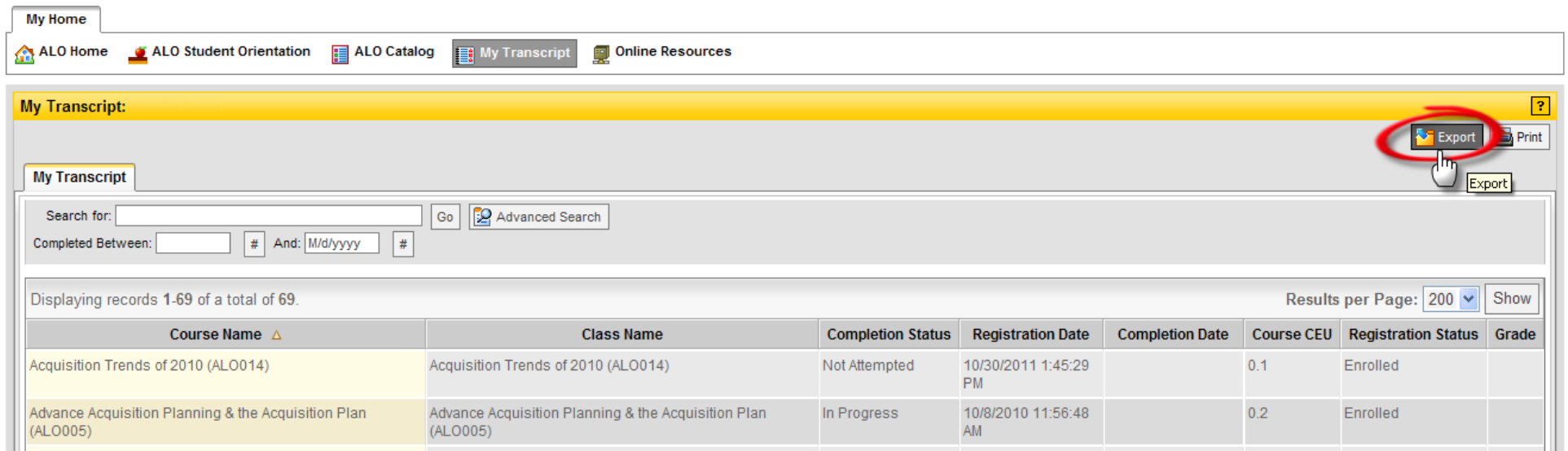


How Do I Total the CEUs in My Transcript?

Step 1: Select "My Transcript" from the My Home Tab

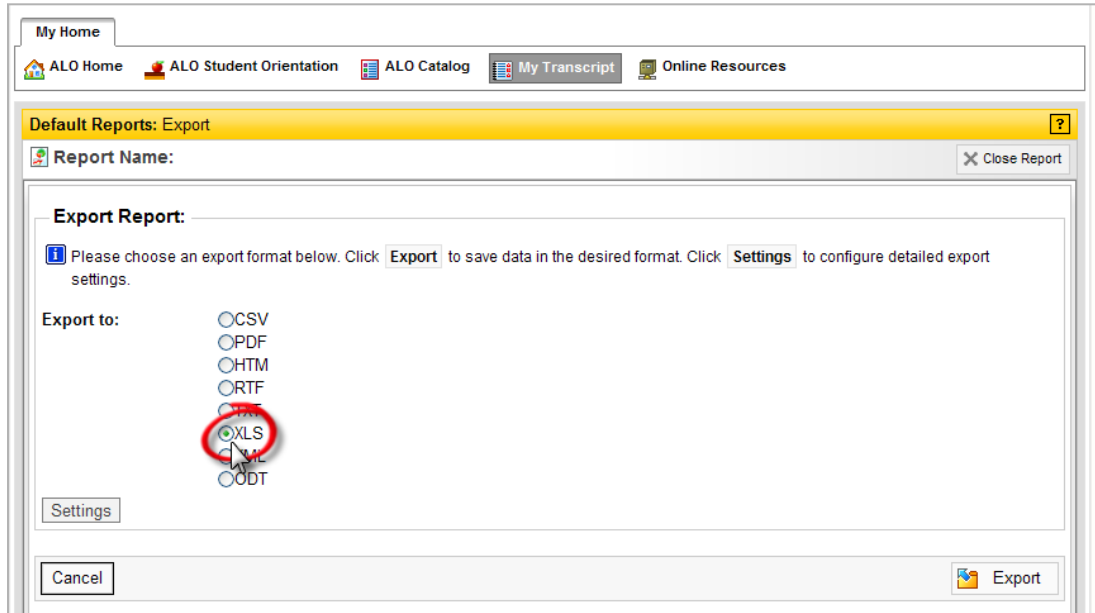
Step 2: Select the "Export" button located on the upper right hand side of the page (shown below)



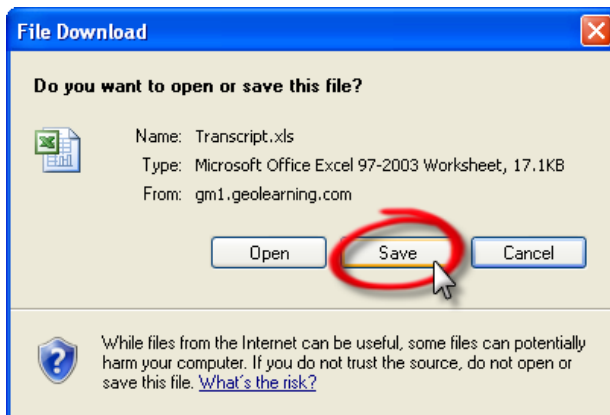
The screenshot shows a web interface for a student's transcript. At the top, there is a navigation bar with tabs for 'My Home', 'ALO Home', 'ALO Student Orientation', 'ALO Catalog', 'My Transcript', and 'Online Resources'. Below this is a yellow header for 'My Transcript:' with a help icon. In the top right corner of this section, there are two buttons: 'Export' and 'Print'. The 'Export' button is circled in red, and a mouse cursor is pointing at it. Below the header is a search area with a 'Search for:' field, a 'Go' button, and an 'Advanced Search' link. There are also fields for 'Completed Between:' and 'And: M/d/yyyy'. Below the search area, it says 'Displaying records 1-69 of a total of 69.' and 'Results per Page: 200' with a dropdown menu and a 'Show' button. The main content is a table with the following data:

Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
Acquisition Trends of 2010 (ALO014)	Acquisition Trends of 2010 (ALO014)	Not Attempted	10/30/2011 1:45:29 PM		0.1	Enrolled	
Advance Acquisition Planning & the Acquisition Plan (ALO005)	Advance Acquisition Planning & the Acquisition Plan (ALO005)	In Progress	10/8/2010 11:56:48 AM		0.2	Enrolled	

Step 3: Select “XLS” for the export report type (shown below). And then select the “Export” button located in the bottom right hand corner of this page.

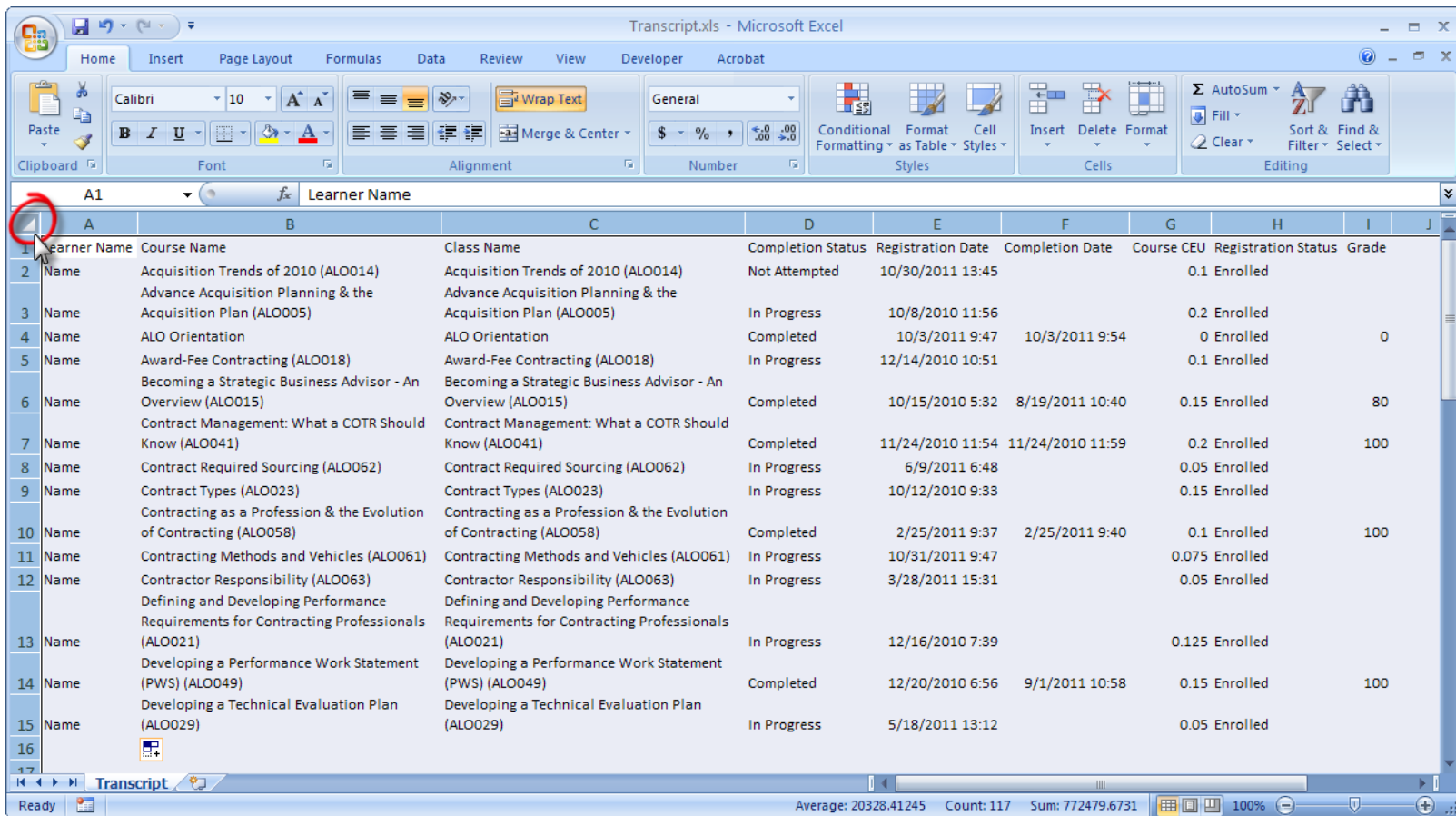


Step 4: Save this file to your computer



Step 5: Open up the XLS file in Microsoft Excel

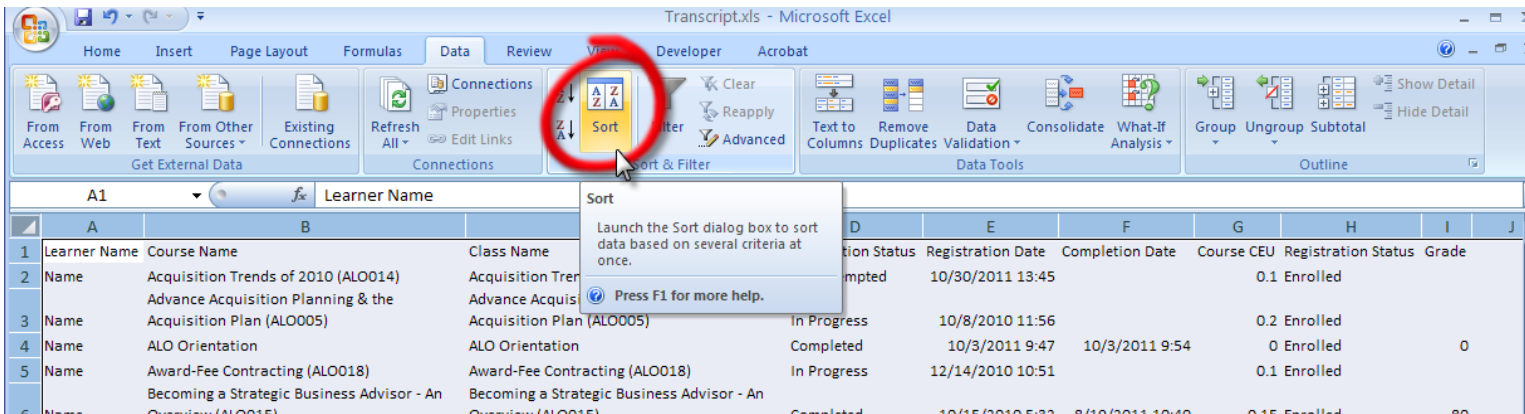
Step 6: Select all Columns and Rows in the Excel file. To do this, simply select the triangle in the upper left hand corner of the spreadsheet (shown below)



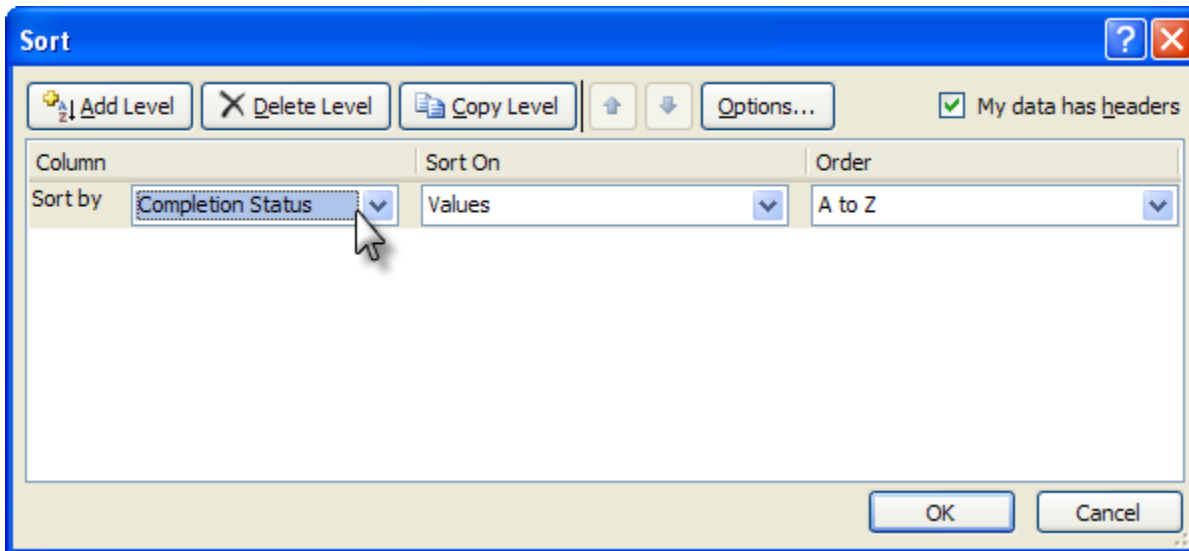
The screenshot shows the Microsoft Excel interface with the file 'Transcript.xls' open. The ribbon is set to 'Home'. The spreadsheet contains a table with the following data:

Learner Name	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
Name	Acquisition Trends of 2010 (ALOO14)	Acquisition Trends of 2010 (ALOO14)	Not Attempted	10/30/2011 13:45		0.1	Enrolled	
Name	Advance Acquisition Planning & the Acquisition Plan (ALOO05)	Advance Acquisition Planning & the Acquisition Plan (ALOO05)	In Progress	10/8/2010 11:56		0.2	Enrolled	
Name	ALO Orientation	ALO Orientation	Completed	10/3/2011 9:47	10/3/2011 9:54	0	Enrolled	0
Name	Award-Fee Contracting (ALOO18)	Award-Fee Contracting (ALOO18)	In Progress	12/14/2010 10:51		0.1	Enrolled	
Name	Becoming a Strategic Business Advisor - An Overview (ALOO15)	Becoming a Strategic Business Advisor - An Overview (ALOO15)	Completed	10/15/2010 5:32	8/19/2011 10:40	0.15	Enrolled	80
Name	Contract Management: What a COTR Should Know (ALOO41)	Contract Management: What a COTR Should Know (ALOO41)	Completed	11/24/2010 11:54	11/24/2010 11:59	0.2	Enrolled	100
Name	Contract Required Sourcing (ALOO62)	Contract Required Sourcing (ALOO62)	In Progress	6/9/2011 6:48		0.05	Enrolled	
Name	Contract Types (ALOO23)	Contract Types (ALOO23)	In Progress	10/12/2010 9:33		0.15	Enrolled	
Name	Contracting as a Profession & the Evolution of Contracting (ALOO58)	Contracting as a Profession & the Evolution of Contracting (ALOO58)	Completed	2/25/2011 9:37	2/25/2011 9:40	0.1	Enrolled	100
Name	Contracting Methods and Vehicles (ALOO61)	Contracting Methods and Vehicles (ALOO61)	In Progress	10/31/2011 9:47		0.075	Enrolled	
Name	Contractor Responsibility (ALOO63)	Contractor Responsibility (ALOO63)	In Progress	3/28/2011 15:31		0.05	Enrolled	
Name	Defining and Developing Performance Requirements for Contracting Professionals (ALOO21)	Defining and Developing Performance Requirements for Contracting Professionals (ALOO21)	In Progress	12/16/2010 7:39		0.125	Enrolled	
Name	Developing a Performance Work Statement (PWS) (ALOO49)	Developing a Performance Work Statement (PWS) (ALOO49)	Completed	12/20/2010 6:56	9/1/2011 10:58	0.15	Enrolled	100
Name	Developing a Technical Evaluation Plan (ALOO29)	Developing a Technical Evaluation Plan (ALOO29)	In Progress	5/18/2011 13:12		0.05	Enrolled	

Step 7: Select the "Data" tab and then select "Sort" (shown below)



Step 8: Sort by "Completion Status" (as shown below). This will bring all of your completed courses to the top of the spreadsheet.



Step 11: Select all values in the column "Course CEU" (as shown below).

	A	B	C	D	E	F	G	H	I	J
1	Learner Name	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade	
2	Name	ALO Orientation	ALO Orientation	Completed	10/3/2011 9:47	10/3/2011 9:54	0	Enrolled	0	
3	Name	Becoming a Strategic Business Advisor - An Overview (ALOD15)	Becoming a Strategic Business Advisor - An Overview (ALOD15)	Completed	10/15/2010 5:32	8/19/2011 10:40	0.15	Enrolled	80	
4	Name	Contract Management: What a COTR Should Know (ALOD41)	Contract Management: What a COTR Should Know (ALOD41)	Completed	11/24/2010 11:54	11/24/2010 11:59	0.2	Enrolled	100	
5	Name	Contracting as a Profession & the Evolution of Contracting (ALOD58)	Contracting as a Profession & the Evolution of Contracting (ALOD58)	Completed	2/25/2011 9:37	2/25/2011 9:40	0.1	Enrolled	100	
6	Name	Developing a Performance Work Statement (PWS) (ALOD49)	Developing a Performance Work Statement (PWS) (ALOD49)	Completed	12/20/2010 6:56	9/1/2011 10:58	0.15	Enrolled	100	
7										
8										
9										
10										
11										
12										

Ready | Transcript | Average: 0.12 | Count: 5 | Sum: 0.6 | 100%

Step 12: From the “Formulas” tab, select the “AutoSum” button (as shown below)

The screenshot shows the Microsoft Excel interface with the "Formulas" tab selected. The "AutoSum" button, represented by a sigma symbol (Σ), is highlighted with a red circle. Below the ribbon, a table is visible with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Learner Name	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade	
2	Name	ALO Orientation	ALO Orientation	Completed	10/3/2011 9:47	10/3/2011 9:54	0	Enrolled	0	
3	Name	Becoming a Strategic Business Advisor - An Overview (AL0015)	Becoming a Strategic Business Advisor - An Overview (AL0015)	Completed	10/15/2010 5:32	8/19/2011 10:40	0.15	Enrolled	80	
4	Name	Contract Management: What a COTR Should Know (AL0041)	Contract Management: What a COTR Should Know (AL0041)	Completed	11/24/2010 11:54	11/24/2010 11:59	0.2	Enrolled	100	
5	Name	Contracting as a Profession & the Evolution of Contracting (AL0058)	Contracting as a Profession & the Evolution of Contracting (AL0058)	Completed	2/25/2011 9:37	2/25/2011 9:40	0.1	Enrolled	100	
6	Name	Developing a Performance Work Statement (PWS) (AL0049)	Developing a Performance Work Statement (PWS) (AL0049)	Completed	12/20/2010 6:56	9/1/2011 10:58	0.15	Enrolled	100	
7										
8										
9										
10										
11										
12										

The status bar at the bottom shows "Average: 0.12 Count: 5 Sum: 0.6".

Step 13: Your total number of CEUs will appear (as shown below).

Transcript.xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Acrobat

fx Insert Function AutoSum Recently Used Financial Logical Text Date & Time Lookup & Reference Math More Functions Name Manager Define Name Use in Formula Create from Selection Defined Names Trace Precedents Trace Dependents Remove Arrows Show Formulas Error Checking Evaluate Formula Watch Window Calculation Options Calculate Now Calculate Sheet

G7 =SUM(G2:G6)

	A	B	C	D	E	F	G	H	I	J
1	Learner Name	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade	
2	Name	ALO Orientation	ALO Orientation	Completed	10/3/2011 9:47	10/3/2011 9:54	0	Enrolled	0	
3	Name	Becoming a Strategic Business Advisor - An Overview (ALOO15)	Becoming a Strategic Business Advisor - An Overview (ALOO15)	Completed	10/15/2010 5:32	8/19/2011 10:40	0.15	Enrolled	80	
4	Name	Contract Management: What a COTR Should Know (ALOO41)	Contract Management: What a COTR Should Know (ALOO41)	Completed	11/24/2010 11:54	11/24/2010 11:59	0.2	Enrolled	100	
5	Name	Contracting as a Profession & the Evolution of Contracting (ALOO58)	Contracting as a Profession & the Evolution of Contracting (ALOO58)	Completed	2/25/2011 9:37	2/25/2011 9:40	0.1	Enrolled	100	
6	Name	Developing a Performance Work Statement (PWS) (ALOO49)	Developing a Performance Work Statement (PWS) (ALOO49)	Completed	12/20/2010 6:56	9/1/2011 10:58	0.15	Enrolled	100	
7							0.6			
8										
9										
10										
11										
12										

Ready Transcript Average: 0.2 Count: 6 Sum: 1.2 100%

Step 14: To convert CEUs to CLPs or PDUs, use the conversion chart below:

Conversion Chart:

.01 CEU = 1 PDU/1CLP

.075 CEUs = .75 PDUs/.75 CLPs

.15 CEUs = 1.5 PDUs/1.5 CLPs

.02 CEU = 2 PDUs/2 CLPs

In the example shown above, I accrued 0.6 CEUs. This converts to 6 total CLPs and 6 total PDUs.