

Client Support Guide for the Fall IPEDS 2019-2020

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General Details: OnlineSMART.net provides a number of reports that can be used to provide the figures necessary for reporting on the **2019/2020 Fall IPEDS survey**. The Fall IPEDS reports for 2019/2020 submittal that are provided in OnlineSMART.net are: [12 Month Enrollment – Part A](#), [12 Month Enrollment – Part B](#), [IPEDS Fall Completions – All](#), [IPEDS Fall Completions by CIP](#), and [IPEDS Fall Completions by Level](#). The information generated on these reports is based on data input into students' profiles, and relies on the fact that information has been correctly input into those areas of the system. Inputting incorrect data on students' profiles will result in inconsistent or inaccurate data, so ensuring data is input properly should be your number one priority when utilizing the reports that OnlineSMART.net provides. These reports are coded to exclude students that are in a course without a CIP code, so please keep that in mind when verifying numbers or querying any reports to associate them.

This guide will break down each report that is found within OnlineSMART.net for the 2019/2020 Fall IPEDS and outline the data being pulled in particular so you may audit your data accordingly.

Exclusions from the IPEDS:

1. These reports exclude any student in a course with no CIP code. If the student's course does require a CIP code, make sure that it has been entered under **Administration > Course > CIP Code**; if the course is not supposed to have a CIP code, enter a zero (0).
2. These reports exclude any student who dropped within 4 days if they are in a course less than 900 Hrs, and 14 Days if they are in a course greater the 900 Hrs. These students can be found on the Student List reports associated to either 12-month Enrollment or Fall Completions.

12 Month Enrollment - Part A

This report looks at your students that were actively enrolled in a course that has a CIP code within the reporting range (7/1/2018 – 6/30/2019) and sorts them by gender and race. It is important that you make sure all students have a gender and race selected on their profiles, as well as a start date, so that this report pulls accurate results.

If a student has more than one active record during the date range, they will be counted for each record. If this is the case, you will need to subtract the duplicated students from their overall count on this report.

The 12 Month Enrollment Student List is provided to assist in detailing which students make up the numbers in OnlineSMART. To confirm these numbers, perform the following tasks:

- 1) Export the 12 Month Enrollment Student List to Excel
- 2) Click into Cell A1 and within the **Home** tab, go to **Sort & Filter** and click the **Filter** icon

- 3) Click on the filter icon for Early Withdrawal (Column O) and uncheck the Y box if present
- 4) Click on the filter icon for Sex (Column K) and uncheck M or F, depending on which cohort you're verifying.
- 5) Click on the filter icon for Race (Column J) and choose Sort A-Z. You'll be able to count the students that meet that Sex and Race criteria that is shown within the report.
 - a. Alternatively, you can filter out by race one by one to verify the count as well.

As Race and Sex are important fields for this report, ensure that none of your students within the report have a blank entry for these two fields.

12 Month Enrollment – Part B (12 Month Instructional Activity)

This report looks at your students' schedules and tallies the total amount of hours scheduled for all students within the reporting date range. The Full Time Equivalent, or FTE, is calculated by taking the total scheduled hours generated under Contact Hour Activity, and divides the amount by 900. This report will not generate Credit Hour Activity, and the Calculated FTE/Prior Year FTE fields are generated by IPEDS.

One thing to note is that it is important that you clear schedules for students after they drop or graduate after the date of their drop/graduation so that this report is accurate.

The 12 Month Enrollment Student List is provided to assist in detailing which students make up the scheduled hours in OnlineSMART. To confirm these numbers, perform the following tasks:

- 1) Export the 12 Month Enrollment Student List to Excel
 - a. If the report is already opened from 12 Month Enrollment – Part A, go into the Home tab and clear the filters.
- 2) If filters are not enabled yet, click into Cell A1 and within the **Home** tab, go to **Sort & Filter** and click the **Filter** icon.
- 3) Click on the filter icon for Early Withdrawal (Column O) and uncheck the Y box if present.
- 4) Click on the letter L, above cell L1 – Scheduled Hours Within Range, to highlight the entire column.
- 5) At the bottom right in Excel, you'll see a Sum of the total hours of that column which should align with the hours in the report.
 - a. If the hours don't align, there are student that were not active within the date range who are still scheduled within the date range.

Completions – All Completers/ Completions – By CIP Data/ Completions – By Level

SMART offers three reports to provide statistics on completers, which are: **Completions – All Completers, Completions By CIP data, and Completions By Level**. These reports will break down the race and gender of graduates who had an actual graduation date within the reporting date range.

You will need to determine if you need to run this report for All Completers or whether you will run it for each different course to sort their numbers by level/by CIP data. The main differences are:

1. **All Completers** report shows all students who graduated within the date range.
2. The **By CIP Data** report shows those students who had graduated in the reporting date range and are in a course that has a CIP code.

3. The **By Level** report allows you to select the course you wish to report on, and adds an Age table to further identify those students who had graduated within the reporting date range in that specific course.

We created these options to allow schools to comply with the addition to the IPEDS regarding tracking completions by level. Some schools will have different levels of awards, certificates, or diplomas. SMART cannot determine the award level for a school. Therefore, it is up to you to determine which courses are what award level and run the reports by course so you can then combine their numbers, or simply run it for all courses. To ensure these reports are accurate, students will need to have their race, gender and DOB input on their profiles, and have an actual graduation date within the reporting date range.

The IPEDS Fall Completions Student List is provided to assist in detailing which students make up the numbers in OnlineSMART. To confirm these numbers, perform the following tasks:

- 1) Export the IPEDS Fall Completions Student List to Excel
- 2) Click into Cell A1 and within the **Home** tab, go to **Sort & Filter** and click the **Filter** icon
- 3) Click on the filter icon for Sex (Column F) and uncheck M or F, depending on which cohort you're verifying.
- 4) Click on the filter icon for Race (Column E) and choose Sort A-Z. You'll be able to count the students that meet that Sex and Race criteria that is shown within the report.
 - a. Alternatively, you can filter out by race one by one to verify the count as well.
- 5) (Optional) If performing the verification by CIP Data, click on the filter icon for CIP Code (Column J) and check/uncheck boxes depending on which cohort you're verifying.
- 6) (OPTIONAL) If performing the verification By Level, click on the filter icon for Age (Column I) and choose Sort A-Z.
 - a. Alternatively, you can filter out by ages within the criteria you're looking for.