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DIVISION OF STUDENT AFFAIRS
**TECHNOLOGY AND
ASSESSMENT**

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NOTE: This process only works within the Windows operating system.

File Cleansing and Combination

This first macro cleans each chapter file and combines them into a single large file that can then be uploaded to the IUIE.

1. On November 12, request that all houses send completed roster by December 3.
2. Save all rosters to a folder on the Desktop, and as **.xlsx files**. Do not remove these files from their folder during the roster cleaning process.
3. Add the Developer tab to the Ribbon in Microsoft Excel.
   a. Open Microsoft Excel.
   b. In Microsoft Excel, navigate to File > Options.
   c. Click "Customize Ribbon" in the left side navigation bar.
   d. Navigate to the menu on the right-hand side of the screen. Towards the bottom of the list, there should be a "Developer" option. Click the box to the left of the "Developer" option to turn this option on.
   e. Click OK.
4. Download the RosterCleaner(version).xlam file from email.
5. Save the file to an easily accessible location such as your Desktop.
6. Add the GreekRoster Add-In to Microsoft Excel.
   a. Navigate to the Developer tab in the Ribbon.
   b. In the Add-Ins section of the Developer tab, click on "Excel Add-Ins."
   c. On the right side of the menu, click on "Browse."
   d. Find the RosterCleaner(version).xlam file and click on it.
   e. Ensure that the box next to "Roster Cleaner (version)" is checked.
   f. Click "Ok."
7. Add roster cleaning macro, GreekRoster, to the Quick-Access Toolbar.
   a. Right click anywhere in the Ribbon and select "Customize Quick-Access Toolbar."
   b. Navigate to the "Choose commands from:" drop-down in the upper left corner of the screen.
   c. Select "Macros" from the drop-down list. This option should be near the top of the list.
   d. Scroll down to "GreekRoster," select it, and click "Add" in the center of the two option tables.
   e. Click "Ok."
   f. Check to make sure that the Add-In was added correctly. The Quick-Access Toolbar can be found below the Ribbon, and should now include the RosterCleaner add-in.
8. Click the icon representing RosterCleaner in the Quick-Access toolbar. The add-in will perform the intended data cleansing functions.
   a. When prompted, select the file which contains all of the Greek Rosters.
   b. If you are prompted to "Delete" any worksheets, delete them by clicking "Ok."
9. Complete the same process as the RosterCleaner macro with the FileCombo macro.
10. Send the newly created 'Greek Clean' combined file to PERSON using Slashtmp.
   a. Navigate to slashtmp.iu.edu.
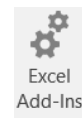
b. Scroll down to "Choose the version appropriate for your needs:" and select "CRITICAL version."
c. Click on "Get Started!"
d. Select your combined file as the file to upload. Set a file description and encryption password.
e. Enter PERSON's email address: EMAIL.
f. Click on "Send Links."

11. Once PERSON has pulled the report from the IUIE, they will send the files back to you via Slashtmp.

Chapter File Separation

After running this first macro, the file will be uploaded to the IUIE. Once the file has been run through the IUIE, additional columns will be present, and all chapters will still be a part of one large file. The second macro separates the large file into single-chapter files and names the files after the chapter they represent.

1. Receive the IUIE file from PERSON via Slashtmp. Remember that you only have one chance to enter the correct password into Slashtmp, so ensure that they send you the correct password ahead of time.
2. Download the File Split (version).xlam file from email or group drive.
3. Save the file to an easily accessible location such as your Desktop.
4. Add the File_Split Add-In to Microsoft Excel.
    a. Open Microsoft Excel.
    b. Navigate to the Developer tab in the Ribbon. If you removed the Developer tab after running the previous macro, follow the steps in the first macro process to re-install it.
    c. In the Add-Ins section of the Developer tab, click on "Excel Add-Ins."
    d. On the right side of the menu, click on "Browse."
    e. Find the File Split (version).xlam file and click on it.
    f. Ensure that the box next to "File Split (version)" is checked.
    g. Click "Ok."
5. Add file split macro, File Split, to the Quick-Access Toolbar.
    a. Right click anywhere in the Ribbon and select "Customize Quick-Access Toolbar."
    b. Navigate to the "Choose commands from:" drop-down in the upper left corner of the large selection area.
    c. Select "Macros" from the drop-down list. This option should be near the top of the list.
    d. Scroll down to "File Split," select it, and click "Add" in the center of the two option tables.
    e. Click "Ok."
    f. Check to make sure that the Add-In was added correctly. The Quick-Access Toolbar can be found below the Ribbon, and should now include the File Split add-in. Mouse over the new icon in the Quick-Access toolbar to ensure that the File Split macro was added.
6. Open the IUIE output file and select a cell anywhere in the file.
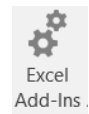
7. Click the icon representing File Split in the Quick-Access toolbar. Ensure that the initial IUIE file is front and center on your desktop. The add-in will perform the intended data cleansing functions.
   a. NOTE: THIS STEP TAKES UP TO 10 MINUTES, AND YOUR SCREEN WILL NOT SHOW ANY PROGRESS DURING THE ROSTER SEPARATION PROCESS. Do NOT click anywhere in the screen as the file separation is happening. We recommend getting a cup of coffee and coming back.
8. When all of the rosters have been separated, a dialog box stating "Your rosters have been separated. Find them on the Desktop." will appear on your screen the initial IUIE file. At that point, the process is complete, and you will have a clean file for each chapter in a folder named "GreekSplit_(TODAY'S DATE)" on your Desktop.

Troubleshooting

1. The program did not run on all of the roster files.
   a. Ensure that all roster files are saved to one folder. The Excel Add-In works by looping over all of the files within the folder you select when the dialog box requests it.
2. The program loops over one file and then says it cannot create another file with that name.
   a. Ensure that each file refers to a different Greek house, and that no file includes data from multiple houses. The newly cleaned files are named based on the house in the first row of data, and thus will not be created if there are duplicate houses in the first data row of any file.
3. The Add-In returns a different error.
   a. Errors could occur as a result of Microsoft Excel updates or other issues. Email PERSON at EMAIL or Hannah Eli at hreli@iu.edu to report the issue. This document will be updated to reflect known issues as they appear.
4. The intended user is not able to download the Slashtmp file.
   a. You will have to send the file again, as passwords can only be entered once for a Slashtmp file. Ensure that you have emailed the correct password to the intended recipient, and that you have entered the intended recipient's email into the Slashtmp portal correctly.
5. You received a Path/File Access Error dialog box.
   a. Each of the macros creates a file or a folder. If the macro sees that the file it is trying to create is already on the Desktop, it will not be able to create the file. To solve this error, delete any files that were created by running the macro on which the issue is occurring.