

Instructions for Using the EXCEL[®] Schedule Form

- (1) Go to the Co-op homepage at www.ohio.edu/engineering/coop
- (2) Click on Downloads and Online Forms
- (3) Click on the Schedule link, then click on Save as and save to your 3/12" Floppy drive or memory stick. Click the Save as type drop down arrow and select Microsoft Excel Workbook and type in Schedule-Last Name, First Initial (i.e. Schedule-Jolley,K) as the File name and click save. (NOTE: If Netscape doesn't allow you to download the file, try using Internet Explorer).
- (4) Go into Excel[®] and from the menu bar, pull down the "**File**" menu to the "**Open**" command. Select the 3 1/2" Floppy (A:) drive or drive where file is located. Find the file and double click on it. Your computer screen will display the co-op schedule template.
- (5) Begin entering your data in the appropriate "**fields**" (e.g., Student Name, Major, Year, Course #, and Credits) by placing the cursor in the appropriate blank of the respective field. Otherwise, when trying to enter data, you will be prompted with a message that states:
" ! Locked cells cannot be changed. "

If this happens, just click "**OK**", or hit Escape, and readjust the cursor to the given field, then enter the appropriate data.

NOTE: Enter the academic year in the format of #####-## (e.g. 2005-06) in the first column of the schedule grid. List all courses you will be taking (or have taken) during the academic year. The first year listed should include your first co-op. This schedule should include all courses through graduation.

NOTE: Credit hours will be totaled for each academic quarter

- (6) After entering ALL your schedule data on the template, make sure you save the changes.
- (7) After saving your schedule form, "**Exit**" EXCEL[®] from the "**File**" menu. Submit to the Co-op Office by e-mailing the file to Kelley Jolley at jolleyk@ohio.edu.
- (8) Save your disk!!! You must update your co-op schedule every time you change your proposed work schedule.