

AK

AL

4

17

AR	AZ	CA	CO	CT	DC	DE	FL	GA	GU	HI	IA
18	17	99	32	9	1	5	57	52	1	8	12

ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO
11	45	13	1762	6	14	25	27	2	28	11	117

MS	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK
6	2	33	1	15	1	25	3	5	45	16	207

OR	PA	PR	RI	SC	SD	TN	TX	UT	VA	WA	WI
7	27	2	1	13	2	25	198	9	22	15	19

WV

WY

4

3

## EDEE Template Instructions:

1. Enter your data on the EDEE TEMPLATE tab.

- a. Your template should contain two rows of data. Each field in row 1 should contain a state abbreviation, and row 2 should contain the count of EDEE in that state.
- b. You do not need to populate data for all 50 states; only add data for the states where students were located while participating in exclusively distance education enrollment. Please include counts for your home state and non-SARA member states, if applicable.
- c. Row 1 will only accept values that match a pre-programmed state abbreviation. Each cell in Row 1 has a drop-down list with state abbreviations. Acceptable values can also be found on the State Lookup tab. Idaho is the exception to this rule - please use "IDAHO" instead of "ID".
- d. If you are copying data from another spreadsheet, please be sure your values match those on the State Lookup tab, or you will receive an error.
- e. If your data is in long format (i.e. each row representing a state), it may be helpful to create a pivot table with the state as columns and EDEE count as values, and then copy those values into the template.
- f. If you include any additional fields (like a summary to confirm your total), please delete these fields before you save your file.

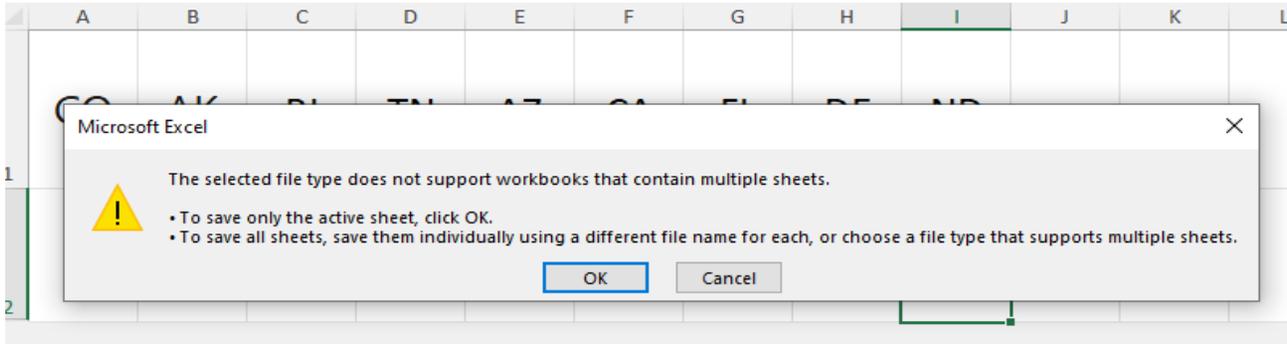
Sample populated template. This is an example only. Do not enter your data here. Enter your institution's data on the

	A	B	C	D	E	F	G	H	I
1	CO	AK	RI	TN	AZ	CA	FL	DE	SC
2	5	6	4	8	9	156	222	5	1

2. Save your data as a .csv file.

To save your completed worksheet, use the **Save As** feature in your spreadsheet software and choose .csv as the file type. Comma-separated values files (.csv) are plain text files that store the data in a table-structured format. This file type is required to upload the data to the data reporting portal.

- a. Please be sure the EDEE Template tab is showing on your screen when saving.
- b. You will likely be prompted to save only the active sheet (i.e. the tab showing on your screen) – click ok.



3. Upload your file here:

<https://nc-sara.my.site.com/data/s/>

! EDEE TEMPLATE tab.:

Alabama (AL)	AL
Alaska (AK)	AK
American Samoa (AS)	AS
Arizona (AZ)	AZ
Arkansas (AR)	AR
California (CA)	CA
Colorado (CO)	CO
Connecticut (CT)	CT
Delaware (DE)	DE
District of Columbia (DC)	DC
Federated States of Micronesia (FM)	FM
Florida (FL)	FL
Georgia (GA)	GA
Guam (GU)	GU
Hawaii (HI)	HI
Idaho (ID)	IDAHO
Illinois (IL)	IL
Indiana (IN)	IN
Iowa (IA)	IA
Kansas (KS)	KS
Kentucky (KY)	KY
Louisiana (LA)	LA
Maine (ME)	ME
Maryland (MD)	MD
Massachusetts (MA)	MA
Marshall Islands (MH)	MH
Michigan (MI)	MI
Minnesota (MN)	MN
Mississippi (MS)	MS
Missouri (MO)	MO
Montana (MT)	MT
Nebraska (NE)	NE
Nevada (NV)	NV
New Hampshire (NH)	NH
New Jersey (NJ)	NJ
New Mexico (NM)	NM
New York (NY)	NY
North Carolina (NC)	NC
North Dakota (ND)	ND
Northern Mariana Islands (CNMI)	CNMI
Ohio (OH)	OH
Oklahoma (OK)	OK
Oregon (OR)	OR
Palau (PW)	PW
Pennsylvania (PA)	PA

Puerto Rico (PR)	PR
Rhode Island (RI)	RI
South Carolina (SC)	SC
South Dakota (SD)	SD
Tennessee (TN)	TN
Texas (TX)	TX
U. S. Virgin Islands (VI)	VI
Utah (UT)	UT
Vermont (VT)	VT
Virginia (VA)	VA
Washington (WA)	WA
West Virginia (WV)	WV
Wisconsin (WI)	WI
Wyoming (WY)	WY