

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 is selecting the entire file and copying it to the Clipboard)

Open the Excel file containing your enrollment report.

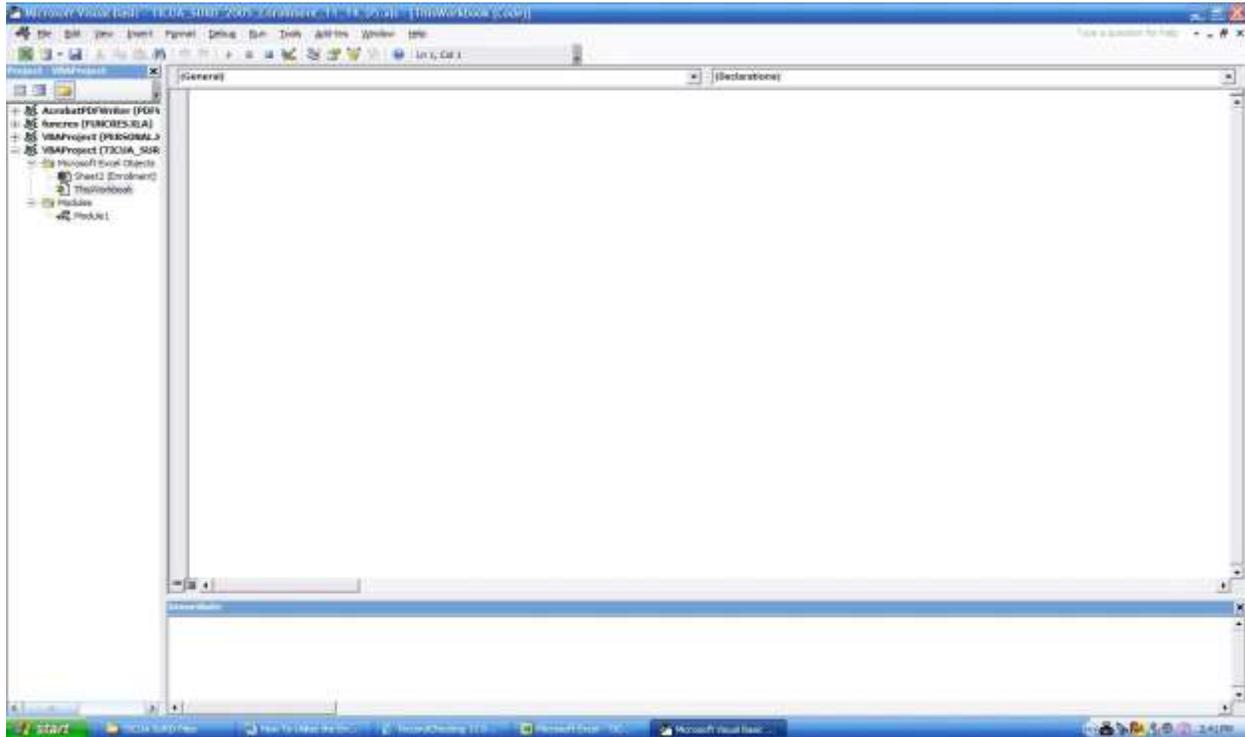
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
2	003400	PA1111101	123-45-6789	Sp	2005	S	M	Y	3	03/17/1981	38472	023	TX	US	1	S	N	240159	14	14	14	14	0	
3	003400	PA1111102	123-45-6789	Sp	2005	S	F	Y	3	03/18/1981	38477	035	TX	US	1	S	N	240159	14	14	14	14	0	
4	003400	PA1111103	123-45-6789	Sp	2005	S	F	Y	3	03/19/1981	38491	037	TX	US	1	S	N	240159	14	14	14	14	0	
5	003400	PA1111220	123-45-6789	Sp	2005	S	F	Y	3	03/20/1981	37390	039	TX	US	1	S	N	250101	14	14	14	14	0	
6	003400	PA1111105	123-45-6789	Sp	2005	S	M	Y	3	03/21/1981	38480	041	TX	US	1	S	N	280258	14	14	14	14	0	
7	003400	PA1111106	123-45-6789	Sp	2005	S	M	Y	3	03/17/1981	37382	043	TX	US	1	S	N	240159	15	15	15	15	0	
8	003400	PA1111107	123-45-6789	Sp	2005	S	F	Y	3	03/17/1979	33412	045	TX	US	1	S	N	133202	15	15	15	15	0	
9	003400	PA1111211	123-45-6789	Sp	2005	S	F	Y	3	03/17/1981	38477	047	TX	US	1	S	N	240159	3	3	3	3	0	
10	003400	PA1111109	123-45-6789	Sp	2005	S	F	Y	3	03/21/1982	28476	047	TX	US	1	S	N	240159	3	3	3	3	0	
11	003400	PA1111120	123-45-6789	Sp	2005	S	F	Y	3	03/19/1981	38475	049	TX	US	1	S	N	240159	3	3	3	3	0	
12	003400	PA1111321	123-45-6789	Sp	2005	S	F	Y	3	03/20/1981	38488	051	TX	US	1	S	N	301701	6	6	6	6	0	
13	003400	PA1111122	123-45-6789	Sp	2005	S	F	Y	3	03/21/1981	38489	053	TX	US	1	S	N	301701	6	6	6	6	0	
14	003400	PA1111123	123-45-6789	Sp	2005	S	F	Y	3	03/17/1981	38491	055	TX	US	1	S	N	133202	6	6	6	6	0	

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

In Excel versions 2003 and prior, click **Tools -> Macro -> Visual Basic Editor**.

If you are using Excel 2007, enable the Developer tab if it is not enabled. To do this, click the Microsoft Office Button in the upper left corner and go to Excel Options. Select the **Popular** category, click **Show Developer tab in the Ribbon**, then click **OK** and you are ready to go. Once the Developer tab is enabled, open the Visual Basic Editor by selecting the **Developer** tab, then **Visual Basic**.

The Visual Basic Editor should open and look something like the picture below.



[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**.

Running the Checking Program

Now that the code is in the worksheet, you can run the program just like any Office macro. In Excel 2003, click **Tools->Macro->Macros**. In Excel 2007 and later versions, click the **Developer** tab, then select **Macros**. This will bring up a menu similar to the one below. (If you do not see a Developer tab, you can add it by right-clicking on the ribbon and selecting “Customize the Ribbon”. From here, you will check the box next to “Developer” to add the Developer tab.)

Along these same lines, the financial aid award fields (from FEDAID to TOTLOA) should not be left blank, instead report a zero for students who have not been awarded a particular type of aid. Otherwise, missing data errors will result.

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