Student Data Reporting System

User Guide 2015

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Workforce Training and Education Coordinating Board
Student Data Reporting System

Table of Contents

Contents

Introduction to Student Data Reporting System 1

How to Register and Log In 2

Updating Your School's Information 3

Submitting a Current Data Report 5

Troubleshooting Guide 11

I forgot my password. 11

I can't remember the email address associated with my account. 11

I keep getting error messages when uploading my data through the Excel spreadsheet. 11

Introduction to Student Data Reporting System

A secure and efficient way to submit your data

Welcome to the Workforce Training and Education Coordinating Board (Workforce Board) Student Data Reporting System, where you can submit, edit and review your Annual Student Data Report.

The system takes advantage of encryption technology that allows for secure file transfer and storage. This helps keep your student records and personally identifiable information private and safe.

The system also helps ensure data you submit is error-free. By standardizing codes, program titles and data types, the system is able to automatically check the information you send and uncover common problems, like invalid dates. This helps eliminate costly, time-consuming corrections, and boosts data quality.

Who reports student data?

- *All schools licensed by the Workforce Board.*
- *All schools with a program on the Eligible Training Provider list as shown on Career Bridge.*

Data is due each year

You must submit your Annual Student Data Report by a set due date each year. If necessary, request an extension.

User guide takes you through the system step by step

The following pages will take you through the student data reporting system, showing you how to submit the data, how to check for errors, and how to make any changes. We think you'll find it useful.

Need help right away?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4600 or email at datareporting@wtb.wa.gov. Expect a response within one business day.

How to Register and Log In

To start your Annual Student Data Report, edit it, or view it, you'll need to log in. But first, you will need to be authorized as a registered user. (See box at right.)

If you already have an account and know your email address and password, you can log in. If you're a new school you'll need to complete the steps below.

New schools: Next steps

1. Fill out form to receive a temporary password

After you fill out and return the user authorization form, we will send you an email with a temporary password and account information. Check your email's spam filter if messages from wtb.wa.gov aren't getting through.

2. Next, change your password

After logging in, you must CHANGE your password to a new, unique password that is at least 10 characters long, does not contain your email address, and has at least one number or special character.

3. Confirm your changed password

After creating your new password, you must type it in again under "Confirm New Password." After typing in your new password the second time, you MUST click the "Change Password" button at the bottom of the screen. You're done!

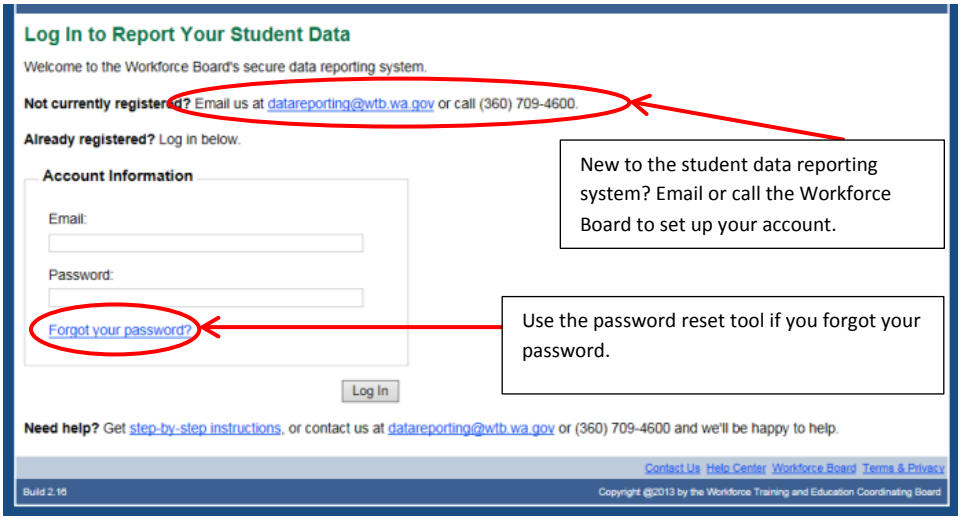
*Note: If using Internet Explorer, this area may be hidden by a popup at the bottom of your screen.

How do I become a registered user?

To get this authorization, you must submit a **User Authorization Form** to the Workforce Board. This helps ensure the security of the data you submit.

Forgot your username or password?

If you are the registered user and forget your password, click the Reset Password link and enter your email address. We will send you a temporary password. Contact the Workforce Board if your registered email is invalid.



SMART TIP: Save your email address and password in a secure location. While the Workforce Board will maintain a list of email addresses associated with your account, we will not maintain a list of passwords.

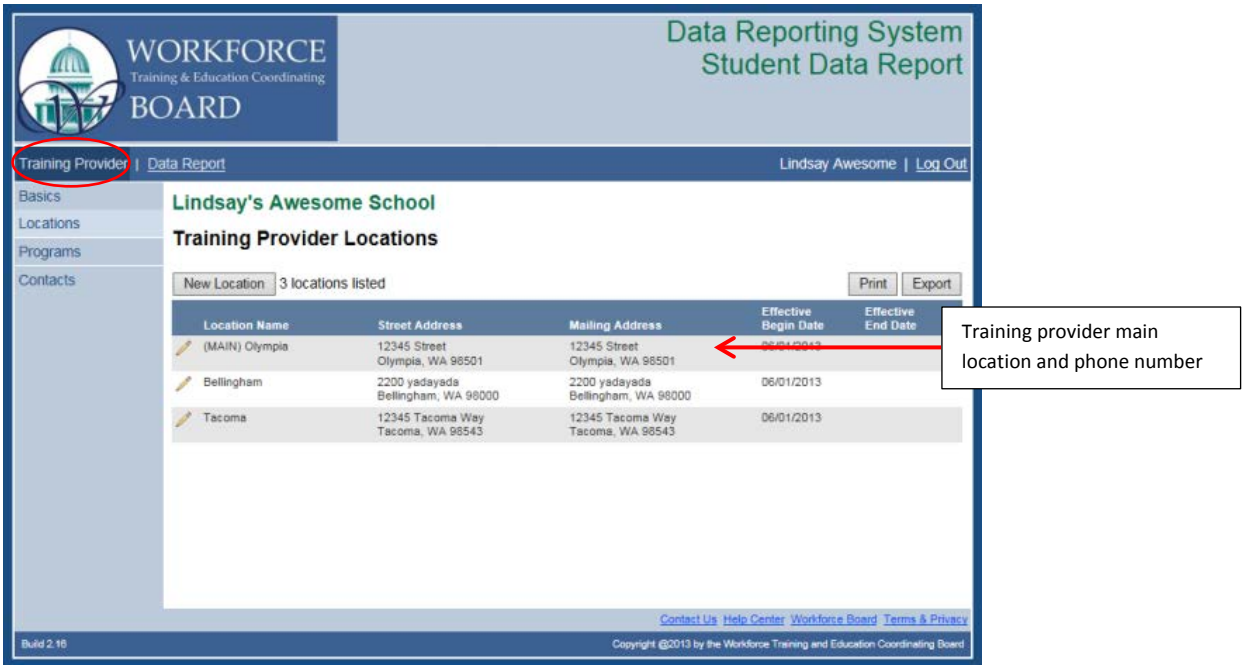
Updating Your School's Information

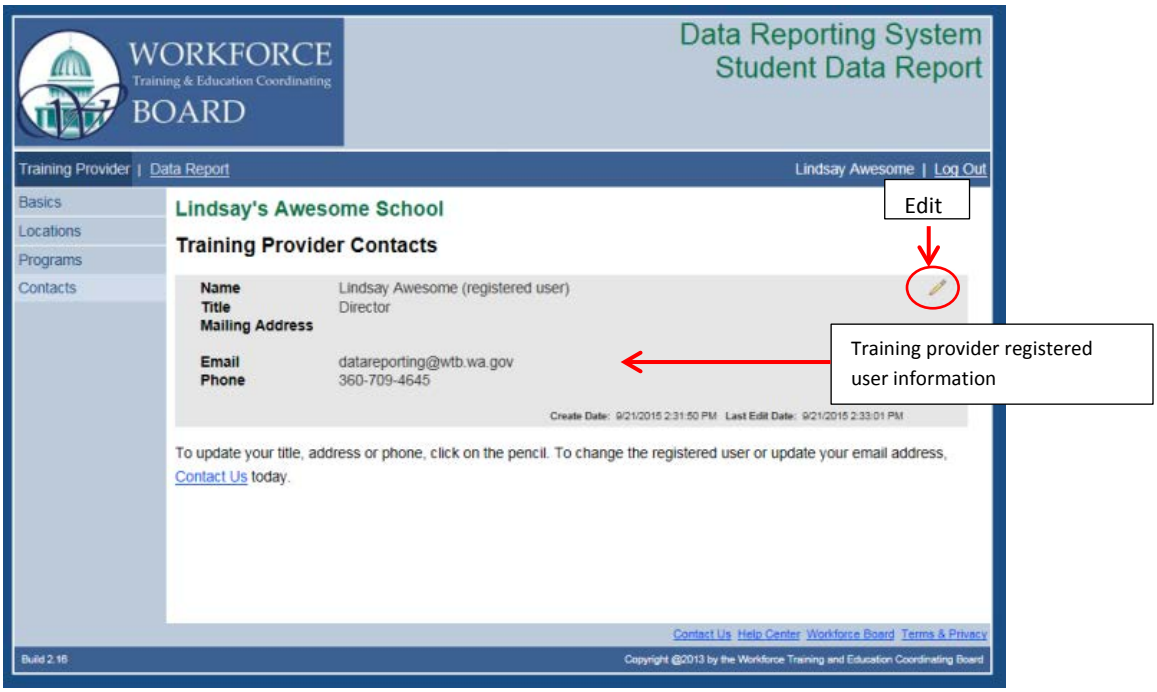
After logging in, you're on the Home page. Here's where you'll find:

- **Training Provider section**: Where you'll update your school's information.
- **Data Report section:** Where you'll submit this year's report.
- **Student Data section:** Get information about past students.
- **Report Process section:** Step-by-step instructions on how to report your data.

View Your Training Provider Profile

Does your school have the correct address and phone number? Is your registered user information up to date? First, click the "Training Provider" link to view your information. Then, click on the Edit Pencil within the different tabs to make changes.





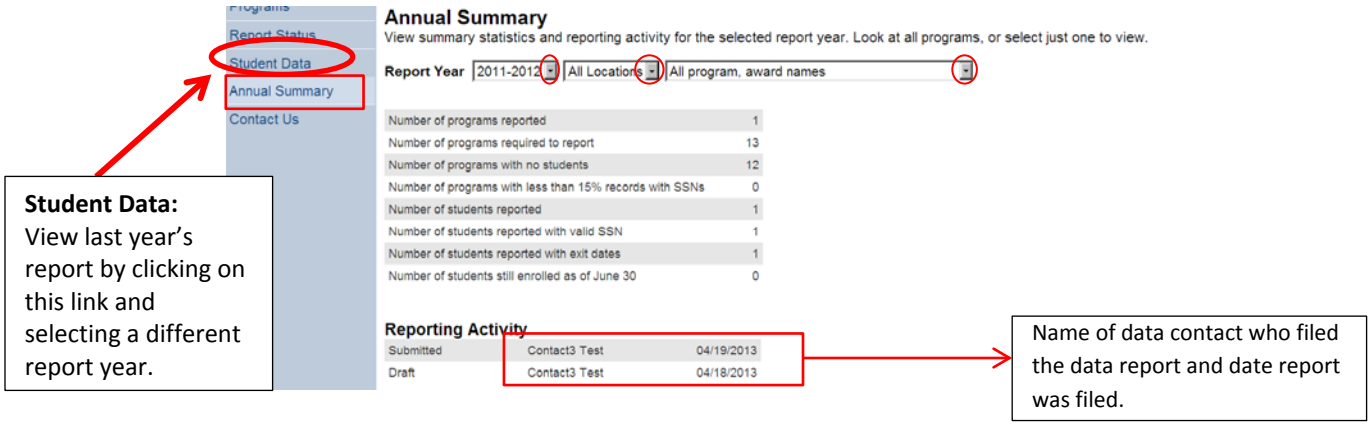
SMART TIP: To edit/update your information, click on the Edit pencil on the right hand side. Once you click the Edit pencil you can update the registered user information and make changes.

Don't forget to save your changes!

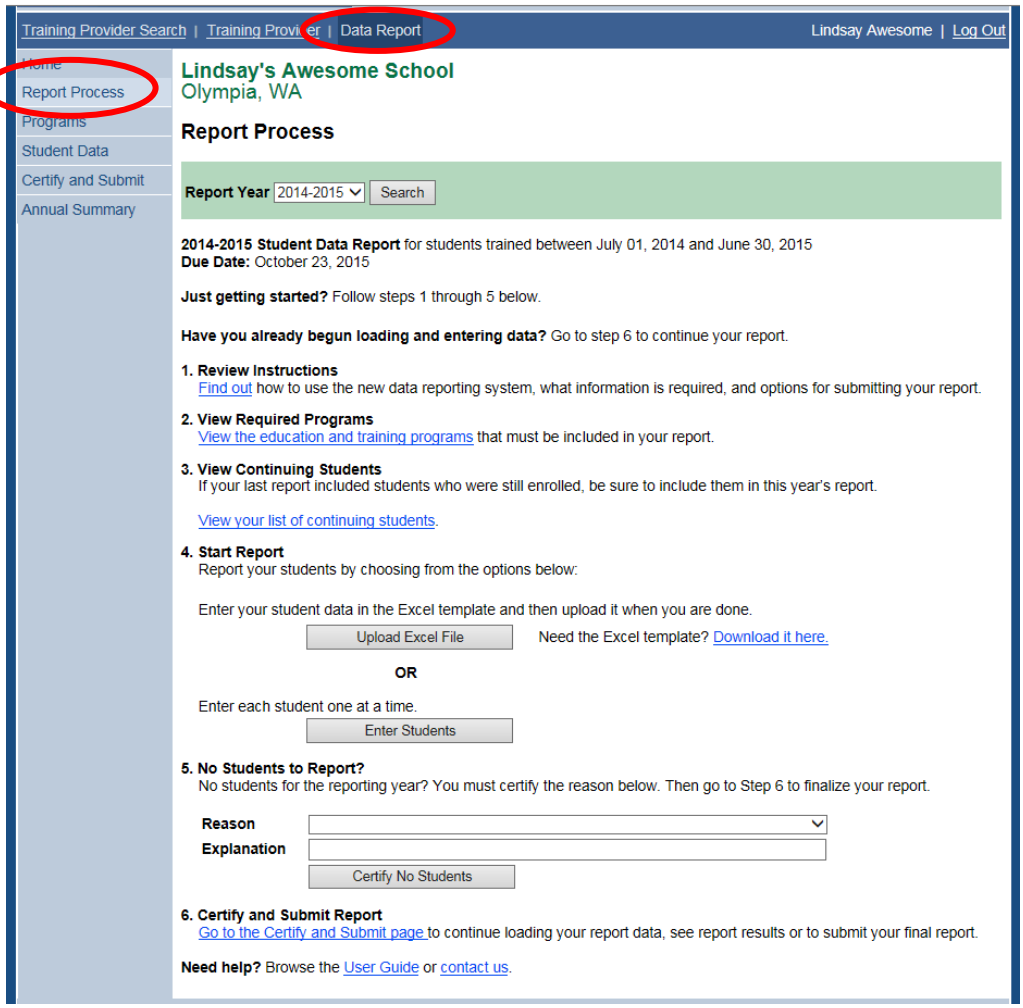
Click on the Save symbol once you've made changes**.** Hint: It looks like a computer disc!

Submitting a Current Data Report

Not sure where to start? Check out last year's report. To view a report history of data submitted in past years, you can visit the **Annual Summary** page, choose the report year, location, and program(s) and click Search. The most recent year's report, all locations, and all programs are the default view. Or, you can visit the **Student Data** page to find out more details about individual students, such as name, date of birth, and address.



The **Data Report** section is where to start or continue a student data report. To start a new report, click on **Data Report** at the top. Then click **Report Process** (on the left navigation bar). This page gives you step-by-step instructions on how to report your data.



SMART TIP: Already started loading data? Go directly to step 6 on this page to continue loading, see your results, or submit your final report.

Current Report page: Steps for submitting the Current Student Data Report

1. **Review Instructions—Find out which codes and students to include**

   You will need to carefully follow instructions when filling in the Excel template or, if you choose, one student at a time online. If your report has errors, the system will not allow you to submit your final report. You can avoid these problems by clicking the code sheet to find out more about each data element, along with the particular codes and students to include. After you've done this, move ahead to the next step.

2. **View Required Programs—Find out which programs to report on**

   Any program on Career Bridge or on a training provider's private vocational license must be included in the report. The "View Required Programs" link will show a list of these programs, for each report year. The list includes any programs, and the associated award type and training location, licensed by the Workforce Board or listed on Career Bridge/ETP at any time during the July 1 to June 30 reporting year. This page also shows the ETP status, as of June 30, and any alternate programs titles that have been used in prior student data reports, for each program.

   SMART TIP: The blue "Programs" link on the left navigation bar also opens this page.

Programs Included in Data Report

These programs were either on Career Bridge as ETP-eligible or licensed as Private Vocational School programs during reporting year.

Export button: If you export the Continuing Student report, what's on the screen is what will download.

Report Year 2012-2013 Search

Print Export

Program Name	Award Type	Location	ETP Status	Alternate Program Names
Administrative Billing and Coding	Certificate	Seattle	Eligible	
Dental Assistant	Certificate	Seattle	Eligible	Dental Assistant - Core
Dental Hygiene	AAS	Seattle	Eligible	
Health Care Administrtation	AAS	Seattle	Eligible	
Medical Administrative Assistant	Certificate	Seattle	Eligible	
Medical Assistant	Certificate	Seattle	Eligible	Medical Assistant - MDA - Back Office Only
Mortuary Science	AAS	Seattle	Eligible	
Pharmacy Technician	Certificate	Seattle	Eligible	
Phlebotomy Technician	Certificate	Seattle	Eligible	
Physical Therapist Assistant	AOS	Seattle	Eligible	
Radiography	Associate of Occupational Science	Seattle	Eligible	
Veterinary Assistant	Certificate	Seattle	Eligible	Veterinary Technician, VeterinaryAssistant
Veterinary Technician	AOS	Seattle	Eligible	Veterinary Assistant, VeterinaryTechnician

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3. **View Continuing Students—Include students enrolled at the end of previous period**
   All students considered enrolled at the end of the previous report period will also show on this report. That's because even though these students were included in the previous year's report, they must be included again in the current report.

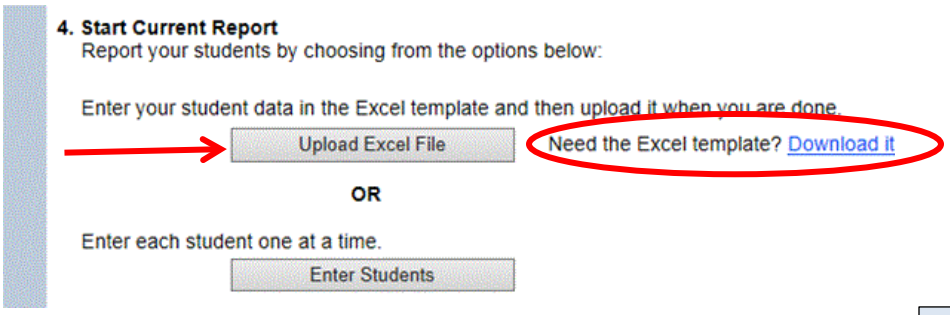
How to export your Continuing Student report into Excel file

Want a record of the students still enrolled at the end of the previous reporting period? Click the "Export" button in the upper right hand side to download this data into a new Excel file. You can then copy and paste this information into the current report.

*Note: Social security numbers (SSNs) and birthdate information will show here. SSN is encrypted for security purposes.

4. Start Current Report:

You have TWO options for creating a new student data report.



OPTION ONE: You may enter student data using the downloadable Excel template. You must download and use the Excel template. No other Excel sheets will work. This method works well for training providers with many students to report. Once you upload the file, it will be checked for errors. The system will inform you of any corrections you need to make before you are allowed to submit the file to the Workforce Board.

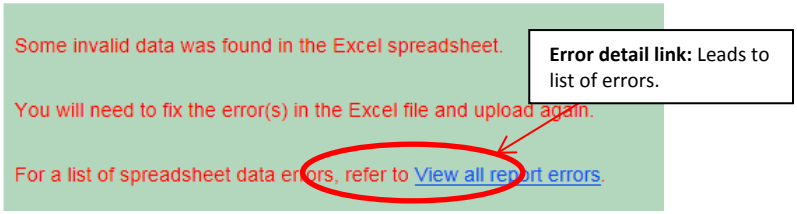
CAUTION! The only spreadsheet that will work with the student data reporting system is the downloadable template we provide.

Excel file instructions…continued: Student data may be copied from any other spreadsheet and saved in the Excel template. You can save it with any filename you prefer. Once the Excel file is complete, return to the student data reporting system, navigate to the Report Process page and click the "Upload Excel File" button. On the next screen, browse to the Excel file on your computer and click "Upload Data."

CAUTION: All data must be in **one worksheet**, in **one file**. Multiple files and multiple worksheets cannot be uploaded. If you upload a second file, it will overwrite data uploaded in the previous file.

During the upload, the file is run through a preliminary error check. The upload results in a confirmation message letting you know if the upload succeeded or failed. Certain errors will cause the upload to fail. These errors include:

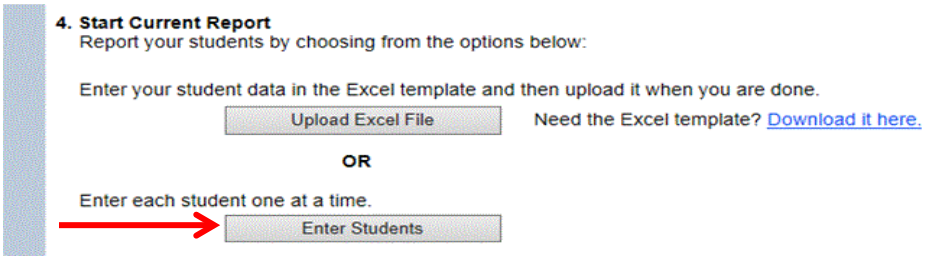
- Using a form other than the student data reporting system Excel template.
- **Location**, **Program Title and/or Award Type data** in the uploaded file does not match exactly the program information in the student data reporting system. Refer back to the "Programs" page to verify exact spelling and spacing. Then review the Excel file to ensure all information matches. If you continue to get error messages while uploading the Excel file, contact the Workforce Board to resolve the issue.
- Using the wrong codes for coded entries. Refer to the **data definitions and codes** document for the codes to use.



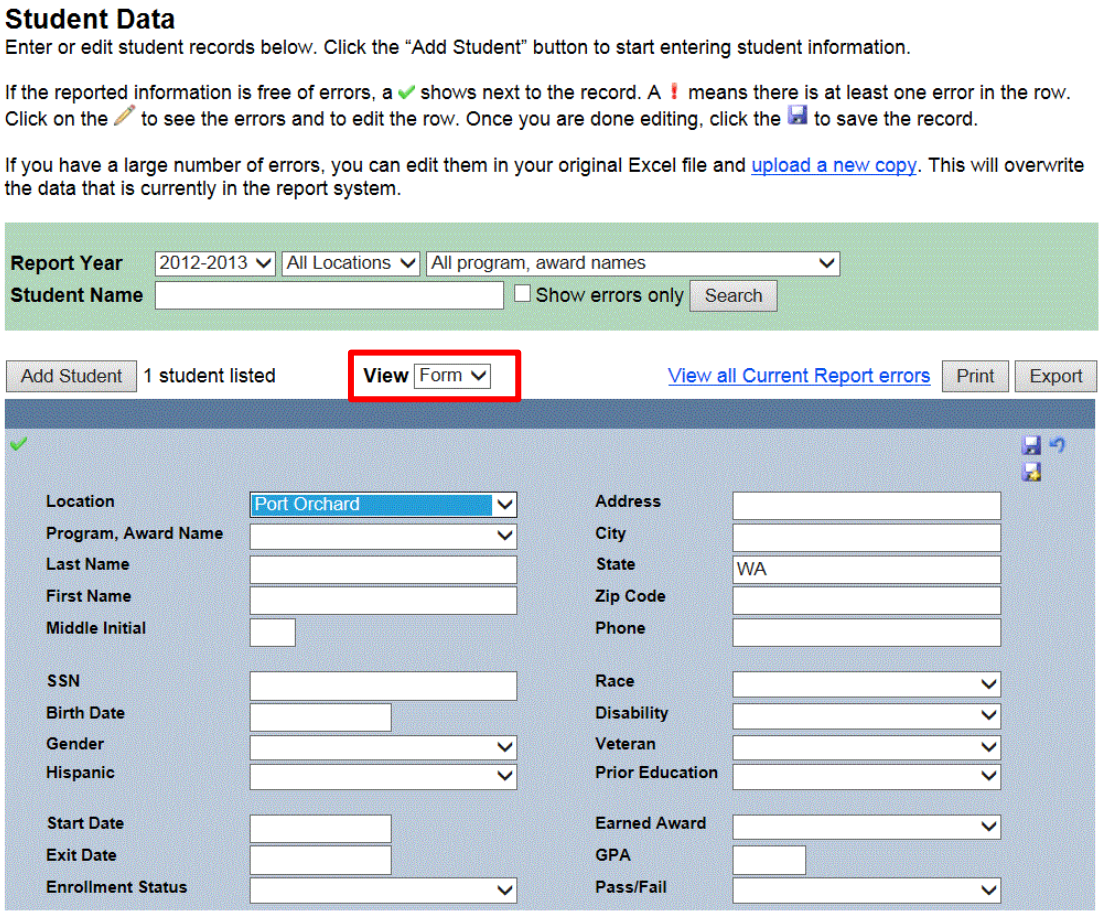
If the error check can trace the errors to particular cells, further details are available through the report error detail link. These will list specific columns and rows to check, and a description of the expected contents.

Once the file has successfully uploaded, the user still needs to check for and correct any errors, and then certify and submit the final report.

OPTION TWO: The second option for reporting student data is to enter each student individually by clicking the "Enter Students" button on the Current Report page.



This takes you to the Student Data page where you may enter data manually, student by student.

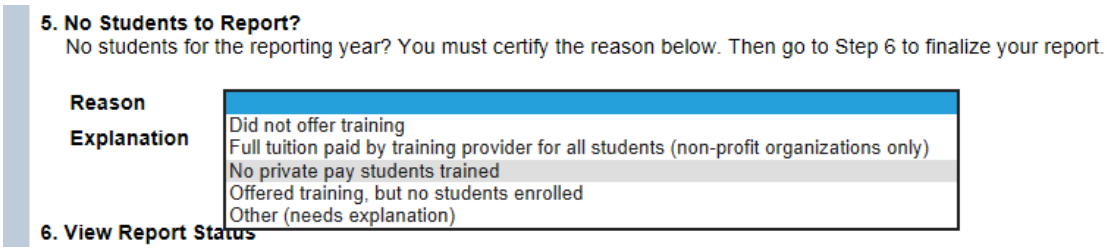


Two Student Data view options:

There are two types of form views to choose from: The default when you choose to "Enter Students" is the "Form" view, which shows one student at a time. To view the form as one wide row, click on the "View" dropdown and choose "List." When entering or editing data, the form will show only one student record at a time.

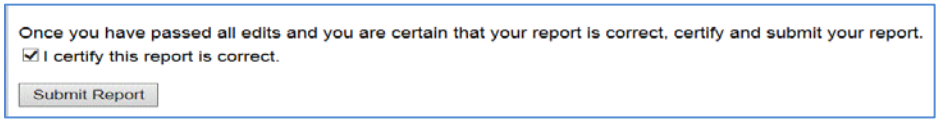
5. No Students to Report:

Training providers are required to submit a report for **all** students enrolled at any time during the reporting year. If no students at all were trained in any required program, go back to the **Report Process** page to #5 and select from the list of reasons why you have no students to report. If you have a reason other than those in the list, you may choose the "Other" option and enter an explanation as to why there are no students.

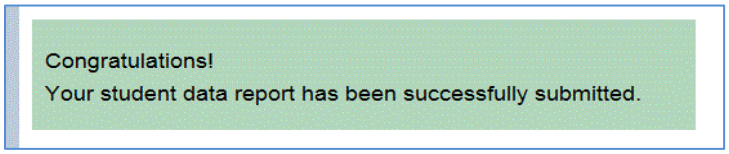


6. **View Report Status**

   The last step is to go to the Certify and Submit page after you have uploaded your Excel file or entered students. Here you can view report results, check for and correct errors, and submit the final report. You'll also find a link to this page on the left hand navigation sidebar called **Certify and Submit**.



You will know that the data report has been received by the Workforce Board when the Congratulations! box appears at the bottom of the Report Status page.



A submitted report is NOT a final report. The Workforce Board will review the report for errors not caught in the initial submission that may need attention. Workforce Board staff will either call or email you in that event.

Troubleshooting Guide

When you are working through submitting your school's student data, you may encounter a few issues. Here are some solutions to common problems!

I forgot my password.

If you are the registered user and forget your password, click the Reset Password link and enter your email address. A temporary password will be sent as in the initial login instructions above. Contact the Workforce Board if your registered email is invalid.

I can't remember the email address associated with my account.

Send us an e-mail at datareporting@wtb.wa.gov, and we can help!

I keep getting error messages when uploading my data through the Excel spreadsheet.

When you upload files through the Student Data Form they are automatically checked for errors. Avoid errors by reviewing the Data Reporting instructions. Follow them carefully. In particular, be sure your dates are valid and new information matches information on the "Programs" page in three key areas:

1. Program Title.
2. Award Type.
3. Locations.

The ***Reporting Activity*** section shows the current status of the report. "Draft" means the report is still being worked on and has not yet been submitted to the Workforce Board. "Not started" means that the report has not been started yet and no data or file has been entered.

Reporting Activity

Status	Date	Name	Note
Not started			

The ***Programs Reported*** section shows the number of students reported and results of error checking.

Programs Reported

The list below shows your report results for each program. "Passed Edits" means your report for the program passed the initial error check. An "Error" link will show you the list of student records that include errors. You can fix errors using the student list, or fix them in your original Excel file and re-upload it. The new file will overwrite the current data.

If no students were reported for a program, you must certify the reason by clicking on the pencil at the far right and selecting a reason from the list.

View all current report errors

Program, Location	Count	Program Report Results		
12 Month Contemporary Wooden Boatbuilding, AOS - Port Hadlock	4 students	Errors		
12 Month Traditional Large Craft Construction, AOS - Port Hadlock	0 students	No students	Reason is required.	
12 Month Traditional Small Craft Construction, AOS - Port Hadlock	2 students	Passed Edits		
9 Month Contemporary Wooden Boatbuilding, Diploma - Port Hadlock	0 students	No students	Reason is required.	
9 Month Traditional Large Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	
9 Month Traditional Small Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	
Comprehensive Sailmaking and Rigging, Certificate - Port Hadlock	1 student	Errors		
Total	7 students			

Passed Edits	All the student records entered for the program have passed the error check.
Errors	The system found some errors in the uploaded data file. Click on the "Errors" link next to a program to view a list of the student records with errors.
View all current report errors	Lists the name of each student with errors, and describes the error. This information can be exported and printed out, to help the user find and fix errors.
Count	Shows the number of students reported for each program.
No students	The system did not find any students in the report where the data in the Location, Program Title and Award Type columns of the Excel template match the location, program and award type listed in the system.
Entering a reason for no students	If no students were enrolled in a program, a reason must be entered by clicking on the Edit pencil and choosing from the list of reasons. An OPTIONAL "Explanation" box will also appear.
Three common errors that result in "no students" and how to fix these errors	"No students" will also show if one or more of these columns (Location, Program Title, Award Type) are blank or do not match the program information in the system, for all students reported for the program. This results in blank student records for all three of these columns. To fix this, check the Excel file and correct the Location, Program Title and Award Type to exactly match the information shown in the Programs list.

SMART TIP: Errors must be corrected and reasons entered for "no students" before a report is submitted.

Types of Errors

- Invalid data (start dates after exit dates, dashes in SSN, missing exit date for a completer, date out of range, typos in date field).
- Location, Program Title, Award Type do not match information in the student data reporting system.
- Required data is missing (see Data Definitions and Codes).
- No students reported for a program.

Correcting in the Excel Template

When the **Programs Reported** section of the **Report Status** page shows "Error" links, it means there are one or more errors in the data. Click "View all current report errors" to see a list of errors, print it out and use it to correct errors. Uploaded Excel files can be corrected offline, in Excel, and re-uploaded to the student data reporting system. The corrected file will over-write the previous file.

Current Report Error Details

Any errors in your report are listed below. You can print this list or export it to an Excel file. Fix errors using the Student Data page, or fix them in your original Excel file and re-upload. Questions about errors? Contact us for assistance.

Print Export

Location	Program, Award	Student Name	Error Description
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Address is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	City is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Enrollment Status is either missing or invalid.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Gender is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Must enter a valid zip code.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Phone number, with area code, is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Prior Education is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Start Date is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	State is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Zip Code-5 digit is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	City is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Exited students must have a valid exit date.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Must enter a valid zip code.

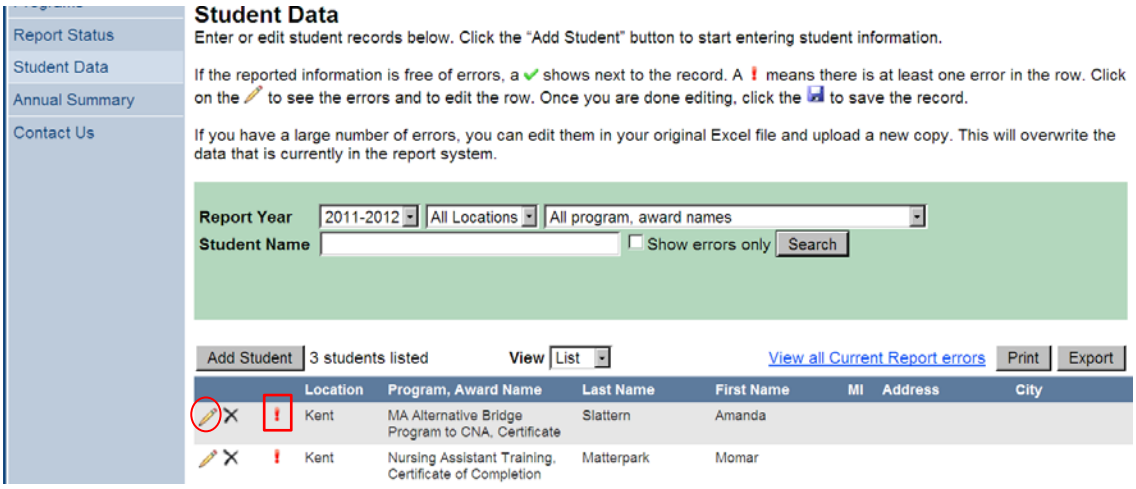
Questions about the errors you see? Feel free to contact us at datareporting@wtb.wa.gov or call (360) 709-4600.

Using the Student Data Form

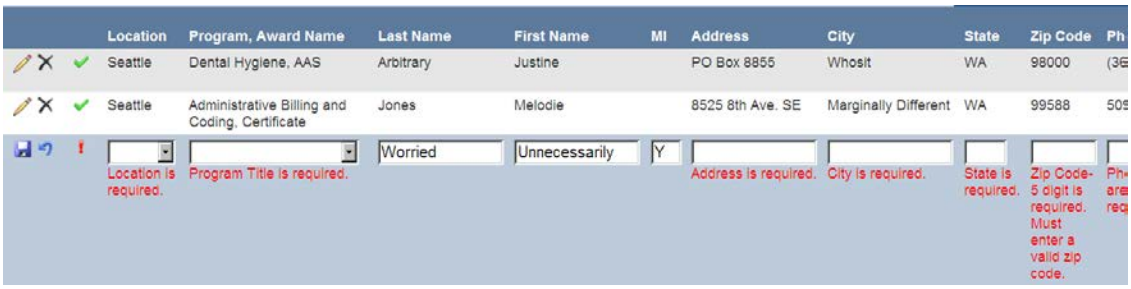
Correcting in Student Data Reporting Form—List View

Errors can also be corrected within the system using the Student Data Report Form. *There are two ways to view the Student Data*. The first (default) is "List"—a wide, horizontal form that requires scrolling to see the entire record. The second is "Form," which brings up the first student in a single page. Switch back and forth between list and form views with the "View" dropdown.

To view and edit records with errors, click on the "Errors" link to go to the **Student Data** page showing only the student records for that program. The student data will display in a wide form ("List" view), similar to a spreadsheet. Records with an error will have a red ! next to it. To see the error message, you must switch to "edit" mode by clicking the ✎.



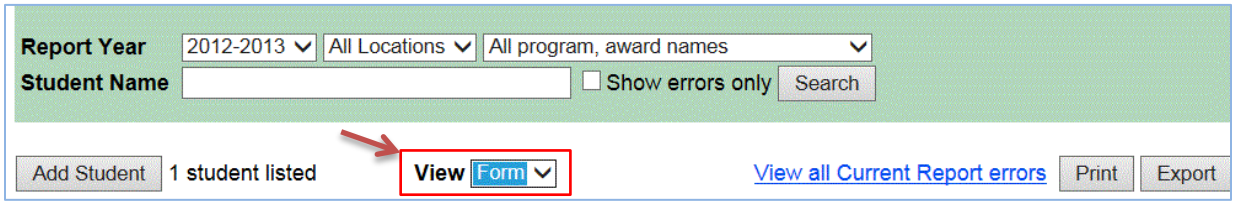
After clicking on the pencil to correct errors, the form will appear in an editable format, which will be horizontal across the page. Scroll to the right until an error message is displayed.



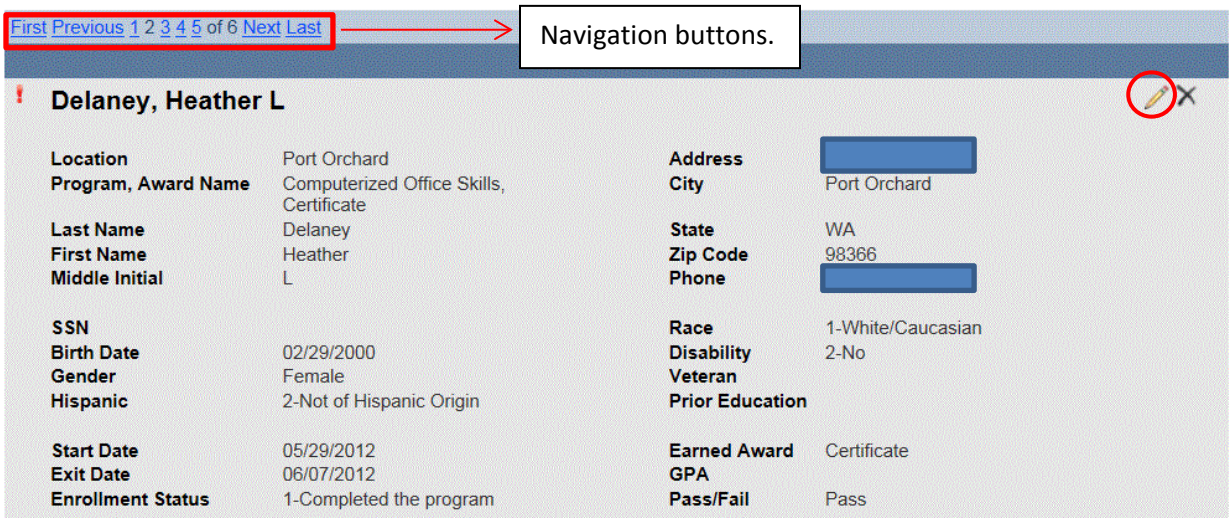
After all errors are fixed, scroll left to the beginning of the form and click the save symbol. If all errors were corrected, the ! will change to a ✓.

Correcting in Student Data Form–Form View

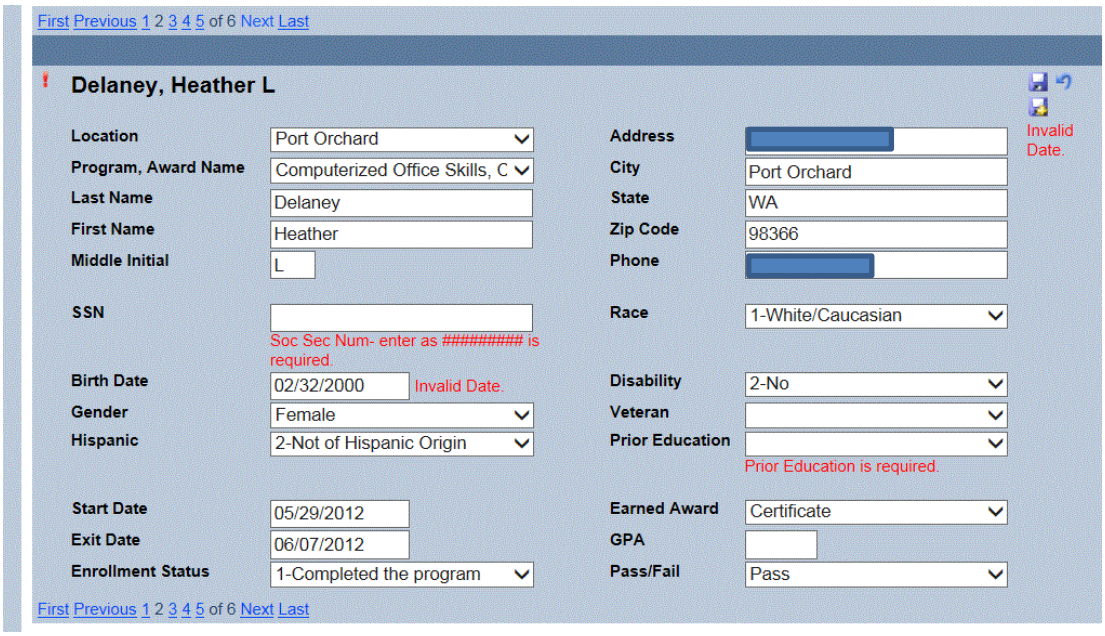
The second form, View, brings up the first student in a single page. As with the List view, choose to view all or choose a student by name. Click on the navigation buttons to find and correct students with an error. All errors will be listed in red.



In order to make changes to the data, click on the pencil (found in the upper right hand of the form).



Editable student data form in Form View mode:



SMART TIP: As with the List view, Form view gives the user error messages for errors that must be corrected before the student data can be submitted to the Workforce Board student data reporting system.

Have questions?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4600 or email at datareporting@wtb.wa.gov. Expect a response within one business day.