

# Web Registration – Export Data to Excel

## Export a Roster from Web Registration to Excel

The screenshot shows the MyLearningPlan web application interface. The top navigation bar includes 'Plan', 'Manage', 'Learn', and 'Evaluate'. The main content area is titled 'Program Admin - Course/Workshop Functions'. The left sidebar contains navigation links for 'Quick Lists', 'Activities', 'Registrants', 'Admin Tools', and 'Configuration'. The main content area displays course details for 'Using Excel 2007 to Manage a Distribution List' and a list of available functions, including 'Download Roster'.

Course/Workshop Info		
Title	Using Excel 2007 to Manage a Distribution List	
Building/Campus Location:	PNW/BOCES Main Campus - School Services Building <a href="#">[Maps]</a> <a href="#">[Area Hotels]</a>	
Meeting Dates/Times	#	Date(s)/Times Room
	1.	4/17/2008 9:00:00 AM - 12:00:00 PM Front Conference Room
Instructor(s)	Diane Dursi	
Sponsored By	● Information Technology (For P/NW BOCES Employees Only)	
Max Class Size	14	
Need More Info?	Contact <a href="mailto:ddursi@pnwboces.org">ddursi@pnwboces.org</a>	
Functions	<a href="#">[roster]</a> <a href="#">[email]</a> <a href="#">[payments]</a> <a href="#">[attendance]</a> <a href="#">[edit]</a> <a href="#">[all tools]</a>	

**Course/Workshop Functions**

<a href="#">View Roster</a>	Select this function to view the current class roster
<a href="#">Sign-In Sheet</a>	Select this function to Print an Adobe PDF sign-in sheet.
<a href="#">Email</a>	Select this function to send email messages to participants
<a href="#">Payment Status</a>	Select this function to review payment info
<a href="#">Attendance</a>	Select this function to enter and review attendance info
<a href="#">Download Roster</a>	Select this function to Download the roster in MS-Excel Format
<a href="#">Cancel Activity</a>	Select this function to cancel the activity and DELETE all participants from the roster.
Evaluation Results	No evaluation has been assigned to this activity.

1. Select **Current Catalog** from the left navigation pane
2. Choose the course
3. Select **Download Roster**
4. **Click here** to open the file
5. Select **Save**. **Select folder and enter a file name**. Click the **Save** button.

# Web Registration – Export Data to Excel

## Sample Export File

The screenshot shows a Microsoft Excel spreadsheet titled "MLP download for this class [Compatibility Mode] - Microsoft Excel". The spreadsheet contains the following data:

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	
	Activity Title	var_Enroll	Startdate	LastN	FirstName	Email	District	Nar	var_JobTi	StreetAdd	City	State	ZipCode	HomePho	WorkAddr	WorkAddr	WorkCity	WorkState
1	Using Exc	Enrolled	4/17/2008	Chrissy	Stacy	schryssikos@PNW	BOCES											
2	Using Exc	Enrolled	4/17/2008	Gold	Jeanne	jgold@pnwbo	PNW	BOCES										
3	Using Exc	Enrolled	4/17/2008	Koch	Margaret	mkoch@pnwt	PNW	BOCES										
4	Using Exc	Enrolled	4/17/2008	MacM	Sue	smacmaster@	PNW	BOCES										
5	Using Exc	Enrolled	4/17/2008	Miragli	Rosemar	miraglia@pm	PNW	BOCES										
6	Using Exc	Enrolled	4/17/2008	O'Sulliv	Terry	tosullivan@pr	PNW	BOCES										
7	Using Exc	Enrolled	4/17/2008	Passa	Joan	jpassaretti@p	PNW	BOCES										
8	Using Exc	Enrolled	4/17/2008	Pfister	Patti	ppfister@pnw	PNW	BOC	Senior Offi	2839 Mea	Yorktown I	NY	10598	914/962-25	200 Boces Drive		Yorktown I	NY
9	Using Exc	Enrolled	4/17/2008	Pulliss	Gina	gpullissio@pr	PNW	BOCES										
10	Using Exc	Enrolled	4/17/2008	Sellazi	Mary	msellazzo@p	PNW	BOCES										
11	Using Exc	Enrolled	4/17/2008	Simon	Mary	msimonelli@c	Putnam/Northern	Westchester	BOCES									
12																		
13																		
14																		

# Web Registration – Export Data to Excel

## Download Entire Program’s Registrant Information

**PNW BOCES**

**Quick Lists:**  
[New Registrations](#)  
[Current Catalog](#)

**Activities:**  
[Add/Edit Activities](#)  
[Preview Catalog](#)

**Registrants:**  
[User History](#)

**Admin Tools:**  
[Reports](#)  
[PDF Reports](#)  
[Invoicing](#)

**Configuration:**  
[Config Summary](#)  
[Add/Edit User Info](#)  
[Download Data](#)  
[MLP Academy](#)

**Download Data**

**Step 1: Select Data to Download:**

Users & User Configuration     District Info  
 Registrant Info     Activity List     Payment Transactions  
 Program Info     Locations

**Step 2: Select Programs**

Alternate Assessment  
 Center for Educational Leadership  
 Center for Environmental Education  
 College Clinic  
 Curriculum Center  
 Guidance & Child Study Center  
 Information Technology (For P/NW BOCES Employees Only)  
 Professional Library  
 Professional Support Staff  
 Science 21  
 SETRC  
 Staff Development (PNW BOCES Employees Only)  
 Summer Camps - Career & Technical Education  
 The Hudson River Teacher Center

[\[check all programs\]](#)    [\[uncheck all programs\]](#)

**Step 3: Filter Data by Date**

Show Data Where  is   [Calendar](#)  
AND  is   [Calendar](#)

**Step 4: Select a File Format**

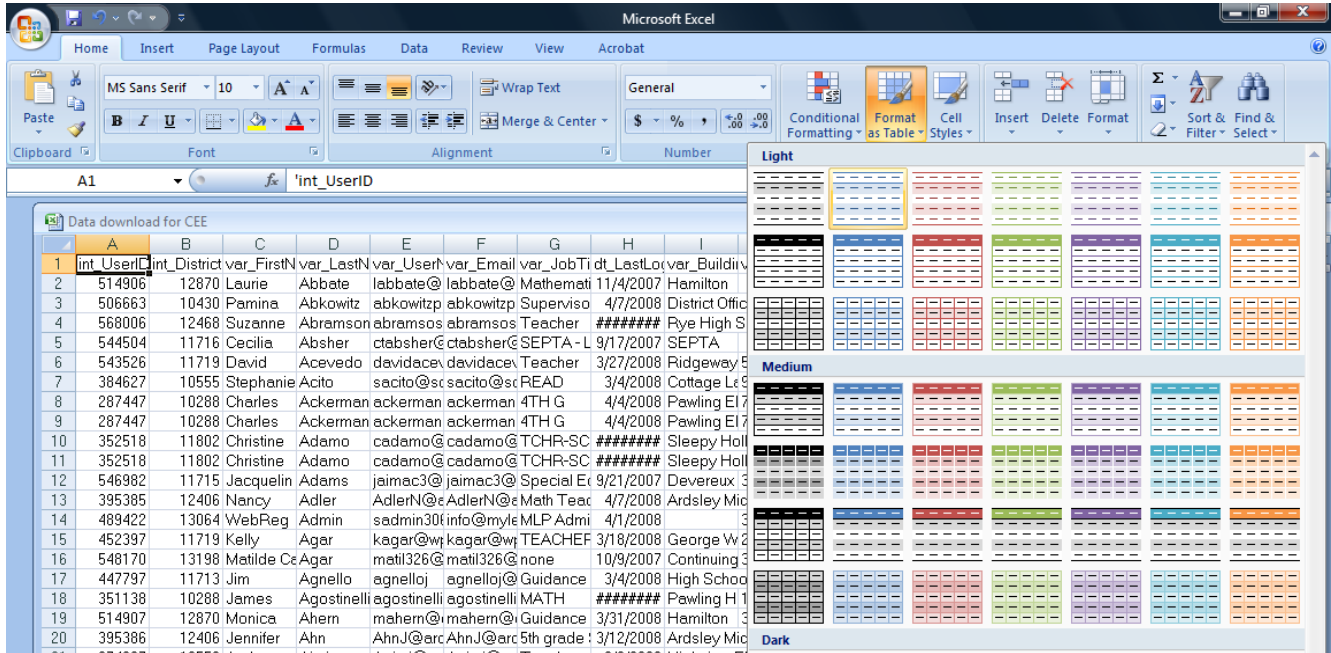
Microsoft Excel  
 Microsoft Access (version 2000 or later)

Select **Download Data** from the left side navigation bar in Web Registration. Click to select **Registrant Info** and **select one or more programs**. **Enter the start & end dates** for your registrations. **Select Excel** as the file format. **Click on the Download** button. (Please note that entire screen is not displayed in the above example.)

Select **Save**. Browse to the folder you want to save the file in. Enter the filename and select the file type as an Excel workbook. (The default file type in Excel 2003.)

# Web Registration – Export Data to Excel

## Convert Downloaded Data to a Table



Open your downloaded file in Excel. From the Home tab, click on **Format as Table** icon and select a **Table** format.

# Web Registration – Export Data to Excel

## Remove Duplicate Names

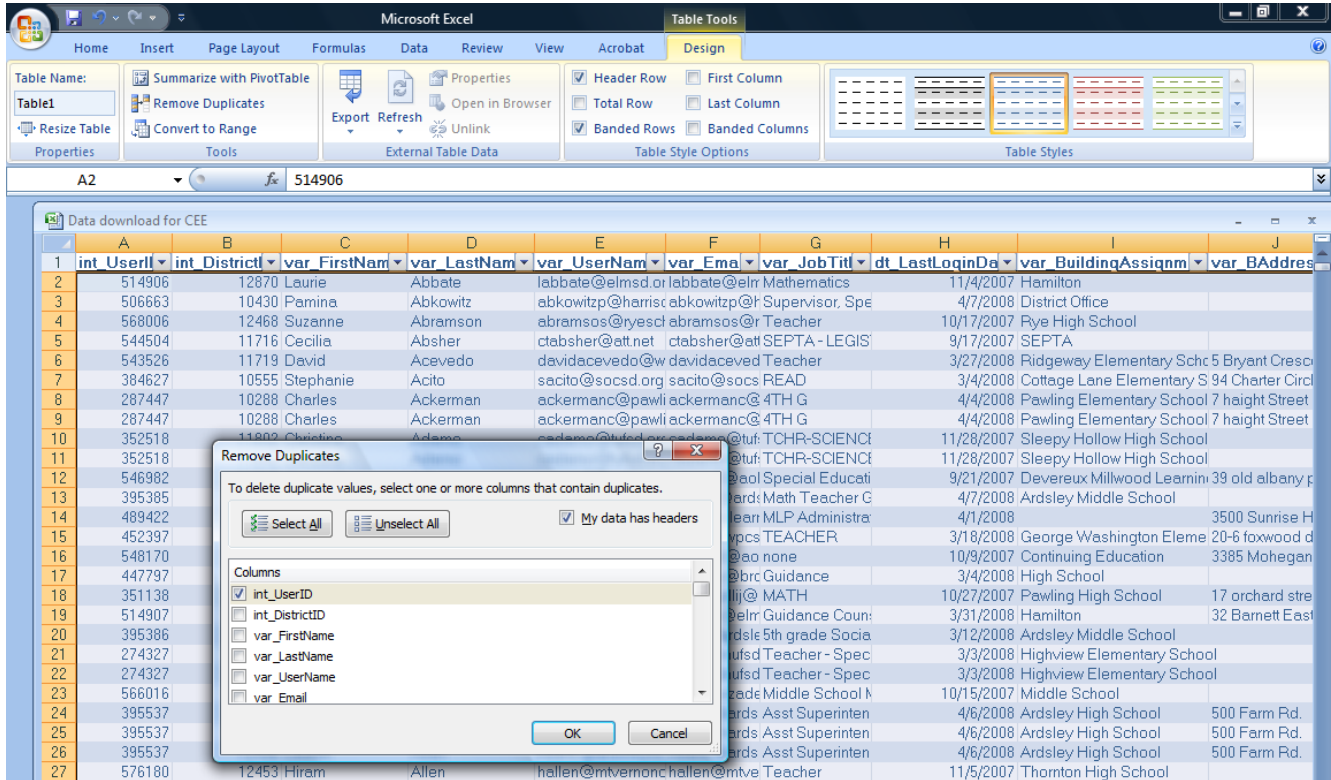
The screenshot shows the Microsoft Excel interface with a table named 'Table1' selected. The 'Table Tools' ribbon is active, and the 'Design' tab is selected. The 'Remove Duplicates' button is highlighted in the 'Tools' group. The table data is as follows:

int_UserID	int_District	var_FirstName	var_LastName	var_UserName	var_Email	var_JobTitle	dt_LastLoginDate	var_BuildingAssignment	var_BAddress
548170	13198	Matilde	Cathy	Agar	matil326@aol.com	matil326@ao none	10/9/2007	Continuing Education	3385 Mohegan
608578	12454	Barbara	Anderson-greenfie	brose1956@aol.com	brose1956@reading teacher		3/21/2008	claremont	75 park terrace
599957	12454	Barbara	Andersongreenfie	bandersongreenfie	bandersongr	Reading Teach	3/5/2008	Claremont	75 Park Terrac
544315	13198	Deborah	Ashley	debbie@cloud9.ne	debbie@clo	Science Teach	9/16/2007	The Tech Center	3 Londondery
608522	13198	Becky	Augustine	raugustine@pnwbc	raugustine@	Environmental E	3/20/2008	Curriculum	215 Miller Hill F
609294	12464	Karen	Basdekis	kbasdekis@klsch	kbasdekis@	teacher	3/26/2008	Meadow Pond	208 Harris Roe
253263	10430	Jerrold	Blair	blairj@harrisoncs	blairj@harris	SCI	4/4/2008	Louis M. Klein Middle Schor	104 Munson St
591343	11719	Ilanit	Blumenfeld	ilanit@gmail.com	ilanit@gmail.	Nutritionist - pub	1/23/2008	Solomon Schecter School c	18 Roland Driv
253266	10430	Allison	Blunt	blunta@harrisoncs	blunta@harris	SCI	3/20/2008	Louis M. Klein Middle Schor	59 Willow Aver
490618	11712	Katherine	Branch	kbranch1847@bcs	kbranch1847	NURSE	1/25/2008	BEDFORD HILLS ELEMEN	412 Succabone
490618	11712	Katherine	Branch	kbranch1847@bcs	kbranch1847	NURSE	1/25/2008	BEDFORD HILLS ELEMEN	412 Succabone
585667	11715	Mallory	Chinn	mallyorchinn@hotr	mallyorchinn	(7th grade social	2/29/2008	Robert E. Bell Middle Scho	182 Mt.Pleasar
585667	11715	Mallory	Chinn	mallyorchinn@hotr	mallyorchinn	(7th grade social	2/29/2008	Robert E. Bell Middle Scho	182 Mt.Pleasar
585667	11715	Mallory	Chinn	mallyorchinn@hotr	mallyorchinn	(7th grade social	2/29/2008	Robert E. Bell Middle Scho	182 Mt.Pleasar
585667	11715	Mallory	Chinn	mallyorchinn@hotr	mallyorchinn	(7th grade social	2/29/2008	Robert E. Bell Middle Scho	182 Mt.Pleasar
583007	12465	Christina	Connors	cconnors@lakelar	cconnors@la	Consumer Studi	3/11/2008	Lakeland Copper Beech Mi	PO Box 41
583007	12465	Christina	Connors	cconnors@lakelar	cconnors@la	Consumer Studi	3/11/2008	Lakeland Copper Beech Mi	PO Box 41
585158	12464	Sandra	Costin	smc6956@aol.com	smc6956@ac	teacher	4/2/2008	elementary	28 mc queen st
585158	12464	Sandra	Costin	smc6956@aol.com	smc6956@ac	teacher	4/2/2008	elementary	28 mc queen st
585158	12464	Sandra	Costin	smc6956@aol.com	smc6956@ac	teacher	4/2/2008	elementary	28 mc queen st
489442	13064	Jennifer	Del Vecchio	jdelvecchio@pnwt	jdelvecchio@	Sr. Office Asst	4/4/2008	SSB	200 BOCES Dr
120252	10430	Frederic R	Depalma	depalmaf@harris	depalmaf@h	SCI	3/31/2008	Louis M. Klein Middle Scho	11 Aqueduct R
120252	10430	Frederic R	Depalma	depalmaf@harris	depalmaf@h	SCI	3/31/2008	Louis M. Klein Middle Scho	11 Aqueduct R
120259	10430	Michelle L	Dimiceli	dimicelim@harris	dimicelim@h	Special Educati	3/26/2008	Louis M. Klein Middle Scho	39 Halstead A
120259	10430	Michelle L	Dimiceli	dimicelim@harris	dimicelim@h	Special Educati	3/26/2008	Louis M. Klein Middle Scho	39 Halstead A
489465	13064	Diane	Dursi	ddursi@pnwbo	ddursi@pnw	Manager of Infor	4/7/2008		27 Putney Roa

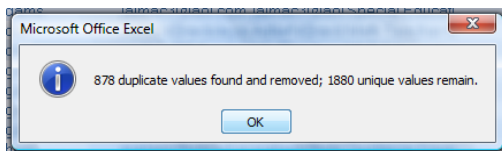
Once your data has been converted to a table, you will see the Table Tools, Design tab selected on the Ribbon. Click on **Remove Duplicates** as displayed above.

# Web Registration – Export Data to Excel

## Remove Duplicates (continued)

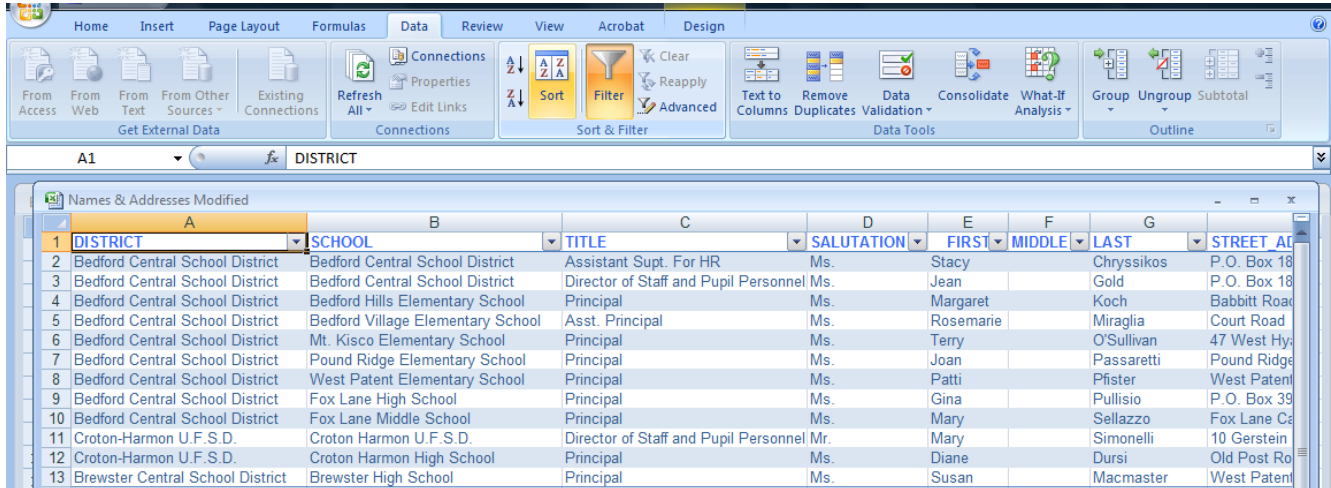


When the window title Remove Duplicates appears, click on **Unselect All**. Then **select int\_UserID**. You will receive a prompt which indicates the number of duplicate values found and the unique values which remain. A sample is displayed below. **Click OK** to complete the process.

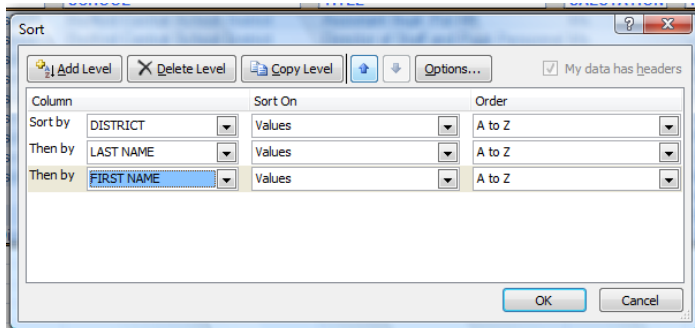


# Web Registration – Export Data to Excel

## Create a Custom Sort



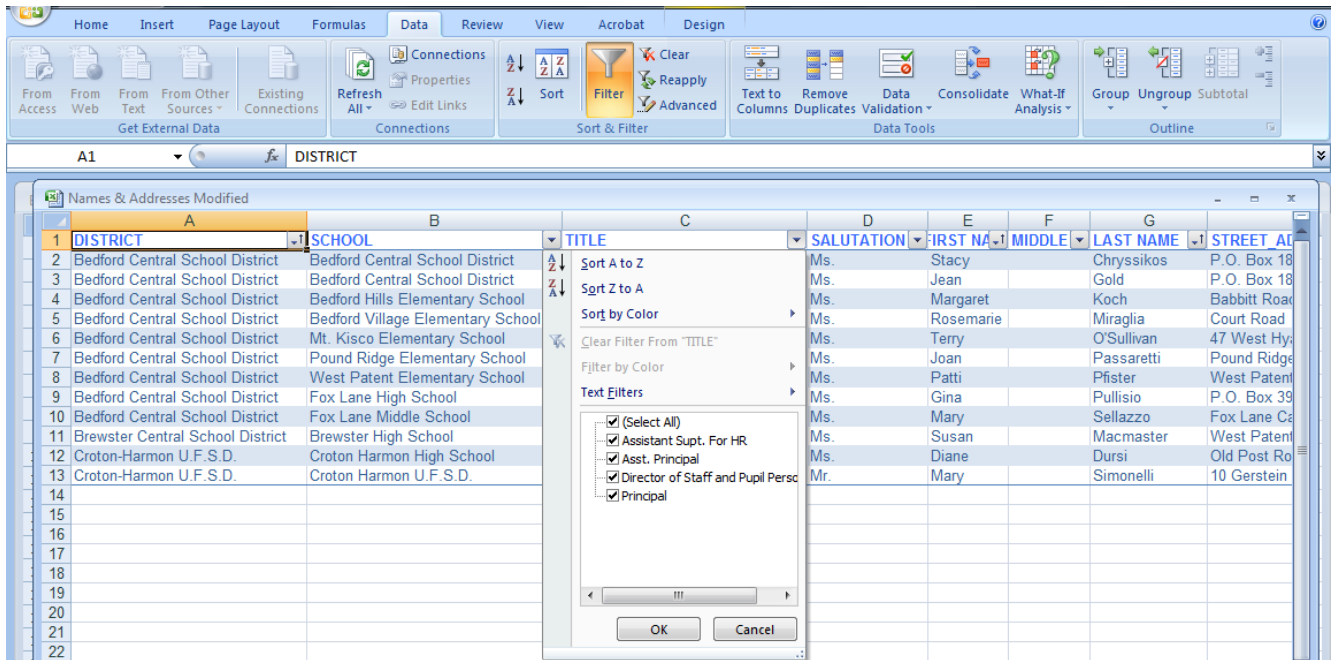
To sort on more than one column, click on the **Data** tab on the ribbon. Select the **Sort** icon in the Sort & Filter group as displayed above. You will be presented with a sort window as displayed below.



Select **District** in the first Sort By dialog box. Click **Add Level** at the top of the window. Select **Last Name** in the Then by dialog box. Click on **Add Level**. Select **First Name** in the second Then by dialog box.

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## Filter your List



The filter icon must be highlighted to allow filtering in the table. **Click on the arrow** next to the column heading you would like to filter. In the above example, I want to view only Principals who are a part of this distribution list. Click in the **Select All** checkbox. (This will remove all the checkboxes.) Click the checkbox next to **Principal**. Click **OK**. Your list will now display only the Principals. Notice that the arrow changes to a picture of a filter. If you mouse over this picture, a message displays telling you what the filter is set to.

You can filter multiple columns in a table.

## Remove the Filter

Click on the picture of the filter next to the column that is filtered. Click in the **Select All** checkbox. **Click OK**. All of your contacts will now be displayed again. If you have filtered multiple columns, you can click once on the Filter icon in the Ribbon (as displayed below) to remove all filtering. If you want to enable filtering again, click on this icon and then filter the individual columns.

