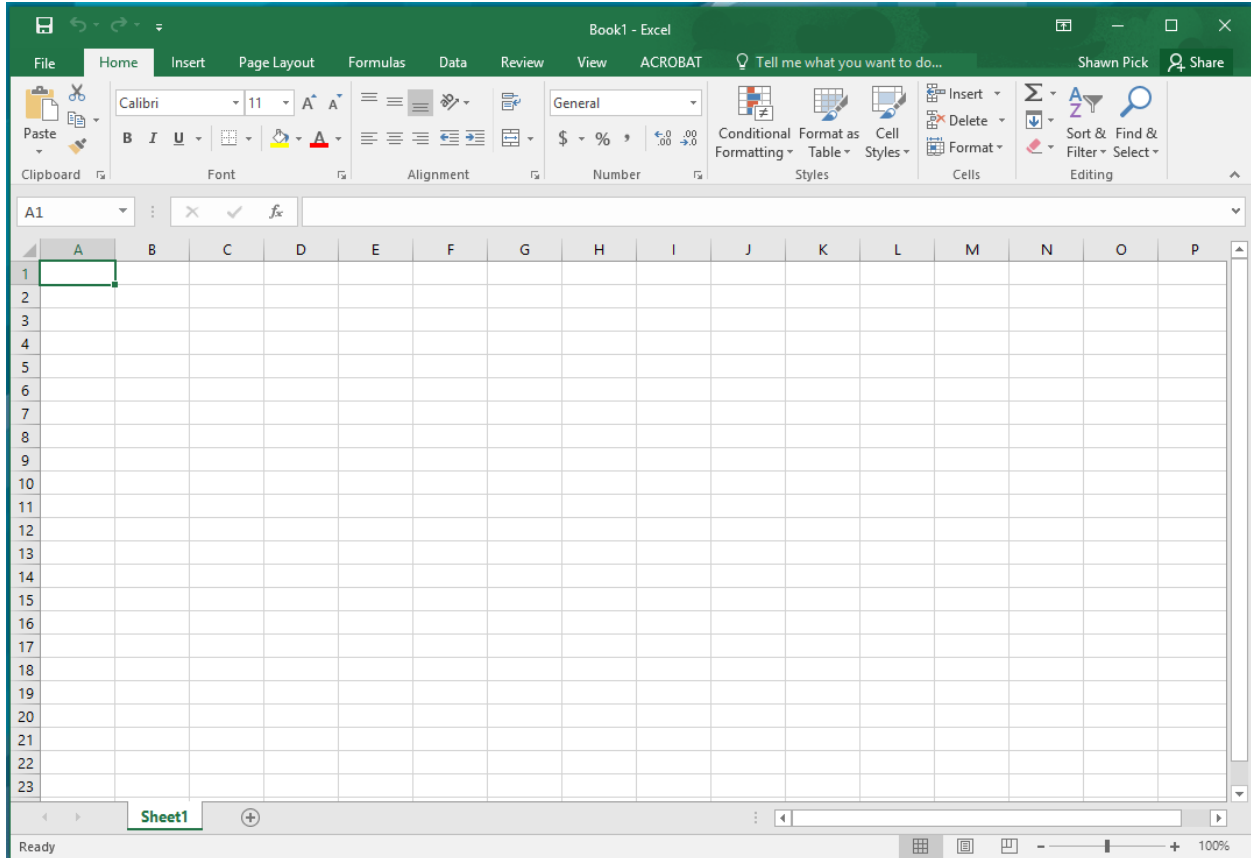
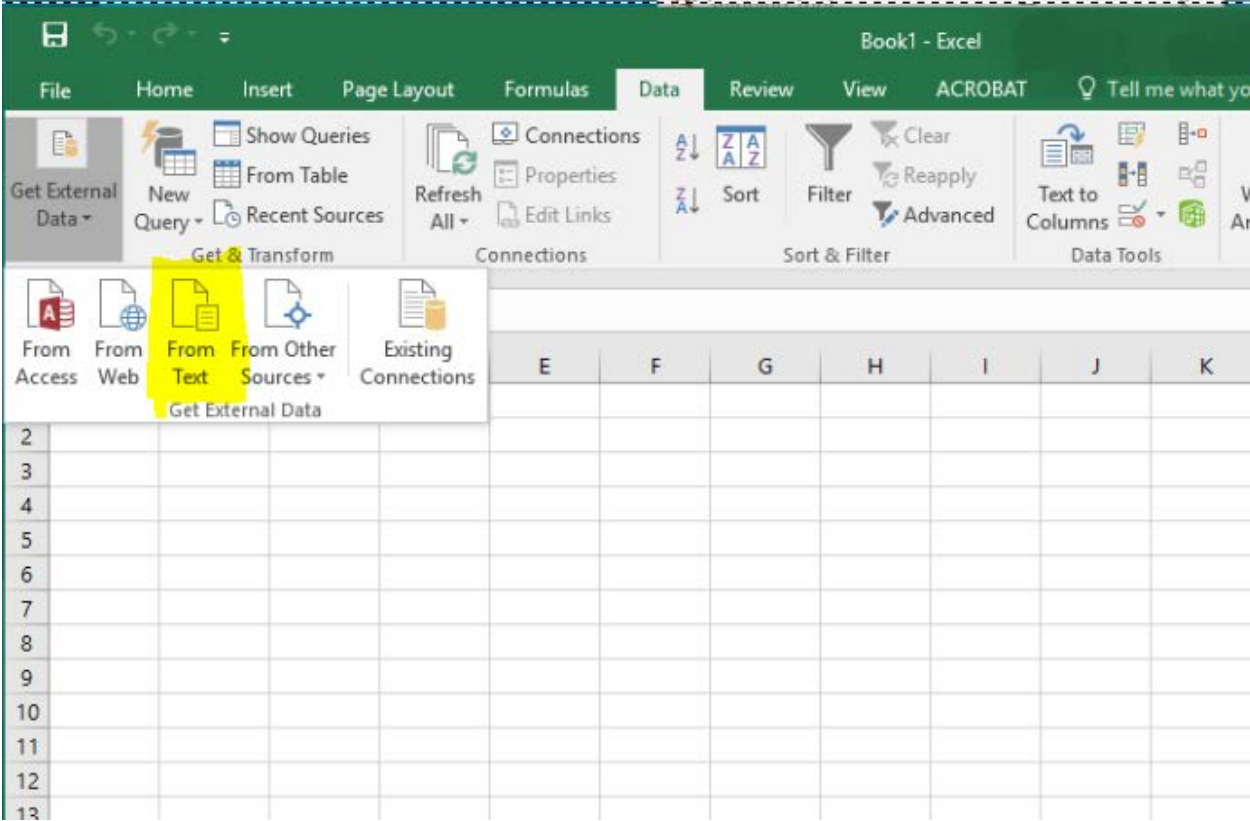


When CP's open their .CSV files in Excel they notice that some of the data fields change format. This format change can cause some problems when uploading to the DCAR platform, in an effort to empower the CP's to solve these problems themselves we have created this guide.

Start with a fresh workbook in Excel by opening the program, selecting Files -> new workbook.



Next click the Data tab. From the left hand side of the ribbon choose the Get External Data button. If that button is not available, just select the From Text button and proceed to the next step.



The text import wizard will appear and help guide you through the rest of the import process. When presented with Step 1 of 3, choose Delimited. This will tell Excel that you are using a delimiter of some kind, next we will choose what delimiter.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file \\GOA\MyDocs\S\shawn.pick\testing for luck.csv

| | | |
|---|---|---|
| 1 | Institution | CourseID, Code, Number, Title, Description, Comment, PreRequisite, Co |
| 2 | 095035, AUART, 260, Selected Topics in Art History, "Selected topics in Art H | |
| 3 | 094960, AUBIO, 411, History and Theory of Biology, "Overview of historical pr | |
| 4 | 106150, AUPED, 317, Exercise in Special Populations, "This course will examin | |
| 5 | 106151, AUPED, 344, Introduction to Human Nutrition, This course will provide | |

< >

Cancel < Back Next > Finish

On Step 2 of 3 we will see that Excel is looking for the type of delimiter to use.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

```
InstitutionCourseID,Code,Number,Title,Description,Comment,PreRequisite,CoRe
095035,AUART,260,Selected Topics in Art History,"Selected topics in Art His
094960,AUBIO,411,History and Theory of Biology,"Overview of historical prog
106150,AUPED,317,Exercise in Special Populations,"This course will examine
106151,AUPED,344,Introduction to Human Nutrition,This course will provide a
```

< >

Cancel < Back Next > Finish

Select the Comma check box and clear the checkbox from Tab. Then click next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

| InstitutionCourseID | Code | Number | Title | Description |
|---------------------|-------|--------|---------------------------------|-------------|
| 095035 | AUART | 260 | Selected Topics in Art History | Selected t |
| 094960 | AUBIO | 411 | History and Theory of Biology | Overview o |
| 106150 | AUPED | 317 | Exercise in Special Populations | This cours |
| 106151 | AUPED | 344 | Introduction to Human Nutrition | This cours |

< >

Cancel < Back Next > Finish

On step 3 of 3 we will change the InstitutionAgreementID to a text column.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

| General | General | General | General | General |
|---------------------|---------|---------|---------------------------------|-------------|
| InstitutionCourseID | Code | Number | Title | Description |
| 095035 | AUART | 260 | Selected Topics in Art History | Selected t |
| 094960 | AUBIO | 411 | History and Theory of Biology | Overview o |
| 106150 | AUPED | 317 | Exercise in Special Populations | This cours |
| 106151 | AUPED | 344 | Introduction to Human Nutrition | This cours |

Cancel < Back Next > Finish

To change the InstitutionAgreementID column to a text column (keeping the leading zeros). Select the InstitutionAgreementID column and click the Text radio button. Now click next.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

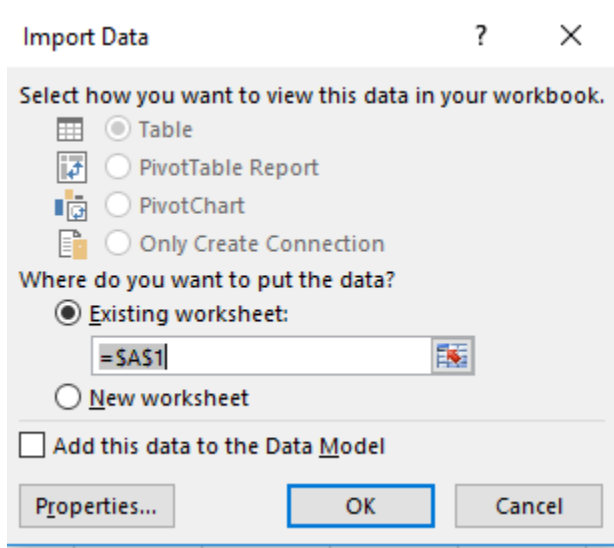
Advanced...

Data preview

| Text | General | General | General | General |
|---------------------|---------|---------|---------------------------------|-------------|
| InstitutionCourseID | Code | Number | Title | Description |
| 095035 | AUART | 260 | Selected Topics in Art History | Selected t |
| 094960 | AUBIO | 411 | History and Theory of Biology | Overview o |
| 106150 | AUPED | 317 | Exercise in Special Populations | This cours |
| 106151 | AUPED | 344 | Introduction to Human Nutrition | This cours |

Cancel < Back Next > Finish

Finally, leave the Import Data dialog box as a default and click ok.



Now your excel workbook is full of the proper data from your CSV file.