

RPT EDCS Training

Participants with Experience

August 29, 2017



Agenda

- Review of what's on each extract
- Checking for data accuracy

- How to run extracts
- Did we meet our 2016-17 SMART goals?

- Did we meet our 2016-17 SMART goals?
- PSE Transitions data

- Considerations for 2017-18 SMART goals

EDCS Extracts

- Common elements:
 - Date
 - RPT #
 - Program #
 - Program name
 - Approach
 - School Within A College indicator
 - RPT totals
- L18DC504 L18 Dual Credit Form 3 – Dual Credits Extract
- L18DC506 L18 Dual Credits Student Data Report Raw Stats Extract

EDCS Extracts

L18DC504 L18 Dual Credit Form 3 – Dual Credits Extract

- Details specific to proposed, approved and actual programs, student numbers and finances
- Changes with initial approvals and each contract change cycle and after the interim and final data submissions

L18DC506 L18 Dual Credits Student Data Report Raw Stats Extract

- Data provided at end of each semester by project on students and their successes
- Changes after interim and final data submission

L18DC504 L18 Dual Credit Form 3 – Dual Credits Extract

- Details specific to proposed, approved and actual programs, student numbers and finances
- Changes with each contract change cycle and after the interim and final data submissions
 - New or existing dual credits
 - Delivery mode (Day, night, SWAC, online, summer)
 - Proposed, approved and actual number of students
 - Projected number of students for next two years
 - Course details (course name, type, codes, hours, location)
 - Requested and approved number of students by course by program
 - Funding details by course and totals by program (board and college benchmarks, seat purchase funding, transportation and miscellaneous funding)

L18DC504 L18 Dual Credit Form 3 – Dual Credits Extract

- **New:** % Approved vs. Actual Funding Expenditures

L18DC506 L18 Dual Credits Student Data Report Raw Stats Extract

- Data provided at end of each semester by project on students and their successes
 - Proposed and approved student numbers
 - Projected credits by semester
 - Information on students typically by age, gender, semester, and total:
 - Individual Education Plan (IEP)
 - Number of students by target group (primary target group, SHSM, OYAP)
 - Number of students who had previously left school
 - Credits attempted and earned
 - Courses/apprenticeships attempted and earned
 - Other secondary school credits potential and earned

L18DC506 L18 Dual Credits Student Data Report Raw Stats Extract

- **New:**
 - Total Number of Students Who Started the Dual Credit Program by Age
 - Total Number of Students Who Finished the Dual Credit Program by Age
 - Program Success Rate
 - Program Retention Rate
 - % of Students in the Primary Target Group

How to run and save EDCS Extracts

- Login to EDCS
- The red boxes on the screen shots on the following slides will guide you through the process



Ontario

MINISTRY OF EDUCATION

Data Collection

Queries, Reports and Extracts

Help

Exit

User Name

Search Criteria

Organization:

Submission Period:

1. Projected L18 Dual Credit Rpt for Regional Planning Teams 2010-2011 (2011/01/03) ▼

Submission Status:

Search:



MINISTRY OF EDUCATION

Data Collection

Queries, Reports and Extracts

Help

Exit

Pre-Defined Reports/Extracts

User Name: Sebastianfr (DSAHL660251)

Search Criteria

Organization:

Submission Period:

1. Projected L18 Dual Credit Rpt for Regional Planning Teams 2010-2011 (2011/01/03)

Submission Status:

Search:

Reset

Submission Period List

11

Convert Select

Favorites Web Slice Gallery

EDCS Submission Period List

Page Safety Tools



MINISTRY OF EDUCATION

Data Collection

Queries, Reports and Extracts

Help

Exit

Pre-Defined Reports/Extracts

Run Reports/Extracts

View Reports/Extracts

User Name

Search Criteria

Organization:

Submission Period:

1. Projected L18 Dual Credit Rpt for Regional Planning Teams 2010-2011 (2011/01/03)

Submission Status:

Search:

Reset

Submission Period List

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MINISTRY OF EDUCATION

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Data Collection Queries, Reports and Extracts Exit

User Name: Vanderso (DSA3097851)

L18DCVER - L18 DUAL CREDITS VERIFICATION REPORTS

* indicates that this data must be provided

Report/Extract Criteria

*Organization:	Algoma (15) ▼
*Submission Period:	1. Projected L18 Dual Credit Rpt for Regional Planning Teams 2010-2011 (2011/01/03) ▼
*Report/Extract	L18 Dual Credit Verification Report selection screen ▼
*Format:	PDF ▼
*Language:	English ▼

Apply

Apply

Apply

- *Verification Report:
- ☐ L18DC101 - SCWI RFP Verification Report
 - ☐ L18DC104 - L18 Dual Credits Print Signatures Report
 - ☐ L18DC105 - L18 Dual Credits Change Request Report

Run Immediately

Data Collection

Queries, Reports and Extracts

Exit

User Name: Vanderso (DSAH3097851)

L18DCVER - L18 DUAL CREDITS VERIFICATION REPORTS

* indicates that this data must be provided

Report/Extract Criteria

*Organization:

*Submission Period:

*Report/Extract:

*Format:

*Language:

 Apply

 Apply

 Apply

- *Verification Report:
- ☐ L18DC101 - SCWI RFP Verification Report
 - ☐ L18DC104 - L18 Dual Credits Print Signatures Report
 - ☐ L18DC105 - L18 Dual Credits Change Request Report

 Run Immediately

User Name: Vanderso (DSAH3097851)

L18DCEXT - L18 DUAL CREDITS EXTRACTS

* indicates that this data must be provided

Report/Extract Criteria

Organization:

 Apply

*Academic Year:

 Apply

*Report/Extract

2010-11
2011-12
2012-13
2013-14
2014-15
2015-16 Apply

*Format:

*Language:

*Extract/Report

- ☐ L18DC501 - L18 Dual Credits Total Approved Funding Extract
- ☐ L18DC502 - L18 Dual Credits Form 1 - RPTs Extract
- ☐ L18DC503 - L18 Dual Credits Form 2 - Activities + Forums Extract
- ☐ L18DC503B - L18 Dual Credits Form 2 - Activities + Forums By Board Extract
- ☐ L18DC503C - L18 Dual Credits Form 2 - Activities + Forums By College Extract
- ☐ L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract
- ☐ L18DC504B - L18 Dual Credits Form 3 - Dual Credits By Board Extract
- ☐ L18DC504C - L18 Dual Credits Form 3 - Dual Credits By College Extract
- ☐ L18DC505 - L18 Dual Credits Board and College Funding Extract
- ☐ L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract
- ☐ L18DC506B - L18 Dual Credits Student Data Report Raw Stats By Board Extract
- ☐ L18DC509 - L18 Dual Credits Transportation Funding Extract
- ☐ L18DC509B - L18 Dual Credits Transportation Funding Extract By Board
- ☐ L18DC509C - L18 Dual Credits Transportation Funding Extract By College

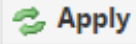


 Run Immediately

User Name: Vanderso (DSAH3097851)

L18DCEXT - L18 DUAL CREDITS EXTRACTS

* indicates that this data must be provided

Report/Extract Criteria

Organization:	<input type="text"/>	
*Academic Year:	2014-15	
*Report/Extract	L18 Dual Credit Extract selection screen	
*Format:	Commas-separated values	
*Language:	English	

*Extract/Report

- ☐ L18DC501 - L18 Dual Credits Total Approved Funding Extract
- ☐ L18DC502 - L18 Dual Credits Form 1 - RPTs Extract
- ☐ L18DC503 - L18 Dual Credits Form 2 - Activities + Forums Extract
- ☐ L18DC503B - L18 Dual Credits Form 2 - Activities + Forums By Board Extract
- ☐ L18DC503C - L18 Dual Credits Form 2 - Activities + Forums By College Extract
- ☐ L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract
- ☐ L18DC504B - L18 Dual Credits Form 3 - Dual Credits By Board Extract
- ☐ L18DC504C - L18 Dual Credits Form 3 - Dual Credits By College Extract
- ☐ L18DC505 - L18 Dual Credits Board and College Funding Extract
- ☐ L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract
- ☐ L18DC506B - L18 Dual Credits Student Data Report Raw Stats By Board Extract

B = board
C = college

- ☐ L18DC508 - L18 Dual Credits Program Notes Extract
- ☐ L18DC509 - L18 Dual Credits Transportation Funding Extract
- ☐ L18DC509B - L18 Dual Credits Transportation Funding Extract By Board
- ☐ L18DC509C - L18 Dual Credits Transportation Funding Extract By College

 **Run Immediately**

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User Name: Vanderso (DSA3097851)

SEARCH CRITERIA

Status: ☒ Cancelled ☒ In Queue ☒ Processing ☒ In Error ☒ Generated☒ Previously Viewed

Reports/Extracts:

Date:

Past 8 hours

Search

VIEW REPORT/EXTRACT LIST

All	A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#

Report/Extract Code and Name	R / E	Organization	Submission Period	Year	Date ▼	Status	
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E			2014-15	6/19/2015 2:58:43 PM	Processing	<input type="checkbox"/>
L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract	E			2014-15	6/19/2015 2:58:43 PM	Processing	<input type="checkbox"/>

Page Size: 10

☒ Check All☒ Uncheck All☒ Delete☒ Download

Date: Past 8 hours ▼

 Reset

 Apply

Search

VIEW REPORT/EXTRACT LIST

All	A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#

Report/Extract Code and Name	R / E	Organization	Submission Period	Year	Date ▼	Status	
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E			2014-15	8/27/2015 1:22:09 PM	Queue	<input type="checkbox"/>
L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract	E			2014-15	8/27/2015 1:22:09 PM		
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E			2014-15	8/27/2015 1:17:29 PM	Report Generated	<input type="checkbox"/>
L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract	E			2014-15	8/27/2015 1:17:29 PM	Processing	<input type="checkbox"/>

Page Size: 10 ▼

 Check All

 Uncheck All

User Name: Vanderso (DSAH3097851)

SEARCH CRITERIA

Status: ☒ Cancelled ☒ In Queue ☒ Processing ☒ In Error ☒ Generated
☒ Previously Viewed

Reports/Extracts: Date: Search

VIEW REPORT/EXTRACT LIST

All	A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#

Report/Extract Code and Name	R / E	Organization	Submission Period	Year	Date ▾	Status	
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E			2014-15	6/19/2015 2:58:43 PM	Report Generated	<input type="checkbox"/>
L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract	E			2014-15	6/19/2015 2:58:43 PM	Report Generated	<input type="checkbox"/>

Page Size: 10 ☒ Check All☒ Cancel☒ Uncheck All☒ Delete☒ Download

User Name: Vanderso (DSAH3097851)

SEARCH CRITERIA

Status: ☒ Cancelled ☒ In Queue ☒ Processing ☒ In Error ☒ Generated
☒ Previously Viewed

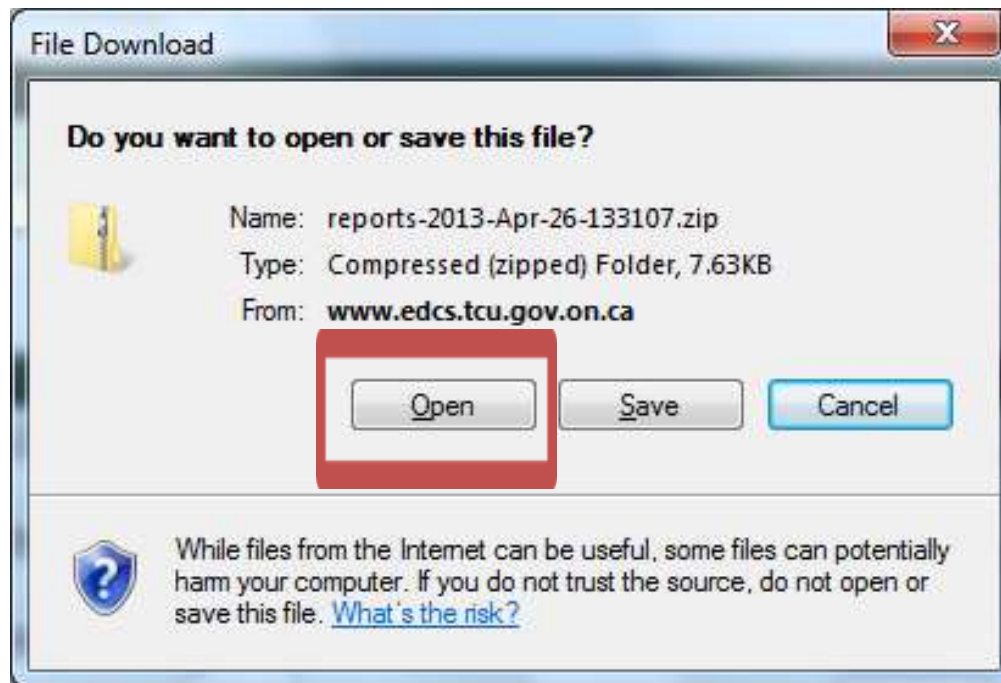
Reports/Extracts: Date: Search

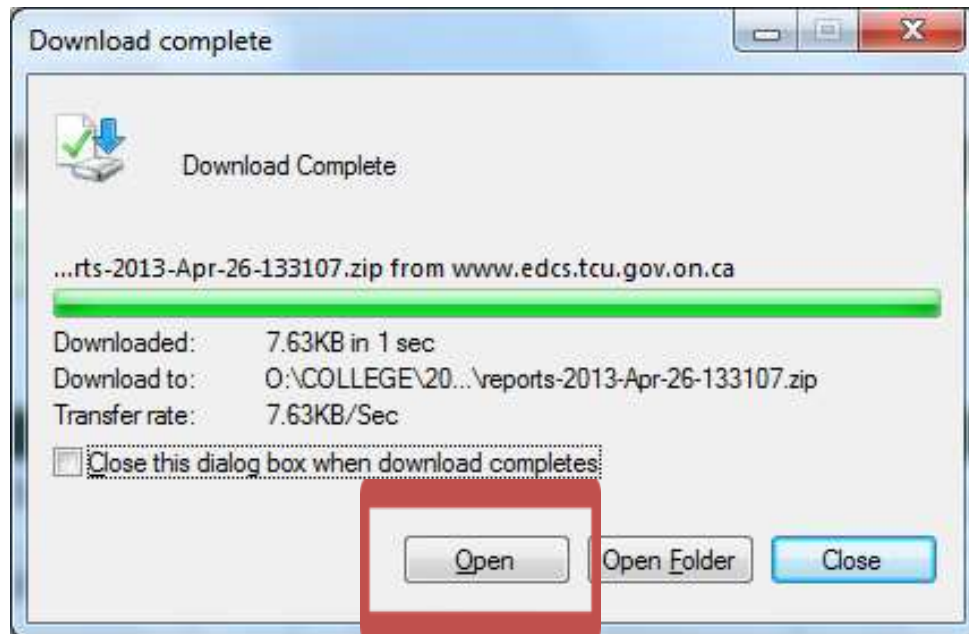
VIEW REPORT/EXTRACT LIST

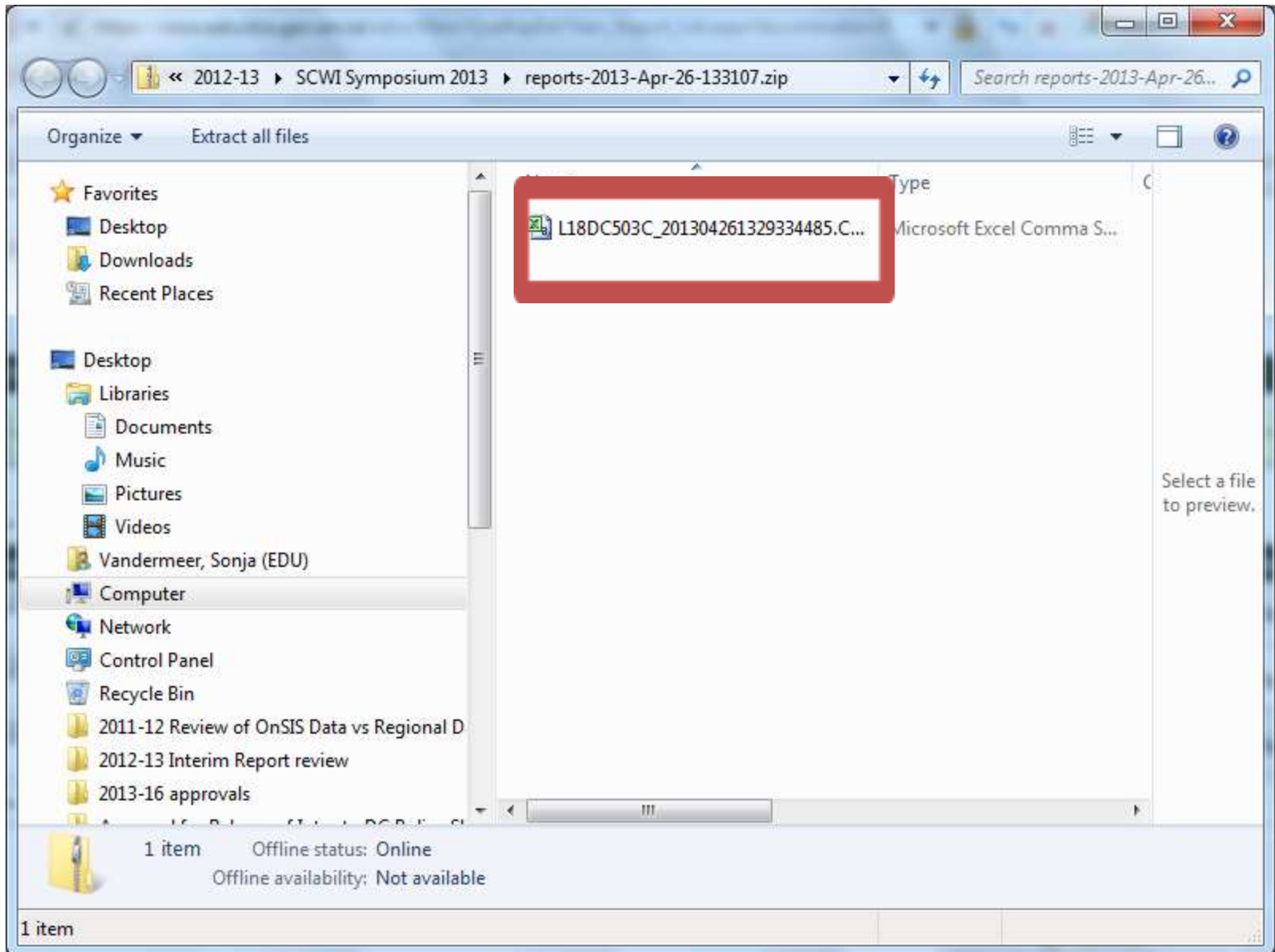
All	A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#

Report/Extract Code and Name	R / E	Organization	Submission Period	Year	Date ▾	Status	
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E			2014-15	6/19/2015 2:58:43 PM	Report Generated	<input type="checkbox"/>
L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract	E			2014-15	6/19/2015 2:58:43 PM	Report Generated	<input type="checkbox"/>

Page Size: 10 ☒ Check All☒ Cancel☒ Uncheck All☒ Delete☒ Download







File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Font:Calibri 11

Alignment:General

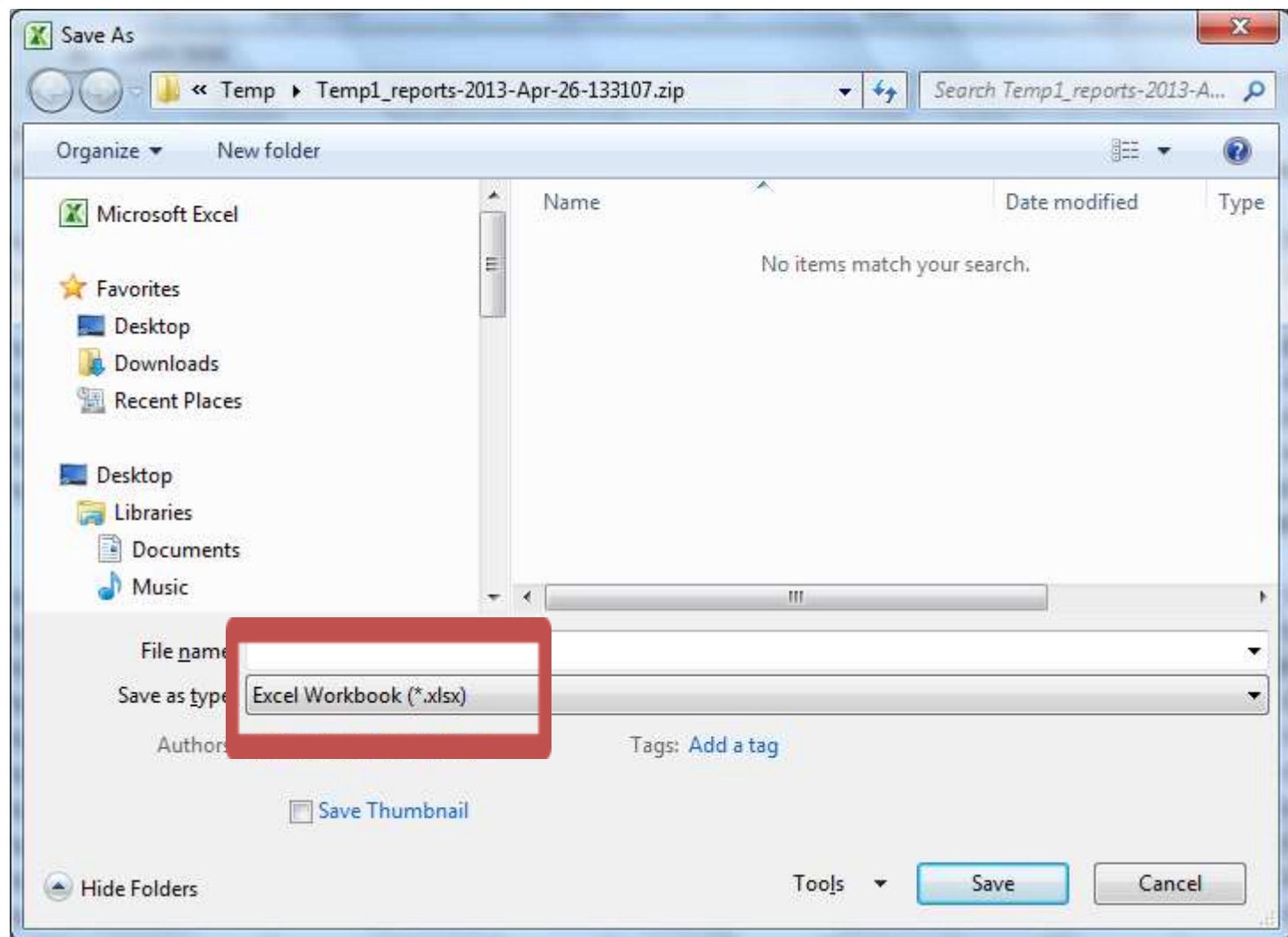
Number:\$ % ,

Styles:Conditional Formatting, Format as Table, Cell Styles

Cells:Insert, Delete, Format

Editing:Sort & Filter, Find & Select

A1		L18DC503C													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	L18DC503C	Form 2 - A Academic			2013/04/26 1:29PM										
2	Activity/	F Name of A	Category	Was Activ	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste	Requeste
3	Algonquin College														
4	9.101	AC PM Ski	Activity/F	Complete	100	0	0	0	10	0	0	6	0	0	
5	9.102	AC PM - M	Activity/F	Complete	0	0	0	0	0	8	0	5	0	2	
6	9.103	AC PT Con	Activity/F	Complete	0	155	10	0	0	15	0	8	0	2	
7	9.104	AC WO - V	Activity/F	Complete	0	75	15	0	0	5	0	15	0	8	
8	9.105	AC WO - H	Activity/F	Complete	0	30	4	0	0	4	0	5	0	4	
9	9.106	AC WO - H	Activity/F	Complete	0	50	2	0	0	4	0	5	0	8	
10	9.107	AC WO - T	Activity/F	Complete	0	40	2	0	0	4	0	5	0	4	
11	9.108	AC WO - D	Activity/F	Complete	0	0	0	0	0	80	0	10	2	10	
12		TOTAL			100	350	33	0	10	120	0	59	2	38	
13	Cambrian College														
14	1.1	iCan Creat	Activity/F	Complete	100	120	20	0	10	10	0	15	0	5	
15	1.1	Music Extr	Activity/F	Complete	0	100	19	0	0	6	0	10	0	0	
16	1.11	Apprentic	Activity/F	Complete	0	0	0	0	0	15	0	20	5	10	
17	1.12	It's Easy B	Activity/F	Complete	0	40	5	0	0	6	0	4	0	0	
18	1.13	Exploring	Activity/F	Complete	40	0	0	50	0	0	0	5	0	5	
19	1.2	Cambrian	Activity/F	Complete	0	75	10	0	0	5	0	11	0	0	
20	1.3	Connectin	Activity/F	Complete	500	0	5	0	20	0	0	5	0	0	
21	1.4	First Natic	Activity/F	Complete	0	40	0	0	0	8	0	15	0	0	
22	1.5	First Natic	Activity/F	Complete	0	40	0	0	0	8	0	15	0	0	
23	1.6	Grade 9-11	Activity/F	Complete	0	50	6	0	0	4	0	10	0	0	
24	1.7	Creating t	Activity/F	Complete	0	0	0	0	0	25	0	25	2	3	
25	1.8	Justice Da	Activity/F	Complete	60	0	10	0	6	0	0	10	0	0	



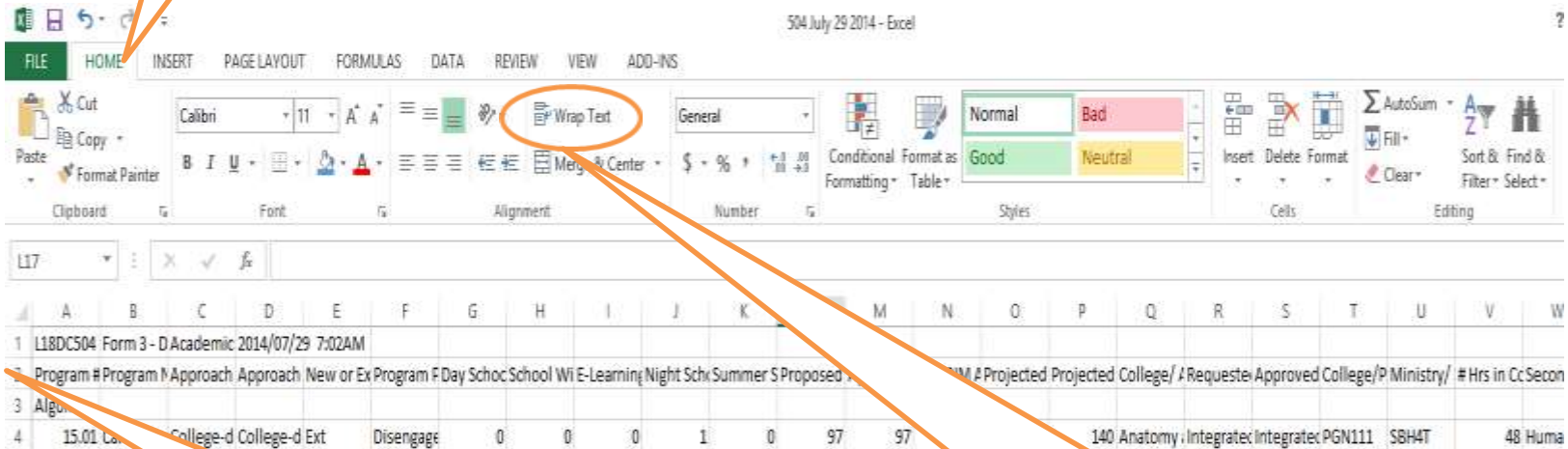
Activity 1: Generate and Save a 504 and a 506 Extract

Notes on Extracts

- Check the first row – correct year?
- Excel document does not contain formulas

Step 1: Home

Excel: Wrap Text



Step 2: Select Row 2

Step 3: Click "Wrap Text"

Excel: Wrap Text

Program #	Program Name	Requeste	Approach	Approve	New or Ext	Program Primarily Designed For	Day	School	E-School	Learning / Online	Night School	Summer School	Proposed # of Individual Students 2013-2014	Approved # of Individual Students 2013-2014	INTERIM Actual # of Individual Students as of Jan 31 2014	Projected # of Individual Students 2014-2015	Projected # of Individual Students 2015-2016	College/ Apprenticeship Name	Requeste d Type of Course (if applicable)	Approve d Type of Course (if applicable)	College/ Provincial Code	Ministry/ Secondary Course Code	# Hrs in App	Seco y Cou Prog Nam
3	Algoma	15.01	Career Ex College-d	College-d Ext		Disengage	0	0	0	0	1	0	97	97		135	140	Anatomy	Integrated	Integrated	PGN111	58H447	48	Hun

Step 1: View

Excel: Freeze Row

L18DC504_201606270921287675 [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW **VIEW**

Normal Page Break Preview Page Layout Views Workbook Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All **Freeze Panes** Split Hide Unhide View Side by Side Synchronous Scrolling Reset Window Position Switch Windows

A1 : X ✓ fx L18DC504

A	B	C	D	E	F	G	H	I
1	L18DC504	Form 3 - D	Academic	2016/06/27 9:21AM				
2	Program	Program	Approach	Approach	New or Ex	Year Progr	Previous F	Program P
3	Cambrian							Sec Day
4	01.01a	College	College-d	College-d Ext	2015	1.01a	le	démotivé
5	01.01b	College	College-d	College-d Ext	2015	1.01B		démotivé
6	01.01c	College C	College-d	College-d Ext				
7	01.01d	College C	College-d	College				

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Step 2: Select Row 2

Step 3: Click "Freeze Pane"

Step 4: Click "Freeze Top Row"

Activity 2: Determine which data required to check if SMART goal achieved

Activity 3: Check data accuracy/completeness

Activity 4: Complete data calculations

Activity 5: Draw conclusions on achievement of SMART goal

Repeat

SMART Goal Considerations

- Were your SMART goals SMART?
- Specific
- Measurable
- Attainable
- Reasonable
- Time-bound
- Could they be “SMARTER”?

SMART Goal Considerations

- SMART goals should be
 - based on a review of data
 - be impactful to your students and programs
- Make recommendations for your RPT to consider for 2017-18 SMART goals

Contact Us

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- PhilHedges@kwic.com
- Svandermeer@opsoa.org