to delete the ‘Questions’ column or errors may result!

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