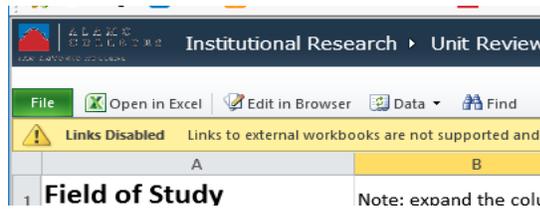


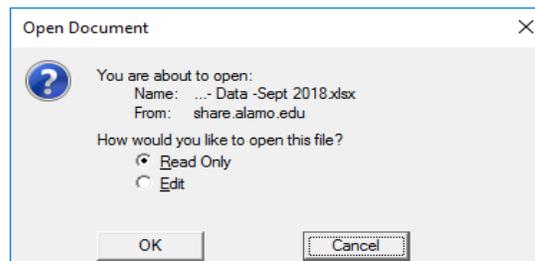
Instructions:

Open the Excel Report

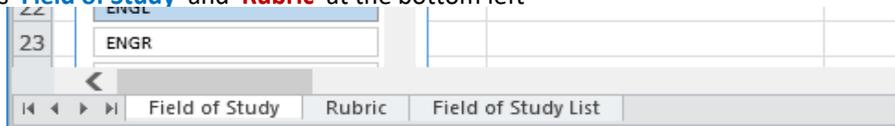
1. Visit the SAC-IR share site to gather the information
 - a. On a web browser go to the url <http://share.alamo.edu/sac/ire>
If the link does not work, go to <http://share.alamo.edu> > San Antonio College > College Services > Institutional Research
(may need to login with your SAC computer login credentials)
 - b. Click on **SAC Scores Data Feb 2020** Excel Report
 - c. If your computer has Microsoft Excel or another version of excel installed you may open the report in Excel as follows (not required)
 - a. Click on "Open in Excel" at Top Left under black banner to make file handling easy



- b. Click 'OK' to open the file as 'Ready Only'



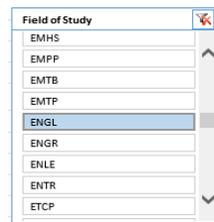
- c. Note the Tabs 'Field of Study' and 'Rubric' at the bottom left



Field of Study Data

4. To fill the left hand side of the form (Field of Study Information), click on **Field of Study** tab.

- a. Click on your **Field of Study** in the slicer to select



- b. Click on your **Major** in the slicer to select
 - c. If you cannot remember the Abbreviations for the Field of Study/Major 'Filed of Study List' tab and check the list
 - d. record in the boxes only the change (increase with a + and reduction with a -)

Rubric

5. To fill the right hand side of the form (Rubric Information), click on **Rubric** tab.
 - a. Click on your course Rubric in the slicer to select the data for the rubric
 - b. Record in the boxes only the change (increase with a + and reduction with a -)