

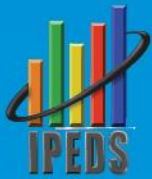


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# 2016 IPEDS Coordinator Workshop and State Data Conference

April 25–27, 2016  
Arlington, VA





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## IPEDS New Coordinator Workshop

April 25, 2016



# INTRODUCTIONS



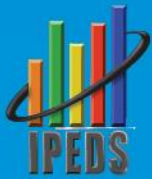
2016 IPEDS Coordinator Workshop and State Data Conference

# Agenda

- What is IPEDS Coordination?
- IPEDS Cycle
- Resources
- Working with Keyholders
- Using IPEDS Data

# Acknowledgements

- SHEEO
- AIR
- Veteran Coordinators
  
- A lot of the information in this workshop comes from the IPEDS Coordinator Handbook

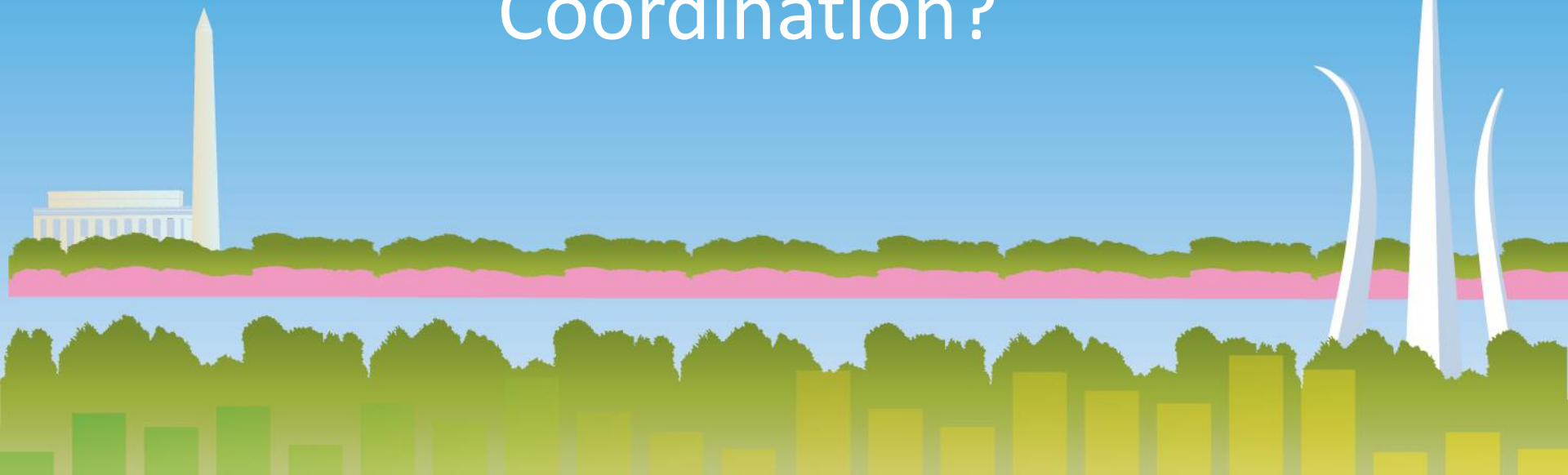


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## What is IPEDS Coordination?



# IPEDS Coordinator

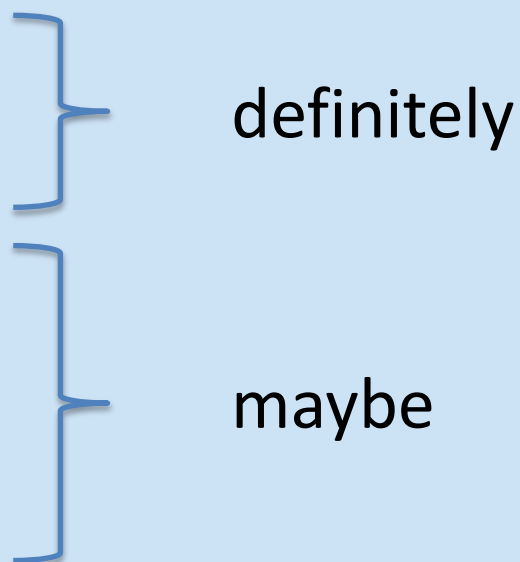
*The person responsible for IPEDS related coordination activities for a specified group of schools within a state or system. This person has certain viewing, verifying, and locking privileges in the data collection system.*

# What do coordinators do?

- Varies from state to state, system to system
- IPEDS coordination is a voluntary role



# Coordination Activities

- Coordination planning
  - Universe maintenance
  - Data submission
  - Nonresponse follow-up
  - Error resolution
- definitely
- maybe
- 

# Activities of IPEDS Coordinators

## 1. Coordination planning - definitely

- Determine which institutions you will coordinate
- Determine the **level of access** to each institution and survey component
- Convey any changes to the Help Desk

# Activities of IPEDS Coordinators

## 2. Universe maintenance - definitely

- Maintain lists of postsecondary institutions in state or system, including those that are new, have closed, have been merged, or have changed sector
- Communicate changes to the IPEDS Help Desk

# Activities of IPEDS Coordinators

## 3. Data Submission and Review - maybe

- **Review** institutional data
- **Submit data** on behalf of institutions
  - **Upload** files in a fixed length, key value, or XML format into the DCS
- Apply an **additional lock** after the keyholder
- Ensure that IPEDS surveys are **completed** by or for the institutions
- Ensure that they are submitted in a **timely and accurate** manner

# Tips for Verifying Data from Veteran Coordinators

- Compare each year's data with as many prior years as possible
- Compare data compiled in IPEDS to other reports and double check the definitions
- Compile data from peer institutions and use College Navigator to determine whether the institutions you are coordinating are portrayed correctly
- Perform visual trend checks and compile sheets with trend data for each school

# Activities of IPEDS Coordinators

## 4. Nonresponse Followup - maybe

- **Perform followup** with nonresponding institutions
- Contact any remaining nonresponding institutions to **remind** them of **impending deadlines** for data submission

# Activities of IPEDS Coordinators

## 5. Error Resolution – maybe

- Resolve **inconsistencies or errors** in reporting
- Serve as a resource to the institutions both in **interpreting** error messages and **suggesting** resolutions
- Alert institutions to the **availability of edits** performed by the DCS

# Benefits to You

- Guard against and address data inconsistencies
- Assure data quality and consistency
- Opportunity to build state/system data systems around common components and definitions
- You provide a conduit for IPEDS information
- Build strong and shared data culture with institutions in your state
- Better understanding of state and national issues and subsequent utilization of data to address those issues



# Benefits to NCES

- Reduction in institutional burden when states/systems submit data
- Increased data consistency, quality
- Decrease in amount of followup prompting by help desk
- Another set of eyes on the data - data verification
- Help with universe

# Qualities needed

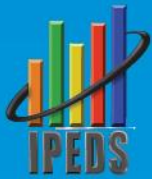
- Management skills, time, resources
- Good working knowledge of postsec ed statistics
- Exceptional abilities to communicate and coordinate several activities simultaneously
- Willingness to carry out certain key responsibilities in collection & reporting of national data

# Keys to Success

- Establish good relationships with your state or system colleagues, i.e., keyholders
- Know and understand your institutions so you can become the data expert in your state or system
- Learn about and keep your state or system colleagues informed of recent IPEDS survey changes
- Anticipate state or system-wide changes in policy and their impact on IPEDS survey components

# Tips for Your IPEDS Team from Veteran Coordinators

Create a positive work environment for those who are part of your IPEDS Team. Thank folks for taking the time to gather the data you need. Be available to answer questions and provide your assistance. Always respect the timing of other projects your colleagues may be working on and schedule things you can, like prior year data collection, when workloads are lighter.

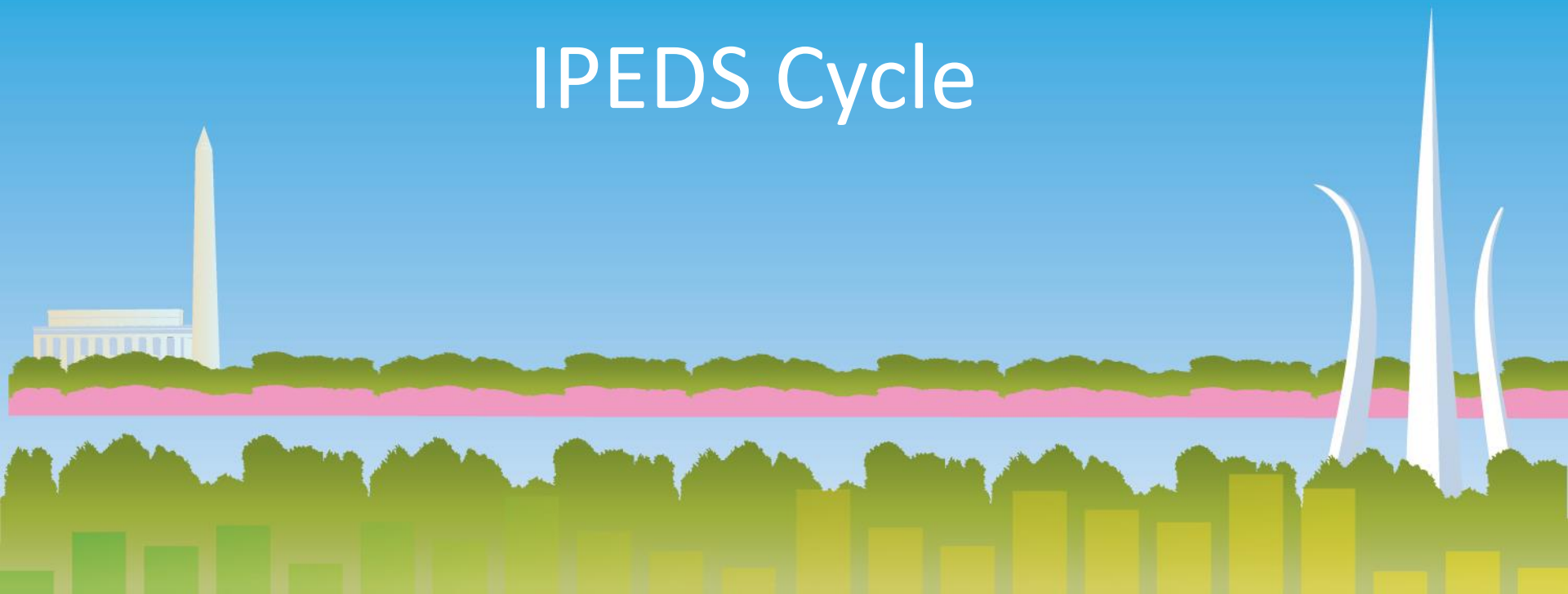


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## IPEDS Cycle



# Collection & Dissemination Cycle

1. Enter data
2. Edit data
3. Lock data
4. Migrate data to Collection Level Data Center
5. Release Preliminary Data
6. Release Provisional Data
7. Release Final Data

# 2016-17 IPEDS Calendar

	Registration	Fall (6 wks)	Winter (9 wks)	Spring (18 wks)
Open date	August 10	September 7	December 14	December 14
Keyholder close date		October 19	February 15	April 12
Coordinator close date		November 2	March 1	April 26
Includes	Registration Mapping Institution ID IC-H	IC C E12	SFA GR GR200 ADM OM	EF F HR AL

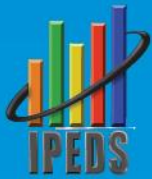
# Activities and the Calendar

Date	When	Potential Coordinator Activities
Prior Year Spring	Way Before Registration	Work with the help desk to update coordinator plans <ul style="list-style-type: none"> <li>• Institutions coordinated</li> <li>• Type of access</li> </ul>
Early August	At/Slightly Before Registration	Register/Connect with Institutions you coordinate: <ul style="list-style-type: none"> <li>• Identify the designated Keyholder at each institution</li> <li>• Meet new Keyholders</li> <li>• Review the collection calendar and develop your plan for starting to prepare data</li> </ul>
Early September	Fall Collection Start	Send a reminder to Keyholder of start and close dates If applicable, begin preparing and submitting data
Mid October	Fall Collection Close	Review/Update/Lock data and non-response follow-up If applicable ask institutions to review/lock data
Early December	Winter Collection Start Spring Collection Start	Send a reminder to keyholder of start and close dates If applicable, begin preparing and submitting data
Mid February	Winter Collection End	Review/Update/Lock data and non-response follow-up If applicable ask institutions to review/lock data
Mid April	Spring Collection End	Review/Update/Lock data and non-response follow-up If applicable ask institutions to review/lock data

Provide Additional Training/Support/Community  
Analyze and Share Relevant Data/Trends







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## Resources



# <http://nces.ed.gov/ipeds>



Your primary source for information on U.S. colleges, universities, and technical and vocational institutions.


**Find Your College**

**Use the Data**

**Report Your Data**

**Join In**

# http://surveys.nces.ed.gov/ipeds



IPEDS Help Desk  
(877) 225-2588  
[ipedshelp@rti.org](mailto:ipedshelp@rti.org)

NCES National Center for Education Statistics OMB NO. 1850-0582 : Approval Expires 12/31/2016

User ID  Password  **LOGIN**

---

## Fall

**COMPONENTS**  
Institutional Characteristics  
Completions  
12-month Enrollment

**KEYHOLDER:** Closed  
(Closed Oct 14)

**COORDINATOR:** Closed  
(Closed Oct 29)

## Winter

**COMPONENTS**  
Student Financial Aid  
Graduation Rates  
200% Graduation Rates  
Admissions  
Outcome Measures

**KEYHOLDER:** Closed  
(Closed Feb 10)

**COORDINATOR:** Closed  
(Closed Feb 24)

## Spring

**COMPONENTS**  
Fall Enrollment  
Finance  
Human Resources  
Academic Libraries

**KEYHOLDER:** Closed  
(Closed Apr 08)

**COORDINATOR:** **2 days left**  
(Closes Apr 20)

[Reporting Resources](#)  
Access resources that will help with successful submission.

[Registration](#)  
The 2015-16 data collection cycle opens August 5, 2015. The surveys available for completion as of that date include:

- ✓ Registration
- ✓ Institution Identification
- ✓ Report Mapping (if applicable)
- ✓ IC Header

Keyholders should be registered prior to August 26. The CEO of any institution without a registered Keyholder by that date will be contacted by the IPEDS Help Desk so that a one may be appointed. The Keyholder may be changed at any time during the collection cycle.

The IPEDS Help Desk is available by (877) 225-2588 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org) to answer any questions you may have.

[Data Submission Requirement](#)  
The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of the surveys is mandated by 20 USC 1094, Section 487(a)(17).

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

The reporting of racial/ethnic and gender data for institutional staff on the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees.

For those institutions not required to complete this survey on the basis of the above requirements, completion is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

IPEDS data are not collected under a pledge of confidentiality.

# DCS Reports & Tools

- Planning, Preparation, Registration
- Communication
- Data Submission & Locking
- Followup & Data Review

# PLANNING, PREPARATION, REGISTRATION



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# List of Institutions (I)

## Coordinator's Institutions

- Listed in the table below are the institutions that met your search criteria and their locations (**55** total).
- To select an institution, click on the institution name.
- Click on the column heading to sort the list.

<u>Institution</u>	<u>Unit ID</u>	<u>Location</u>	<u>OPEID</u>	<u>Status</u>	<u>Sector</u>
<a href="#"><u>Alabama A &amp; M University</u></a>	100654	4900 Meridian Street Normal, AL	00100200	Active	1
<a href="#"><u>Alabama Southern Community College</u></a>	101949	2800 South Alabama Avenue Monroeville, AL	00103400	Active	4
<a href="#"><u>Alabama State University</u></a>	100724	915 S Jackson Street Montgomery, AL	00100500	Active	1
<a href="#"><u>Athens State University</u></a>	100812	300 N Beaty St Athens, AL	00100800	Active	1
<a href="#"><u>Auburn University</u></a>	100858	Auburn, Alabama Auburn University, AL	00100900	Active	1
<a href="#"><u>Auburn University at Montgomery</u></a>	100830	7440 East Drive Montgomery, AL	00831000	Active	1
<a href="#"><u>Bevill State Community College</u></a>	102429	1411 Indiana Avenue Jasper, AL	00573300	Active	4
<a href="#"><u>Birmingham Southern College</u></a>	100937	900 Arkadelphia Road Birmingham, AL	00101200	Active	2



# View Access Profile (R)

## Access Profile

- The table below displays the institution(s) and surveys you are able to access.
- The access column indicates if you have update or view access to the data.
- The status column shows the current status for each survey.

Institution	Survey	Original Access	Current Access	Lock Order	Status
Alabama A & M University (100654)	IC Header	Update	View	-	Complete
	Student Financial Aid	Update	View	2 of 2	Complete
	Graduation Rates	Update	View	2 of 2	Complete
	Graduation Rates 200	Update	View	2 of 2	Complete
	Human Resources	Update	Update	2 of 2	NO DATA
	Fall Enrollment	Update	Update	2 of 2	No Data
	Finance	Update	Update	2 of 2	NO DATA
Alabama Southern Community College (101949)	IC Header	Update	View	-	Complete
	Student Financial Aid	Update	View	2 of 2	Complete
	Graduation Rates	Update	View	2 of 2	Complete
	Graduation Rates 200	Update	View	2 of 2	Complete
	Human Resources	Update	Update	2 of 2	NO DATA
	Fall Enrollment	Update	Update	2 of 2	NO DATA
	Finance	Update	Update	2 of 2	Clean
Alabama State University (100724)	IC Header	Update	View	-	Complete
	Student Financial Aid	Update	View	2 of 2	Complete
	Graduation Rates	Update	View	2 of 2	Complete
	Graduation Rates 200	Update	View	2 of 2	Complete
	Human Resources	Update	Update	2 of 2	NO DATA

# Review Plan (R)

Reporting and Review Plan				
<b>Unit ID:</b>	100654	<b>Select another Institution</b>		
<b>Institution Name:</b>	Alabama A & M University			
Coordination Tree				
Survey	UserID	Active	Access	Lock Order
IC Header	P1006541	Yes	View	1
	01A0011	Yes	View	
	99A0011	Yes	View	
Institutional Characteristics	P1006541	Yes	View	1
	01A0011	Yes	View	
	99A0011	Yes	View	
Completions	P1006541	Yes	View	1
	01A0011	Yes	View	
	99A0011	Yes	View	
12-month Enrollment	P1006541	Yes	View	1
	01A0011	Yes	View	
	99A0011	Yes	View	
Student Financial Aid	P1006541	Yes	View	1
	01A0011	Yes	View	
	99A0011	Yes	View	
	P1006541	Yes	View	1



# List of Instits Not Coord (R)

## State List of Institutions not Coordinated by Your Office

<u>Institution</u>	<u>Status</u>	<u>Title IV</u>	<u>Sector</u>
Alabama State College of Barber Styling (371034)	Active	Yes	Private for-profit, less-than 2-year
Amridge University (100690)	Active	Yes	Private nonprofit, 4-year or above
Blue Cliff Career College (444440)	Active	Yes	Private for-profit, less-than 2-year
Brown Mackie College-Birmingham (470162)	Active	Yes	Private for-profit, 4-year or above
Cardiac and Vascular Institute of Ultrasound (455707)	Active	Yes	Private for-profit, 2-year
Columbia Southern University (450933)	Active	Yes	Private for-profit, 4-year or above
Fortis College School of Cosmetology (455497)	Active	Yes	Private for-profit, less-than 2-year
Fortis College-Dothan (455460)	Active	Yes	Private for-profit, less-than 2-year
Fortis College-Foley (436641)	Active	Yes	Private for-profit, less-than 2-year
Fortis College-Mobile (371052)	Active	Yes	Private for-profit, 2-year
Fortis College-Montgomery (455488)	Active	Yes	Private for-profit, 2-year
Fortis College-Montgomery (475130)	Active	Yes	Private for-profit, 2-year
Fortis Institute-Birmingham (455628)	Active	Yes	Private for-profit, 2-year
Hair Academy (462026)	Active	Yes	Private for-profit, less-than 2-year
Heritage Christian University (101453)	Active	Yes	Private nonprofit, 4-year or above

# Registration (T)

## Registration

- Please **review** the contact information displayed below, **verify** your email address, and make changes if necessary.
- Then **click the Update button** to complete your registration, **whether you've made changes or not**.
- Once you've completed your registration, you will be able to print blank forms, download record layouts, and generate User IDs and passwords for additional users.
- Required fields are indicated with asterisks (\*\*).

Agency**	<input type="text" value="Alabama Commission on Higher Education"/>
Title	<input type="text" value="Director of Research Services"/>
First Name**	<input type="text" value="Diane"/>
Last Name**	<input type="text" value="Sherman"/>
Address 1**	<input type="text" value="100 North Union Street, Suite 778"/>
Address 2	<input type="text"/>
City**	<input type="text" value="Montgomery"/>
State**	<input type="text" value="Alabama"/>
ZIP Code**	<input type="text" value="36130"/> - <input type="text" value="2000"/>
Phone**	<input type="text" value="334"/> - <input type="text" value="242"/> - <input type="text" value="2742"/>
Extension	<input type="text"/>
Fax	<input type="text" value="334"/> - <input type="text" value="242"/> - <input type="text" value="0268"/>

# Additional Users/Pwds (T)

**Request Additional Users**

Select the number of additional users:

**Current Users**

User ID	User Name	Password	Options		Added
01A0012	Proxy Coordinator		<a href="#">View and Set Permissions</a>	<a href="#">Remove All Permissions</a>	<input type="checkbox"/>
01A0013			<a href="#">View and Set Permissions</a>	<a href="#">Remove All Permissions</a>	<input checked="" type="checkbox"/>

# Registration Summary (R)

Registration Summary			
Type	Total	Registered	Unregistered
Users	55	55	0
Users(additional users)	138	77	61
Multi-key holders	0	0	0
Multi-key holders(additional users)	0	0	0
<b>Total</b>	<b>193</b>	<b>132</b>	<b>61</b>

# Unregistered Users (R)

**Unregistered Users**

User Type  Users  Coordinators

138 matching records were found.

[Export to File](#)

Unit ID	Institution Name	Institution Address	Admin Name	Admin Email	Admin Phone	Admin Title
	User ID	User Name	User Address	User Email	User Phone	User Fax
	Coord. ID	Coord. Name	Coord. Address	Coord. Email	Coord. Phone	Coord. Fax

# Set Locking Email Preference (T)

## Set Preference for Receiving Lock Confirmation Emails

- Note: The system-generated locking confirmation emails are only sent to you if you are a coordinator in the lock order for a given survey. View-only coordinators do not receive the locking confirmation emails.
- Select your preference for receiving the lock confirmation emails to be sent when an institution in your coordination list applies a survey lock and you are the subsequent locker.
- By choosing to receive 'Individual locking emails' you will receive an email whenever a survey becomes locked and ready for your review/lock.
- By choosing to receive 'A consolidated report of cases locked on a daily basis', you will receive one email per day summarizing the surveys that have been locked and are ready for your review/lock .

Select your preference for receiving lock confirmation emails:

Individual locking emails     A consolidated report of cases locked on a daily basis

Update

# COMMUNICATIONS



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# Contact Phone List (T)

Contact Phone List						
55 matching records were found						<a href="#">Export to File</a>
Unit ID	Institution Name	User Name	Phone Number	Ext	Fax Number	Lock Order



# Email List (T)

Email List								
55 matching records were found								<a href="#">Export to File</a>
Unit ID	Institution Name	User Name	Email Address	Phone Number	Ext	Fax Number	Lock Order	

# Mailing List (T)

Mailing List	
55 matching records were found	
<a href="#">Export to File</a>	
Unit ID	Mailing Address

# F/HR/SFA Contact List (T)

## Finance/HR/SFA Contacts List

The total number of institutions is 46.  
The total number of emails is 139.

[Export to File](#)

Institution	Unit ID	UserID	Type	Name	Phone	Email
-------------	---------	--------	------	------	-------	-------

# New/Veteran User List (R)

**New/Veteran User List**

[Export to File](#)

Keyholder Type  All  New  Veteran

User ID	User Name	E-mail	Phone	Registration Date	User Type
---------	-----------	--------	-------	-------------------	-----------

# DATA SUBMISSION & LOCKING



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# File Import/Upload (T)

## File Upload

Survey:

File Type:  Fixed Length  Key Value Pair

File Name:  no file selected

---

No previous uploads found


# Combined Data Report (R)

## Combined Data Report

- Listed in the table below are the institutions that met your search criteria and their locations (37 total).
- To select an institution, click on the institution name.
- The institution name is active only when the institution has combined data.

Institution	Unit ID	Location	Status	Sector
<a href="#">Bryn Athyn College of the New Church</a>	210492	801 Tomlinson Rd Bryn Athyn, PA	Active	2
<a href="#">Cairn University</a>	215114	200 Manor Ave Langhorne, PA	Active	2
<a href="#">Elizabethtown College</a>	212197	One Alpha Dr Elizabethtown, PA	Active	2
<a href="#">Mercyhurst University</a>	213987	501 E 38th St Erie, PA	Active	2
<a href="#">Pennsylvania State University-College of Medicine</a>	214616	500 University Drive Hershey, PA	Active	1
<a href="#">Pennsylvania State University-Main Campus</a>	214777	201 Old Main University Park, PA	Active	1
<a href="#">Pennsylvania State University-Penn State Abington</a>	214801	1600 Woodland Road Abington, PA	Active	1
<a href="#">Pennsylvania State University-Penn State Altoona</a>	214689	3000 Ivyside Park Altoona, PA	Active	1
<a href="#">Pennsylvania State University-Penn State Beaver</a>	214698	100 University Drive Beaver, PA	Active	1

# Edit Report (R)

**Edit Report**
 Instructions

• Enter the IPEDS Unit ID in the box and select Generate to run the edit report for a single institution. Leave the Unit ID box blank and select Generate to run edit reports for all institutions.

**Student Financial Aid**

**Select Institution:**

**Alabama A & M University (100654)**

Source	Description	Severity	Resolved	Options
<b>Screen: Part A - Establish your groups</b>				
Screen Entry	The number entered is outside the expected range of between 660 and 990 when compared with the prior year value. Please correct your data or explain. (Error #7132)	Explanation	Yes	<a href="#">Go to error screen</a>
Reason:	Increase in scholarship awards			
<b>Screen: Part C, Page 2 - Enter Information about Group 2</b>				
Screen Entry	The average amount of this type of aid awarded to Group 2 students is outside the expected range of between 6,280 and 9,420 when compared with the prior year value. Please check the number of students and the total amount of aid awarded to these students, and correct or explain the discrepant values. (Error #7147)	Explanation	Yes	<a href="#">Go to error screen</a>
Reason:	Addition of new Institutional Scholarship			
Screen Entry	The average amount of this type of aid awarded to Group 2 students is outside the expected range of between 958 and 1,436 when compared with the prior year value. Please check the number of students and the total amount of aid awarded to these students, and correct or explain the discrepant values. (Error #7147)	Explanation	Yes	<a href="#">Go to error screen</a>
Reason:	Increase FSEOG awards			



# Lock Surveys (T)

**Lock Surveys**

- Please select survey from the menu below to search for institutions ready to lock the survey.

-- Please select survey --

Search

# FOLLOWUP & DATA REVIEW



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# Institution & Survey Status Summary (R)

## Institution and Survey Status Summary

### INSTITUTION STATUS

Status	Non titleIV	TitleIV	Total
Active	<u>1</u>	<u>54</u>	<u>55</u>
<b>Total ( all Active )</b>	<u>1</u>	<u>54</u>	<u>55</u>
<b>Total</b>	<u>1</u>	<u>54</u>	<u>55</u>

### SURVEY STATUS BY SURVEY

	Child	Sector Zero	NA	NO DATA	No Data	Has Data	Edited	Clean	Locked	Complete	Total	Accepted	Migrated
IC Header	0	0	0	0	0	0	0	0	0	<u>55</u>	<u>55</u>	0	<u>55</u>
IC	0	<u>1</u>	0	0	0	0	0	0	0	<u>54</u>	<u>55</u>	0	<u>54</u>
COM	0	<u>1</u>	0	0	0	0	0	0	0	<u>54</u>	<u>55</u>	0	<u>54</u>
Enrollment12	0	<u>1</u>	0	0	0	0	0	0	0	<u>54</u>	<u>55</u>	0	<u>54</u>
SFA	0	<u>1</u>	0	0	0	0	0	0	0	<u>54</u>	<u>55</u>	<u>1</u>	<u>50</u>
GR	0	<u>1</u>	<u>1</u>	0	0	0	0	0	0	<u>53</u>	<u>55</u>	<u>1</u>	<u>49</u>
GR200	0	<u>1</u>	<u>1</u>	0	0	0	0	0	0	<u>53</u>	<u>55</u>	<u>1</u>	<u>52</u>
HR	0	0	0	<u>27</u>	<u>6</u>	<u>7</u>	<u>5</u>	<u>3</u>	<u>7</u>	0	<u>55</u>	0	0
Fall Enrollment	0	<u>1</u>	0	<u>22</u>	<u>3</u>	<u>10</u>	<u>5</u>	<u>3</u>	<u>11</u>	0	<u>55</u>	0	0
Finance	0	0	0	<u>23</u>	<u>2</u>	<u>7</u>	0	<u>19</u>	<u>4</u>	0	<u>55</u>	0	0

# Institution Reporting Status (R)

Institution Reporting Status		
Institution	Survey	Status
Alabama A & M University (100654) Normal, AL	IC Header Student Financial Aid Graduation Rates Graduation Rates 200 Human Resources Fall Enrollment Finance	Complete (1/1 locks) Complete (2/2 locks) Complete (2/2 locks) Complete (2/2 locks) NO DATA (0/2 locks) No Data (0/2 locks) NO DATA (0/2 locks)
Alabama Southern Community College (101949) Monroeville, AL	IC Header Student Financial Aid Graduation Rates Graduation Rates 200 Human Resources Fall Enrollment Finance	Complete (1/1 locks) Complete (2/2 locks) Complete (2/2 locks) Complete (2/2 locks) NO DATA (0/2 locks) NO DATA (0/2 locks) Clean (0/2 locks)
Alabama State University (100724) Montgomery, AL	IC Header Student Financial Aid Graduation Rates Graduation Rates 200 Human Resources Fall Enrollment	Complete (1/1 locks) Complete (2/2 locks) Complete (2/2 locks) Complete (2/2 locks) NO DATA (0/2 locks) Edited (0/2 locks)

# Sector/State/Reporting Method

## Institution Status per Sector/State/Reporting Method

Reporting Type  Per Sector  Per State  Per Reporting Method

Generate

Sector		Count
0	Administrative Unit Only	<u>1</u>
1	Public, 4-year or above	<u>14</u>
2	Private nonprofit, 4-year or above	<u>14</u>
4	Public, 2-year	<u>26</u>

# Used One Last Chance (R)

## Institutions Used One Last Chance

0 Institution(s) found.

# File Export (T)

## File Export

Export in XML format is available for the following surveys.

- 12-month Enrollment, Completions, Fall Enrollment for 4-year and 2-year degree granting Institutions, Graduation Rates and Student Financial Aid

Survey

Export Format  Fixed Length  Comma-separated

---

Survey Status

Unit ID

Institution Name

State

Sector

# Export Caveats, Edits, etc (T)

## Export Caveats, Edits, etc.

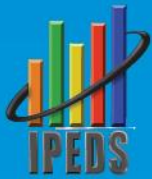
- Enter search criteria to export a report for a subset of the institutions you coordinate.
- \*\* The "Date" search criteria is the Migrate date when you choose "Migrated" in the "Migration Status" criteria, otherwise it is the "changed date" of survey status.
- Please use delimiter "|" when you import data to Excel.

Survey

Type

Date\*\* From  To





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## More Resources



# Survey Materials

NCES National Center for Education Statistics

**2015-16 Survey Materials**



**Form, Instructions, FAQs, Narrative Edits and Import Specifications**

PLEASE NOTE: You MUST enter your data into the data entry screens in the data collection system in order to submit your data. Your data are NOT saved on these blank forms.

[IPEDS Website Trainings & Outreach](#)

A maximum of 3 forms can be selected to view and print at one time. (  Not Printed  Printed ) [View/Print Selected Forms](#)

IC Header	Package	Form	Instructions	FAQ	Narrative Edits	Import Spec.	2016-17 Changes	2017-18 Changes
IC Header for 4-year degree-granting institutions								
IC Header for 4-year non-degree-granting institutions								
IC Header for public 2-year degree-granting institutions								
IC Header for public 2-year non-degree-granting institutions						N/A		
IC Header for private 2-year degree-granting institutions								
IC Header for private 2-year non-degree-granting institutions								
IC Header for less-than-2-year institutions								

Institutional Characteristics	Package	Form	Instructions	FAQ	Narrative Edits	Import Spec.	2016-17 Changes	2017-18 Changes
Institutional Characteristics for 4-year academic year tuition reporters								
Institutional Characteristics for 4-year program tuition reporters						N/A		
Institutional Characteristics for degree-granting 2-year academic year tuition reporters								
Institutional Characteristics for degree-granting 2-year program tuition reporters						N/A		
Institutional Characteristics for non-degree-granting 2-year academic year tuition reporters								
Institutional Characteristics for non-degree-granting 2-year program tuition reporters						N/A		



# IPEDS Glossary

- The online IPEDS Glossary provides definitions for almost 500 postsecondary-related terms used in the collection and dissemination of IPEDS data.
- You can search for keywords within the terms or definitions OR
- Pick a letter if you know exactly how the term is named within the glossary

# IPEDS Handbooks

- Coordinators
  - Log in to DCS, go to Help menu
  
- New Keyholders
  - Log in to DCS, go to Help menu
  - Report Your Data Page

# Stay Connected

- IPEDS Listserv and IPEDS Coordinator Listserv
  - <http://ipedslistserv.rti.org/>
- IPEDS Twitter
  - Follow us at @ipeds\_nces or visit our page at [www.twitter.com/ipeds\\_nces](http://www.twitter.com/ipeds_nces)
- This Week in IPEDS
- IES Newsflash
  - <http://ies.ed.gov/newsflash/>
    - Enter your email
    - Select National Center for Education Statistics
    - Then select Integrated Postsecondary Education Data System

# Ad Hoc Support

- Ad Hoc Support for New Coordinators
  - DCS: Go to the Help Menu

# AIR Tutorials

- The Association for Institutional Research has put together IPEDS video tutorials:
  - Provide key survey concepts and guidance for completing surveys as well as for using IPEDS data tools
- These tutorials are produced by AIR and approved by NCES

# Trainings & Outreach



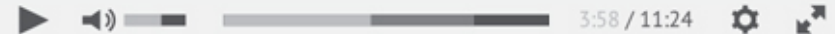
## Announcing Trainings & Workshops

### [Training & Workshop Announcements](#)

Find out when and where upcoming training workshops will be held as well as past workshops announcements.



ASSOCIATION FOR INSTITUTIONAL RESEARCH  
Data and Decisions for Higher Education



### [AIR's Online Video Tutorials](#)

Free video tutorials created by the Association of Institutional Researchers (AIR) for data providers on how to report the data and data users on how to use the data.



## Face-to-Face Workshops



### [AIR Face-to-Face Workshops](#)

In-person workshops presented by AIR Trainers on topics, such as using IPEDS data for benchmarking, learning about the public face of IPEDS data, and implementing best practices on reporting to IPEDS.

## IPEDS Trainers



### [IPEDS Trainers](#)

A group of knowledgeable and experienced IPEDS data providers and users are selected each year to be an IPEDS Trainer. As valuable resources to the IPEDS community, they primarily assist AIR in developing and delivering AIR face-to-face workshops.



# IPEDS Help Desk

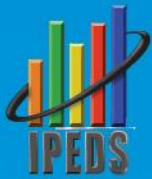
- The Help Desk is there to assist you!
  - Toll-free number: 1-877-225-2568
  - Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)



# Coordinator Voices

***The help desk is fantastic in working through odd and difficult questions. The NCES/IPEDS staff are also very accessible and you should not be afraid to contact them when questions arise.***

*- IPEDS Coordinator for 1-5 years*



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## Working with Keyholders



# Coordinator Voices

***Communicate with keyholders.  
Find out what problems they have  
with IPEDS and try to be proactive  
in addressing them.***

*- IPEDS Coordinator for more than 10 years*

# Working with Keyholders

- IPEDES Keyholder
  - The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the IPEDES data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

# Working with Keyholders

- Keyholder responsibilities:
  - Submit accurate data on time
  - Manage and coordinate all aspects of data submission at the institution, including entering and locking data
  - Act as the institutional point of contact with NCES
  - Work with the state and system
  - Stay informed



# Assisting Keyholders

- Provide training
  - Go over collection process with new keyholders
  - Before the IPEDS collection cycle begins, discuss changes in survey components
  - Go over common mistakes in IPEDS reporting
  - Answer questions, especially those that are system-specific

# Coordinator Voices

***One of the most effective methods we had for IPEDS was a conference call at the beginning of each collection cycle. We looked at the most common errors that occurred with our data and addressed those issues BEFORE the collection cycle and answered any questions.... The phone calls increased the accuracy of the data provided by the colleges.***

***- IPEDS Coordinator for more than 10 years***



# Assisting Keyholders

- Provide guidance
  - Encourage keyholders to begin working on surveys early. If there are problems, there is then time to correct them.
  - Provide guidance or guidelines for each component and how your state or system typically reports the data for that component.
    - Are there uniform guidelines for how your institutions report or define data? Who interprets those definitions to align them with IPEDS definitions?

# Coordinator Voices

***We hold a yearly IPEDS update conference each year after the IPEDS Coordinator Workshop to discuss changes in the IPEDS system and best practices to help create uniformity in IPEDS responses. We also have a follow-up training in the fall as needed.***

*- IPEDS Coordinator for 1-5 years*



# Assisting Keyholders

- Provide assistance
  - Explain how to resolve the various types of error messages. In some cases, you may want keyholders to call the state or system office first before calling the IPEDS Help Desk.
  - Assist with the survey if needed.
    - Does the state or system office upload data on behalf of the institutions?

# Coordinator Voices

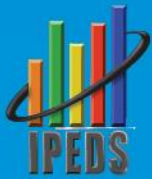
***Be proactive in identifying and assisting all staff and Campus Keyholders in your system in learning about the data collection, submission and locking process associated with the IPEDS data reporting cycle.***

*- IPEDS Coordinator for 5-10 years*

# Coordinator Voices

***Common sense is important when reviewing data. If something looks wrong to the eye, then it probably is.***

*- IPEDS Coordinator for 1-5 years*

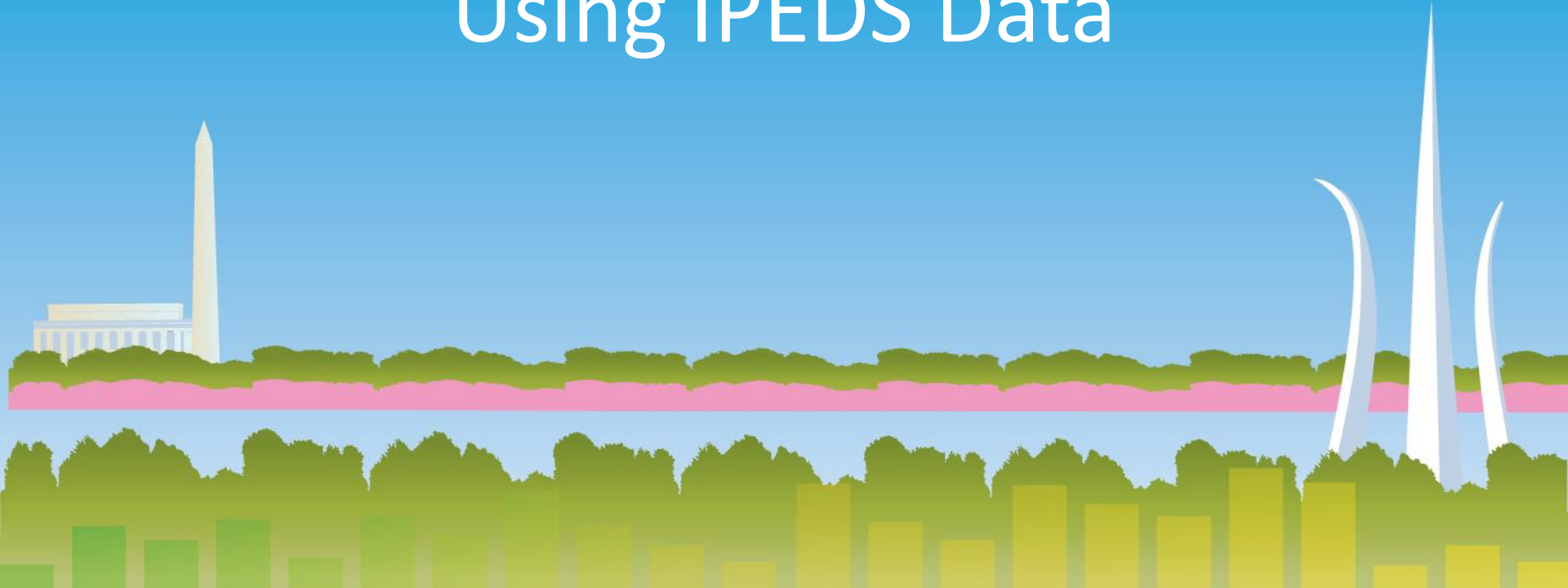


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## Using IPEDS Data



## Use the Data

Access IPEDS data submitted to NCES through our data tools or download the data to conduct your research



### [Overview of IPEDS Data](#)

Get a bird's eye view of IPEDS data: learn what data are collected and how you can use the various tools on this page to access IPEDS data.



### [Data Trends](#)

Use the Trend Generator to view trends on most frequently asked subject areas including: Enrollment, Completions, Graduation Rates, Employees and Staff, Institutional Revenues, and Financial Aid.



### [Look Up an Institution](#)

Look up information for one institution at a time. Data can be viewed in two forms: institution profile (similar to College Navigator) and reported data (institution's response to each survey question).



### [Data Feedback Report](#)

Download, print, or customize an institution's Data Feedback Report, a report that graphically summarizes selected institutional data and compares the data with peer institutions.



### [Statistical Tables](#)

Create simple descriptive statistics (e.g., total, count, average, median, standard deviation, percentiles) on selected IPEDS institutions and variables.



### [Summary Tables](#)

Customize a summary table for a select subgroup of institutions on the following popular topics: tuition and fees, room and board, student financial aid, admissions, test scores, student enrollment, degree/certificate awarded, and graduation rates.



### [Compare Institutions](#)

Download IPEDS data files for more than 7,000 institutions and up to 250 variables. Data files are provided in comma separated value (\*.csv) format.



### [Survey Data](#)

Download the complete data file for each survey or create a custom data file across multiple surveys. IPEDS data files and data dictionaries are zipped comma separated value (\*.csv) format, including read programs for easily importing data into a statistical software package (SPSS, STATA, and SAS).



### [Shortcuts](#)

Use these shortcuts to expedite the research process if you are a frequent or returning data user.



### [Publications and Products](#)

Review publications using IPEDS data including First Looks, Web Tables, methodology reports, and Digest Tables.



### [Resources](#)

[IPEDS Glossary](#)

[Archived Survey Forms](#)

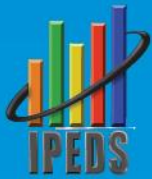
[Delta Cost Project](#)

[IPEDS Data Center User Manual](#)

[IPEDS Data Dissemination and Release Procedures](#)

[NCES Newsflash](#)



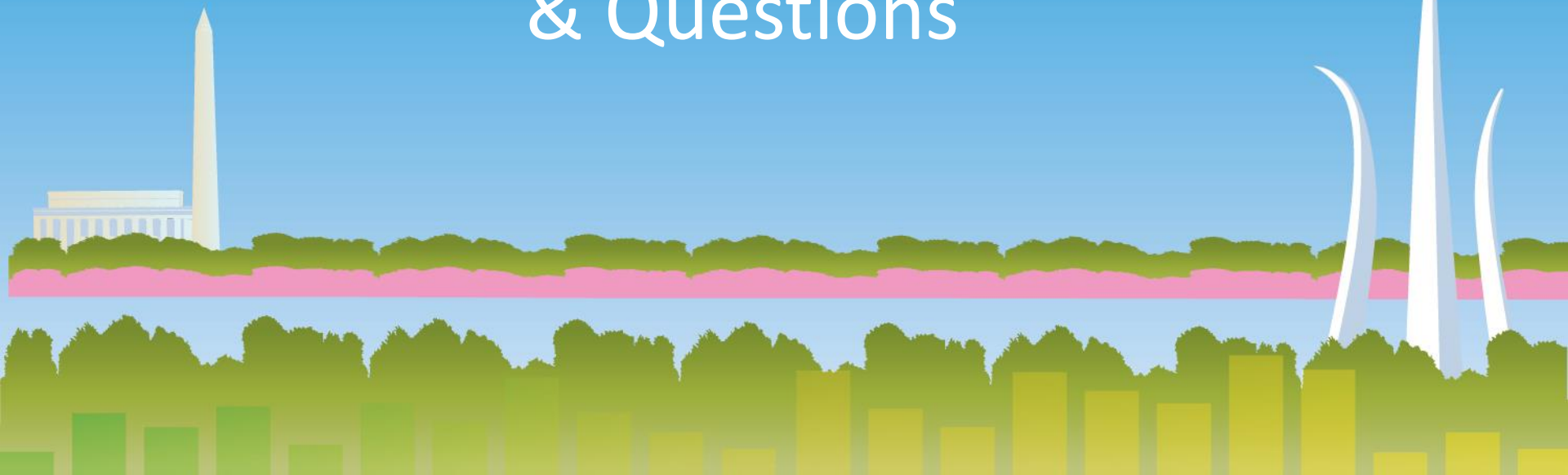


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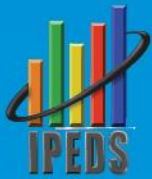
## Wrap Up & Questions





# What should you do with all this information?

- Share! Share! Share!
- Create your own listserv or hold a meeting/conference call to share changes for upcoming data collection cycles.
- Use the sharing of these resources as a way to build strong working relationships with your keyholders and ensure consistent data across the institutions you coordinate.



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Thanks!

