

### Instructions for data collection:

To collect data for the LAEPP work, you can follow one of the two options shown below.

#### **Option 1: Using the data collection template worksheet with auto-fill feature (Recommended for IHEs using manual data entry process)**

For using data collection template worksheet with the option of auto-populating program category information, please follow the steps shown below:

- 1) On opening the Excel worksheet, in the tab "**program\_pathway\_file**" - Fill out the program\_pathway names, abbreviated names and program category information for each program in your IHE that data is being collected for. Once this is complete, save your work and select the tab named "**candidate\_file**".
- 2) Start filling out candidate level information. Once you reach the cell for the pathway\_program\_name information, click on it and you will notice a drop down list. Clicking on this cell will provide you a drop-down list of program name options (from the values you previously entered in the "**program\_pathway\_file**" tab) to choose from. Choosing the program name will automatically populate the values for the associated program category fields.
- 3) If there is a need to add more program names and categories, you can go back to the "**pathway\_program\_file**" tab at any time and add the required information. This will update your drop down options in the "**candidate\_file**" tab.
- 4) As a last step, select File -->Save as and save the "**candidate\_file**" tab as a CSV file. Use a file name in the following format to save your data as a .csv file to send to LAUSD: ***yourihename\_yyyy\_yy***  
Example file name: ***csun\_2011\_12***

#### **Option 2: (Recommended for use by IHEs using in-house databases)**

Export a CSV file from your database to provide the data fields as listed in the data template and use a file name in the following format to save your data as a .csv file to send to

LAUSD: ***yourihename\_yyyy\_yy***

Example file name: ***csun\_2011\_12***