

Excel Template Instructions

Introduction

The Civil Rights Data Collection (CRDC) Excel Data Collection templates are tools for local educational agencies (LEAs) to record their CRDC data prior to the collection opening. The templates arrange the data into the required format that the user can save as a flat file for import into the CRDC data collection submission system.

These instructions illustrate the process for entering the data into the templates and saving the data in the required flat file format.

If you have questions while recording your data, then consult the resources available on the CRDC Resource Center website (<https://crdc.communities.ed.gov/#program>), or contact the CRDC Partner Support Center (email: crdc@aemcorp.com; phone: 855-255-6901) for assistance.

Entering the Data

There are two separate templates that are available:

- CRDC Excel Data Collection Template LEA Form
- CRDC Excel Data Collection Template School Form

The LEA Form template is used to input the LEA-specific data, while the School Form template is used for entering school-specific information. The School Form template has columns for entering data for up to ten (10) schools. If an LEA has less than 10 schools, then the remaining columns can be left blank. An LEA with more than 10 schools may use additional templates. There is no limit to how many templates an LEA may fill out.

The LEA and School Form templates contain all the items required in the CRDC Survey. Each item is linked to a specific module and has a link to an instructions page within the template that provides detailed instructions related to the item. The top row of each sheet is pre-filtered so that users can sort items based on module (see Figure 1).

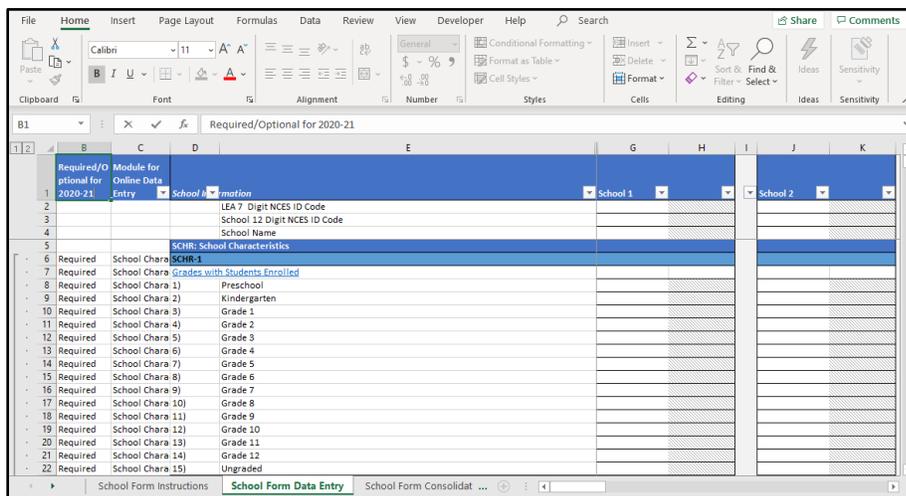


Figure 1: School Form Template (School Form Data Entry Spreadsheet)

Figure 2 displays a closer view of the School Form Data Entry spreadsheet. Specifically, Figure 2 shows a typical item, the item’s location in the school survey (Required or Optional), the module for online entry, a link to the instructions, and the table for data entry for that item.

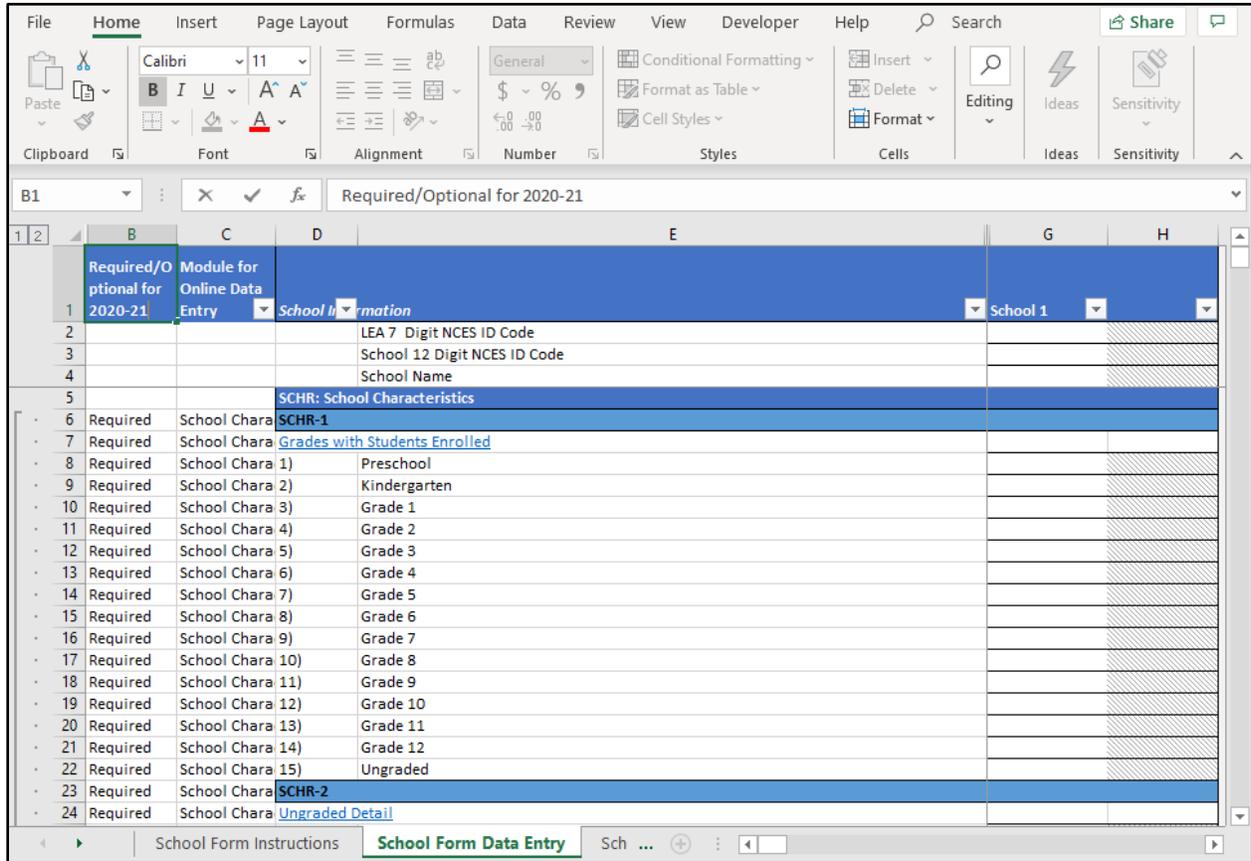


Figure 2 Closer View of School Form Data Entry Spreadsheet

Each template form is divided into three separate spreadsheets: (1) the “LEA Form Instructions” or “School Form Instructions” tab, (2) the “LEA Form Data Entry” or “School Form Data Entry” tab, and (3) the “LEA Form Consolidated” or “School Form Consolidated” tab (see Figure 3 for LEA Form spreadsheet tabs). Each of these spreadsheets serves a different purpose, as described below.

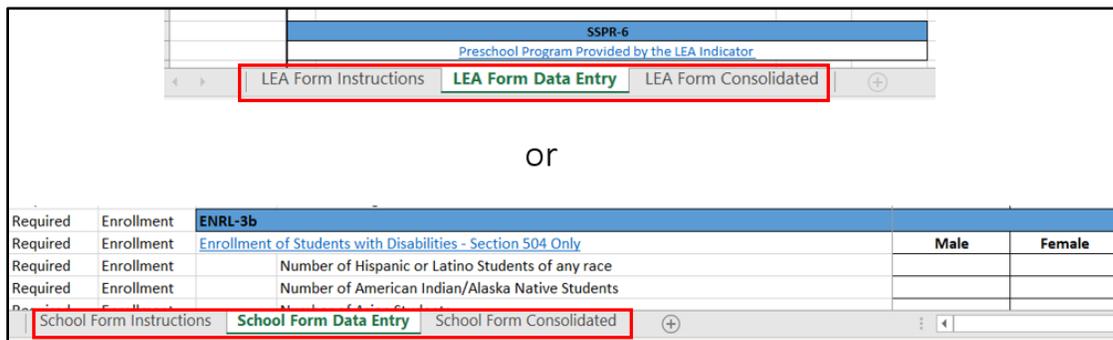


Figure 3 LEA & School Form Tabs

Instructions Tab: Provides instructions for each item on the CRDC survey

Data Entry Tab: Provides space for users to enter their CRDC data for their LEA and up to ten schools on the School Form template

Consolidated Tab: Where users go to create their formatted file for upload into the CRDC data collection submission system.

Special Note on Skip Logic:

The LEA Form and School Form template have integrated “skip logic” when items are answered in a particular fashion. This skip logic will highlight tables in red to show that it is not necessary to enter data for these items. For example, if a user indicates that an LEA does not provide preschool services or programs that serve children ages 3 through 5, then all items related to preschool services or programs will be highlighted in red, since they would not apply to that LEA (see Figure 4).

Module for Online		LEA Information	
Data Entry		LEA 7 Digit NCES ID Code	
		LEA Name	
SSPR-6			
Preschool Program Provided by the LEA Indicator			
SSPR: Students, Schools, & Programs	1)	Does the LEA provide one or more preschool services or programs, in either LEA or non-LEA facilities, to children ages 3 through 5?	No
SSPR-7			
Preschool Daily Length and Cost			
Schools, &	1)	Full-day preschool and no charge to parent(s)/guardian	
Schools, &	2)	Full-day preschool and partial or full charge to parent(s)/guardian	
Schools, &	3)	Part-day preschool and no charge to parent(s)/guardian	
Schools, &	4)	Part-day preschool and partial or full charge to parent(s)/guardian	

Figure 4 View of Skip Logic when Enabled

Saving the Data as a CSV File

Please note that these instructions were written for Excel 2007 or later. For those LEAs using older versions of Excel, please contact the CRDC Partner Support Center.

Once you have finished entering the data for your LEA and school, it is time to get the data into a format which the CRDC data collection submission system can understand. Doing this is easy but the steps must be followed exactly, or the file will NOT upload properly.

Step 1:

Click the “**Consolidated**” tab at the bottom of the screen. Please note that you will not be able to highlight or make any edits to cells on this tab. This is intentional. The column headings on this tab are crucial to a successful file import and cannot be changed. If you need to make changes to your data, please do so in the “Data Entry” tab. All changes made there are reflected on the “**Consolidated**” tab.

Insert page

Step 2:

Click the “File” tab on the top Ribbon Bar.

Step 3:

Click the “Save As” menu option on the left.

Step 4:

A. CRITICAL STEP. IF THIS STEP IS NOT FOLLOWED, YOUR FILE WILL NOT UPLOAD PROPERLY.

Once the new window appears, pick the destination of where you’d like your file to be saved, and name the file.

B. BEFORE YOU CLICK THE “SAVE” BUTTON, click on the “Save as Type” dropdown menu, under the File Name field. BE SURE TO SELECT THE “CSV (COMMA DELIMITED)” OPTION (see Figure 5).

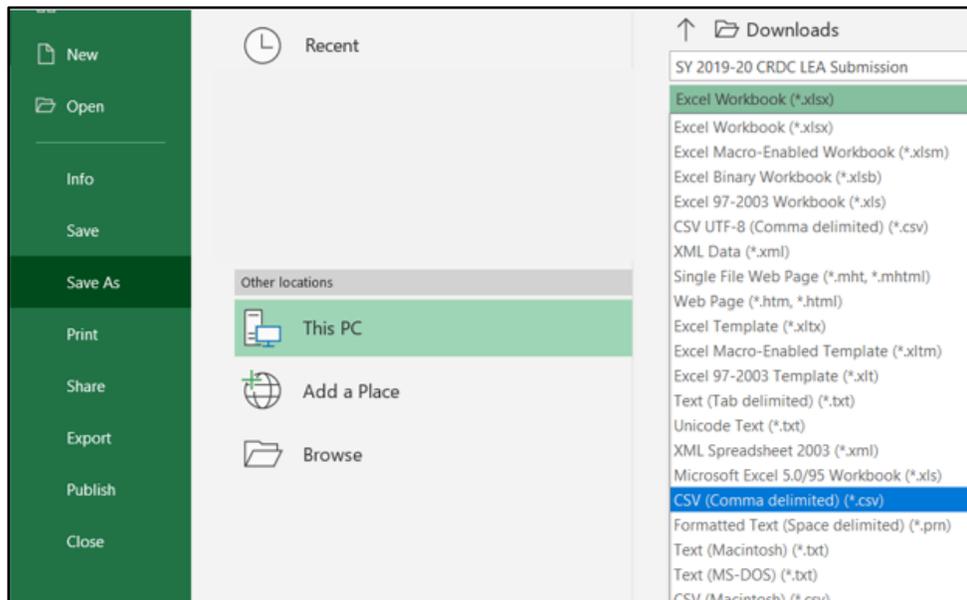


Figure 5 Saving a File in CSV Format

Step 5:

Click the “Save” button.

Step 6:

Two dialog boxes will appear in sequence (see Figures 6 and 7 below). These are non-critical notifications that the properties of the file will be changed as the file is changed from an .xlsx file to a .csv file. **This is OK!** Click “OK” and “Yes” on these dialog boxes.

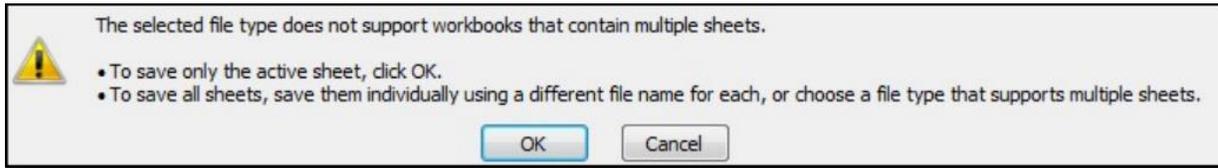


Figure 6 Dialog Box 1

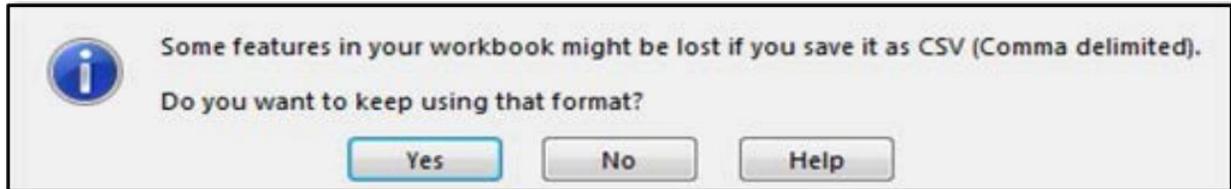


Figure 7 Dialog Box 2

Congratulations! Your file has now been saved properly. You may now upload your file into the CRDC data collection submission system when the collection opens.