# Running & Using COL Live Excel Files

1. **When you use a Live Excel file, you don't need to sign into Datatel, but you do get up-to-date info. Access the COL Live Excels at the Department Chair website: http://roanoke.edu/A-Z_Index/Academic_Affairs/Department_Chair_Information.htm.**

**Datatel Help:**
 ‣ Accessing the COL through live Excel files (use these to view course details, including current enrollment)
  ‣ <u>Active Courses by Term and Designator</u> (displays all courses with a specific designator, e.g., CHEM)
  ‣ <u>Active Courses by Term and Department</u> (displays courses for all faculty within a department)

2. **You can download these Excel files to your office computer. To get today's data:**
    a. **Open the file. You may need to click the "Enable Editing" button once or twice.**

    > e. Click for more details.    | Enable Editing |

    b. **Choose the "Data" tab and then choose "Refresh All":**
    c. **Enter the term in this format (case sensitive): 2010FA. Separate multiple terms with just a comma (e.g., 2013FA,2014SP). Entering an asterisk (*) will return data from ALL terms. Click OK.**
    d. **Enter the department or designator (all CAPS); separate multiple values with just a comma (e.g., ENGL,COMM,CRWR). Entering an asterisk (*) will return data from ALL departments or designators. Click OK.**
    e. **Be patient as Excel gathers data (you will see the message "Running Background Query" at the bottom).**
    f. **Display includes: Term, Section Name, Short Title, Days/Times, Faculty Name, Enrollment, and Cap.**
    g. **Missing or extraneous data is usually due to a problem with the DEPT field. Contact me for a fix.**

3. **Cool things you can do with these Live Excels:**
    a. **Run the current COL for your department for any semester (including previous semesters).**
    b. **Run the offerings for a particular subject (e.g., ECON) for the last 2 years by entering all the terms.**
    c. **See the enrollments in sections from previous semesters (note: the number displayed is the enrollment at the <u>end</u> of a given term).**
    d. **Use the "Term and Designator" Live Excel to get the offering history of a particular course. For example,**

    enter

    | Term exactly matches |
    | --- |
    | * |

    and

    | Section Name begins with |
    | --- |
    | RELG-210 |

    to get:

    | Date data was pulled: | 7/22/2013 | | | |
    | --- | --- | --- | --- | --- |
    | Term | Section Name | Short Title | Days and Time | Faculty Na |
    | 1998FA | RELG-210-A | The Develop of Christianity | M W F 11:30AM-12:30PM | Berenson, |
    | 2001SP | RELG-210-A | The Develop of Christianity | M W F 10:20AM-11:20AM | Berenson, |
    | 2004SP | RELG-210-A | The Develop of Christianity | M W F 09:40AM-10:40AM | Berenson, |
    | 2009SP | RELG-210-A | Early Christian Confl Comm Lif | M W F 01:10PM-02:10PM | Berenson, |

4. **Even cooler things you can do when you use Excel's Sort function ("Sort" under the "Data" tab):**
    a. **Sort a semester's COL by Faculty Name to make sure individuals are not scheduled at conflicting times.**
    b. **Sort a semester's COL by Days/Times to find out how many sections are scheduled in each block (and prevent overloading a few blocks).**
    c. **Sort a multi-semester COL by semester to see how enrollment has changed over time (and to help plan for future semesters).**