# Information Technology Services



# **Academic Data Collections (ADC)**

# Data Submission & Reporting User Guide

March 2023

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# Academic Data Collection (ADC) Data Submission & Reporting User Guide

### Purpose

The Academic Data Collection (ADC) consists of enrolled student, graduation, course and schedule information. These data are submitted twice each term—at midterm and end of term based on the published collection calendar.

### **Target Audience**

This document is designed for institutional staff responsible for submitting data to the Academic Data Collection. This includes the Points of Contact (POCs) for each institution for the ADC and any other staff who have roles and access to complete a data extraction and review data related to the ADC.

## **Scope of Document**

This user guide will provide detailed instructions for each of the following processes of the Academic Data Collection:

- Academic Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Submission Review
- Data Dictionary
- Reference Code Reports
- Request Error Relief

## More Information and Support

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia). For noncritical issues, login with your username and password at <a href="https://usg.service-now.com/usgsp">https://usg.service-now.com/usgsp</a> to submit a ticket.

### Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at <a href="http://www.usg.edu/customer\_services/service\_level\_guidelines">http://www.usg.edu/customer\_services/service\_level\_guidelines</a>. For operational information of USG IT systems and services, please visit <a href="http://status.usg.edu">http://status.usg.edu</a>.

# **Academic Institutional User Roles**

Before learning the data submission process, it is important to understand the User Roles that must be assigned to perform these procedures.

The following section explains the Academic Institutional User Roles that must be defined for the institution to successfully complete Academic Data Collections.

Role Title	Role	Role Functions					
Institution Academic Extractor	usg_aca_extractor	<ul> <li>Extract Academic Data</li> <li>View Academic Error Reports/Logs</li> <li>Request Error Relief</li> <li>Provide Error Relief Comments</li> </ul>					
Role Description							
The Extraction process collects data from Academic campus Operational Data Store (ODS). If any errors are							

The Extraction process collects data from Academic campus Operational Data Store (ODS). If any errors are returned during the extractions process, the data warehouse user interface alerts the user that errors have been produced during the extraction. These errors must be corrected before data can be accepted by the Office of Research and Policy Analysis (RPA) and loaded into the relational data warehouse.

In exceptional cases where an error cannot be corrected, Error Relief can be requested from RPA. Comments must be provided explaining why the error is to be considered an exception. RPA approves or rejects the request(s).

Role Title	Role	Role Functions					
Institution Academic Data Submission Reviewer	usg_aca_ods_reviewer	Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.					
Role Description							
Academic Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes. Once reports have been reviewed and accepted as accurate, the institution can notify the Office of Research and Policy Analysis (RPA) that data is ready for load.							



Role Title	Role	Role Functions					
Institution Academic Reviewer	usg_aca_reviewer	Review standard, pre-built Official Academic Reports for accuracy.					
Role Description							
Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.							



# **Data Submission Process Flow**



# **Data Submission**

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS\_ODS\_ADM\_ETL\_INSTALL)
- ✓ Run the Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

### **Confirm Installation of the Current Academic Release**

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Academic Release (CAMPUS\_ODS\_ADM\_ETL\_INSTALL) must be installed.

Refer to the Academic tab of the Data & Reporting Services site--<u>https://www.usg.edu/data\_services/data\_collections\_documentation/academic</u> for the release documentation and the current ETL Execution Parameters.

## **Data Collection Extraction Process (ZADMETL)**

The first step in the extraction process is to run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution's designated database. The ZADMETL process is used to initiate the Academic Data Mart (ADM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

Populate parameter number 01 (Data Collection to Extract?) with value 'A' to extract data for the ADC. With the cursor in the Submission section, click Save to execute the process.

× @ ellucian	Process Submission Controls GJAPCTL 9.3.1	0			ŀ	ADD		🖧 REL	ATED	🗱 TOOLS
Process: ZADMETL	Data Collection Extraction Parameter Set:							(	Start C	)ver
▼ PRINTER CONTROL							🗄 Insert	Delete	📲 Сору	👻 Filter
Printer	DATABASE	Submit Time				F	DF Font Size			
Special Print		MIME Type	None			Dele	ete After Days			
Lines		PDF Font				Del	ete After Date			
PARAMETER VALUE	s						🚹 Insert	Delete	🖥 Сору	👻 Filter
Number * Paramet	ers			Values						
01 Data Co	ollection to Extract?			A						
◀ 1 of 1 ►	Per Page								Reco	ord 1 of 1
LENGTH: 1 TYPE:	: Character O/R: Required M/S: Single									
Enter A (Academic	c), F (Facilities), or B (Both)									
SUBMISSION							🗄 Insert	Delete	🖥 Сору	🔍 Filter
	Save Parameter Set as			Hold / Submit	O Hold	💿 Su	bmit			
Name	Description									
<b>▲ ⊻</b>										SAVE
E Record: 1/1	GJBPRUN.GJBPRUN_NUMBER [1]			©2000 - 2	018 Ellucian.	All rights res	erved.		el	lucian <sub>*</sub>

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Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Refer to the Data Collection Extraction user documentation at <u>https://www.usg.edu/georgia\_best/application\_development\_and\_support/banner/userdocs</u> for details about ZADMETL .lis output, including error messages that may be encountered and the cause of the error.

		ITS Un	iversity									
10/23/20	9 14:59:33	Data t	OTTECCION EXCRACC.	lon			ZADMETL Page	e: 1				
** Return	Status **											
Data Mart	Process Status											
ADC	SUCCESS											
** Log I	formation **											
Data			-									
Mart	Step Name	Statu	s Start Time	End Time	Er	ror						
ADC ADC	DELETE MIMICS	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	14:59:34 10/23/201 14:59:34 10/23/201	9 14:59:39							
ADC	UPDATE POPULATION TABLES	SUCCE	55 10/23/2019 1 55 10/23/2019 1	14:59:39 10/23/201 14:59:39 10/23/201	9 15:01:12							
ADC	ODS_ADMCRS_CLS_SESSION_MIMIC	SUCCE	55 10/23/2019 1 55 10/23/2019 1	15:01:12 10/23/201 15:01:13 10/23/201	9 15:01:15							
ADC	ODS_ADMCRS_ENROLL_MIMIC ODS_ADMCRS_FACULTY_MIMIC	SUCCE	55 10/23/2019 1 55 10/23/2019 1	15:01:15 10/23/201	9 15:01:25							
ADC	ODS_ADMCRS_GRADE_MINIC-PREVTERM ODS_ADMCRS_GRADE_MIMIC-PREVTERM	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	15:01:31 10/23/201	9 15:01:46							
ADC	ODS_ADMCRS_SECTION_ATTR_MIMIC ODS_ADMCRS_SECTION_ATTR_MIMIC	SUCCE	55 10/23/2019 1 55 10/23/2019 1	15:01:50 10/23/201	9 15:01:50							
ADC	ODS_ADMSTU_ATTRIBUTES_MIMIC	SUCCE	55 10/23/2019 1 55 10/23/2019 1	15:01:55 10/23/201	9 15:02:21							
ADC	ODS_ADMSTU_ENR_ADDRESS_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	15:02:45 10/23/201 15:03:07 10/23/201	9 15:03:07							
ADC ADC	ODS_ADMSTU_ENR_MATRIC_MIMIC ODS_ADMSTU_ENR_REQ_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:03:18 10/23/201 L5:03:24 10/23/201	9 15:03:24 9 15:05:23							
ADC ADC	ODS_ADMSTU_FEE_CLASS_MIMIC ODS_ADMSTU_PROG_ENROLL_MIMIC	SUCCE	55 10/23/2019 1 55 10/23/2019 1	L5:05:23 10/23/201 L5:05:35 10/23/201	9 15:05:35 9 15:05:45							
ADC ADC	ODS_ADMSTU_REG_CPC_MIMIC ODS_ADMSTU_STE_ATTR_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:05:45 10/23/201 L5:06:04 10/23/201	9 15:06:04 9 15:07:34							
ADC ADC	ODS_ADMSTU_TEST_RESULTS_MIMIC ODS_ADMSTU_TRANSFER_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:07:34 10/23/201 L5:07:42 10/23/201	9 15:07:42 9 15:08:01							
ADC ADC	ODS_ADM_FOCUS_AREA_MIMIC ODS_ADMGRAD_ADDRESS_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:08:01 10/23/201 L5:08:01 10/23/201	9 15:08:01 9 15:08:07							
ADC ADC	ODS_ADMGRAD_CONFIDENTIAL_MIMIC ODS_ADMGRAD_PROGRAM_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:08:07 10/23/201 L5:08:08 10/23/201	9 15:08:08 9 15:08:08							
ADC ADC	ODS_ADMGRAD_STUDENT_MIMIC ODS_ADMSTU_ADMISSIONS_MIMIC	SUCCE	SS 10/23/2019 1 SS 10/23/2019 1	L5:08:08 10/23/201 L5:01:50 10/23/201	9 15:08:09 9 15:01:50							
ADC	ODS_COMMON_SORXREP_MIMIC	SUCCE	55 10/25/2019 1	15:08:01 10/23/201	9 15:08:01							
** Error	Information **											
Data Mart	Step Name	Descr	iption	Error ID			Error Colu	umn	Error Value		Error Time	
ADC	No Errors											
				TTS Unit	versity							
				Data Co	llection	Extract	tion					
10/23	/2019 14:59:33									ZADMET	'L Page:	1
** Co	ntrol Report **											
Data	Collection to Extract	t?: A										
VELST		1.5										
** Pa	rameter Table **											
			MT	EOT	Prev	Prev	Annual	Prev				
Data	Regents Bar	nner Coll	Census	Census	Regents	Banner	Collection	Aid	to the standard of the standar			
Mart	Setia Term Ter	rm туре	Date	Date	Term	Term	Year	Year	Last updated			
ADC	98200 20164 203	1602 EOT	02/22/2016	05/12/2016	20162	201508	2015	1516	10/23/2019 07:04:59			
** Mi	nic Table Counts **											
Data	Table Name				Court.		Table No.			Descend Course		
Mart	Table Name			Record	Count		Table Nar	me		Record Cour	ιτ -	
ADC	ODS_ADMSTU_ADMIS	SIONS_MIM	IC		0		ODS_ADMC	RS_CA	TALOG_MIMIC	44	4	
ADC	ODS_ADMSTU_ADV_S	TANDING_M	IMIC		1175		ODS_ADMC	RS_CL	S_SESSION_MIMIC	264	1	
ADC	ODS_ADMSTU_ATTRI	BUTES_MIM			40449		ODS_ADMC	RS_EN DS EA	ROLL_MIMIC	4199	3	
ADC	ODS_ADMSTU_ENR_A	DDRESS_MI	MIC		24704		ODS_ADMC	RS_GR	ADE_MIMIC	8511	.7	
ADC	ODS_ADMSTU_ENR_C	UM_MIMIC			11439		ODS_ADMC	RS_SE	CTION_MIMIC	246	4	
ADC ODS_ADMSTU_ENR_MATRIC_MIMIC 11137 ODS_ADMCRS_SECTION_ATTR_MIMIC								1				
ADC	ADC ODS_ADMSTU_FEE_CLASS_MIMIC 10609 ODS_ADMStAD_ADDRESS_MIMIC ADC ODS_ADMSTU_FEE_CLASS_MIMIC 760 ODS_ADMStAD_CONFIDENTIAL_MIMIC								30	3		
ADC	ADC ODS_ADMSTU_PROG_ENROLL_MIMIC 11164 ODS_ADMGRAD_PROGRAM_INMIC								30	14		
ADC	ODS_ADMSTU_REG_CI	PC_MIMIC			10612		ODS_ADMG	RAD_S	TUDENT_MIMIC	30	3	
ADC	ODS_ADMSTU_STE_A	TTR_MIMIC RESULTS M	тмтс		11137							
ADC	ODS_ADMSTU_TRANSI	FER_MIMIC			26310							
ADC	ODS_ADM_FOCUS_ARI	EA_MIMIC			0							

### **Access the Data Collection Application**

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

- Access the Data Collection Site at the following URL: <u>https://www.usg.edu/data\_services/.</u> Note: This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
- 2. Click the Data Collection Application link in the navigation column.

0									
	DATA & REPORTING SERVICES								
	Information Technology Services								
▶ Home	Data & Reporting Services								
Data Collection Application	Information Technology Services, in partnership with Research and Policy Analy student. curriculum. degree, financial aid, employee and facilities data from Sys	rsis, facilitates the collection and storage of tem schools for University System							
Data Validation Reports	reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor								
Data Collections + Documentation	Access to each data mart and reporting toolsets is determined by each designated institutional point of contact								
Technical Support	(Academic, Financial Aid, Facilities and Human Resources).								
Forgot/Change Password	Data Collections								
FICE/High School Application	Nine data submissions occur annually from the student information system (Ba collections include the Academic Data Collection (ADC), Financial Aid Data Coll	anner) through three data collections. These ection (FADC) and the Facilities Inventory							
External Site Code Application	Data Collection (FIDC). The Transfer Course collection also occurs during the su	ummer.							
Degrees & Majors Authorized	Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR								
Reporting Resources	validation reports reflect the PeopleSoft HCM data as of the previous day.								
	Use the links on the left side to access reporting applications (APEX, Cognos, P Element Dictionaries for each mart, select Reporting Resources and then Data (	assword Portal, etc.). To access the Data Collection & Reporting Resources.							

3. Select the Academic Data Collection Application (Includes ADC, Facilities, Financial Aid and EdPrep) link.

	DRGIA	GIVE 🎔 f in 🖾 🏾 STESAZ
Q ABC	JUT USG - OUR INSTITUTIONS - STUDENTS	NEWS & REPORTS INITIATIVES & PRIORITIES
DATA & REPORTI Information Technology Services	NG SERVICES	
Home	Data Services Data	Collection
Data Collection Application	Applications	
Data Validation Reports	Applications	
Data Collections + Documentation	To extract data from your source system, click on one of the below Academic Data Collection Application (Includes ADC, Facilities	w listed links:
Technical Support	Human Resources Data Collection Application	
Forgot/Change Password		
FICE/High School Application		
External Site Code Application		
Degrees & Majors Authorized		
Reporting Resources	_	

4. This link opens the login page for the Apex application. Note: The direct URL is <u>https://apps.ds.usg.edu/ords/f?p=38576</u>. Any additional numbers that may appear at the end of this URL are used to identify a current session. Do not bookmark or save a session specific URL. If issues are encountered accessing the Apex application, clear the browser cache, close the browser, and start over with the direct URL.

USG Data Warehouse Creating A More Educated Georgia		
	Academic Data Collection Application	
	Login Username Domain ( uso\ ) not required	
	Password Login	

5. Enter Username and Password and click Login. The Overview tab will display the SETID and name of the institution and the last successful actions per datamart.

Quantum							Welcome: SUPPORT.USG982 Logout
- Select Datamart - V			Setid: 9	8200 - Boa	rd of Re	gents Test Inst	itution
Helpful Links No links.	Annour No announcem	ents.					
	Datamart ADM EDPREP FADM	Collection Term 20172-MT 20184-MT 1516-YRLY	STATUS SUCCESS SUCCESS SUCCESS	START TIME 07/29/2019 02/22/2019 08/21/2018	END TIME 07/29/2019 02/22/2019 08/21/2018	Process Description Extraction/Edit Extraction/Edit Extraction/Edit	

6. In the upper left corner of the Overview tab, click the Select DataMart dropdown list. The datamarts displayed are based on permissions assigned to your user login. Select the Academic option.

							Welcome: SUPPORT.USG982 Loqout
Overview							
Academic Ed Prep Facilities Financial Aid		c <b>ements</b>	Setid: 9	8200 - Boa	rd of Re	gents Test Inst	titution
No links.	Last Successf	ul Actions					
	Datamart	Collection Term	STATUS	START TIME	END TIME	Process Description	
	ADM	20172-MT	SUCCESS	07/29/2019	07/29/2019	Extraction/Edit	
	EDPREP	20184-MT	SUCCESS	02/22/2019	02/22/2019	Extraction/Edit	
	FADM	1516-YRLY	SUCCESS	08/21/2018	08/21/2018	Extraction/Edit	
l	-						

7. Once Academic is selected, a new Academic Data Collection tab appears next to the Overview tab. Click on the Academic Data Collection tab to reach the ADC home page. The Academic Data Collection tab will display the SETID and name of the institution, the current collection, and the current ETL package version, in addition to information about the extraction processing steps and the last successful actions for this datamart.

### **Perform an Extraction**

- 1. On the Academic Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending upon the state of current collection.
  - a. Home
  - b. Extract
  - c. Req. Error Relief

#### d. Start Over

2. To perform an extraction, click the Extract button.

Welcome: SUPPORT.USG982 Logout										
Overview Academic Data Col	lection									
Home Extract Start Over Start Start Star							tion ors. The Request Error Relief on menu when your extraction			
le la	User (s)	Step (s)	Process(es)				Comment(s)/Ins	truction(s)		ר
	User 1		Extract/Edit	Extraction w navigation N	as successful and the Ienu. Keep-on extrac	ere are no er ting/editing	rors. The work is	complete. Req	uest Error Relief won't appear to the left	
1	User 2		Request For Error Relief	Extraction w Error Relief	as successful and the button is activated the	ere are errors en continue v	<ol> <li>Request Error F vith step 2.</li> </ol>	Relief will appe	ar to the left navigation Menu. Once the	
	Academic ETL Summary         Step       Process       Datamart       Collection Term       STATUS       START TIME       END TIME         1       Extraction/Edit       ADM       20164-MT       -       -       -         4       Request Load to DW       ADM       20164-MT       -       -       -         7       Institution Certify       ADM       20164-MT       -       -       -									

3. A confirmation prompt will be display "Are you sure you want to extract?" Click OK to continue with the extraction or click Cancel to return to the Home page.

			Welcome: SUPPORT.USG982 Logout			
Overview Academic Data	Collection					
Home Extract Start Over	Current Coll Current ETL NOTE TO US Your work is button is au has generate	ection: 20164 - Package Versio SER: complete if yo tomated throug ed errors.	Setid: 98200 - Board of Regents Test Institution MT on: 1.4 ur extraction was successful and you did not have any errors. The Request Error Relief h the ETL Process and will only appear on the left navigation menu when your extraction			
	Below are th	e Process Step	is and ETL Summary.			
	User Step (s) (s)	Process(es)	Comment(s)/Instruction(s)			
	User 1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing			
	User 2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.			
Confirm extract Are you sure you want to extract? OK Cancel						

4. The extraction request is submitted to the process queue. The process queue is a staging area that manages the number of extraction requests submitted by all institutions. Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

5. The message "Extraction request successfully submitted to the process queue!" will be displayed along with an OK button. Click OK to return to the Home page.

			Welcome: SUPPORT.USG982 Logout					
Overview Academic Data C	Collection							
Home Setid: 98200 - Board of Regents Test Institution  Extract Current Collection: 20164 - MT Current ETL Package Version: 1.4  NOTE TO USER: Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief								
	Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors. Below are the Process Steps and ETL Summary.							
	User Step (s) (s)	Process(es)	Comment(s)/Instruction(s)					
	User 1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing					
	User 2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.					
Extraction request successfully submitted to the process queue!								

6. If extraction request is placed in the queue due to more than 5 extraction processes currently running, the Status in the Academic ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Academic	c ETL Summary					
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20174-MT 🤇	PENDING	>	-
4	Request Load to DW	ADM	20174-MT	-	-	-
7	Institution Certify	ADM	20174-MT	-	-	-
-						

7. If extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

ection Term STATUS 74-MT RUNNIN	G 10/24/2018 07:31:38	END TIME
74-MT CRUNNIN	G 10/24/2018 07:31:38	-
74-MT -		-
74-MT -	-	-
7	4-MT -	4-MT

8. When the Extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to next step in process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

ademi	c ETL Summary					
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-MT	SUCCESS	07/31/2019 13:19:58	07/31/2019 13:32:34
2	Error Relief Request	ADM	20164-MT	$\smile$	-	-
4	Request Load to DW	ADM	20164-MT	-	-	-
7	Institution Certify	ADM	20164-MT	-	-	-

- 9. Verify if the extraction has completed with validation/edit errors. If no validation/edit errors have been produced, the Req. Error Relief button will display as grayed-out and inaccessible. This confirms that no errors are present and Data Submission Reports are ready for review.
- 10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system. NOTE: If the Req. Error Relief button is clicked by mistake, the Start Over button should be used and it will be necessary to re-start the Extraction process.

Overview Academic Data Collection					
Home					
Extract					
Req. Error Relief	Current C				
Start Over	Current E				

# Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

## **Reporting Options**

There are two types of reports available for use after the data have been submitted.

#### **Data Submission Reports**

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

#### **Data Validation Reports**

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

These reports should be used to validate the data.

#### **Accessing Reports**

- Access the Data Collection Site at the following URL: <u>https://www.usg.edu/data\_services/.</u> Note: This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
- 2. Click the Data Validation Reports link in the navigation column.

0	
	DATA & REPORTING SERVICES
	information rechnology services
Home	Data & Reporting Services
Data Collection Application	Information Technology Services, in partnership with Research and Policy Analysis, facilitates the collection and storage of
Data Validation Reports	student, curriculum, degree, financial aid, employee and facilities data from System schools for University System reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor.
Data Collections + Documentation	Access to each data mart and reporting toolsets is determined by each designated institutional point of contact
Technical Support	
Forgot/Change Password	Data Collections
FICE/High School Application	Nine data submissions occur annually from the student information system (Banner) through three data collections. These collections include the Academic Data Collection (ADC), Financial Aid Data Collection (FADC) and the Facilities Inventory Data Collection (FIDC). The Transfer Course collection also occurs during the summer
External Site Code Application	
Degrees & Majors Authorized	Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR validation reports reflect the PeopleSoft HCM data as of the previous day.
Reporting Resources	Use the links on the left side to access reporting applications (APEX, Connos, Password Portal etc.). To access the Data
	Element Dictionaries for each mart, select Reporting Resources and then Data Collection & Reporting Resources.

3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.

USG	Cognos Analy	<b>/tics</b>
	Sign in with your BOROUD ID          User ID         Image: Comparison of the second se	

4. The Cognos home page is displayed. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.



6. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard. Note: The datamart tabs displayed are based on permissions assigned to your user login.

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<complex-block>          Nume         Constraint           Nume         Nume           Num         Num           N</complex-block>	Data Submission E	Errors					ѐ Keep this versi	ion 🕶   🕨 🕴	6 46 🖪 🖬 📾	<ul> <li>Add this report</li> </ul>	- 1
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Concert Substantiation Review <ul> <li></li></ul>	Submission	Status Summary	A variety of useful re review to the USG A	ports on the left will assist cademic Data Warehous	at the end user with data e.	submission and					
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# **Data Submission Errors**

The Data Submission Errors are located in the left navigation column of the Academic Data Submission tab.

### **Institution Summary**

The Institution Summary data errors report allows the end user to view the details of validation/edit errors encountered during the extraction.

Academic Data Submission						
Data Submission Errors						
	Name 🗘					
	Institution Summary					
Submi	ssion Status					
	Name 🗘					
1000						
<b>A</b>	Submission Status					

Errors are grouped by Category and Record Type and can be viewed individually by record type or as a summary of all errors.

University Data S	University System of Georgia Data Submission Errors - Institution Summary									
Severity Level:	Severity Level: (All)									
Test Ba	Test Banner 11G University - 98200									
Submissi	on Term: 20164 - MT									
Category	Record Type	Error Count	View and Download (Opens in new window)							
Course	Catalog (ods_admcrs_catalog_mimic)	1	View / Download							
	Grade (ods_admcrs_grade_mimic)	<u>3</u>	View / Download							
Graduation	Confidential (ods_admgrad_confidential_mimic)	1	View / Download							
	Program Awarded (ods_admgrad_program_mimic)	<u>304</u>	View / Download							
Student	Address (ods_admstu_enr_address_mimic)	<u>4</u>	View / Download							
	Confidential (ods_admstu_confidential_mimic)	<u>158</u>	View / Download							
	CPC and Regents Tests (ods_admstu_reg_cpc_mimic)	<u>13,624</u>	View / Download							
	CPE and Learning Support Req (ods_admstu_enr_req_mimic)	1	View / Download							
	Enrollment (ods_admstu_ste_attr_mimic)	<u>369</u>	View / Download							
	Fee Classification (ods_admstu_fee_class_mimic)	<u>376</u>	View / Download							
	Program Enrolled (ods_admstu_prog_enroll_mimic)	22,411	View / Download							
	Test Results (ods_admstu_test_results_mimic)	<u>143</u>	View / Download							
	(summary_error)	2	View / Download							
Test Banner	11G University - Total	37,397								
View and down	View and download all errors for 20164 - MT									

Click the View/Download link to in the View and Download column to drill-down to additional detail for a specific Record Type. This view provides the detail of each Business Rule error (validation/edit error) produced for a specific Category and Primary Element.

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#### University System of Georgia Data Submission Errors - Download Errors

Note: To download data, select the export icon above ( ) then "View in Excel options".

Filter: Error Record Type = ODS\_ADMSTU\_ENR\_ADDRESS\_MIMIC

#### Data Submission Errors for Test Banner 11G University - 98200

Business	Category	Record	ODS Table	Business Bule	Primary Element	Attribute List	Attribute	Unique Key List	Unique Key
Rule Severity Descr	category	Туре	00014000	Dusiness Kule	Timury Lionent	Attribute List	Content	onique ney Lise	Content
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900088532, , 3558 Rosebud Park Court	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164 MT, 108547, 900088532
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900021569, , 815 Summer Ridge Lane	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164 MT, 41576, 900021569
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900112938, , 956 Martin Heights Drive	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164 MT, 132957, 900112938

Click the View and Download all errors for [current term] link at the bottom of the errors table to drill-down to see a summary of all errors.

					崖 к	eep this version 🔻	<ul> <li>4</li> <li>4</li> </ul>	🔣 👻 🖮 👻 📑 Add	this report 🗸 📐
Universit Data \$	ty System Submis	n of Georg SSION	<sub>gia</sub> Errors - Downlo	ad Errors					^
Note: To do Data S	ownload data ubmissi	o, select the	export icon above () then "V rs for Test Banner 1	iew in Excel options". 1G University	- 98200				
Submis	sion Term	n: 20164 -	МТ						
Business Rule Severity Descr	Category	Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Error	Course	Catalog	ods_admcrs_catalog_mimic	(VCRS001) Course CIP Code must be a valid code according to the list of Federal Course CIP Codes.	(CRS004) Course CIP Code	course_cip_code	NULL	setid, course_acronym, course_number, course_effective_term	98200, ENGL, 1101, 20122
Error	Course	Grade	ods_admcrs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900084743, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 80766, 104755, 900084743
Error	Course	Grade	ods_admcrs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900120451, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 82620, 140471, 900120451
Error	Course	Grade	ods_admcrs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900084743, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 82379, 104755, 900084743
Error	Graduation	Confidential	ods_admgrad_confidential_mimic	(VSGR023) First Name must contain alpha data (non-numeric).	(SGR003) Name of Student - First Name	student_inst_id, student_first_name	900075848, CWS2	setid, academic_term, graduation_term, coll_type, stu_inst_uid, student inst id	98200, 20164, 20162, MT, 95858,

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.

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	View in HTML Format
	View in PDF Format
	View in XML Format
	Wiew in Excel 2007 Data
	www.in Excel 2007 Format
	Wiew in Excel 2002 Format
	View in CSV Format

# **Submission Status**

Clicking on Submission Status on the Main Dashboard provides a high-level overview of the collection status.

ademic Da	ata Supmissio	on S	tatus							
							Institution Count			
			1 1-U	sing incorre	ect release versior	1				
			2 2 - E	TL not atte	mpted		1			
			3 3 - E	TL unsucce	essful					
			4 4 - E	TL success	ful, but with errors	•				
			<b>5</b> 5 - E	TL success	ful (error relief pe	nding)				
			6 - E	TL complet	e and data submi	ssion successful				
	1									
Sector	Institution	Status	Submission Term	Last ETL	ETL Attempted	ETL Status	Errors to be Corrected by Institution(s)	Total Error Relief Requests	Approved Error Relief Requests	Not Approved Error Relief Requests
	Test Research 440 University		20102 MT		N					

## **Submission Summary**

The Submission Summary (Data Submission Record Counts) reports provides detail of each record submitted per collection category (Course, Graduation and Student), grouped by table name. Scroll down to see the table for the current submission term.

Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (ods_common_sorxref_mimic)	773	View / Download
Course	Catalog (ods_admcrs_catalog_mimic)	444	View / Download
	Class Session (ods_admcrs_cls_session_mimic)	2,647	View / Download
	Enrollment (ods_admcrs_enroll_mimic)	161	View / Download
	Faculty (ods_admcrs_faculty_mimic)	2,224	View / Download
	Grade (ods_admcrs_grade_mimic)	134	View / Download
	Section (ods_admcrs_section_mimic)	2,411	View / Download
	Section Attributes (ods_admcrs_section_attr_mimic)	21	View / Download
Graduation	Address (ods_admgrad_address_mimic)	0	
	Confidential (ods_admgrad_confidential_mimic)	0	
	Cumulative (ods_admgrad_student_mimic)	0	
	Program Awarded (ods_admgrad_program_mimic)	0	
Student	Address (ods_admstu_enr_address_mimic)	21	View / Download
	Advanced Standing (ods_admstu_adv_standing_mimic)	0	
	Attributes (ods_admstu_attributes_mimic)	14	View / Download
	Confidential (ods_admstu_confidential_mimic)	21	View / Download
	CPC and Regents Tests (ods_admstu_reg_cpc_mimic)	10	View / Download
	CPE and Learning Support Req (ods_admstu_enr_req_mimic)	10	View / Download
	Cumulative (ods_admstu_enr_cum_mimic)	9,249	View / Download
	Enrollment (ods_admstu_ste_attr_mimic)	21	View / Download
	Fee Classification (ods_admstu_fee_class_mimic)	0	
	Matriculation (ods_admstu_enr_matric_mimic)	21	View / Download
	Program Admissions Decision (ods_admstu_admissions_mimic)	0	
	Program Enrolled (ods_admstu_prog_enroll_mimic)	21	View / Download
	Test Results (ods_admstu_test_results_mimic)	142	View / Download
	Transfers (ods_admstu_transfer_mimic)	26	View / Download

The following is an example of the Data Submission Record Count – by Course. Click the View/Download link to access record detail. This provides all of the records in a specific table.

Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (ods_common_sorxref_mimic)	773	View / Download
Course	Catalog (ods_admcrs_catalog_mimic)	444	View / Download
	Class Session (ods_admcrs_cls_session_mimic)	2,647	View / Download
	Enrollment (ods_admcrs_enroll_mimic)	161	View / Download
	Faculty (ods_admcrs_faculty_mimic)	2,224	View / Download
	Grade (ods_admcrs_grade_mimic)	134	View / Download
	Section (ods_admcrs_section_mimic)	2,411	View / Download
	Section Attributes (ods_admcrs_section_attr_mimic)	21	View / Download

						This report u	ses prelimi
Unive	ersity Syste	m of	Georgia				
Tab	le Dum	p - (	Cours	e Section Att	ributes (ods_a	admcrs_s	ection
SETID		9820	0	•	. –	_	
ACADE	EMIC_TERM	2017	74	•			
	_						
SETID	ACADEMIC_TE	RM C	COLL_TYPE	COURSE_SEC_IDENTIFIER	COURSE_SEC_ATTR_CODE	COLL_TERM_TYPE	COLL_DATE
98200	20174	N	41 (T	20045	ZLOM		
96200	20174	N	4T	20045	ZINCM		
98200	20174	N	AT	21047	ZLOM		
98200	20174	N	AT.	21295	ZNOM		
98200	20174	N	ит	21299	ZLCM		
98200	20174	N	ΛT	21627	ZLCM		
98200	20174	N	ΛT	21627	ZNCM		
98200	20174	N	ΛT	21628	ZNCM		
98200	20174	N	ΛT	22058	ZLCM		
98200	20174	N	ИТ	22259	ZLCM		
98200	20174	N	ΛT	22259	ZNCM		
98200	20174	N	ΛT	22392	ZLCM		
98200	20174	N	ΛT	22392	ZNCM		
98200	20174	N	ИТ	22878	ZLCM		
98200	20174	N	ΛT	22878	ZNCM		
98200	20174	N	ΛT	22959	ZNCM		
98200	20174	N	ΛT	22960	ZLCM		
98200	20174	N	ΛT	22960	ZNCM		
98200	20174	N	ΛT	22962	ZLCM		

These reports can be downloaded using the Cognos Viewer.

崖 Keep this version 🔻	▶ 👍 🕁 🖪 -	Add this report -
		View in HTML Format
	View in Excel 2007 Data	in XML Format
	View in Excel 2007 Format View in Excel 2002 Format	
	View in CSV Format	

There is an option to download and save.

All Record Count Reports follow the same format as described above for accessing report detail.

# **Data Submission Review**

The Data Submission Review Reports are preliminary reports used to review data prior to loading it into the data warehouse. These reports are grouped by category and based on element types.

### **Course Data Submission Summary**

The Course Data Submission Summary is a preliminary report that can be used to validate Course Credit Hours per Term.

The first level of the report shows summary of hours by course level. Click the record number for a specific course level for details on the student enrollment associated with the level.

For example, all students enrolled in Lower Level Undergraduate Courses.

Click Drill to All Detail to access record detail as stored in each Course mimic table for a particular student.

Test Banner 11G University Settion Settion Term: 20174 - MT - Course Enrollment Indicator: CNTENRL - Census Status: C1           Collection         Prills All Paris         Pund Set M Paris         Pund Paris M Paris         Pund Set M Paris	Lowe Lowe Lowe Lowe
Submission Term: 20174 - MT - Course Environment Indicator: CNTENRLN - Census Status: C1 Collection Prilipal Pr	LOWE
Colume Type         PHID_GR         Course Sca 0         Student International (Stable Stable Stabl	LOWE
MT       Patho Al Deals       1       2004       0009       00010039       0       3       0       21       1       20101       Epgish Composite       101       ENGL         MT       20046       0004       00010039       0       0       0       21       1       20101       Epgish Composite       101       ENGL         MT       Data ALDeals       1       2004       0001001       0       0       3       21       1       20101       Epgish Composite       101       ENGL         MT       Data ALDeals       1       2004       00010037       0       0       3       21       1       20101       Epgish Composite       101       ENGL         MT       Data ALDeals       1       2004       00010037       0       0       0       21       1       20101       Epgish Composite       101       ENGL         MT       Data ALDeals       1       2004       00010037       0       0       0       0       1       1       20101       Epgish Composite       101       ENGL         Sources Carciel Hours - Level Undergraduet Hours       Sources Carciel Hours - Level Undergraduet Hours       Engish Composite Eigiste Eigiste Eigiste Eigiste E	LOWE
MT         Quito ALD (easily)	LOWE
MT       Data Datalia       1       2004       3001       600010101       0       3       21       1       20101       English Composition       101       ENGL         MT       Dit 0.A.B. Deals       1       2004       3088       600010657       0       3       21       1       200101       English Composition       101       ENGL         Inversitive Spatian Composition All Details         Inversitive Spatian Composition All Details         Inversitive Spatian Composition Colspan="14">Inversitive Spatian Colspan="14">Inversitive Spatian Composition Colspan="14">Inversitive Colspate Colspate Colspan="14">Inversitive Colspan="14">In	LOWE
MT Data Al Deals 1 2004 3068 90010657 0 0 3 21 1 2010 regin Composion 101 ENGL inversity System of Georgia course Credit Hours - Lower Level Undergraduate Hours set Banner 116 University ETID: 96200 University Spances_encol_mmc is pances_encol_time is a course_freedistration_status course_registration_status course_registration_status course_registration_bate course_encol_ment_ind sce_ecademic_Level	LOWE
niversity System of Georgia course Data Submission All Details ourse Credit Hours - Lower Level Undergraduate Hours est Banner 11G University ETID: 98200 ubmission Emi: 20174 - MT Sos_ADMCRS_ENROLL_MIMAC INSTITUTION_INAME SETID ACADEMIC_TERM COULTYPE COURSE_SEC_GENTIFIER STU_INST_UD STUDENT_INST_ID COURSE_ATEMPTED_HRS_COURSE_REGISTRATION_STATUS_COURSE_REGISTRATION_DATE_COURSE_ENROLLMENT_IND_SCE_ACADEMIC_LEVEL	
S, ADMCRS_ENROLL_MMIC	
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at Benner 110 University 98200 20174 MT 20045 30055 0 DD Nov 4, 2016 1019 00 AM ONTENRUN US	
JS_ADMCRS_SECTION_MINIC	
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TestBenner 11G         98200         20174         MT         2045         ENGL         1101         01         English Composition I         10         A	00170
IS ADMCRS CATALOG MINIC	20172
INSTITUTION NAME SETID ACADEMIC TERM COLI TYPE COURSE ADRONOV COURSE NUMBER COURSE NAME COURSE FEEDOVE TERM COURSE OF CODE INSTRUCTION LEVEL CATALOG ACTIVE IND	20172

### **Graduation – Degrees Conferred Data Submission Summary**

The Graduation – Degrees Conferred Data Submission Summary is a preliminary report that can be used to validate graduation data.

This report provides a record count by Degree Program Area.

niversit Gradu Sradu Sugusta Un Graduation	y Syster ation iversity Term: 2020'	n of Geor - Degi SETID: 12000	<sup>gia</sup> rees C
CIP Code	Degree Acronym	Degree Level Code	Number of Graduates
09010100	BA	В	2
11010101	BS	В	2
11010301	BSIT	В	2
11100301	CER0	Z	4
11100301	CER1	С	1
11100301	CERG	F	1
11100301	MS	М	<u>5</u>
13030100	MED	М	<u>11</u>
13030101	EDS	S	<u>5</u>
13049901	CERM	F	<u>9</u>

Click the Number of Distinct Graduates for details listing of students per Degree program Area.

Graduat	Graduation - Degrees Conferred Data Submission - Academic Details								
Kennesaw State	University								
SETID: 43000									
Submission Ter	rm: 20122 - MT								
CIP Code: 11010	101								
Degree Level C	ode: B								
STU_INST_UID	MATRICULATION_TERM	STUDENT_ACADEMIC_LEVEL	INST_CUM_HRS_EARNED_TRANSFER	INST_CUM_HRS_ATTEMPTED	INST_CUM_HRS_EARNED	INST_CUM_GPA	CUM_TRANSFER_HRS_EARNED	CUM_TRANSFER_GPA	CUM_HOPE_HRS
1040255	19983	US	131.33	100.33	81.33	3.49	50	2.51	164.23
112338	20081	US	174	89	57	3.61	117	3.20	0
1186076	20022	US	136	205	136	2.46	0	0	194
121746	20104	US	164	63	60	2.91	104	2.62	0
1339480	20062	US	129	136	129	3.10	0	0	126
1448033	20092	US	138	96	98	2.87	40	2.62	134.27
1557854	20082	US	123	128	111	2.81	12	2.25	128

# **Student Data Submission Reports**

The Student Data Submission Reports provide detail data for commonly used elements. These reports can be used to validate student data.

Studer	nt Data Submission Review
	Name 🗘
	Admit Type Summary
	Advanced Standing Summary
	Attribute Summary
	Class Standing Code Summary
	Dual Enrollment Students with Matriculation Term Issues - Summary
<b>a</b>	Enrollment By Academic Level
	Enrollment by Citizenship Status
<u>an</u> >	Enrollment by Gender
	Enrollment by Program
<b>1</b>	Enrollment in Learning Support
	Enrollment Summary
<b>a</b>	Fee Classification Summary
	First Generation Summary
<u>an</u> >	Focus Area Summary
	Learning Support - Students with Learning Support Requirements After 30 Hours
	Learning Support Req
	Military Summary
<u>an</u> >	Preliminary SER
	State/Country Summary
	Student Level Number and Admit Type Summary
	Student Level Number and Student Type Summary
	Student Level Number Summary
	Student Type Summary
	Test Code Summary

Reports provide data based on either Record Count or By Enrollment.

Reports by Record Count provide a complete record count based on the element.

All Record Count Reports follow the same format for accessing report details (as shown in the example below).

For example, the Attribute Summary provides all records containing a Student Attribute Code. Records are grouped based on the code. Click Detail Data to access the record(s) detail as stored in the database table.

Submission Term: 20174 - MT								
STUDENT_ATTRIBUTE_CODE	Record Count	Detail						
MAA	1	Detail Data						
P1BD	1	Detail Data						
P2HS	1	Detail Data						
RV	1	Detail Data						
UCOL	10	Detail Data						
	Submission - A 1: 20174 - MT STUDENT_ATTRIBUTE_CODE MAA P1BD P2HS RV UCOL	Submission - Attribute Submission - Attribute 1: 20174 - MT STUDENT_ATTRIBUTE_CODE Record Count MAA 1 P1BD 1 P2HS 1 RV 1 UCOL 10						

University System of Georgia Table Dump - Student Attributes (ods_admstu_attributes_mimic)											
SETID		98200		*							
ACADE	MIC_TERM	20174		•							
STU_IN	NST_UID	(All)	(All) •								
Filter: S	TUDENT_AT	TRIBUTE_COD	E = MAA								
SETID	ACADEMIC_TE	RM COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	STUDENT_ATTRIBUTE_CODE	STUDENT_ATTRIBUTE_TYPE	STUDENT_ATTRIBUTE_SUBTYPE				
98200	20174	MT	30061	900010061	MAA	ADMISSIONS	MILITARY				

Reports by Enrollment provide data based on student enrollment count.

All Reports by Enrollment follow the same format for accessing report details (as shown in the example below).

For example, the Enrollment by Academic Level report provides detail for all enrolled students based on current Academic Level. Click Detail Data to access the record(s) detail as stored in the database table.

Institution	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	Enrollment Count	Detail	
Fest Banner 11G University	GS	60	1	Detail Data	
	GS - Total		11		
	US	10	2	Detail Data	
		20	2	Detail Data	
		30	1	Detail Data	
		40	5	Detail Data	
	US - Total	10			
Test Banner 11G Universi	est Banner 11G University - Total				
Research Universities - T	otal		21		
20174 - MT - Total			21		

Filter: STUDENT\_LEVEL\_NBR = 50 SETID ACADEMIC\_TERM COLL\_TYPE STU\_INST\_UID STUDENT\_INST\_ID ADMIT\_TYPE INST\_STUDENT\_ACADEMIC\_LEVEL STUDENT\_ACADEMIC\_LEVEL STUDENT\_LEVEL\_NBR STUDENT\_TYPE\_CODE CLASS\_STANDING\_CODE 98200 20164 EOT 142534 900122514 TN US US 50 X FR

# **Data Dictionary**

The Data Dictionary Reports provide a technical reference for all academic data elements. Reports provide a drill-down option for crosswalk information, elements by category, and elements with associated validation rules (Business Rules).

Click the "Download PDF" option to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.

Data Dictionary							
Name 🗘							
99	DED Derived Field Appendix						
	Data Submission Element Crosswalk						
<b>N</b>	Download PDF						
	Elements by Category						
	Validation Rules by Primary Element						

# **Reference Code Reports**

Reference Code Reports provide access to the Data Warehouse Reference tables.



Selecting "All Reference Tables" will provide a drill-down of all available reference table reports.

Reference Tables						
	Name 🗘					
-	Academic Focus Area Reference Report					
	Academic Level Reference Report					
	Academic Term Reference Report					
	Accrediting Agency Reference Report					
	Advanced Standing Reference Report					
	Banner Translation Labels Report					
	Campus Code Reference Report					
	Citizenship Reference Report					
	Collection Period Reference Report					
	Country Reference Report					
	County Reference Report					
	Course Grade Reference Report					
	Course Registration Status Reference Report					
	Course Section Attribute Reference Report					
	Credit Hours Indicator Reference Report					
	Degree Acronym Reference Report					

Below is an example of the County Reference Report.

# County Reference Code Report

۳

All Counties

County Description	County Code	County Seat	FIPS Code
Appling	001	Baxley	001
Atkinson	002	Pearson	003
Bacon	003	Alma	005
Baker	004	Newton	007
Baldwin	005	Milledgeville	009
Banks	006	Homer	011
Barrow	007	Winder	013
Bartow	008	Cartersville	015
Ben Hill	009	Fitzgerald	017

# **Request Error Relief**

This section provides detailed instructions for Requesting Error Relief. This includes:

- ✓ Accessing the Error Relief Page
- ✓ Entering Error Relief Reasons
- ✓ Receiving Acceptance or Rejection of Request

If it is determined that there are errors produced during the extraction process that cannot be corrected in the source system for an error-free extraction, use the Request Error Relief process in order to allow data to load into the data warehouse.

Academic Data Collection Application (Apex) can be accessed from Data Services website <u>https://www.usg.edu/data\_services/</u> or the direct URL at <u>https://apps.ds.usg.edu/ords/f?p=38576</u>.

1. From the Academic Data Collection tab, click the Req. Error Relief button to begin the error relief process.

Overview Academic Data Collection									
Home Extract Req. Error Relief Start Over	Current Collection: 20164 - EOT Current ETL Package Version: 1.5								

2. A confirmation prompt will display "Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission." Click OK to continue or Cancel to return to the homepage.

Overview Academic Data C	Collection							
Home       Setid: 98200 - Board of Regents Test Institution         Extract       Current Collection: 20164 - EOT         Reg. Error Relief       Current ETL Package Version: 1.5         NOTE TO USER:       Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automa through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.         Below are the Process Steps and ETL Summary.								
	User(s) Step(s)	Process(es)	Comment(s)/Instruction(s)					
	User 1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep- on extracting/editing					
	User 2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.					
Confirm error relief request Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission. OK Cancel								

3. Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request.

	42131 error records requested for relief. Please add reasons for relief.										
Er	rrors Requested for Relief										
E	Error Ty	rror Type All  Request Batch Relief									
		Set ID	Data Mart	Term	Туре	Error	Attribute Content	Date Created	<u>Status</u>	Reason Entered	
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532  3558 Rosebud Park Court	10/22/2019	PENDING	N	
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938  956 Martin Heights Drive	10/22/2019	PENDING	N	
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569  815 Summer Ridge Lane	10/22/2019	PENDING	N	

4. On the Errors Requested for Relief window, click the notepad icon on each row to open the data entry page for that specific error.

	42131 error records requested for relief. Please add reasons for relief.										
	Errors Requested for Relief										
Error Type All  Request Batch Relief											
	$\frown$	Set ID	Data Mart	Term	Туре	Error	Attribute Content	Date Created	<u>Status</u>	Reason Entered	
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532  3558 Rosebud Park Court	10/22/2019	PENDING	N	
		98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938  956 Martin Heights Drive	10/22/2019	PENDING	N	
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569  815 Summer Ridge Lane	10/22/2019	PENDING	Ν	

5. The data entry page will be displayed for the selected error. In the Reason box, enter the reason for the Error Relief Request and click Update Reason.

Error Relief Reques	t
Set ID	98200
Data Mart	ADM
Term	20164
Туре	EOT
Error	Current Mailing Address - Street 2 must not be null when Street 3 is provided
Status	PENDING
Date Created	10/22/2019
Error Rec Type	ODS_ADMSTU_ENR_ADDRESS_MIMIC
Attribute List	STUDENT_INST_ID ADDRESS_STREET2 ADDRESS_STREET3
Attribute Content	900088532  3558 Rosebud Park Court
Reason	
Update Reason	Cancel

6. You will be returned to the Errors Requested for Relief window. The Reason Entered column now displays Y for this record.

	Reason updated for error relief.									
	Errors R	equested	I for Reli	ef						
Error Type All   Request Batch Relief										
		Set ID	Data Mart	Term	Туре	Error	Attribute Content	<u>Date</u> Created	<u>Status</u>	Reason Entered
	Ø	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532  3558 Rosebud Park Court	10/22/2019	PENDING	Y

 Continue to enter a reason for all errors that require error relief. Until all errors have a reason recorded and saved, the Academic ETL Summary will show a status of Error Relief Request – PENDING for REASONS.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	PENDING for REASONS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

 Once all errors have a reason, an email will be generated notifying the RPA of the error relief request. When all errors have a reason recorded, the ETL Summary will display a status of Error Relief Request – SUCCESS.

A	Academic ETL Summary								
	Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME		
	1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47		
	2	Error Relief Request	ADM	20164-EOT	SUCCESS	10/23/2019 16:54:53	-		
	4	Request Load to DW	ADM	20164-EOT	-	-	-		
	7	Institution Certify	ADM	20164-EOT	-	-	-		

- 9. When the RPA has approved or rejected the error relief request, the ETL Summary will display one of the following status messages:
  - a. RPA Error Approval SUCCESS

L Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	SUCCESS	02/07/2012 14:17:05	02/07/2012 14:20:14
4	Request Load to DW	ADM	20114-MT		-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

b. RPA Error Approval - REJECTED

		CONCLUMENT	STATUS	START TIME	END TIME
traction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
ror Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
A Error Approval	ADM	20114-MT	REJECTED	02/07/2012 14:17:05	02/07/2012 14:17:38
equest Load to DW	ADM	20114-MT	-	-	-
A Load to DW	ADM	20114-MT	-	-	-
equest Certification	ADM	20114-MT	-	-	-
stitution Certify	ADM	20114-MT	-	-	-
	raction/Edit or Relief Request A Error Approval quest Load to DW A Load to DW quest Certification titution Certific	raction/Edit         ADM           or Relief Request         ADM <u>A Error Approval</u> ADM <u>auest Load to DW</u> ADM <u>A Load to DW</u> ADM <u>auest Coad to DW</u> ADM <u>auest Coad to DW</u> ADM <u>auest Cortification</u> ADM <u>auest Certification</u> ADM	raction/Edit         ADM         20114-MT           or Relief Request         ADM         20114-MT <u>A Error Approval</u> ADM         20114-MT <u>auest Load to DW</u> ADM         20114-MT <u>A Load to DW</u> ADM         20114-MT <u>auest Load to DW</u> ADM         20114-MT <u>auest Codition</u> ADM         20114-MT <u>auest Certification</u> ADM         20114-MT <u>ditution Certific</u> ADM         20114-MT	raction/Edit         ADM         20114-MT         SUCCESS           or Relief Request         ADM         20114-MT         SUCCESS <u>A Error Approval</u> ADM         20114-MT         REJECTED <u>auest Load to DW</u> ADM         20114-MT         - <u>A Load to DW</u> ADM         20114-MT         - <u>auest Load to DW</u> ADM         20114-MT         - <u>auest Certification</u> ADM         20114-MT         - <u>auest Certification</u> ADM         20114-MT         -	raction/Edit         ADM         20114-MT         SUCCESS         02/01/2012/09/35/03           or Relief Request         ADM         20114-MT         SUCCESS         02/07/2012/11/35/21 <u>A Error Approval</u> ADM         20114-MT         SUCCESS         02/07/2012/11/35/21 <u>A Error Approval</u> ADM         20114-MT         REJECTED         02/07/2012/14/17/05 <u>auest Load to DW</u> ADM         20114-MT         -         - <u>A Load to DW</u> ADM         20114-MT         -         - <u>auest Certification</u> ADM         20114-MT         -         - <u>auest Certification</u> ADM         20114-MT         -         -

10. If error relief was rejected, RPA will email the Point of Contact with additional information.

# **Appendix A: Document History**

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
October 2018	N/A	N/A	Update to reflect GeorgiaBEST standards
October 2019	N/A	N/A	Updated to reflect current GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information