

# NATIONAL STUDENT CLEARINGHOUSE<sup>®</sup>

## Postsecondary Data Partnership

### New User Interface Features to Manage Data Submission

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## Introduction

The Postsecondary Data Partnership (PDP) User Interface (UI) has been greatly enhanced to empower users. PDP participants will now have greater insight into the data they submit and control over what data files should be considered for reporting.

## File Submission Summary Page

<https://secure.studentclearinghouse.org/dce/faces/portal>

The PDP File Submission Summary page is your one stop shop to manage and review your data submissions.

Figure 1 PDP File Submission Summary

**File Submission Summary**

**Search**

Match  All  Any

Submission Number

Submission Type

**Data Status**

File Received Date

View

Submission Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date	Actions
79690	Frontier Pilot University	Financial Aid File	Archived	i_PDCTestAccount_FINAID_Error_Files_Smoke...	503	09/13/2019	<input type="button" value="Reject"/>
79689	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	09/13/2019	<input type="button" value="Reject"/>
80106	Frontier Pilot University	Course File	Archived	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	09/13/2019	<input type="button" value="Reject"/>
80085	Frontier Pilot University	Cohort Definition File	Archived	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	09/13/2019	<input type="button" value="Reject"/>
80105	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	09/13/2019	<input type="button" value="Reject"/>
Academic Year: 2011-12					Academic Term: FALL		Total Course Count: 4
80084	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	09/13/2019	<input type="button" value="Reject"/>
79688	Frontier Pilot University	Financial Aid File	Archived	i_PDCTestAccount_FINAID_Error_Files_Smoke...	503	09/12/2019	<input type="button" value="Reject"/>
79687	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	09/12/2019	<input type="button" value="Reject"/>
80104	Frontier Pilot University	Course File	Archived	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	09/12/2019	<input type="button" value="Reject"/>
80083	Frontier Pilot University	Cohort Definition File	Archived	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	09/12/2019	<input type="button" value="Reject"/>
80103	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	09/12/2019	<input type="button" value="Reject"/>
80082	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	09/12/2019	<input type="button" value="Reject"/>
79686	Frontier Pilot University	Financial Aid File	Archived	i_PDCTestAccount_FINAID_Error_Files_Smoke...	503	09/11/2019	<input type="button" value="Reject"/>

The new features on this page will allow you to do the following:

- 1) Review metadata contained in individual data files
- 2) Reject files that you don't want considered for reporting
- 3) View a more informative status of files as they progress through the PDP system

## Metadata

Metadata provides insight into the range of data found in a data file. Use this information to confirm that the desired cohort students and course records were included in your submission.

Notice how in Figure 1 the user can expand a data file record. This feature becomes available when a data file has passed all structural and data validations.

Upon expansion of the record, the metadata within the data file becomes visible.

In the case of a Cohort file, the user will be able to tell what Cohort Years and Terms along with the number of students for each of those combinations are present in the file.

For a Course file, the number of courses for a given Academic Year and Term combination will be provided.

## Reject

Rejecting a data file means that the selected file will not be further processed and stored. File rejection could occur for the following reasons:

- a) The data file is no longer valid, and a replacement file was submitted
- b) A data file was accidentally submitted more than once
- c) The data file was a test file
- d) Only files with the following data status can be rejected:
  - a. Passed
  - b. Data Quality Failed

## Data Status

A brand new data status is now provided for all submitted data files. This provides greater insight into what step of the process the submitted data file is in. The following statuses are available:

- a) **File Validation**
  - a. **Passed** = Data has passed all structural and data validations
  - b. **Certified** = The data file is part of your most recent submission and is certified complete and ready for further processing
  - c. **Rejected** = The submitted data file is not valid and will be discarded
  - d. **Structural Failed** = Data file has structural errors and requires correction
  - e. **Field Failed** = One or many individual data elements in the file have errors and require correction
- b) **Data Quality**
  - a. **Data Quality Passed** = All the data files that were certified together have passed data quality checks
  - b. **Data Quality In Progress** = The data quality checks are in progress
  - c. **Data Quality Failed** = One or many of the data files that were certified together have failed data quality checks

**c) Reporting**

- a. **Report in Progress** = Data calculations are in progress to generate reporting data
- b. **Report Completed** = Data is released to reports

**d) General**

- a. **System Processing** = During various phases the system will process the data files
- b. **Archived** = The data is archived.

[Navigate to new pages](#)

From the File Submission Summary page, you can now navigate to the 'Manage Submissions' page to certify the data you submitted in a particular submission window as well as navigate to the 'Review Data Quality' where the data quality status of the certified data can be reviewed.

## Manage Submissions – Certify Data

Once all required data for a specific submission window is submitted (i.e. in a 2019 Fall reporting period it would be the 2018-19 spring and summer cohort and course data), a user must certify the submission.

By certifying the data, a user indicates that they have completed the submission of all required data files.

Figure 2 Manage Submission page

**Manage Submissions**

Select Action: Certify Submission      Org ID: 004781      Submission Window: Fall 2019

Search Reset

Submission Number	Service Account Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date
78888	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/2/2019
78488	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/2/2019
78092	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/4/2019
79280	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/5/2019
79282	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/6/2019
78883	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/6/2019
78492	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/4/2019
79288	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/9/2019
78889	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/9/2019
79290	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/10/2019
78891	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/10/2019
78094	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/4/2019
79286	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/8/2019
78887	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/8/2019
78086	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/1/2019
78486	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/1/2019
79284	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	9/7/2019
78885	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/7/2019
78084	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...	55	8/31/2019
78484	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	8/31/2019
78490	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...	7	9/3/2019

**Submission Summary**

Cohort Metadata			Course Metadata		
Year	Term	StudentCount	Year	Term	CourseCount
2015-16	FALL	572	2011-12	FALL	40

Certify Cancel and Return

### Search Section

As this page evolves and empowers institutions with more control of their data files, additional actions will be available. Currently the action is limited to certification and the submission window that an action can be taken on is focused on the most recent.

### Data Table

The data table on this page is unique in the way that it only loads data files that are specific to the current submission window.

Furthermore, the PDP application only considers and displays data files that passed all data validations and were not rejected.

### Submission Summary Metadata

To provide additional information to users that are certifying data, the cumulative metadata contained within all the data files is provided in this section. The full range of cohort and course years/terms and records is available for review. Use this information to confirm that the desired cohort students and course records were included in your submission.

### Certify

Once the user has verified the submitted data and is confident that no additional data files are required, certification can begin. By utilizing the 'Certify' button and following the prompts, the data will move on to the next steps of file processing, which are the data quality checks.

## Review Data Quality

This page is informational only. Once the data is certified the PDP application applies a series of data quality checks to the data. These checks review the response rate of specific data elements, duplicate students and courses, as well as compare the most recently submitted data to historical data.

Figure 3 Review Data Quality page

Postsecondary Data Partnership > Data Quality Checks Summary

### Data Quality Checks Summary

Search

Match  All  Any \* Required

\* Submission Window  Submission Number

Status  \* Org ID

Submission Window	Date	Org ID	Institution ID	Status	Submission Number	Allowed Threshold	Fail Percent	Fail Record Count	Check Name	Check Description	Source Type
Fall 2019	8/23/2019		00	PASSED	77289	80	34	44	IDENTIFY RECO...	IDENTIFIES TH...	COHORT
Fall 2019	8/23/2019		00	PASSED	75692	80	34	44	IDENTIFY RECO...	IDENTIFIES TH...	COHORT
Fall 2019	8/23/2019		00	PASSED	75691	80	34	44	IDENTIFY RECO...	IDENTIFIES TH...	COHORT
Fall 2019	8/23/2019		00	PASSED	77290	80	34	44	IDENTIFY RECO...	IDENTIFIES TH...	COHORT
Fall 2019	8/23/2019		00	FAILED	77290	5	100	128	IDENTIFY DUPLI...		COHORT
Fall 2019	8/23/2019		00	FAILED	75691	5	100	128	IDENTIFY DUPLI...		COHORT

### Search Section

By default, the most recent submission window is populated, and those results are displayed. Users will have the ability to home in on a specific submission number (data file) and review results of past submission windows as well.

### Data Table

The data table on this page display the executed data quality checks and whether they’ve passed or failed.

Please note that quality checks have an allowed threshold and a submission will only fail if the % of errors exceed said threshold.

In the case of a failed data quality check the Clearinghouse will reach out to the organization that submitted the data to determine if any action is required.