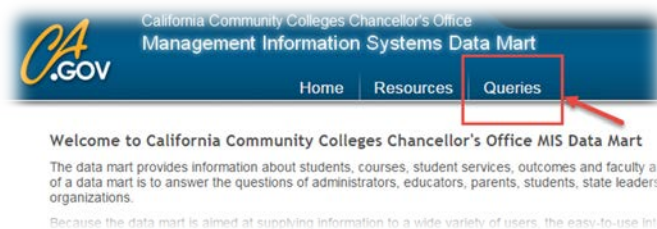


Introduction to the CCCCO MIS Data mart, **MIS SS**

The purpose of this document is to provide an overview of the information available at the California Community Colleges Chancellor's Office (CCCCO) MIS data mart, <http://datamart.cccco.edu/>; in specific, data related to the MIS Student Success quarterly report or SSSP¹ services. The document illustrates steps to perform basic queries and segregate student headcount figures by group or service. The document also shows how to use the "Advance Layout" feature of the data mart, which allows users to drilldown to selected subgroups in the report, and how to export the results to Excel.

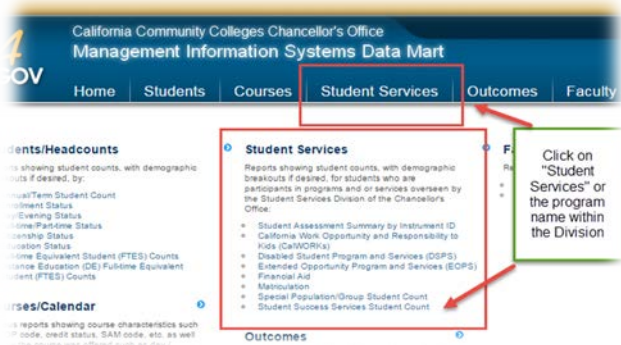
Section A. Access Queries in the Data Mart

Step A1. Go to <http://datamart.cccco.edu> and click on "Queries."



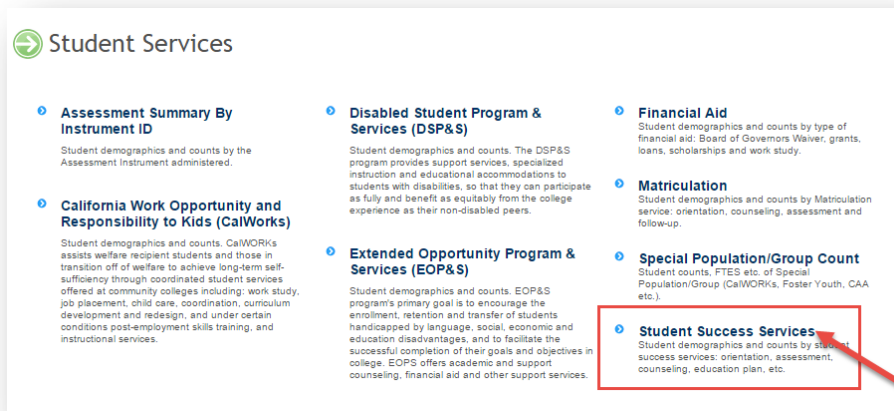
The MIS Data Mart allows users to query the data submitted by their district to the CCCCO and compare figures with similar districts or colleges.

Step A2. Click on "Student Services"



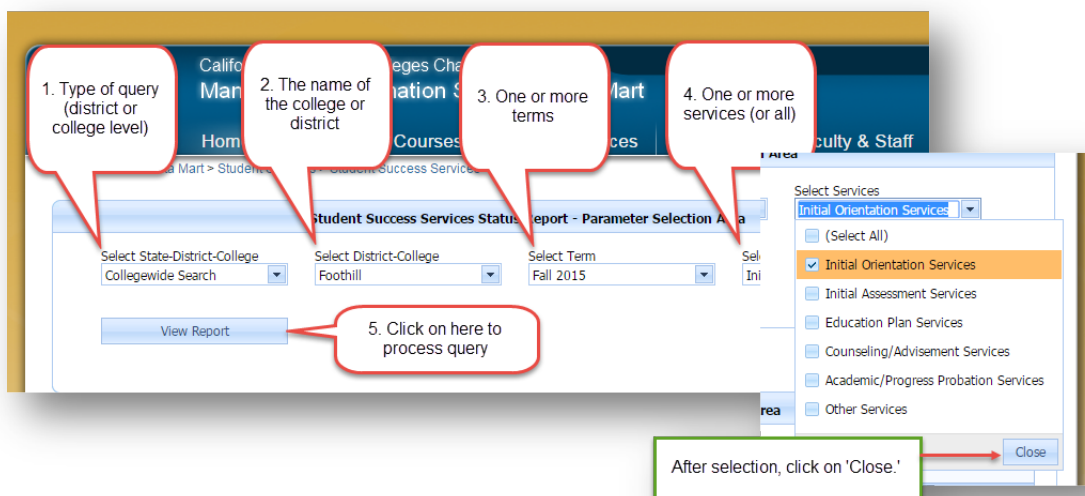
¹ "Student Success and Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success and Support Program (formerly matriculation) are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program (formerly matriculation) process: admissions, orientation, assessment and testing, counseling, and student follow-up." (<http://extranet.cccco.edu/Divisions/StudentServices/Matriculation.aspx>)

Step A3. Within “Student Services,” click on “Student Success Services.”



Section B. Select Parameters and Run Query

Select the following using the drop-down lists provided: [1] type of query (state, district, or college level), [2] the name of the institution, [3] the terms² (one or more), and [4] the service (one or more). Click on ‘Close’ after every selection. Then click on the “View Report” button to run the query.



² Data will only be available for those terms for which data have been submitted by the District, about a month after the end of the term. The term ID may show up in the drop-down menu, but the query will produce no results.

Section C. Student Success, Basic Report

Step C1. The image below shows the main areas or blocks in the basic report. The first one [1] identifies the reporting or selected term(s). The second one [2] segregates the data by exempt status: “Directed” or nonexempt and “Exempted” student headcounts.³ The third one [3] segregates the data by service status: “Services Received” and “Services Not Received” headcounts.

Student Success Services Summary			
Fall 2015			
Directed		Exempted	
Service Received	Service Not Received	Service Received	Service Not Received
683	14,212	55	5,147

Step C2. User can also segregate or disaggregate the data using the plus (+) and minus (-) signs in the report. In the image below, data for exempted students were aggregated to obtain a total of 5,202.

³ Exempted students are those with a degree or special admit status during the term. “Directed” or nonexempt students are usually those without a degree; expected to receive orientation, placement and education plan development services at the College. Colleges may also exempt students from SSSP services based on education goal or other criteria.

Aggregate or disaggregate the data by pointing and clicking with the mouse on the plus (+) or minus (-) signs.

Student Success			
[-] Fall 2015			
[-] Directed		[+] Exempted	
	Service Received	Service Not Received	
S	683	14,212	5,202

Step C3. Users can also disaggregate the data using the section “Report Format Selection Area” [1] by one or more of the following demographics: gender, age group, or ethnicity. District and college name options are also available. In the image below, the data was segregated by gender. After selecting demographics or categories, click on “Update Report” [2] to see results.

Report Area

Student Success Services Summary

☐ Fall 2015

☐ Directed ☐ Exempted

	Service Received	Service Not Received	Service Received	Service Not Received
<input type="checkbox"/> Foothill				
<input type="checkbox"/> Initial Orientation Services Total	683	14,212	55	5,147
Female	339	6,476	33	2,969
Male	335	7,575	22	2,094
Unknown	9	161	0	84

Report Format Selection Area - Check field to include in the report

☐ District Name ☒ College Name ☒ Gender ☐ Age Group ☐ Ethnicity

Click on "Gender" and then "Update Report."

Update Report

Step C4. The image below shows a report in which data was segregated by gender and ethnicity [1]. As shown below, users can modify the report (change parameters) and then click on “Update Report” [2] to see new results. The size of the report can be modified using the area “Records Per Page” [3]. The plus (+) and minus (-) signs can be used to further aggregate/disaggregate the data [4].

Student Success Services Status Report - Data & Format Area

Export To -> ☒ Excel ☐ CSV ☐ Text Records Per Page: 50 ☒ Simple Layout ☐ Advanced Layout

Report Area

Student Success Services Summary

☒ Fall 2015 ☒ Directed ☐ Exempted

	Received	Service Not Received	Service Received	Service Not Received
<input checked="" type="checkbox"/> Foothill CCD				
<input checked="" type="checkbox"/> Foothill				
<input checked="" type="checkbox"/> Initial Orientation Services Total	683	14,212	55	5,147
<input checked="" type="checkbox"/> Female Total	339	6,476	33	2,969
African-American	4	256	0	81
American Indian/Alaskan Native	1	10	0	6
Asian	65	1,365	13	992
Filipino	15	295	0	92
Hispanic	87	2,015	2	433
Multi-Ethnicity	18	322	0	121
Pacific Islander	2	55	0	6
Unknown	94	405	15	92
White Non-Hispanic	53	1,753	3	1,146
<input checked="" type="checkbox"/> Male Total	335	7,575	22	2,094
African-American	9	292	0	66
American Indian/Alaskan Native	0	18	0	3
Asian	55	1,491	10	600
Filipino	6	266	0	68
Hispanic	72	2,055	0	326
Multi-Ethnicity	10	341	0	97
Pacific Islander	2	57	1	9
Unknown	130	469	9	58
White Non-Hispanic	51	2,586	2	867
<input checked="" type="checkbox"/> Unknown	9	161		84

Report Format Selection Area - Check field to include in the report

☒ District Name ☒ College Name ☒ Gender ☐ Age Group ☒ Ethnicity

Update Report

Section D. Student Success, Advanced Layout Report

Step D.1. In previous sections we have shown that a basic report for the Student Success area in the MIS data mart allows users to obtain headcount figures for a selected number of services by institution and reporting term. This simple report can be modified by segregating the data by college, gender, age group, or ethnicity, as shown below. The following steps in this section will cover how to modify the basic report using the “Advanced Layout” feature, which allows user to drilldown in the report by selecting or excluding specific groups or categories and change how the figures are displayed in the report.

California Community Colleges Chancellor's Office
Management Information Systems Data Mart

Home Students Courses Student Services Outcomes Faculty & Staff

You are here : Data Mart > Student Services > Student Success Services

Student Success Services Status Report - Parameter Selection Area

Select State-District-College: Districtwide Search
Select District-College: Foothill CCD
Select Term: Fall 2015
Select Services: Education Plan Services;Coi

Click to run simple report.

Export To -> ☒ Excel ☐ CSV ☐ Text Records Per Page: 10

Student Success Services Status Report - Data & Format Area

Report Area

Student Success Services Summary

	Fall 2015		Exempted	
	Service Received	Service Not Received	Service Received	Service Not Received
<input checked="" type="checkbox"/> Foothill CCD				
Counseling/Advisement Services	8,759	28,321	973	7,830
Education Plan Services	5,018	32,062	434	8,369

Report Format Selection Area - Check field to include in the report

☒ District Name ☐ College Name ☐ Gender ☐ Age Group ☐ Ethnicity

Modify report or segregate data

Step D.2. Within the basic report, access the “Advance Layout” by selecting or clicking on the bottom to the left of this label, as shown below. Notice the four areas that show up: “Filter Area” [1], “Row Area” [2], “Column Area” [3], and “Data Area” [4]. The following steps will show how to use these areas to drilldown in the report. The “Data Area” will not be discussed for only headcount figures are provided in the MIS Student Success report (i.e., options for type of statistics are not provided).

Student Success Services Status Report - Data & Format Area

Report Area

Student Success Services Summary				
	<input type="checkbox"/> Fall 2015	<input type="checkbox"/> Directed	<input type="checkbox"/> Exempted	
	Service Received	Service Not Received	Service Received	Service Not Received
<input type="checkbox"/> Foothill CCD				
Counseling/Advisement Services	8,759	28,321	973	7,830
Education Plan Services	5,018	32,062	434	8,369

Report Format Selection Area - Drag field to change the format of the report

Filter Area 1

College Name

Gender

Age Group

Column Area 3

Term

Service Status

Service Received Status

Row Area 2

District Name

Student Success Service

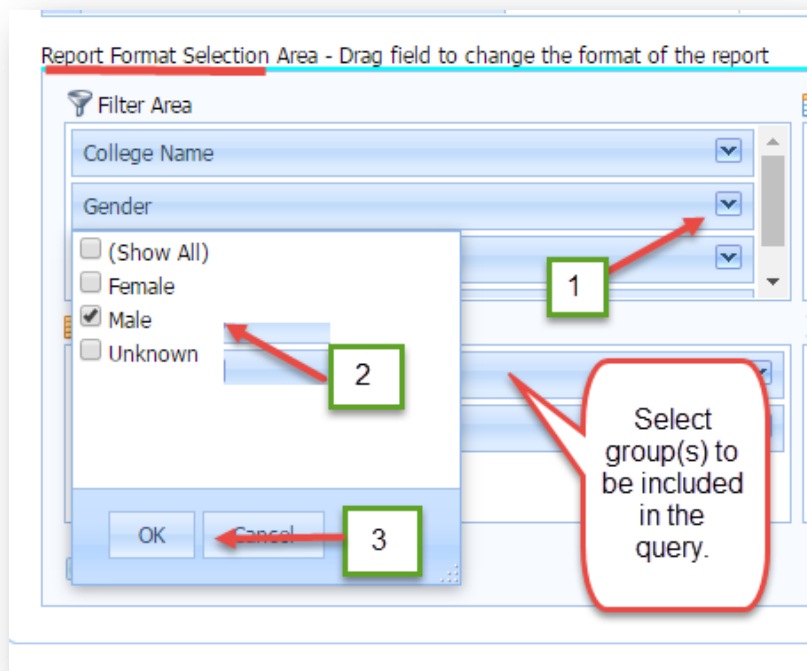
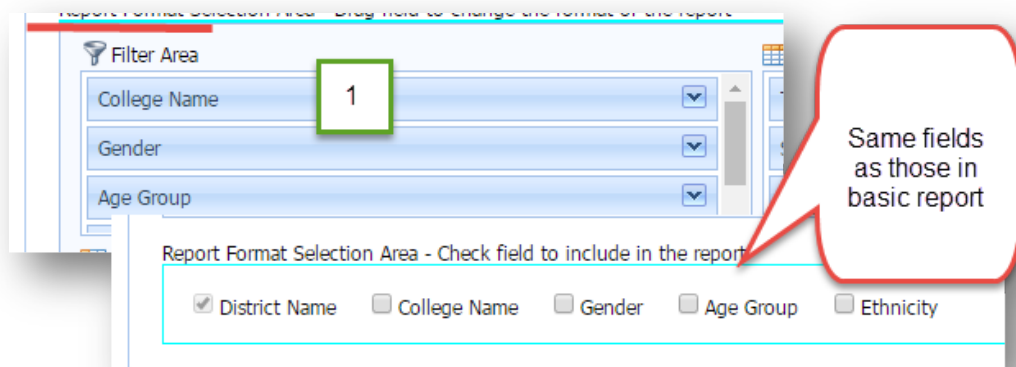
Data Area

Student Count 4

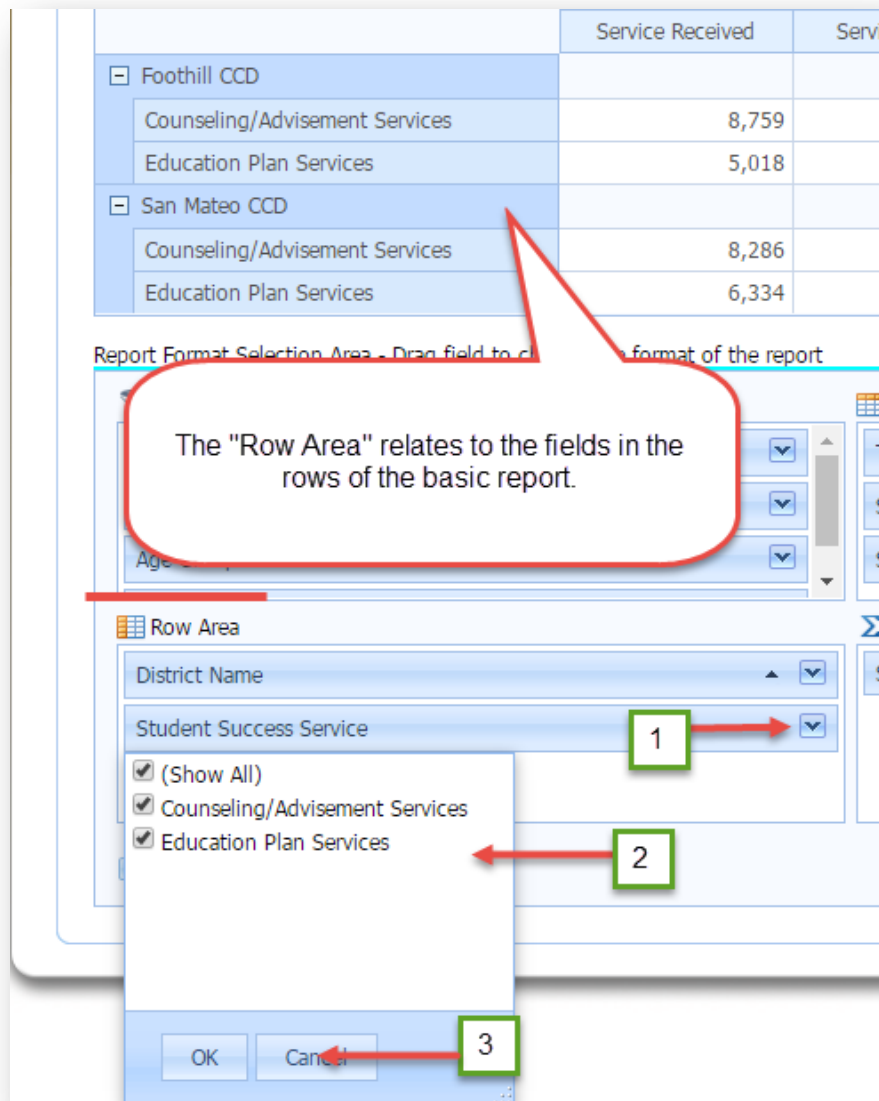
☐ Defer Layout Update Update

Select or click on on "Advanced Layout."

Step D3. In the “Filter Area” of the “Advance Layout” the data fields are the same as those in the bottom left corner of the basic report [1]. In terms of functionality, the difference is that in the “Filter Area” users can easily select or exclude specific group(s) from the query, as shown in the second image below. After selecting parameters or groups [2], click on “OK” to run the query or “Cancel” to return to the previous step [3].

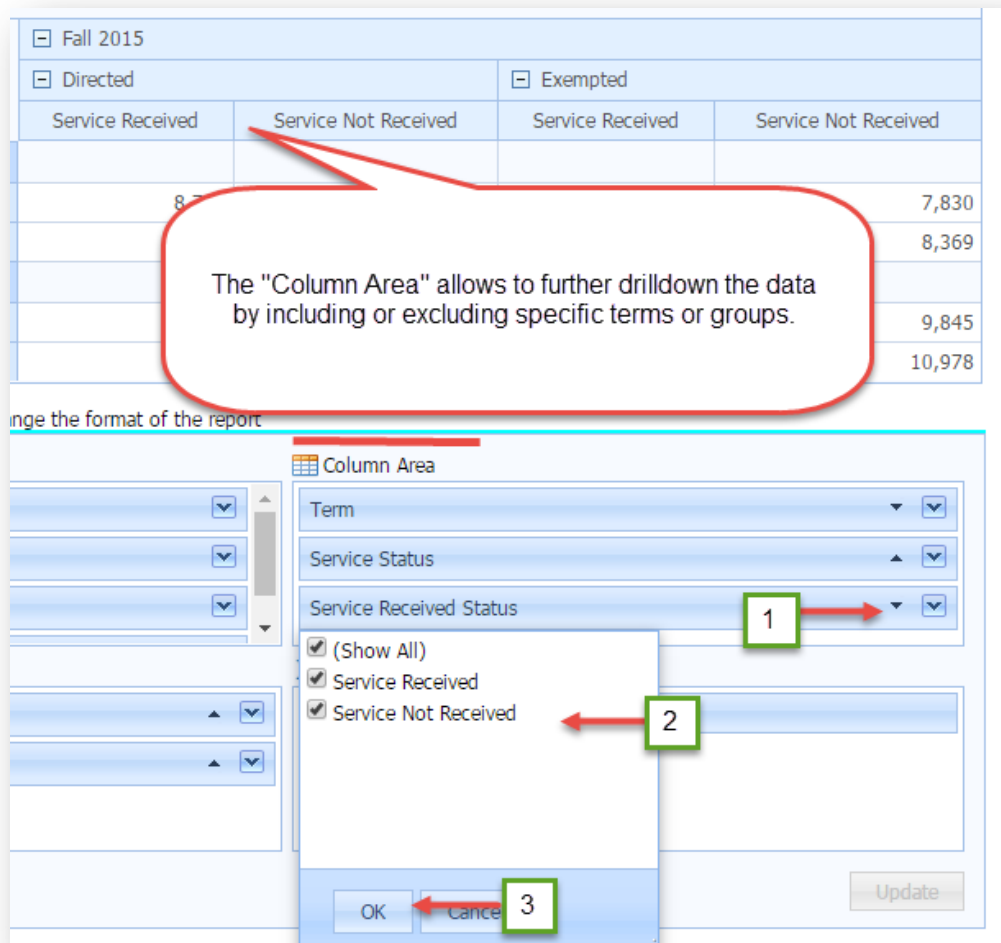


Step D4. The “Row Area” includes the data fields in the rows of the basic report. The “Advanced Layout” allows the users to select one or more of the districts included in the basic report or specific SSSP⁴ services [1]. Then, users can select or exclude groups or type of services [2] and then run the query [3].



⁴ Student Success Services Programs

Step D5. The “Column Area” relates to the data fields in the column headings of the basic report. For the MIS SS report, this includes the term, exempt status (“Directed” of “Exempted”), or service status (“Service Received” or “Service Not Received”). In this area, users can select data fields [1] to drilldown in the report, include or exclude one or more classifications or groups [2], and then run the query [3].



Step D6. In this step, the feature of the “Advanced Layout” that will be shown is changing the format (i.e, how figurers are displayed in the report). First reset the report or query by clicking on “View Report” and “Advance Layout.” Use your mouse to drag the “Gender” variable from the “Filter Area” to the “Column Area.” Notice how the format of the report changes, as shown below.

Student Success Services Summary

	<input type="checkbox"/> Fall 2015			<input type="checkbox"/> Directed			<input type="checkbox"/> Exempted					
	<input type="checkbox"/> Service Received			<input type="checkbox"/> Service Not Received			<input type="checkbox"/> Service Received			<input type="checkbox"/> Service Not Received		
	Female	Male	Unknown	Female	Male	Unknown	Female	Male	Unknown	Female	Male	Unknown
Foothill CCD												
Counseling/Advisement Services	4,205	4,141	43	12,864	15,583	265	610	296	11	4,735	3,031	119
Education Plan Services	2,660	2,741	72	14,409	16,983	236	303	148	5	5,042	3,179	125

Report Format Selection Area - Drag field to change the format of the report

Filter Area	Column Area
College Name	Service Status
Age Group	Service Received Status
Ethnicity	Gender

Row Area

Data Area

Now, drag “Gender” from the “Column Area” to the “Row Area” and notice how the format changes, as shown in the picture below.

	<input type="checkbox"/> Directed	<input type="checkbox"/> Exempted
	Service Received	Service Not Received
<input type="checkbox"/> Foothill CCD		
<input type="checkbox"/> Counseling/Advisement Services Total	8,389	28,712
Female	4,205	12,864
Male	4,141	15,583
Unknown	43	265
<input type="checkbox"/> Education Plan Services Total	5,473	31,628
Female	2,660	14,409
Male	2,741	16,983
Unknown	72	236

Report Format Selection Area - Drag field to change the format of the report

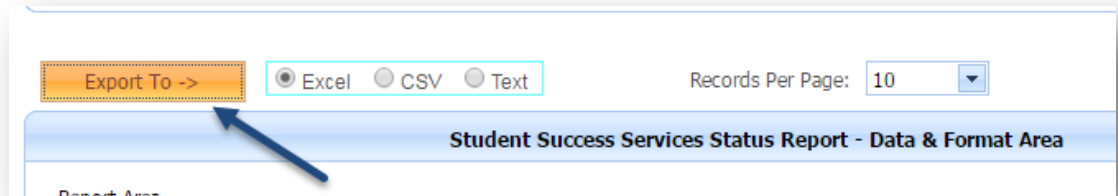
Filter Area	Column Area
College Name	Term
Age Group	Service Status
Ethnicity	Service Received Status

Row Area

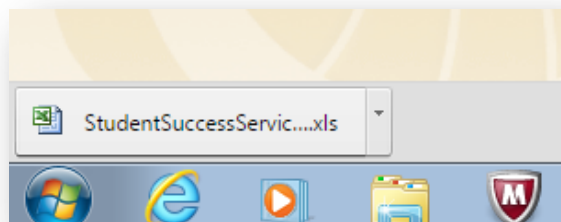
Data Area

Section E. Export Data in the Report

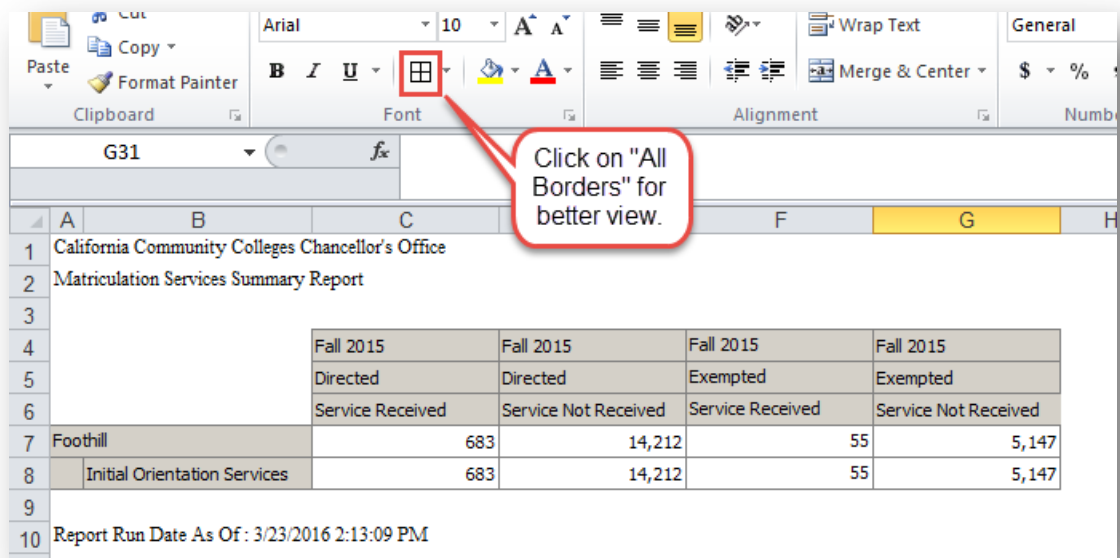
Step E1. The final report (simple or advanced layout) can be exported to Excel, CSV, or a text file. For this example, use the “Export To” button to export the data to Excel, as shown in the image below.



Step E2. To open the file, click on the downloaded file, which may show at the bottom left corner of the screen (Windows platform).



Step E3. To have a better view of the cells within the worksheet, select/highlight the area with the data on the worksheet and click on the symbol for “All Borders,” as shown below. This will allow you to see the format of the cells and better notice changes made to the original worksheet after importing the report to Excel (for example, notice cells that have been merged). Once in Excel, you will be able to manipulate the format of the cells or fonts, delete rows or columns, or add calculations to further review the data.



Step E4. The image below shows an example of changes to a report exported to Excel. In this example, the blue square [1] shows headcounts and related percentage figures for directed/nonexempt students; segregated by those who received initial orientation services during the term, and those who did not. Notice that figures for “Total for Directed/Exempted” and “Percent for Directed/Exempted” were calculated within Excel. The green square [2] shows same figures for exempted students. The pink area [3] shows the total number of students or applicants submitted in the report (MIS SS), labeled “All Students.” Percentages for “All Students” within each of the four categories (nonexempt and received service, nonexempt and did not receive service, exempted and received service, exempted and did not receive service) are shown in the pink cells of the worksheet.

R15		fx					
A	B	C	D	F	G	H	I
1	California Community Colleges Chancellor's Office						
2	Matriculation Services Summary Report		1.		2.		
3							
4		Fall 2015	Fall 2015	Fall 2015	Fall 2015		
5		Directed	Directed	Exempted	Exempted		
6		Service Received	Service Not Received	Service Received	Service Not Received	All Students	
7	Foothill	683	14,212	55	5,147	20,097	
8	Initial Orientation Services	683	14,212	55	5,147	20,097	
9							
10	Total for Directed/Exempted		14,895		5,202		3.
11	Percent for Directed/Exempted	5%	95%	1%	99%		
12							
13	Percent, All Students	3%	71%	0%	26%	100%	
14							
15							
16							
17							
18							