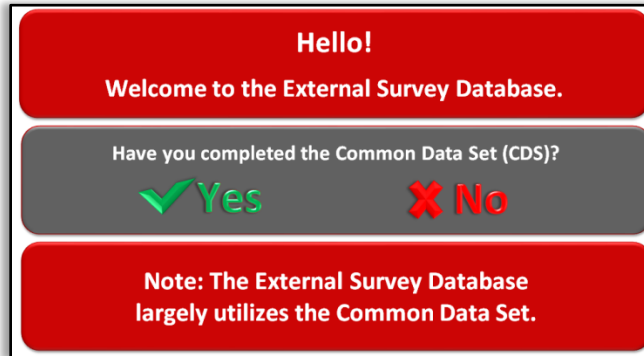


[RECYCLE, REDUCE, AND REUSE EXTERNAL SURVEYS!]How to Operate the External Survey Database

1. When opening the database, enable the macros to ensure the database will work. (Note: This will appear in a yellow bar under the toolbar in Excel).
2. The first screen will ask if the Common Data Set has been completed.
 - a. If selecting “No,” go to step 3.
 - b. If selecting “Yes,” go to step 6.



Hello!

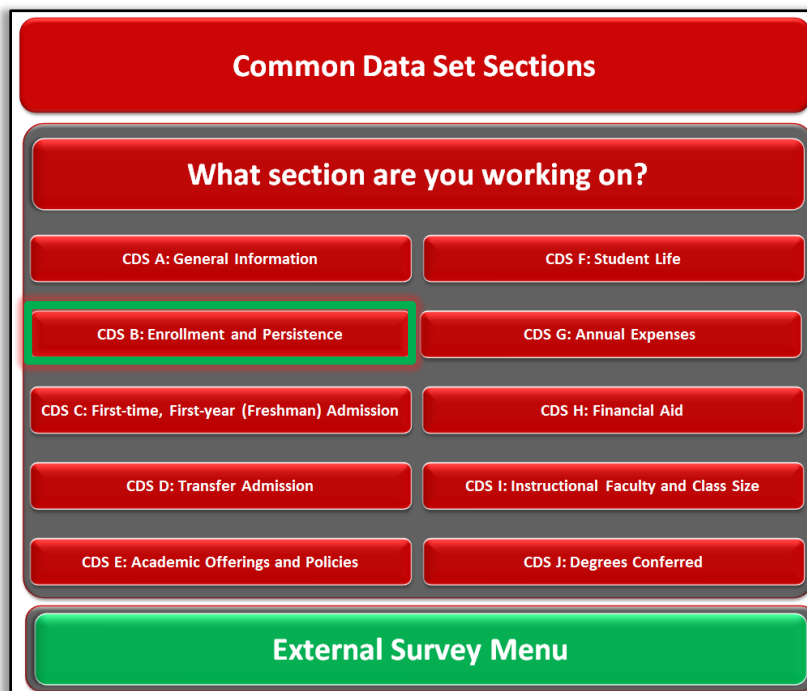
Welcome to the External Survey Database.

Have you completed the Common Data Set (CDS)?

✓ Yes
✗ No

Note: The External Survey Database largely utilizes the Common Data Set.

3. The screen will refresh to the Common Data Set menu. Select the section of the survey that needs to be completed (e.g. CDS B: Enrollment and Persistence).



Common Data Set Sections

What section are you working on?

CDS A: General Information	CDS F: Student Life
CDS B: Enrollment and Persistence	CDS G: Annual Expenses
CDS C: First-time, First-year (Freshman) Admission	CDS H: Financial Aid
CDS D: Transfer Admission	CDS I: Instructional Faculty and Class Size
CDS E: Academic Offerings and Policies	CDS J: Degrees Conferred

External Survey Menu

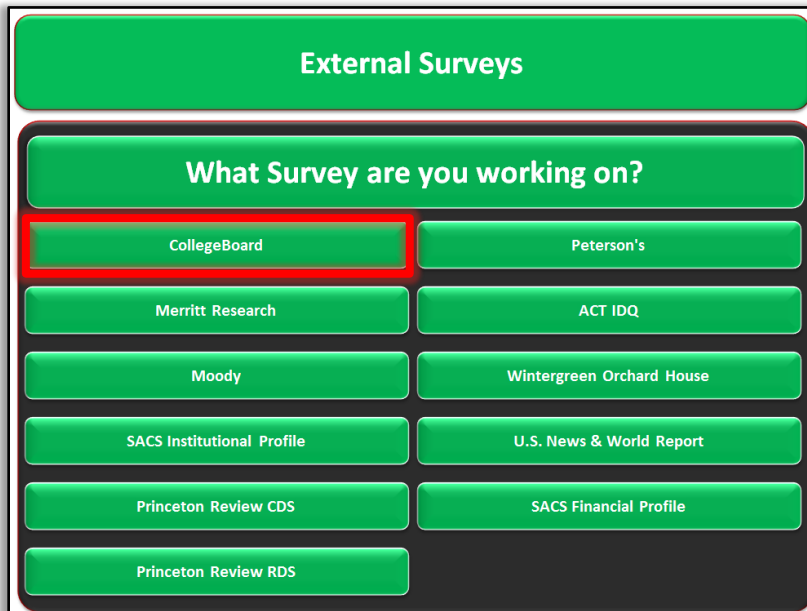
4. Once a section has been selected, the screen will refresh to the question comparison section. This contains the questions, the source to obtain the data, and information needed for completion of the survey section. Once completed, select the “Back to Common Data Set Menu” button

The screenshot shows a table with columns for 'SECTION', 'QUESTION', and 'ACTION'. The 'SECTION' column lists categories like 'Enrollment and Persistence' with codes B1, B2, B4-B11, B4-B11, B12-B1, B12-B21, and B22. The 'QUESTION' column contains detailed instructions for data collection. The 'ACTION' column lists links for SPSS syntax, IPEDS completions, and USG data portals. A green diamond-shaped overlay labeled 'SECTIONS' is positioned over the first two columns, and a blue diamond-shaped overlay labeled 'QUESTIONS' is positioned over the third column. A red button at the bottom reads 'Back to Common Data Set Menu'.

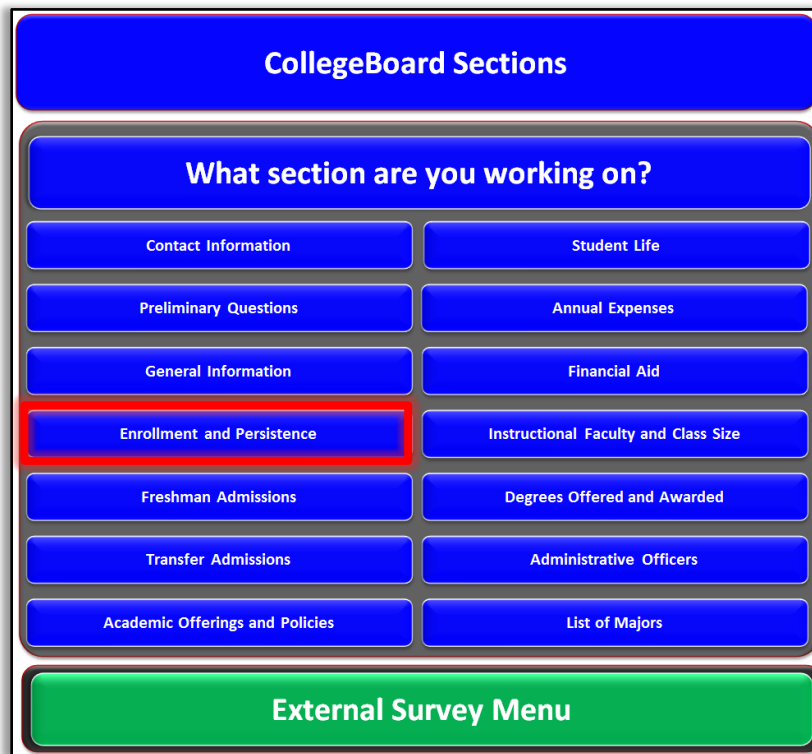
- Repeat steps 3-4, until all of the Common Data Set sections are completed or as needed; then select the “External Survey Menu” button at the bottom of the Common Data Set Section menu to return to access other survey information.



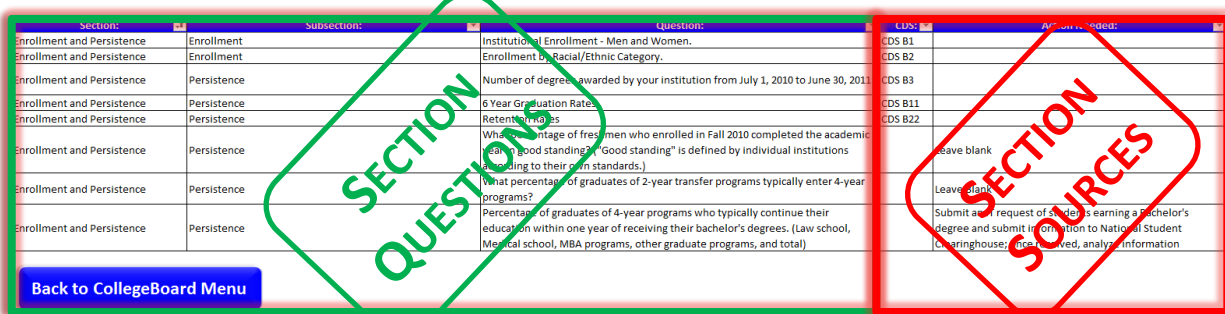
- The screen will refresh with a list of the external surveys the database contains. Select the survey that needs to be completed (e.g. CollegeBoard).



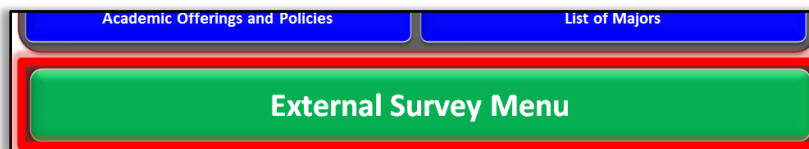
- After selecting the survey, the screen will refresh to the survey’s section menu. Select the section that needs to be completed.



- Once the section has been selected, the screen will refresh to display the questions in the section and the source answering the question. After completing the section, select the “Back to CollegeBoard Menu” button.



- After the completion of CollegeBoard, select the “External Survey Menu” button at the bottom of the CollegeBoard Menu.



- The screen will refresh to External Survey menu. Repeat steps 7-9, until all of the surveys are completed or as needed.

How to Customize the Database Sources for Your Institution

1. Within the Excel database, the survey questions are contained on the black tabs and begin on the 16th tab of the workbook.



2. On each tab there is an “Action Needed” column. Generally, this is the column that may need to be customized depending on the office’s access to data.

Section:	Subsection:	Question:	CDS:	Action Needed:
Enrollment and Persistence	Enrollment	Institutional Enrollment - Men and Women.	CDS B1	
Enrollment and Persistence	Enrollment	Enrollment by Racial/Ethnic Category.	CDS B2	
Enrollment and Persistence	Persistence	Number of degrees awarded by your institution from July 1, 2010 to June 30, 2011:	CDS B3	
Enrollment and Persistence	Persistence	6 Year Graduation Rates	CDS B11	
Enrollment and Persistence	Persistence	Retention Rates	CDS B22	
Enrollment and Persistence	Persistence	What percentage of freshmen who enrolled in Fall 2010 completed the academic year in good standing? ("Good standing" is defined by individual institutions according to their own standards.)		Leave blank
Enrollment and Persistence	Persistence	What percentage of graduates of 2-year transfer programs typically enter 4-year programs?		Leave Blank
Enrollment and Persistence	Persistence	Percentage of graduates of 4-year programs who typically continue their education within one year of receiving their bachelor's degrees. (Law school, Medical school, MBA programs, other graduate programs, and total)		Submit an IT request of students earning a Bachelor's degree and submit information to National Student Clearinghouse regarding graduate formation.