

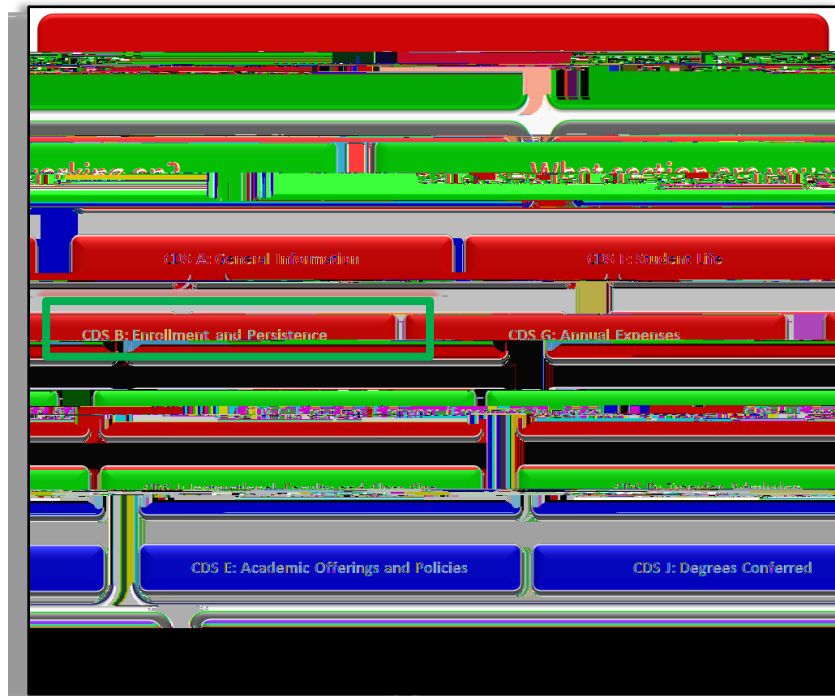
[RECYCLE, REDUCE, AND REUSE EXTERNAL SURVEYS!]

How to Operate the External Survey Database

1. When opening the database, enable the macros to ensure the database will work. (Note: This will appear in a yellow bar under the toolbar in Excel).
2. The first screen will ask if the Common Data Set has been completed.
 - a. If selecting YES
 - b. If selecting NO



3. The screen will refresh to the Common Data Set menu. Select the section of the survey that needs to be completed (e.g. CDS B: Enrollment and Persistence).



4. Once a section has been selected, the screen will refresh to the question comparison section. This contains the questions, the source to obtain the data, and information needed for completion of the survey section. Once completed, click the 'Save' button.

How to Customize the Database Sources for Your Institution

1. Within the Excel database, the survey questions are contained on the black tabs and begin on the 16th tab of the workbook.



2. On each tab there is an and a . Generally, this is the column that may need to be customized depending on your institution's data.

