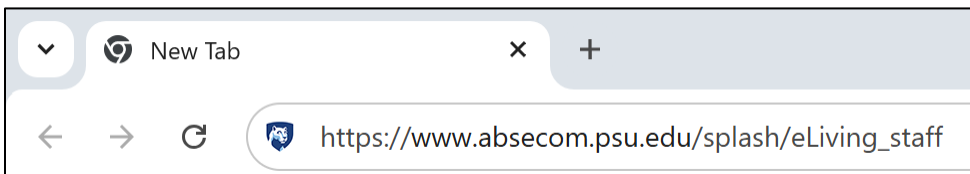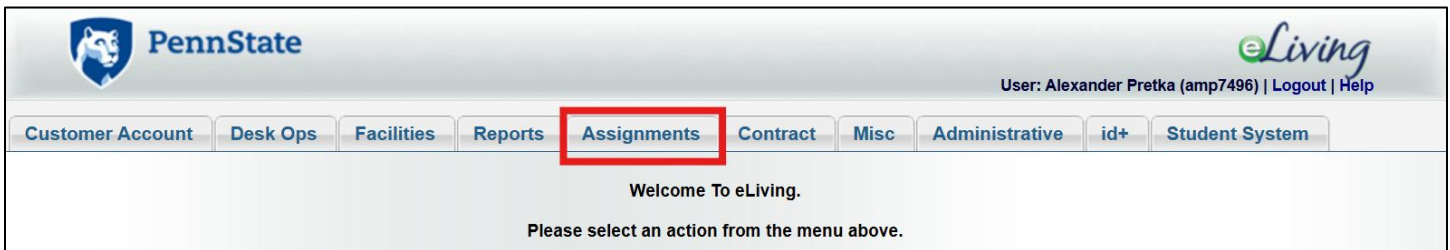# Running the LLC Automation Macro: A Step-by-Step Guide

Alexander M. Pretka

Pennsylvania State University

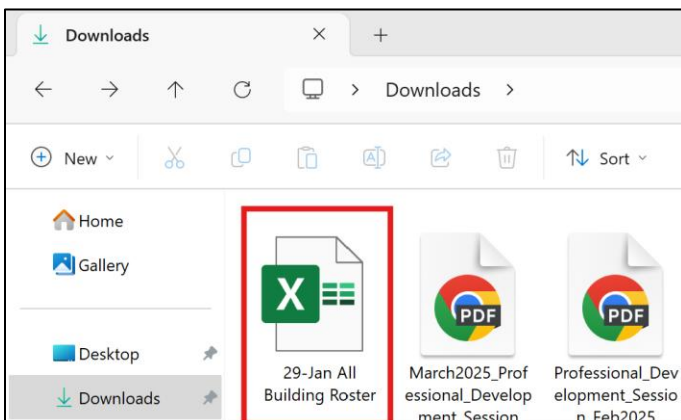**Step 1)** Open Google Chrome and navigate to: https://www.absecom.psu.edu/splash/eLiving_staff.

Step 2) Login using your Penn State credentials. Once the page loads, click on the 'Assignments' tab.

Step 3) Download the entire campus-wide roster for University Park.

Note: I cannot show this step since I do not have admin privileges in eLiving. However, the roster will take approximately 20 minutes to download in Google Chrome due to the file size and eLiving data extraction processing requirements.

Step 4) When the roster finishes downloading, you can locate the file in your 'Downloads' folder in the File Explorer application. It will be named in this format: ***Day-Month* All Building Roster.xls**. Open the file.
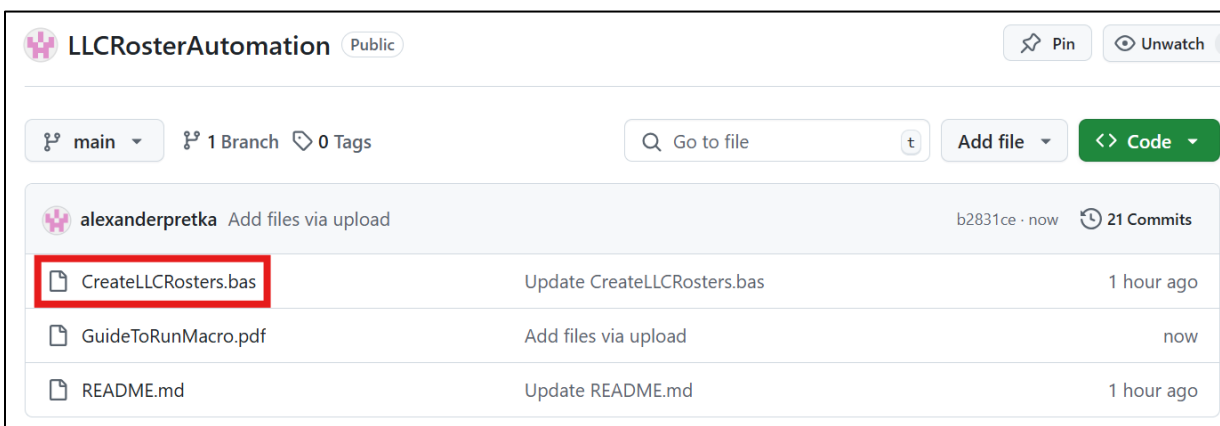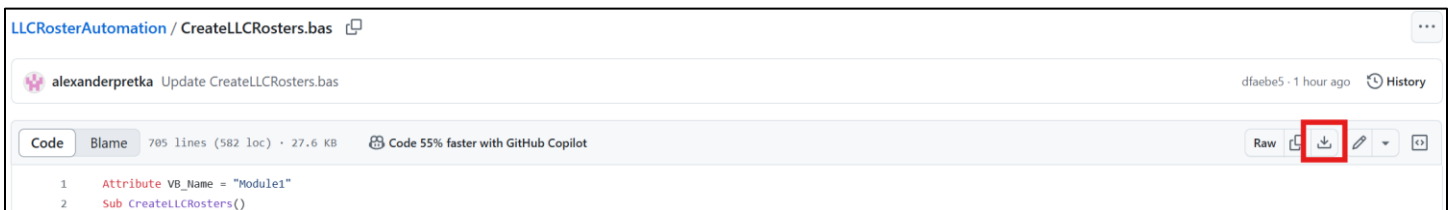
Step 5) Open a new tab in Google Chrome and navigate to:
https://github.com/alexanderpretka/LLCRosterAutomation.
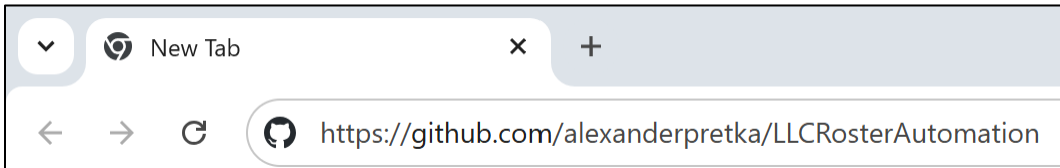
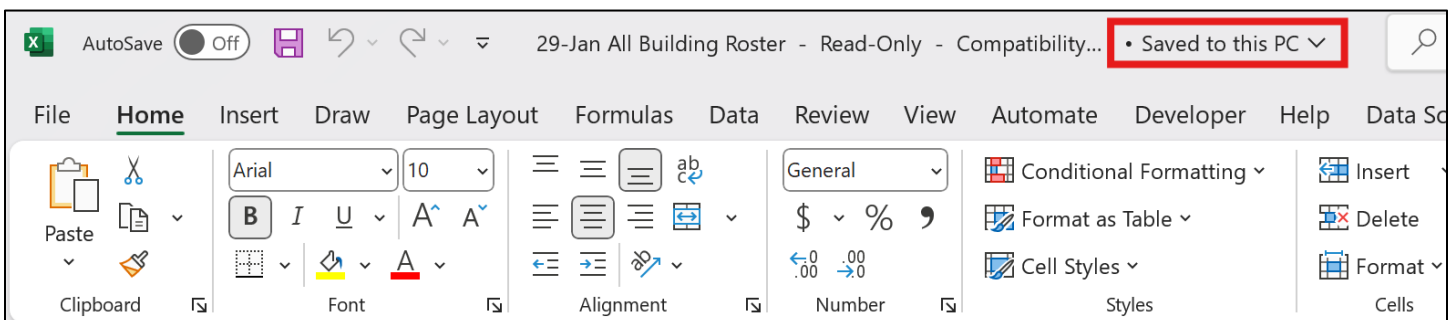**Step 6)** Click on the **CreateLLCRosters.bas** file link.

Step 7) Click on the 'Download raw file' icon.

Step 8) Go back to the *Day-Month* **All Building Roster.xls** file and click on 'Saved to this PC.'

Stop! Please ensure you are using the desktop version of Excel, as the web version does not support macros.

Step 9) Click on 'Convert.'

Note: For the macro to function properly, we need to convert the .xls file to the .xlsx file format. If your file is already converted to the ***Day-Month* All Building Roster.xlsx** modern file type, you will not see this message and can skip **Steps 9 to 11**.

Step 10) A 'Save As' window will appear after clicking 'Convert.' Click on 'Downloads', rename the file to ***Day-Month* All Building Roster NEW**, and then click on 'Save.'

**Step 11)** A message will appear. Click on 'Yes.'

Step 12) Click on the 'Developer' tab.
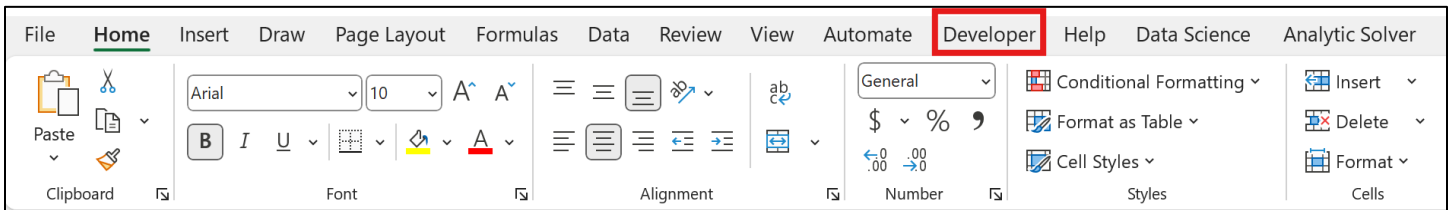
Note: If you do not see the 'Developer' tab on your Microsoft Excel, follow these steps to enable it:

1. Go to the "File" tab in the top-left corner.
2. Click on "Options" at the bottom of the menu.
3. In the Excel Options window, select "Customize Ribbon" from the left sidebar.
4. On the right, under Main Tabs, check the box next to "Developer".
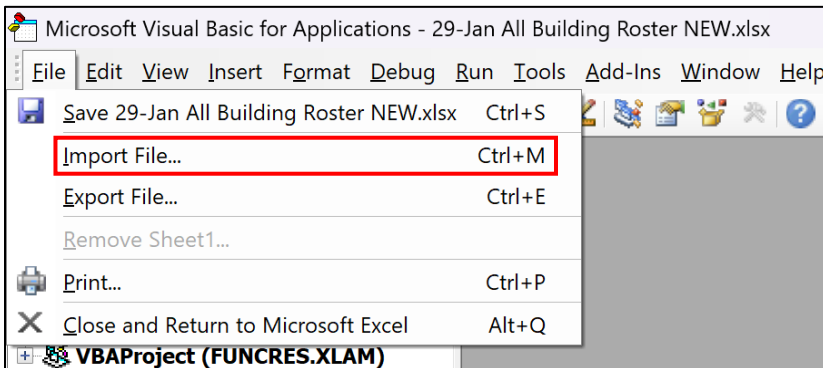5. Click OK to save the changes.

Step 13) Click on 'Visual Basic.'
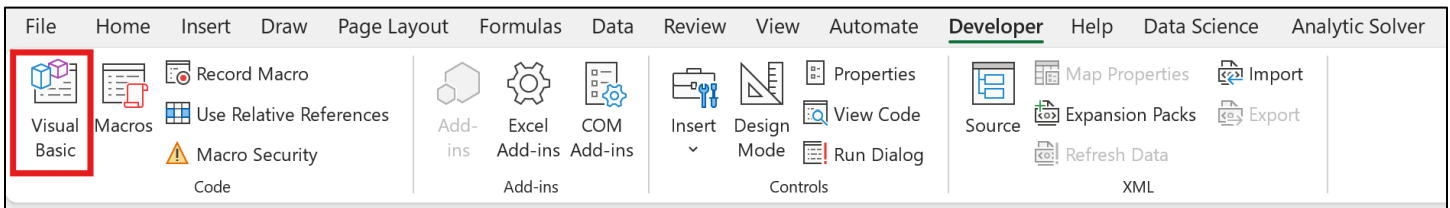
Note: This will bring up the VBA editor in a new window.

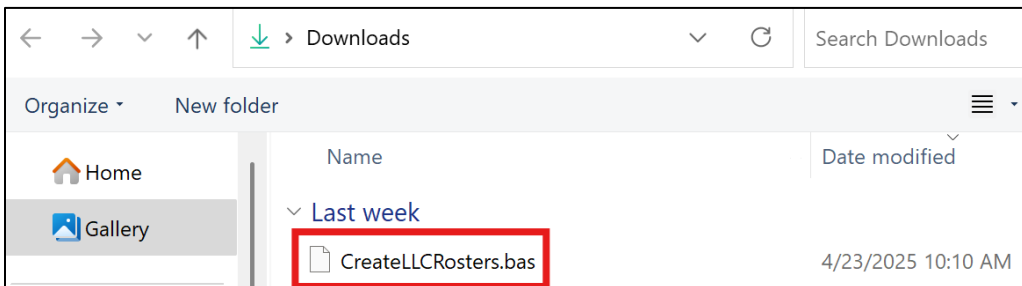**Step 14)** In the VBA editor, click on 'File.'
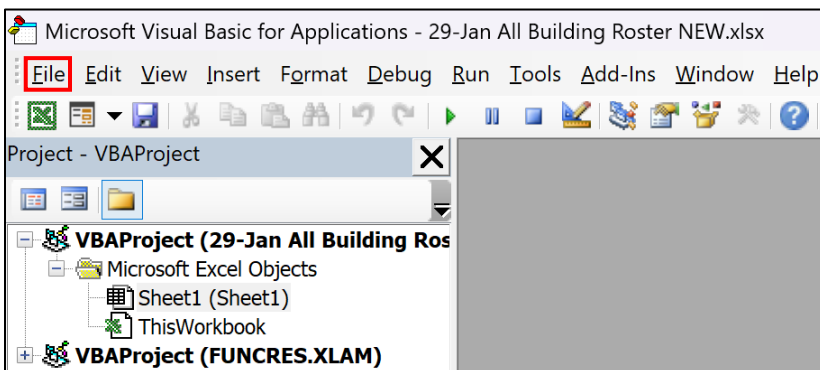
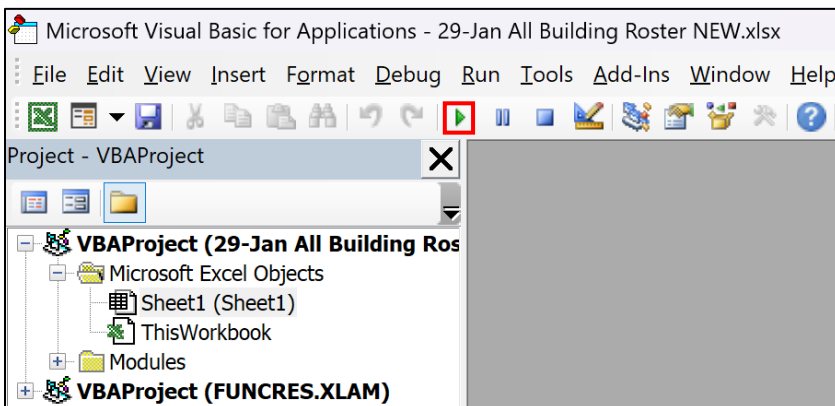**Step 15)** Click on 'Import File…'

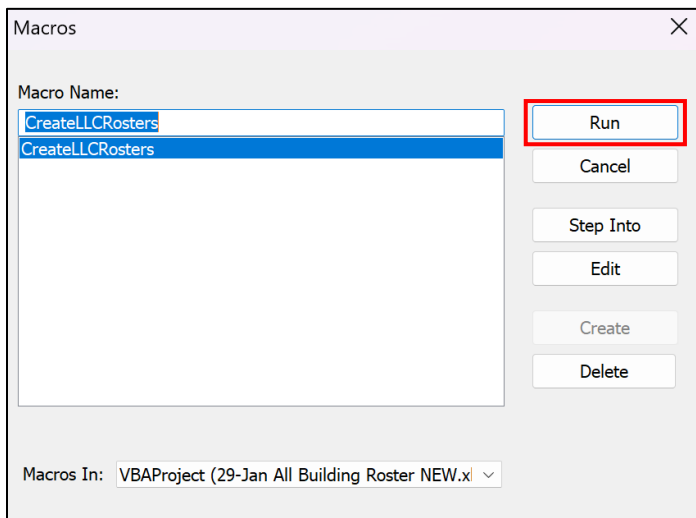**Step 16)** Select the **CreateLLCRosters.bas** file.

Note: This is the file we downloaded from GitHub in Step 7.
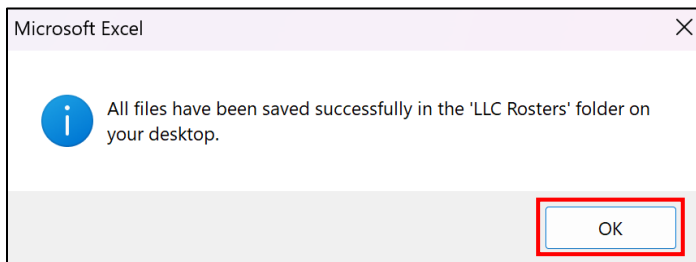
Step 17) Click on the 'Run Macro' icon.

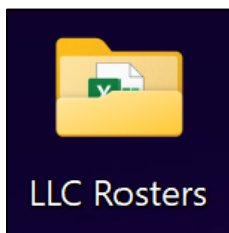**Step 18)** A new window will appear. Click on 'Run.'

Note: Do not click on or type anything in the VBA editor when the macro is running. The macro will take about 1 minute to run.

Step 19) After the macro has run, you will receive a success message. Click 'OK.'

Step 20) Navigate to your desktop and you will see an **LLC Rosters** folder. Open the **LLC Rosters** folder.

Step 21) In the **LLC Rosters** folder, you will see all 25 Living Learning Communities (LLCs) rosters.

LLC_Ally_Break_Roster Microsoft Excel Worksheet 9.12 KB	LLC_Ally_Roster Microsoft Excel Worksheet 12.1 KB	LLC_Arts_Architecture_Roster Microsoft Excel Worksheet 13.7 KB	LLC_BASH_Roster Microsoft Excel Worksheet 11.0 KB
LLC_BIOME_Roster Microsoft Excel Worksheet 10.5 KB	LLC_EARTH_Roster Microsoft Excel Worksheet 11.4 KB	LLC_ED_EQUITY_Roster Microsoft Excel Worksheet 13.2 KB	LLC_EHOUSE_Roster Microsoft Excel Worksheet 17.1 KB
LLC_EMS_Roster Microsoft Excel Worksheet 11.4 KB	LLC_FISE_Roster Microsoft Excel Worksheet 13.6 KB	LLC_Flourish_Roster Microsoft Excel Worksheet 9.90 KB	LLC_Forensics_Roster Microsoft Excel Worksheet 9.69 KB
LLC_FY_Education_Roster Microsoft Excel Worksheet 10.8 KB	LLC_FY_Liberal_Arts_Roster Microsoft Excel Worksheet 10.4 KB	LLC_FY_Veterans_Roster Microsoft Excel Worksheet 9.11 KB	LLC_Global_Engagement_Roster Microsoft Excel Worksheet
LLC_GLOBE_Roster Microsoft Excel Worksheet 11.8 KB	LLC_IST_House_Roster Microsoft Excel Worksheet 11.9 KB	LLC_Millennium_Scholars_Roster Microsoft Excel Worksheet	LLC_Paterno_Fellows_Roster Microsoft Excel Worksheet 9.07 KB
LLC_PGM_Roster Microsoft Excel Worksheet 9.72 KB	LLC_ROAR_Roster Microsoft Excel Worksheet 9.43 KB	LLC_ROTC_Roster Microsoft Excel Worksheet 13.5 KB	LLC_Schreyer_Honors_Housing_Roster Microsoft Excel Worksheet
LLC_WISE_Roster Microsoft Excel Worksheet 11.1 KB			

Congratulations! You have successfully ran the LLC Automation Macro!

Questions? Comments? Suggestions? Improvements?

Email or Teams Message me at amp7496@psu.edu

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