**README- SPECIFIC TO TEMPLATES (EXCEL) FOR UPLOAD**

**Purpose**Templates for uploading DataFrames are essential to ensure consistency and accuracy in data entry. They provide a structured format that minimizes errors, guiding users to include required fields and adhere to constraints. This not only improves user experience by simplifying data preparation but also enhances the reliability of data used by the smart class planning tool. A consistent format allows for efficient parsing and analysis, as the system can anticipate data in a predefined structure.

### **Available Templates**

* **DegreeWorksUpdated Excel Template:** Use this for DegreeWorks data preparation.
* **Graduate Study Plans Template:** Structure graduate study plans for processing.
* **4-Year Schedule Template:** Format the 4-year academic schedule data.

These templates are included in the repository and should be downloaded and stored for easy access when preparing data for the smart class planning tool.

The Graduate Study Plans Template and 4-Year Schedule Template should be copied and pasted directly into the provided format, making them immediately ready for use with the Smart Class Planning Tool once saved.. This approach minimizes effort for the end user.

### **Degree Works File Preparation**

The section following is specific to the Degree Works Template and shows the different steps to format the data in the template prior to upload.

Below is an example of how these templates are used. For convenience, all template files are saved in the Downloads folder.

#### **Steps to Prepare DegreeWorks Data:**

1. **Download the DegreeWorks PDF:** Obtain the necessary DegreeWorks report in PDF format.
2. **Convert to Excel:**
   * Use an online tool to convert the PDF into an Excel file, such as [Adobe's PDF to Excel tool](https://www.adobe.com/acrobat/online/pdf-to-excel.html).
3. **Format the Data:**
   * Open the converted Excel file and use the provided **DegreeWorksUpdated** template.
   * Copy and paste the relevant columns:
     + **Class**
     + **Class Name**
     + **Current HRs**
   * Ensure the data matches the template structure.
4. **Save the File:** Save the formatted Excel file in the appropriate folder for the tool to process.