

INSTRUCTIONS FOR COPYING SAI MODEL FORMULAS TO ACCOMMODATE INSTITUTIONS WITH STUDENT POPULATIONS LARGER THAN 10,000 STUDENTS

The SAI modeling tool can accommodate up to 10,000 rows of student data. If you have a larger student population, you will need to copy the model formulas into more rows to accommodate more data. Follow the instructions below to copy formulas.

Please be aware that adding rows will increase the file size, which may take several minutes for each action (copying, pasting, moving between tabs, saving). Shutting down other applications on your computer may help.

- Open SAI model Excel workbook
- In the Student Data tab, place your cursor in the Row 10,000 row label which will select the entire row
 - Copy the row (Edit/Copy)
 - Place your cursor in the Row 10,001 row label
 - Scroll down to the row representing the number of student records you wish to model, taking into account the data rows at the top (for instance, if you need 20,000 rows of student data, scroll to Row 20,009)
 - Hold down the Shift key while selecting the row label for the number of rows you require. This will select all of the rows from Row 10,001 to the number of rows you require.
 - Paste the copied formulas (Edit/Paste)
- Repeat the above steps for each of the following tabs:
 - Calcs
 - SAI
 - Pell
 - Summary Data
 - Pell Compare
- In the SAI Compare tab, copy
 - Select Columns H and M, right click and select Unhide
 - Select Row 10,000, columns A-K only
 - Copy those fields (Edit/Copy)
 - Select Columns A-K only
 - Place your cursor in the Row 10,001, column A
 - Scroll down to the row representing the number of student records you wish to model, taking into account the data rows at the top (for instance, if you need 20,000 rows of student data, scroll to Row 20,002)
 - Hold down the Shift key while selecting columns A-K for the number of rows you require. This will select all of the rows from Row 10,001 to the number of rows you require.
 - Paste the copied formulas (Edit/Paste)
- Save all changes
- Follow instructions for copying student data into the model