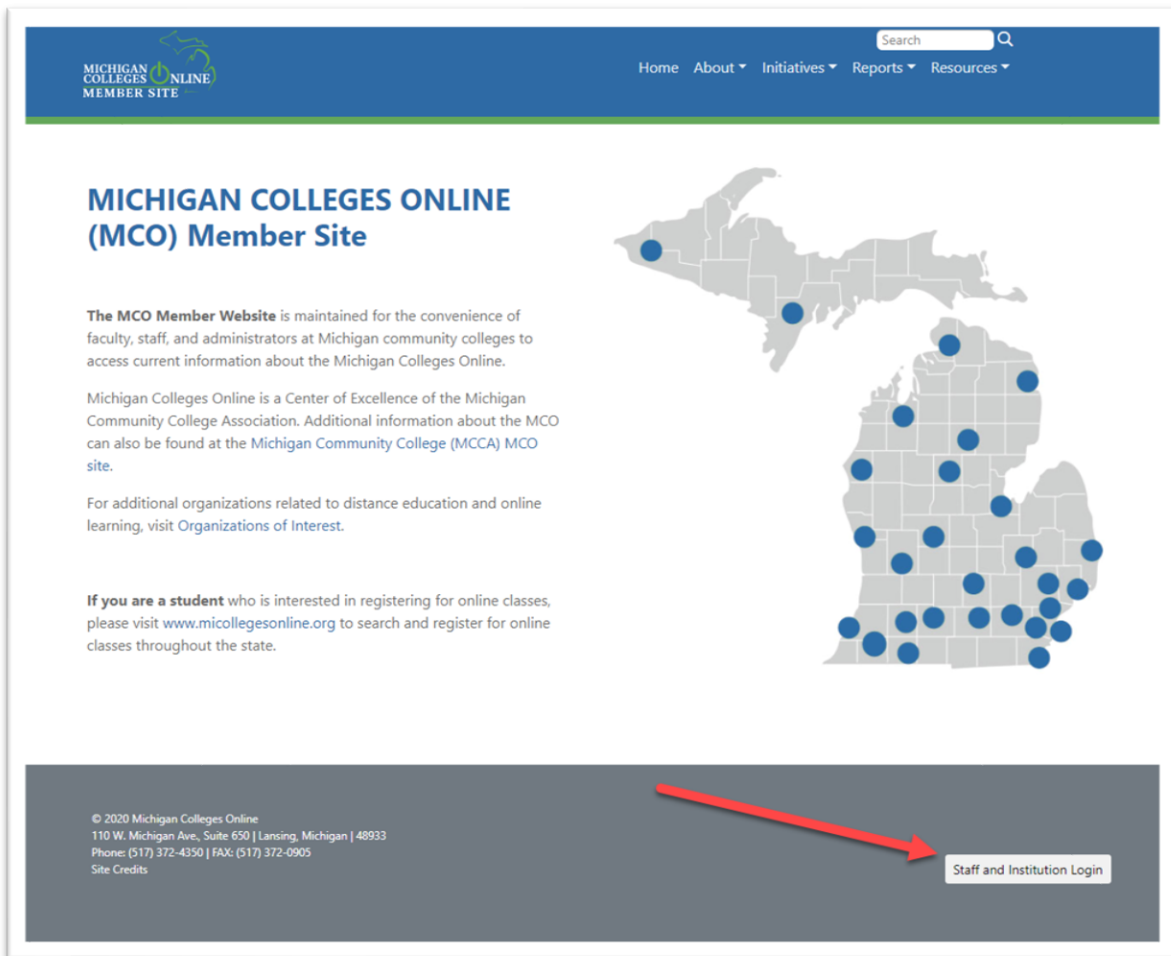


# Uploading a College’s Online Enrollment to the MCO Website

Log into the MCO Website at [micollegesonline.net](http://micollegesonline.net).



**MICHIGAN COLLEGES ONLINE (MCO) Member Site**

The MCO Member Website is maintained for the convenience of faculty, staff, and administrators at Michigan community colleges to access current information about the Michigan Colleges Online.

Michigan Colleges Online is a Center of Excellence of the Michigan Community College Association. Additional information about the MCO can also be found at the Michigan Community College (MCCA) MCO site.

For additional organizations related to distance education and online learning, visit Organizations of Interest.

If you are a student who is interested in registering for online classes, please visit [www.micollegesonline.org](http://www.micollegesonline.org) to search and register for online classes throughout the state.

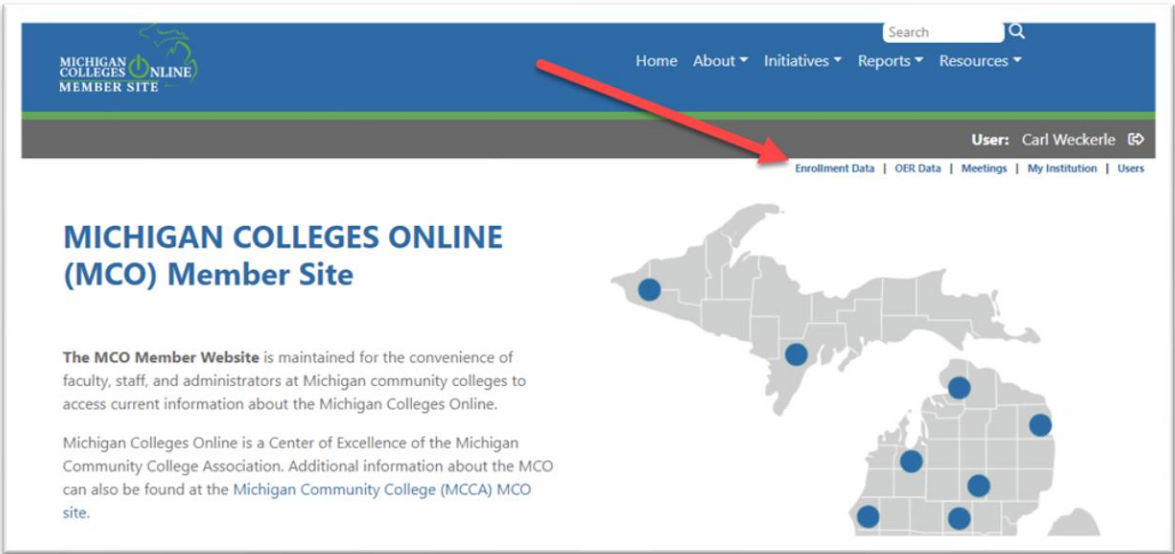
© 2020 Michigan Colleges Online  
110 W. Michigan Ave, Suite 650 | Lansing, Michigan | 48933  
Phone: (517) 372-4350 | FAX: (517) 372-0905  
Site Credits

Staff and Institution Login

Forgot your password or need to reset it?

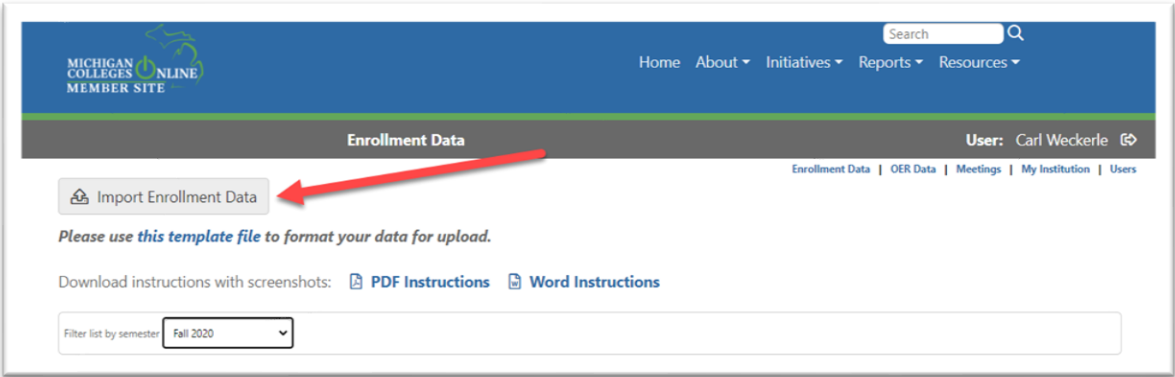
*If you forgot your password, select the option to reset it. If you do not have an account to log in, Carl Weckerle ([cweckerle@mcca.org](mailto:cweckerle@mcca.org)) or your [institutional contact](#) can add you as a user for your college.*

From the institutional menu, select Enrollment Data.



The screenshot shows the top navigation bar with a search box and links for Home, About, Initiatives, Reports, and Resources. A red arrow points from the 'Enrollment Data' link in the secondary navigation bar to the 'Enrollment Data' link in the main content area. The main content area features the title 'MICHIGAN COLLEGES ONLINE (MCO) Member Site', a brief description of the site's purpose, and a map of Michigan with several blue dots indicating member locations.

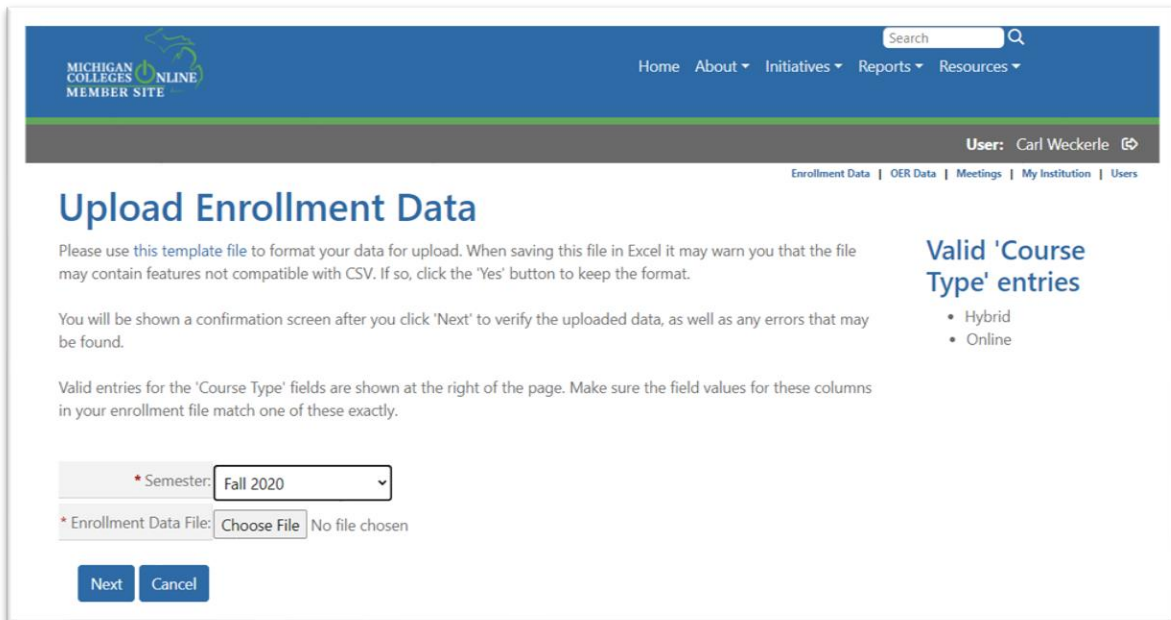
Select Import Enrollment Data



The screenshot shows the 'Enrollment Data' page. A red arrow points to the 'Import Enrollment Data' button. Below the button, there is a note: 'Please use this template file to format your data for upload.' and links for 'PDF Instructions' and 'Word Instructions'. At the bottom, there is a dropdown menu labeled 'Filter list by semester' with 'Fall 2020' selected.

If you do not already have the template file, download that now.

Select the appropriate semester, then select Choose File to select the file you are ready to upload. Click Next



**Upload Enrollment Data**

Please use this template file to format your data for upload. When saving this file in Excel it may warn you that the file may contain features not compatible with CSV. If so, click the "Yes" button to keep the format.

You will be shown a confirmation screen after you click "Next" to verify the uploaded data, as well as any errors that may be found.

Valid entries for the 'Course Type' fields are shown at the right of the page. Make sure the field values for these columns in your enrollment file match one of these exactly.

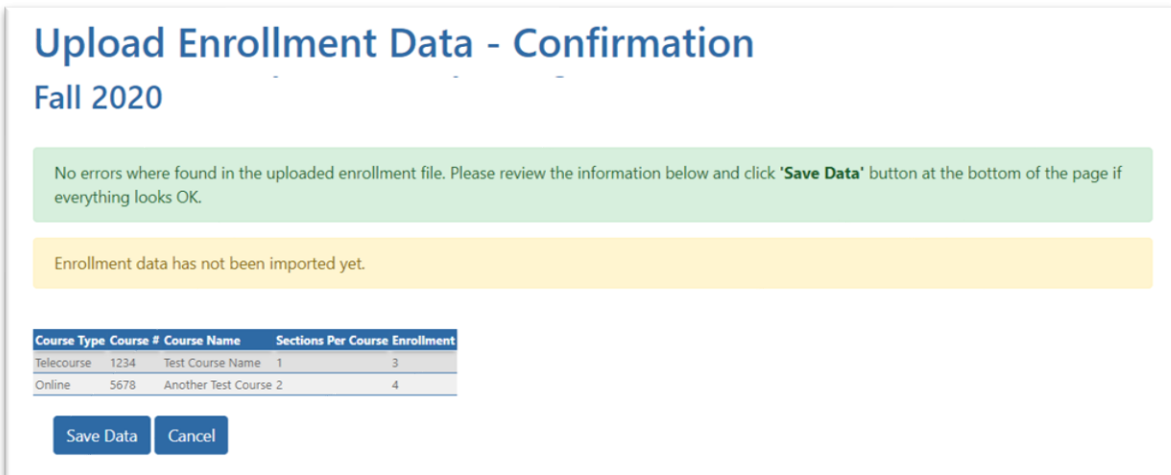
**Valid 'Course Type' entries**

- Hybrid
- Online

\* Semester:

\* Enrollment Data File:  No file chosen

After uploading the spreadsheet with your college's enrollment data, you will receive a confirmation and notice of any errors. Once all errors have been corrected, select Save Data.



**Upload Enrollment Data - Confirmation**  
Fall 2020

No errors were found in the uploaded enrollment file. Please review the information below and click 'Save Data' button at the bottom of the page if everything looks OK.

Enrollment data has not been imported yet.

Course Type	Course #	Course Name	Sections Per Course	Enrollment
Telecourse	1234	Test Course Name	1	3
Online	5678	Another Test Course 2	4	4

This data will now be viewable under Reports > [Statewide Online Enrollment](#) along with all other colleges who have uploaded their reports.

For questions or concerns about the information presented here, please contact Carl Weckerle, Director, Michigan Colleges Online at [cweckerle@mcca.org](mailto:cweckerle@mcca.org).