# Rules for creating Roster files in MS Excel

## General Information

In the Roster Excel Template only the first 100 rows have dropdowns for Course/ Activity Type, Course/Activity Subject Area, Course/Activity Sub Category, and College Credit Type.

## Macros

The Excel Roster Template uses macros to automatically populate the Course/Activity Sub Category based on the Course/Activity Subject Area selected.

You must always choose to Enable Macros when prompted.  You must choose to Enable Macros whether you are opening the Excel Roster Template the first time from the web page, or you are reopening a saved roster from a location on your computer to make additions or corrections.

If you have problems opening the Excel roster please take the following steps to enable macros:

1. Make sure the following security setting is available in Microsoft Excel:
   **Tools --> Macro --> Security --> Security Level = Medium**
2. Close and re-open the Excel Roster
3. Click **Enable Macros** on the popup window every time while opening the Excel Roster
4. The Roster should open

## Attendees Information

The upload file should contain the fields in the sequence in which they are listed below.

|  | Item | Description | Example | Validation |
|---|---|---|---|---|
| 1 | Professional Personnel ID | The unique ID for an educator | 1234567 | • Must be 7 digits in length. <br> • Required field. |
| 2 | First Name | First name of the attendee | Mickey | • Up to 25 characters in length. <br> • Required field. |
| 3 | Last Name | Last name of the attendee | Mouse | • Up to 25 characters in length. <br> • Required field. |

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|---|---|---|---|---|
| 4 | Middle Initial | Middle Initial of the attendee | H | • Must be 1 character if entered.<br>• Optional field. |
| 5 | IU Course Number | IU Course Number of the course for which attendee is being added. Must be followed by IU number if record is for statewide approved course; or, must be followed by three digit sequence number starting with 001 if record is for statewide approved course by PDE. | 20060001<br><br>20060001-01<br>(For statewide approved courses offered by an IU)<br><br>20060001-001<br>(For statewide approved courses offered by PDE) | • Must be 8, 11 or 12 characters in length.<br>• Can have numbers and "-" character only.<br>• Should be formatted only as mentioned in the examples.<br>• Required if attendee is added for the IU Course for CPE credit.<br>• Should be left blank if attendee is added for College Course or an Activity. |
| 6 | Course/ Activity Name | Name of the College Course or Activity | College Course 1 | • Up to 150 characters in length.<br>• Required when IU Course Number is not entered.<br>• Should be left blank if IU Course Number is entered. |
| 7 | Course/ Activity Type | Type of Course/ Activity | (Refer Description in Appendix 1 for possible values in this field) | • Required when IU Course Number is not entered.<br>• Should be left blank if IU Course Number is entered.<br>• Must select "College Course" if college course is entered or "Act 48 Professional Development Activity Hours" if Activity is entered.<br>• Must be selected from the list only. |

| 8 | Course/ Activity Subject Area | Subject Area for a College Course or an Activity | (Refer to Descriptions in Appendix 2 for possible values in this field) | • Required when IU Course Number is not entered.<br>• Should be left blank if IU Course Number is entered.<br>• Must be selected from the list only. |
|---|---|---|---|---|
| 9 | Course/ Activity Sub Category | Sub Category for a College Course or an Activity | (Refer to Descriptions in Appendix 4 for possible values in this field) | • Required when IU Course Number is not entered.<br>• Required when Subject Area is selected.<br>• Should be left blank if IU Course Number is entered.<br>• Must be selected from the list only based on the selected Course/ Activity Subject Area. |
| 10 | College Credit Type | Type of Credit in case attendance for College Course is entered | (Refer to Descriptions in Appendix 3 for possible values in this field) | • Required if Course/Activity Type selected is "College Course".<br>• Should be left blank otherwise<br>• Must be selected from the list only. |
| 11 | Total Clock Hours | Clock hours for the course | 15 | • Required when IU Course Number is not entered.<br>• Must be numeric. |
| 12 | Start Date | Start date of the course | 02/28/2006 | • Required field.<br>• Must be a past date.<br>• Must be in format "mm/dd/yyyy". |
| 13 | End Date | End date of the course | 04/21/2006 | • Required field.<br>• Must be greater than or equal to Date From.<br>• Must be in format "mm/dd/yyyy" |

| 14 | Hours Attended/ Credits Awarded | Number of hours earned by attending an Activity/ Credits earned through a Course | 1 | • Required when IU Course Number is not entered.<br>• Must enter as hours in case of Activity and as Credits in case of a course.<br>• Hours Attended must be less than or equal to Total Clock Hours entered.<br>• Hours Attended/ Credits awarded must fit between Start Date and End Dates (e.g. an activity that runs from 1/1/2006 to 1/2/2006 cannot be 36 hours long.<br>• Must be a whole number. |
| --- | --- | --- | --- | --- |
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## Appendix 1: Course Activity Types

| Description |
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| College Course |
| Act 48 Professional Development Activity |

## Appendix 2: Course Activity Subject Areas

| Description |
| --- |
| Teaching and Learning Professional Development |

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| Standards Area Curriculum and Assessment |
| Academic Content Studies |
| Technology |
| Student Social and Health Issues |
| School Administration (Non-PIL) |
| PA Inspired Leadership (PIL) Induction |
| PA Inspired Leadership (PIL) |

## Appendix 3: College Credit Types

| Description |
|---|
| Semester Credit |
| Quarter Credit |

## Appendix 4: Course Activity Sub Categories

| Subject Area | Subject Category - Description |
|---|---|
| Teaching and Learning Professional Development | Teaching Techniques and Strategies |
| Teaching and Learning Professional Development | School and Community Collaboration |
| Teaching and Learning Professional Development | OPEN Education (LSI Online) |
| Teaching and Learning Professional Development | Interdisciplinary |
| Teaching and Learning Professional Development | Individualized Instruction |
| Teaching and Learning Professional Development | Behavioral Objectives/Discipline |
| Standards Area Curriculum and Assessment | Curriculum Development |
| Standards Area Curriculum and Assessment | Classroom Assessment |
| Standards Area Curriculum and Assessment | Data Analysis |
| Standards Area Curriculum and Assessment | Instructional Decision Making |
| Standards Area Curriculum and Assessment | Evaluation |
| Academic Content Studies | Art Education |
| Academic Content Studies | Business |
| Academic Content Studies | Civics and Government |
| Academic Content Studies | Communication |
| Academic Content Studies | Safety/Driver Education |
| Academic Content Studies | Early Childhood |

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|---|---|
| Academic Content Studies | Economics |
| Academic Content Studies | Elementary Education |
| Academic Content Studies | English |
| Academic Content Studies | Family and Consumer Science |
| Academic Content Studies | Foreign Language |
| Academic Content Studies | Geography |
| Academic Content Studies | Health Education |
| Academic Content Studies | Health and Physical Education |
| Academic Content Studies | History |
| Academic Content Studies | Library Science |
| Academic Content Studies | Mathematics |
| Academic Content Studies | Music Education |
| Academic Content Studies | Reading Specialist |
| Academic Content Studies | Science |
| Academic Content Studies | Special Education |
| Academic Content Studies | Vocational Instructional Certification |
| Technology | Computer and Information Technology |
| Technology | Technology Education |
| Student Social and Health Issues | Drugs/Alcohol |
| Student Social and Health Issues | CPR/First Aid |
| Student Social and Health Issues | Guidance Counseling |
| Student Social and Health Issues | School Nursing |
| Student Social and Health Issues | Educational Specialist |
| Student Social and Health Issues | Resiliency |
| School Administration (Non-PIL) | School Law |
| School Administration (Non-PIL) | School and Community Collaboration |
| School Administration (Non-PIL) | Evaluation |
| School Administration (Non-PIL) | School Leadership and Advocacy |
| School Administration (Non-PIL) | Data Analysis |
| School Administration (Non-PIL) | Standards Based Systems (Theory and Design) |
| HOUSSE (formerly BRIDGE) Courses | 7-9 Middle Level English |
| HOUSSE (formerly BRIDGE) Courses | 7-9 Middle Level Mathematics |
| HOUSSE (formerly BRIDGE) Courses | 7-9 Middle Level Social Studies |
| HOUSSE (formerly BRIDGE) Courses | 7-9 Middle Level Science |
| PA Inspired Leadership (PIL) Induction | Strategic Thinking and Planning – CR1 |
| PA Inspired Leadership (PIL) Induction | Standards-Based Systems – CR2 |
| PA Inspired Leadership (PIL) Induction | Data Analysis and Decision Making – CR3 |
| PA Inspired Leadership (PIL) | Strategic Thinking and Planning – CR1 |
| PA Inspired Leadership (PIL) | Standards-Based Systems – CR2 |
| PA Inspired Leadership (PIL) | Data Analysis and Decision Making – CR3 |
| PA Inspired Leadership (PIL) | Creating a Culture for Learning – CL1 |
| PA Inspired Leadership (PIL) | Managing Resources for Effective Results – CL2 |
| PA Inspired Leadership (PIL) | Building a Learning Community – CL3 |
| PA Inspired Leadership (PIL) | Ethical Practices – CL4 |
| PA Inspired Leadership (PIL) | Advocating for Children and Public Education – CL5 |
| PA Inspired Leadership (PIL) | Professional Growth/Practice and Inquiry – CL6 |