

Technical Tips for Working with the 2011-2012 Excel based Application

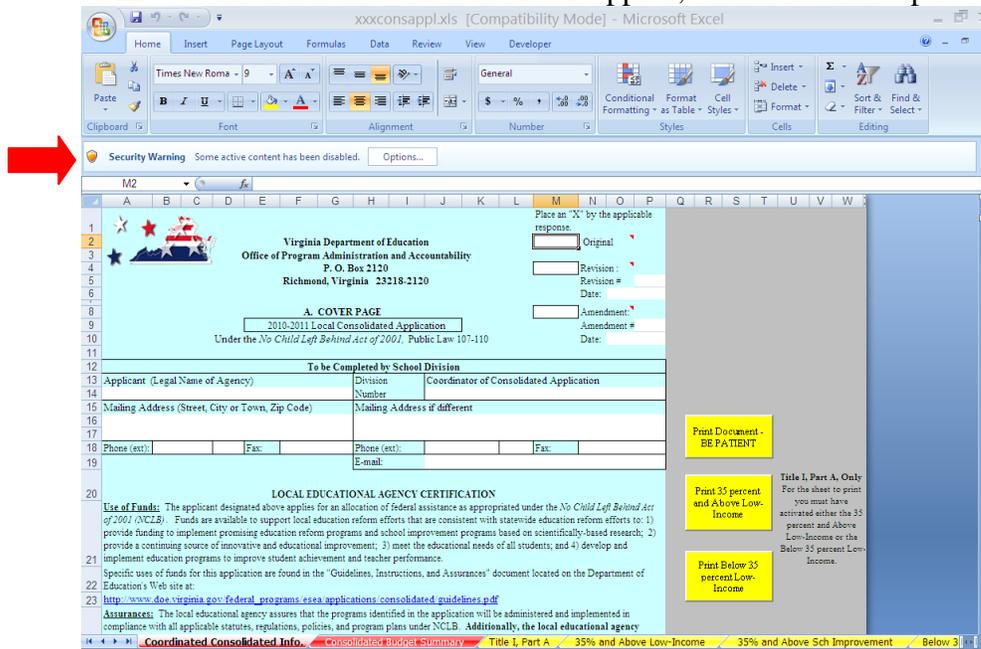
Section 1: Getting Started with the Application

1. Download the appropriate Excel file from http://www.doe.virginia.gov/federal_programs/esea/applications/index.shtml, depending on whether the consolidated application or the individual title applications are desired.
2. **For Excel 2003 and earlier versions**
Select the file. The following Security Warning should appear. Click “Enable Macros.” It is important that these macros are enabled in order for all sections of the application to be fully functional. If this box comes up, continue to Section 2. If the box did NOT appear, continue with step 3 below.



For Excel 2007

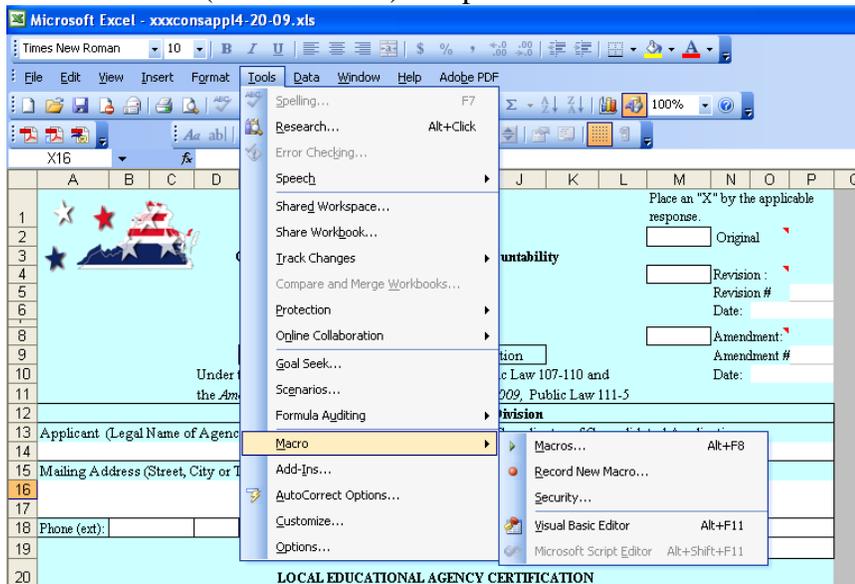
Select the file. The following Security Warning should appear. Click “Options .” Then select “Enable this content”. It is important that these macros are enabled in order for all sections of the application to be fully functional. If this bar appears, continue to Section 2. If the bar did NOT appear, continue with step 3 below.



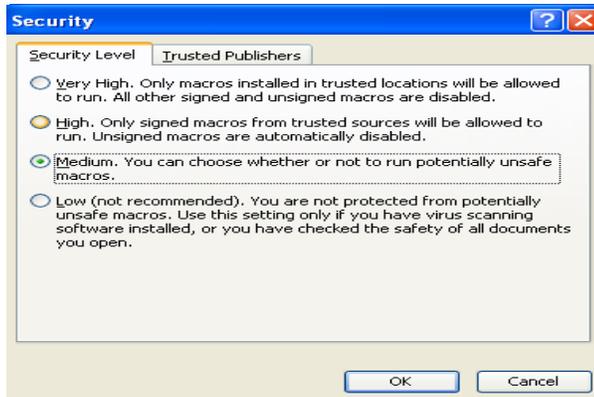
3. **For Excel 2003 and earlier versions**

If the Security Warning did not appear, follow the directions below from the open document page.

a. Select Tools (on the toolbar) and pull down to Macros and over to Security.



b. Select the radio button that says “Medium Security,” then click OK.



c. Close the Excel file.

d. Launch the application file again to ensure that the macros have been enabled.

For Excel 2007

If the Security Warning did not appear, that must mean that your macros are already enabled or blocked without notification. You can determine which by following the directions below from the open document page.

a. Select the Office button in the upper left hand corner.



Virginia Department of Education
Office of Program Administration and Accountability
P. O. Box 2120
Richmond, Virginia 23218-2120

A. COVER PAGE
2010-2011 Local Consolidated Application
Under the *No Child Left Behind Act of 2001*, Public Law 107-110

LOCAL EDUCATIONAL AGENCY CERTIFICATION
Use of Funds: The applicant designated above applies for an allocation of federal assistance as appropriated under the *No Child Left Behind Act of 2001 (NCLB)*. Funds are available to support local education reform efforts that are consistent with statewide education reform efforts to: 1) provide funding to implement promising education reform programs and school improvement programs based on scientifically-based research; 2) provide a continuing source of innovative and educational improvement; 3) meet the educational needs of all students; and 4) develop and implement education programs to improve student achievement and teacher performance.

Assurances: The local educational agency assures that the programs identified in the application will be administered and implemented in compliance with all applicable statutes, regulations, policies, and program plans under NCLB. Additionally, the local educational agency agrees by signing below to implement the general and program specific assurances located in the "Application Guidelines, Instructions, and Assurances" packet. The assurances and signed cover page are to be retained at the division level.

Certification: We hereby certify that, to the best of our knowledge, the information contained in this application is correct. The agency named

Print Document - BE PATIENT

Print 35 percent and Above Low-Income

Print Below 35 percent Low-Income

Title I, Part A. Only
For the sheet to print you must have activated either the 35 percent and Above Low-Income or the Below 35 percent Low-Income.

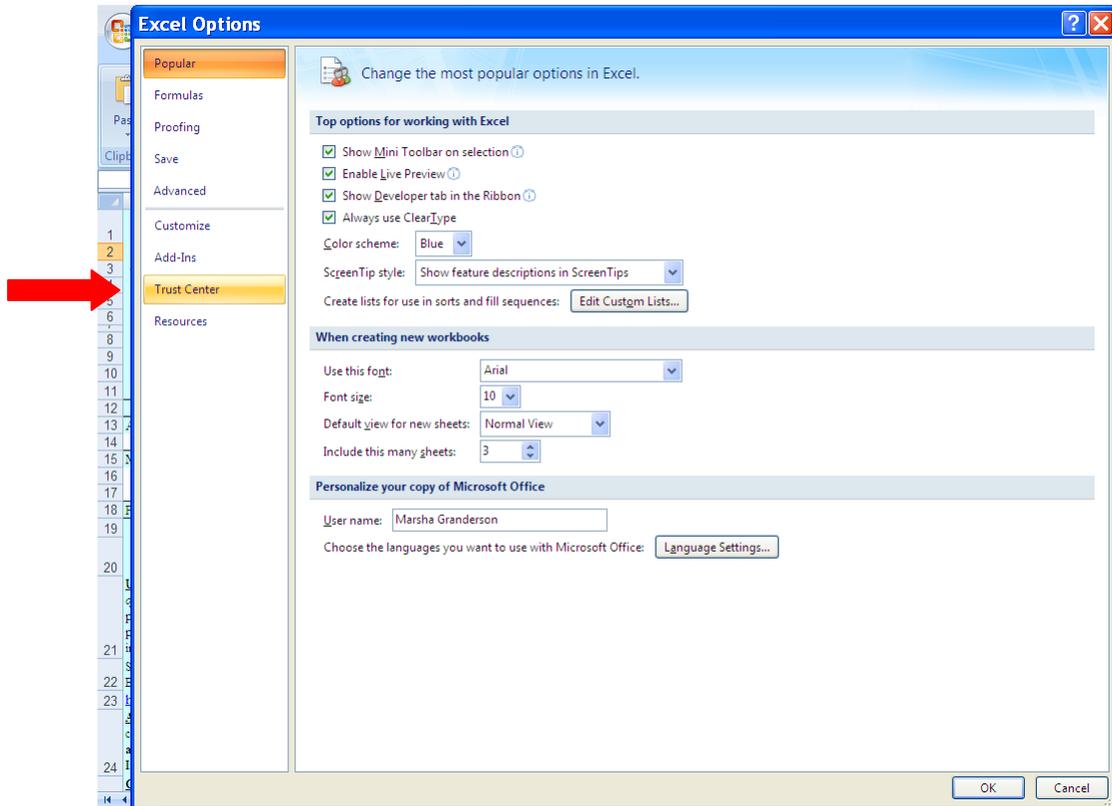
b. Select Excel Options

Recent Documents

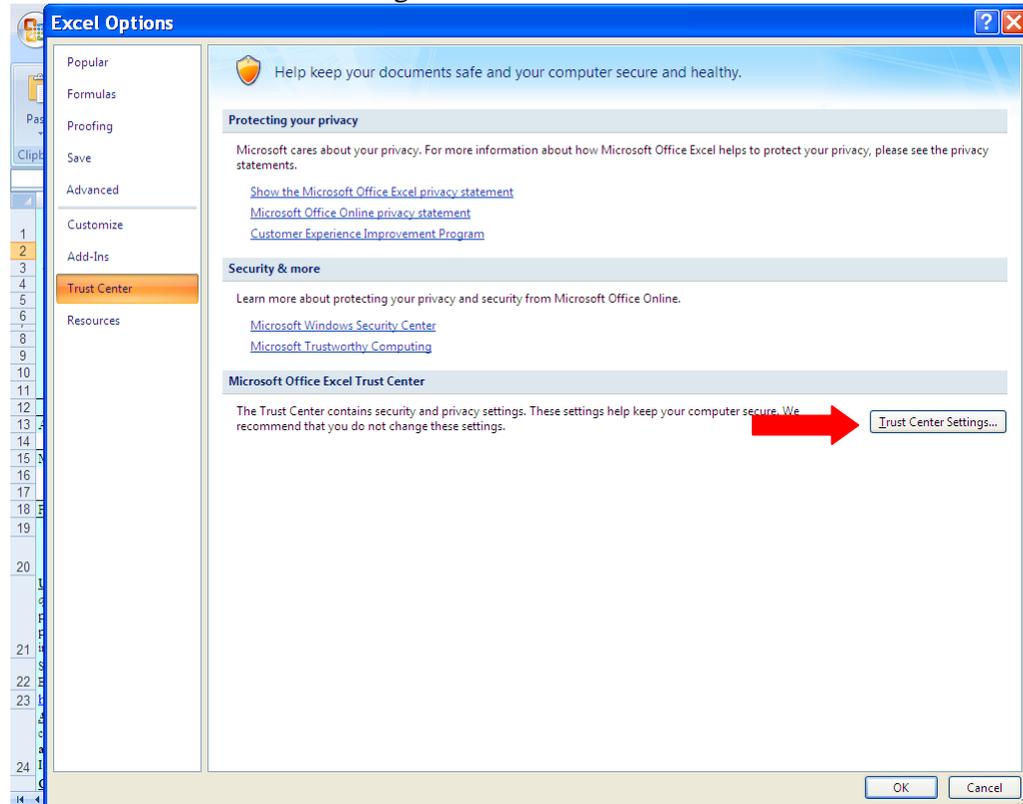
- 1 DirectedQuestions_AttD 4-20-10.xlsx
- 2 xxxconsappl.xls
- 3 xootitlec.xls
- 4 Budget Ledger 86784 08.xls
- 5 Budget Ledger 86784 09.xls
- 6 Budget Ledger 86783 09.xls
- 7 Budget Ledger 86614 09.xls
- 8 Budget Ledger 86783 08.xls
- 9 VADivisions120109.xls
- 10 VASchools120109.xls
- 11 Migrant Table for 2.3.6.1.xls
- 12 VA Title I Districts SY 2008-09.xls
- 13 ATV JV 86783 4-21-10.xlsx
- 14 ATV JV 86764 4-21-10.xlsx
- 15 ATV JV 86783 11-19-09.xls
- 16 ATV JV 86596 3-03-10.xls
- 17 2008-09 CSPR Part II verification_virginia.xls

Excel Options **Exit Excel**

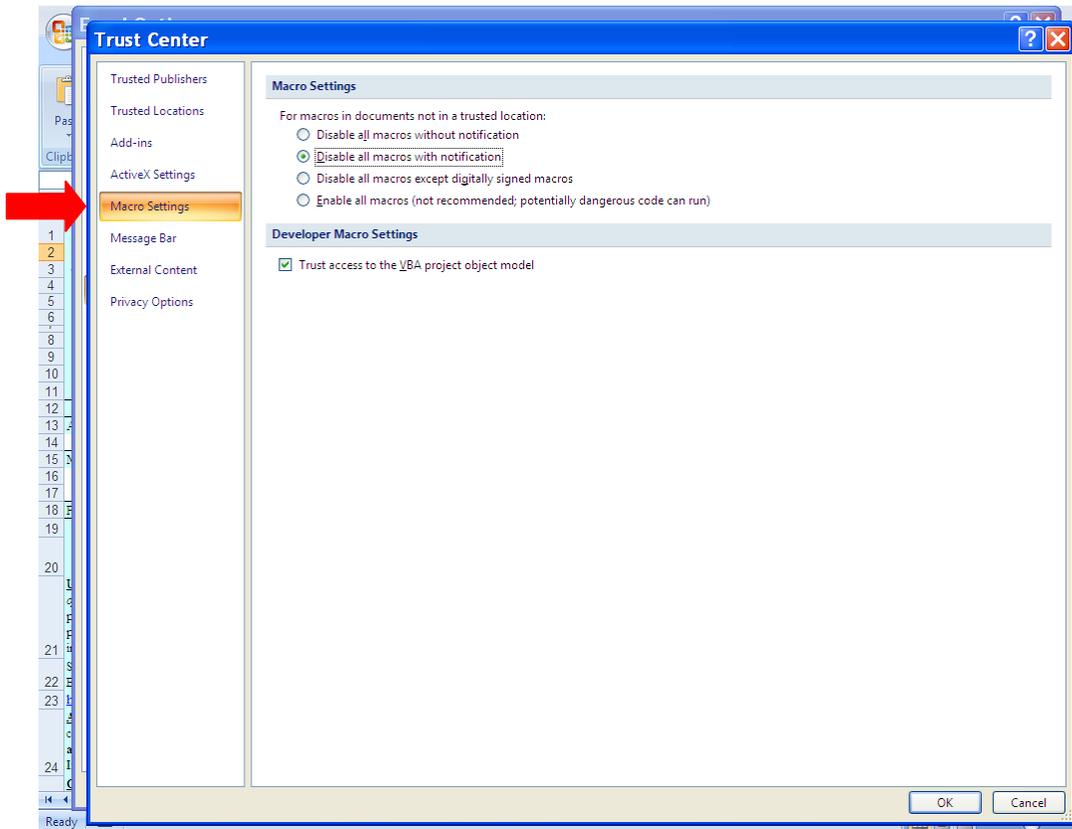
c. Select Trust Centers



d. Select Trust Center Settings



e. Select Macro Settings



- f. On this tab, you have several options. For the application macros to work, you should choose “Disable all macros with notification”.
- g. Close the Excel file.
- h. Launch the application file again. The following Security Warning should appear. Select “Options .” Then select “Enable this content”. It is important that these macros are enabled in order for all sections of the application to be fully functional. If this bar appears, continue to Section 2.

Section 2: Application Format

The Consolidated Application, Title I, Part A, Individual Application, Title I, Part D, Subpart 1, Title I, Part D, Subpart 2, and Title II, Part A, Individual Application have different sheets with each tab having an application component name. The other applications each remain on one sheet because of their size.

Microsoft Excel - xxxconsappl4-20-09.xls

Virginia Department of Education
Office of Program Administration and Accountability
P. O. Box 2120
Richmond, Virginia 23218-2120

A. COVER PAGE
2009-2010 Local Consolidated Application
Under the No Child Left Behind Act of 2001, Public Law 107-110 and
the American Recovery and Reinvestment Act of 2009, Public Law 111-5

To be Completed by School Division

Applicant (Legal Name of Agency)	Division Number	Coordinator of Consolidated Application
Mailing Address (Street, City or Town, Zip Code)	Mailing Address if different	
Phone (ext):	Fax:	Phone (ext):
		Fax:
		E-mail:

LOCAL EDUCATIONAL AGENCY CERTIFICATION

Use of Funds: The applicant designated above applies for an allocation of federal assistance as appropriated under the No Child Left Behind Act of 2001 (NCLB) and the American Recovery and Reinvestment Act of 2009 (ARRA). Funds are available to support local education reform efforts that are consistent with statewide education reform efforts to: 1) provide funding to implement promising education reform programs and school improvement programs based on scientifically-based research; 2) provide a continuing source of innovative and educational improvement; 3) meet the educational needs of all students; and 4) develop and implement education programs to improve student achievement and teacher performance. For school divisions receiving ARRA funds, the following four principles guide the use of funds: 1) spend funds quickly to save and create jobs; 2) improve student achievement through school improvement and reform efforts; 3) ensure transparency, reporting, and accountability; and 4) invest one-time ARRA funds in ways that do not result in unsustainable continuing commitments after the funding expires. Specific uses of funds for this application are found in the "Guidelines, Instructions, and Assurances" document located on the Department of Education's Web site.

Print Document - BE PATIENT

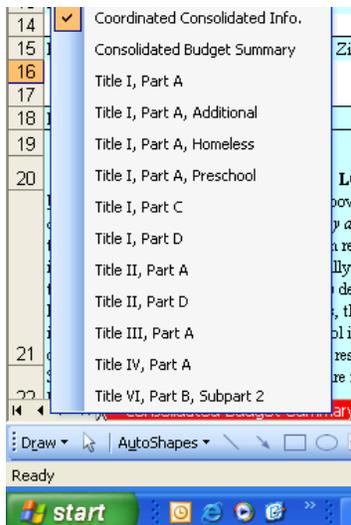
Print 35 percent and Above Low-Income

Print Below 35 percent Low-Income

Title I, Part A, Only
For the sheet to print you must have activated either the 35 percent and Above Low-Income or the Below 35 percent Low-Income.

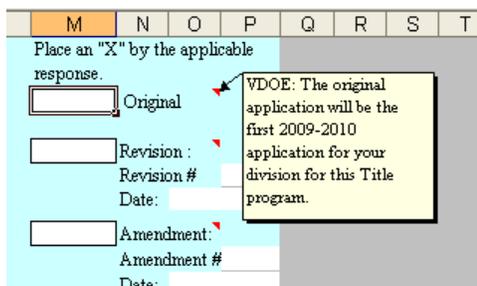
Coordinated Consolidated Info. Consolidated Budget Summary Title I, Part A Title I, Part A, Additional Title I, Part A, Homeless Title I, Part A

In order to move throughout the application, you may select on each tab to access the sheet or you may right click in the gray area at the bottom left of the screen as indicated below. This will show the name of each sheet in the file. Then select the desired sheet.



Section 3: General Tips

- a. **Comment boxes.** Throughout the document, helpful comments have been attached to particular cells. They are indicated by a small red indicator at the top right corner of the specific cell. The comments may be read by moving the mouse to place the cursor over the red indicator. It is not necessary to select. The comment box will appear when the cursor hovers over the red indicator.



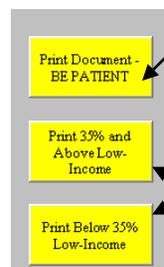
- b. **White cells.** Any white cells that are visible in the application are editable. It is recommended that you use the TAB key to move to each new area to enter data or text. You may also **double-click** in applicable cells in order to begin typing. *(Warning: a single click selects a cell. If data has previously been entered in the cell and the user single-clicks to begin typing, then all of the previous contents will be replaced by the new text; therefore, double-clicking is recommended.)*
- c. **Blue or gray cells.** These areas of the application have been locked and are not editable. Throughout the document, data will be calculated automatically and entered into these areas; however, the data may not be changed.

47	2009 - 2010 Allocation	2009 - 2010 Consolidated Yes or No	ELIGIBLE PROGRAMS	2010-2011 Consolidated Yes or No	2010 - 2011 Allocation Total
48					
49			Title I, Part A, Improving Basic Programs	No	

These blue cells are automatically populated, based on selections made by the user. They are not changeable.

Any white cells are areas that may be edited by the user.

- d. **Print and Preview buttons.** These yellow buttons located on the applications include a combination of portrait and landscape pages. (Consolidated, Title I, Part A, and Title II, Part D.) Use the “Print Entire Document – BE PATIENT” button when an entire print-out is desired. Macros are working in the background to optimize the printing process, so various sections of the document may appear to be slightly delayed, but all pages WILL print out.



Step 1: Click this button to print out entire document when portrait and landscape pages are present. After this is completed go to step 2.

Step 2: Title I, Part A, Only
Click on the appropriate button **after** the application is completed and you are ready to print.

- e. **Alt-Enter.** In sections of the document when a new line is desired, do NOT use the Enter key. (Doing so will drop the cursor to the next cell.) Instead, use the Alt-Enter key. Areas where this will be useful include the Address boxes on the first page, and any areas where large amounts of text are entered, such as the Program Overview, Coordination of Services, and Measurable Objectives/Activities. A comment box has been included with each of these sections as a reminder.

<ul style="list-style-type: none"> - All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics. - By the end of the 2005-2006 school year, all students will be taught by highly qualified teachers. - All students will be educated in learning environments that are safe, drug free, and conducive to learning. - All students will graduate from high school. 	<p>To enter a "hard" carriage return at the end of a paragraph, press ALT+ENTER.</p>
<p>the high school eighth grade disabled and disadvantaged populations continue to be the students that have the most difficulty</p>	

- f. **Dropdown selection boxes.** In sections of the application, the user will be able to select from a drop down list. These boxes will be indicated by a downward arrow when the cell is selected. Scroll down to make your selection and release the mouse button. If an attempt is made to type into these cells rather than use the drop-down selector, an error message will pop up on the screen. If that happens, delete the contents of the cell, click outside of the cell to clear the selection, and then click on the dropdown arrow to make the correct selection.

To be Completed by S	
13 Applicant (Legal Name of Agency)	Division
14	Number
15 DINWIDDIE COUNTY PUBLIC SCHOOLS	Rating
16 EMPORIA CITY PUBLIC SCHOOLS	Phone (e
17 ESSEX COUNTY PUBLIC SCHOOLS	Mail:
18 FAIRFAX CITY PUBLIC SCHOOLS	AGE
19 FAIRFAX COUNTY PUBLIC SCHOOLS	
20 FALLS CHURCH CITY PUBLIC SCHOOLS	
FALLOUTER COUNTY PUBLIC SCHOOLS	
FLOYD COUNTY PUBLIC SCHOOLS	

Use of Funds: The applicant designated above applies for an allocation of fe
of 2001. Funds are available to support local education reform efforts that are

Use the drop-down arrow to make a selection.

To be Completed by School Division		
Applicant (Legal Name of Agency)	Division	Coordinator of Consolidated Application
Alex. City Schls	Number 002	

Microsoft Excel

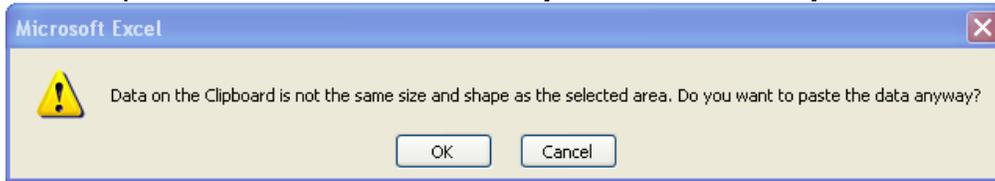
Use the drop-down list to select your Legal Name. If your Legal Name needs updating, please contact Rebecca Marable @804-371-0044.

In this instance, the user attempted to type in the box rather than use the drop-down arrow. Click the Cancel button and then make the selection using the drop-down arrow.

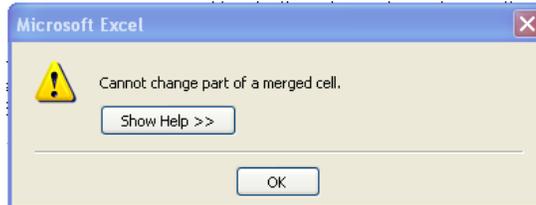
g. **Working with Lengthy Text Passages**

The Program Overview and Coordination of Services sections of the document have been split into paragraph sized cells to ensure proper text wrapping and ease of use. When typing directly into the section, once the first text cell has been filled, press the tab key, or double click into the next cell, to continue typing.

When copying and pasting from another document, it is recommended that one paragraph at a time be entered. Be sure to **DOUBLE CLICK** before pasting text from another document. Attempting to paste after single clicking to select a cell will result in the following error messages:

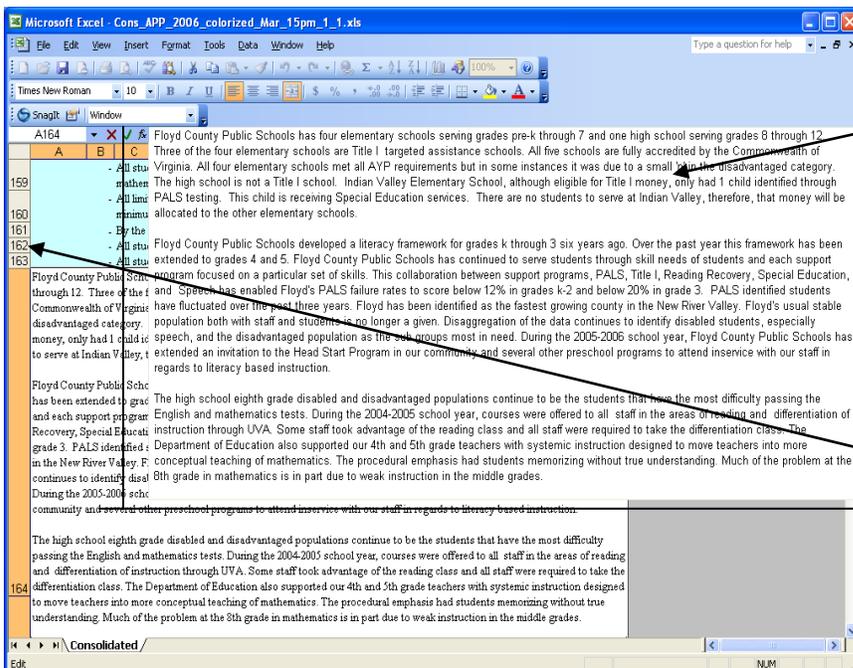


Upon clicking OK, the following message will appear:



If this occurs, click OK in each message, and then **DOUBLE CLICK** into the cell in order to paste the text.

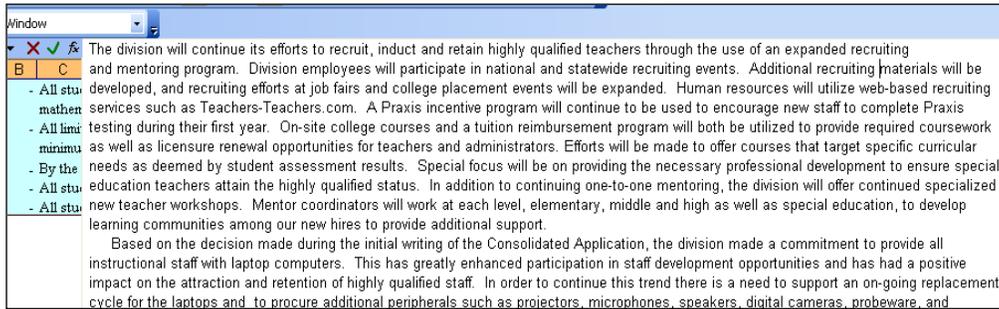
h. **Lengthy text passages – additional tips.** When entering lengthy amounts of text into the specific fields, text in the entry box may begin to overlay the text area of the page.



Work in this top (overlay) area. Double click to begin typing.

When finished or to preview the section, click off into any blue cell on the page.

4. On line two, locate the word that most closely lines up with the last visible word for line 1 (“recruiting”) and press the **Alt-Enter** keys. In this example, the words “materials will be” will drop to line 3.



Continue selecting the word at the end of each line that most closely lines up with the end of the previous line and press the **Alt-Enter** keys to pull the text down so that it will all be visible in the final document.

- i. **Cell Validation.** In the text passages, character limits have been placed on larger text cells. This is to allow text to remain visible. The limits vary on the size of the cells. If the character limit is exceeded you will see the message below:



If this occurs, the amount of text will need to be reduced.

- j. **Formulas.** Throughout the document, many formulas have been created in order to automatically perform various calculations pertinent to each page. In order to maintain formulas we request that you not cut and paste numbers.

Please contact Marsha Granderson, grants and reports manager, at Marsha.Granderson@doe.virginia.gov or at (804)786-1993 if technical issues arise in completing the application.