StudentTracker®
for Colleges & Universities

Premium Service
User Manual

Version 2.0

October 22, 2018
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This guide may occasionally be updated to reflect changes in the product. For the latest version, contact us at StudentTracker@studentclearinghouse.org.
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Introduction

In 2017, the National Student Clearinghouse launched a major upgrade of its StudentTracker for Colleges and Universities service. As part of the upgrade, the Clearinghouse introduced Premium Service, which includes the following:

- Analysis Ready Report (aka Wide-File Format)
- Request File Re-run
- Signature and Snapshot Institution-level Reports
- Data Visualizations

This user guide explains each of the Premium Service offerings, and serves as a supplement to the StudentTracker Basic Services User Manual.

You will have access to the Premium Service once you upgrade your StudentTracker subscription and sign the Premium service addendum.

The Premium Service does not replace the basic StudentTracker service. See the StudentTracker for Colleges User Manual referenced above for more information on our basic level of service.
Administration and Login

Clearinghouse-supported Browsers and System Requirements

During our design and development process, we test to ensure our product and service applications are fully functional with the most popular commonly-used browsers. As part of the testing process, we confirmed that we support the following browsers:

- Microsoft Internet Explorer (latest version)
- Mozilla Firefox (latest version)

As a user, you are welcome to use an unsupported browser (such as IE 10, 11, Edge, or Chrome), however, we recommend taking the following action:

Internet Explorer (IE) 10 users will need to turn off the browser Compatibility View by following these steps:

- Go to the Tools menu, select the Compatibility View settings option in the drop down.
- Uncheck the box next to Display All Websites in Compatibility View
- Select Close

Links to helpful information regarding browsers can be found on the Clearinghouse’s login screen (specifically the User Login portal, rather than FTP Login). Please refer to the Login Credentials section on the next page for instructions on how to access the login screen.
Web ID

You will need a personal Web ID (not to be confused with your shared FTP account) with specific StudentTracker roles assigned in order to access the application and the Premium Services. The roles are:

- StudentTracker Submissions
- StudentTracker Reports
- FTP and an FTP Mailbox (specifically for receiving file and report notifications)

Your Clearinghouse account user administrator can enable your access, or you can contact the StudentTracker team at StudentTracker@studentclearinghouse.org.

Contact Information

General questions about the StudentTracker Premium Service should be directed to StudentTrackerPremium@studentclearinghouse.org.
Analysis Ready Report (aka Wide-File Format)

What is it?

The Analysis Ready report is a comma-separated values (CSV) file that is returned via your FTP account with your other StudentTracker reports (Control, Aggregate and Detail).

It transforms the Detail report into a more usable, “analysis ready” report where every student submitted in your request file has only one row. The Analysis Ready Report does not replace the Detail Report, which may have multiple rows per student.

The Analysis Ready Report has 218 columns of data that can be categorized into four general sections:

1. Student information, as reported in your StudentTracker request file
2. Persistence and retention
3. Enrollment, outcomes and industry credentials (as available) information for up to 8 academic years from search date
4. Cumulative enrollment and outcomes information from search date to present

For more detailed information on the data included in the analysis-ready file, please consult the Data Dictionary which can be accessed [here](https://studentclearinghouse.org/colleges/studenttracker/) under ‘Resources’.

The Sections

<table>
<thead>
<tr>
<th>Student Information</th>
<th>As provided in your StudentTracker Request File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence and Retention columns</td>
<td>Identifies whether the student has at least one enrollment record or at least one degree/credential record in Academic Year 2. Calculated only when student has a reported enrollment record in Academic Year 1. For Persistence: Will display Y when student has a record at a different institution with a different 6-digit school code than the one provided in request file. For Retention: Will display Y when student has a record at the same institution with the same 6-digit school code as provided in request file.</td>
</tr>
</tbody>
</table>
| Academic year enrollment and outcome information for up to 8 academic years after search date | For each academic year, will report whether student has enrollment and/or credential data from
  • Requesting school,
  • Different 2-year school, or
  • Different 4-year school
  • Industry credential providers |
For Enrollment Columns: For an academic year, will identify the student’s records from Detail Report with a term begin date that falls within the academic year inclusive. Will use the data from the term with the earliest term begin date.

For Degree Columns: For an academic year, will identify the student’s credentials from Detail Report with an award date that falls within the academic year inclusive. Will identify the highest credential earned, award date and CIP code as available.

For Industry Credential Columns: For an academic year, will identify the student’s industry credentials with an award date that falls within the academic year inclusive. Will identify the most recent credential and provide the award date, expiration date if available, and credentialing organization.

Cumulative enrollment and outcome Information from search date to current date

Provides calculations for number of days elapsed from search date to start date of first instance and time elapsed from search date to highest credential award date for all of the following:

- Requesting school,
- Different 2-year schools, and
- Different 4-year schools.

Number of industry credentials

### Academic Year Definition

The dates for each of the 8 academic years (AY) for which the report displays enrollment and outcome information are calculated based on the search date. Please ensure to convert all dates from MM/DD/YYYY-format to YYYYMMDD.

Example:

<table>
<thead>
<tr>
<th>Search date for student in Request File</th>
<th>Academic Year</th>
<th>AY begin</th>
<th>AY end</th>
</tr>
</thead>
<tbody>
<tr>
<td>20100814</td>
<td>1</td>
<td>20100815</td>
<td>20110814</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>20110815</td>
<td>20120814</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>20120815</td>
<td>20130814</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>20130815</td>
<td>20140814</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>20140815</td>
<td>20150814</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>20150815</td>
<td>20160814</td>
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<tr>
<td>7</td>
<td>7</td>
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<td>20170814</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>20170815</td>
<td>20180814</td>
</tr>
</tbody>
</table>
Additional Information

A data dictionary is available as a separate document that explains each column in the Analysis Ready report. This report is designed for longitudinal research purposes. To obtain the most meaningful results, use an appropriate search date in your request file based on the search type (see below).

Currently, the report will be generated for only the following forward-looking search types:

- SE (Subsequent Enrollment)
- CB (Consent-Based) (allows use of SSN in Column B)
- CO (Cohort)
- DA (Declined Admissions)

Uses

The Analysis Ready report is intended to organize the results of your Detail report thus saving valuable time. The report enables you and your staff to quickly:

- Track persistence and retention patterns for your students
- Identify students who are enrolled at more than one institution in a given academic year
- Analyze enrollment and degree/credential information for students
- Assess CIP codes for degree records from other institutions that may provide insight into student behavior after leaving your institution
Examples of Report Columns

Student Data and the Persistence and Retention Columns

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Cohort Year</td>
<td>School Code</td>
<td>Your Unique Identifier</td>
<td>Record Found</td>
<td>First Name</td>
<td>Middle Initial</td>
<td>Last Name</td>
<td>Name Suffix</td>
<td>Date of Birth</td>
<td>Requestor Return Field</td>
<td>Search Date</td>
<td>Enrolled at Submitting Institution in Second Year (Retention)</td>
<td>Enrolled at Another Institution in Second Year (Persistence)</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>001052-00</td>
<td>Y</td>
<td>MIGHTY</td>
<td>MOUSE</td>
<td>19870825</td>
<td>20110101</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>Y</td>
<td>KING</td>
<td>KONG</td>
<td>19920120</td>
<td>20110101</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>N</td>
<td>CASPER</td>
<td>GHOST</td>
<td>19840621</td>
<td>20160101</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2016</td>
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<td>OFOZ</td>
<td>19840611</td>
<td>20160101</td>
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<td></td>
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<td>N</td>
<td>COUNT</td>
<td>DRACULA</td>
<td>19921112</td>
<td>20160101</td>
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<td>N</td>
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<tr>
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<td>N</td>
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<td>FRANCES</td>
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<td>20000101</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Y</td>
<td>PETER</td>
<td>PIPER</td>
<td>19940109</td>
<td>20060101</td>
<td></td>
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<td>DUMPTY</td>
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<tr>
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<td>SEEDS</td>
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<tr>
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<td>Y</td>
<td>DONALD</td>
<td>DUCK</td>
<td>19911120</td>
<td>20000101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>001052-00</td>
<td>Y</td>
<td>HORATIO</td>
<td>HORNBLOWER</td>
<td>19911209</td>
<td>20030101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>001052-00</td>
<td>Y</td>
<td>MARY</td>
<td>CONTRARY</td>
<td>19900512</td>
<td>20020101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>001052-00</td>
<td>Y</td>
<td>MOTHER</td>
<td>ROOST</td>
<td>19940503</td>
<td>19940101</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1995</td>
<td>001052-00</td>
<td>Y</td>
<td>FLO</td>
<td>INSURANCE</td>
<td>19971010</td>
<td>19950101</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
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<td>MRS</td>
<td>MINIVER</td>
<td>19870420</td>
<td>20150101</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Year Columns (example shown only for Year 1)

Date Range of Year 1
- Year 1: Enrollment Found at Submitting Institution
- Year 1: Enrollment Status at Submitting Institution
- Year 1: Highest Level of Degree or Certificate Earned from Submitting Institution
- Year 1: CIP Code of Highest Level of Degree or Certificate Earned from Submitting Institution
- Year 1: School Code/Branch of First Different Two-Year Institution Attended
- Year 1: Name of First Different Two-Year Institution Attended
- Year 1: Date of First Enrollment at First Different Two-Year Institution
- Year 1: CIP Code Associated to Enrollment at Different Two-Year Institution
- Year 1: Highest Level of Credential Earned from a Different Two-Year Institution
- Year 1: CIP Code of Highest Level of Credential Earned from a Different Two-Year Institution
- Year 1: School Code/Branch of Highest Level of Credential Earned from a Different Two-Year Institution
- Year 1: Date of Highest Level of Credential Earned from a Different Two-Year Institution
- Year 1: CIP Code of Highest Level of Degree or Certificate Earned from a Different Two-Year Institution
- Year 1: School Code/Branch of First Different Four-Year Institution Attended
- Year 1: Name of First Different Four-Year Institution Attended
- Year 1: Date of First Enrollment at First Different Four-Year Institution
- Year 1: CIP Code Associated to Enrollment at Different Four-Year Institution
- Year 1: Highest Level of Credential Earned from a Different Four-Year Institution
- Year 1: School Code/Branch of Highest Level of Credential Earned from a Different Four-Year Institution
- Year 1: Date of Highest Level of Credential Earned from a Different Four-Year Institution
- Year 1: CIP Code of Highest Level of Degree or Certificate Earned from a Different Four-Year Institution
- Year 1: Industry Credential organization
- Year 1: Industry Credential/Certification Name
- Year 1: Industry Credential Award Date
- Year 1: Industry Credential Expiration Date
- Year 1: Number of Industry Credentials earned
### Cumulative Data – Outcomes from Search Date to Current Date

<table>
<thead>
<tr>
<th>Description</th>
<th>CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Days Elapsed between Search Date and Start Date at First Instance of Different Two-Year Institution</td>
<td>Number of Days Elapsed between Search Date and Start Date at First Instance of Different Four-Year Institution</td>
</tr>
<tr>
<td>Pattern of First Enrollments based on College Level</td>
<td>Pattern of First Enrollments based on College Level</td>
</tr>
<tr>
<td>Highest Credential Level Ever Earned at Submitting Institution</td>
<td>Highest Credential Level Ever Earned at Submitting Institution</td>
</tr>
<tr>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at Submitting Institution</td>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at Submitting Institution</td>
</tr>
<tr>
<td>CIP code of Highest Level of Degree or Certificate Earned from Submitting Institution</td>
<td>CIP code of Highest Level of Degree or Certificate Earned from Submitting Institution</td>
</tr>
<tr>
<td>Highest Credential Level Ever Earned at a Different Two-Year Institution</td>
<td>Highest Credential Level Ever Earned at a Different Two-Year Institution</td>
</tr>
<tr>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Two-Year Institution</td>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Two-Year Institution</td>
</tr>
<tr>
<td>CIP code of Highest Level of Degree or Certificate Earned from a Different Two-Year Institution</td>
<td>CIP code of Highest Level of Degree or Certificate Earned from a Different Two-Year Institution</td>
</tr>
<tr>
<td>Highest Credential Level Ever Earned at a Different Four-Year Institution</td>
<td>Highest Credential Level Ever Earned at a Different Four-Year Institution</td>
</tr>
<tr>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Four-Year Institution</td>
<td>Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Four-Year Institution</td>
</tr>
<tr>
<td>CIP Code of Highest Level of Degree or Certificate Earned from a Different Four-Year Institution</td>
<td>CIP Code of Highest Level of Degree or Certificate Earned from a Different Four-Year Institution</td>
</tr>
<tr>
<td>Total Number of Industry Credentials Earned</td>
<td>Total Number of Industry Credentials Earned</td>
</tr>
</tbody>
</table>
User Experience

The remaining Premium Service offerings must be accessed via our secure site (not to be confused with your secure FTP account). After logging in, select the Research Services tab and then select the Premium Service icon (Figure 1) to access its landing page (Figure 2).

Figure 1

Research Services > StudentTracker

StudentTracker Colleges & Universities
Select the icon for the StudentTracker action you would like to perform.
Figure 2

Premium Service

**Organization:** HOMETOWN UNIVERSITY
**Organization ID:** 001234-00

Select the icon for the StudentTracker action you would like to perform.

- **Re-Run Files**
  - Re-run previously submitted files

- **Data Visualizations**
  - View Graphs and Charts based on Your Request File

- **Signature and Snapshot Reports**
  - Download Institution Level Reports

- **Research Center Reports**
  - View Graphs and Charts based on the Research Center’s defined cohorts
Request File Re-run

What Is It?

The Re-Run function allows you to re-run a request file submitted to the Clearinghouse after July 23, 2016, saving you from having to re-upload and repeat the validation process. Tracking a particular cohort of students is easier because of the consistency provided when tracking student(s) over a specific period of time better enabling you to identify trends. By re-running the same cohort of students over a period of several years, the Analysis Ready reports can show you their academic year progress over the years.

- Eligible files must have successfully processed: Status = Reports Sent
- Eligible files are referred to as parent files
- Parent files can be re-run 4 times in a 365-day period, based on the original submission date

User Experience
The user experience acts like a file library providing a list of files for which reports have been sent since July 23, 2016, and that you can select to be re-run. The default submission date range is one year, which means that the eligible files in the list (Figure 4) will be from the last 365 days. You can reset the filter (Figure 3) to enter your own search criteria to find an earlier file or a specific file by searching for its name or Submission ID.

**Figure 3**

**Re-Run Files**

Organizations: HOMETOWN UNIVERSITY  
Organization ID: 001234-00

Your StudentTracker subscription allows you to rerun Request files already submitted. The files that are eligible to be re-run are shown below; these are known as Parent files.

A Parent file is eligible to be re-run up to 4 times in a year; the year begins on the Parent file's first submission date. The Parent file is available for 8 years.

Use the filters to narrow the list or find a specific file.

Select one or several files to re-run and click the Re-Run Files button. After several minutes, the file will appear in the Submitted Files Log (Figure 4) with a new Submission ID, which you can use to track its status.

**Figure 4**
When you click the Submission ID or file name (displayed as a link), you will see a history of the file re-runs. This allows you to see who is re-running files and how often.

### Parent File & Re-Run Details

**Organization:** HOMETOWN UNIVERSITY  
**Organization ID:** 001234-00

The list below shows how many times a Parent file has been re-run and other important information.

### Parent File Details

- **File Name:** _A_good_file_for_analysis_ready_SE.txt_  
- **Submission ID:** 255595  
- **File Status:** Reports sent  
- **Search Type:** SE  
- **FTP Mailbox:** 001234ST  
- **File Submission Date:** February 20, 2017

### File Re-Run Details

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Re-Run By User</th>
<th>Submission Received Date &amp; Time</th>
<th>Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NSC</td>
<td>02/20/2017 14:58 PM</td>
<td>Reports sent</td>
</tr>
</tbody>
</table>

### Additional Information

It may take several minutes for the re-run file to appear in the Submitted Files Log.

The re-run checkbox will be disabled when:
- 1) File is currently being re-run
- 2) File has reached the maximum number of times it can be re-run
Signature and Snapshot Reports

What Are They?

The Clearinghouse’s Research Center publishes national education reports throughout the year. Through the Premium Service user interface, you can download reports for your institution, if eligible.

Reports are available for the main campus (branch = 00) only.

The reports are calculated based on a cohort of students determined by the Clearinghouse from files that your institution provides via our Enrollment Reporting and DegreeVerify services.

**Signature**

Completions report

- Available for 3 consecutive fall cohorts

Tracking Transfer report

- Currently available for 1 fall cohort as this is a new report. Eventually this report will be available for 3 fall cohorts.

**Snapshot**

Persistence and Retention

- Includes multiple fall cohorts in one report
User Experience

Premium Service

Organization: HOMETOWN UNIVERSITY
Organization ID: 001124-00

Select the icon for the StudentTracker action you would like to perform.

- **Re-Run Files**
  Re-run previously submitted files

- **Data Visualizations**
  View Graphs and Charts based on Your Request File

- **Signature and Snapshot Reports**
  Download Institution Level Reports

- **Research Center Reports**
  Data Visualizations
  View Graphs and Charts based on the Research Center’s defined cohorts
After you select the reports, they will be available almost immediately as a downloadable PDF – not sent to your Clearinghouse FTP account. When more than one report is requested, the PDFs are zipped. To open this zip file you may right-click the file, select 7-Zip or a similar program, and select “Extract Here.” Once unzipped, you can then read, save, or print these reports.
Additional Information

Signature and Snapshot reports are available at the main campus (branch = 00) level only and must meet eligibility requirements.

Eligibility Requirements
Your institution must:

- Be a 2-year public or 4-year public/private institution
- Have at least 50 students in the defined cohort
- Participate in our DegreeVerify℠ service
- Reported enrollment and degree records to the Clearinghouse for 4 years prior to the cohort (e.g., for your 2013 cohort, you must have been providing data since 2009)
- Meet other criteria established by the National Student Clearinghouse Research Center

Visit the National Student Clearinghouse Research Center’s website to view the national Signature and Snapshot reports, other reports, and “Working With Our Data” section.

[www.nscresearchcenter.org](http://www.nscresearchcenter.org)
Data Visualizations – Based on Your Request File

What Are They?

Graphical representations of the counts reported in the StudentTracker Aggregate Report for the initial school column.

There are two categories:

1. Institution Characteristics
   - Sector: 4-year public, 2-year public, private/other institutions
   - Top institutions

2. Student Demographics
   - Gender (if not provided, the value will be imputed when possible)
   - Race/ethnicity (Your institution must have been providing this data element for at least 50 percent of the students reported in your most recent Enrollment Reporting file in order for these visualizations to be available.)
   - Remedial Flag
User Experience

Premium Service

Organization: HOMETOWN UNIVERSITY
Organization ID: 001234-00

Select the icon for the StudentTracker action you would like to perform.

- **Re-Run Files**
  - Re-run previously submitted files

- **Data Visualizations**
  - View Graphs and Charts based on Your Request File

- **Signature and Snapshot Reports**
  - Download Institution Level Reports

- **Research Center Reports**
  - Data Visualizations
  - View Graphs and Charts based on the Research Center’s defined cohorts
Research Services > StudentTracker > Premium Services > Visualizations: Choose A File

Visualizations: Choose A File

Organization: HOMETOWN UNIVERSITY
Organization ID: 001234-00

Your StudentTracker subscription allows you to see Data Visualizations based on the results of the Aggregate Report. The Visualizations are broken out by Student Demographics and Institution Information.

Use the filters to find the Request file on which you would like to see the Data Visualizations. Eligible files must have been processed as of February 25, 2017, and must have at least 200 students returned in the Aggregate Report.

Filters

File Name:  
Submission ID:  
Search Type:  
FTP Mailbox:  
Submission Date: From: 01/03/2017  
To: 04/03/2017

Apply Filter  Reset

Select A File

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<th>Record Count</th>
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Page 1 of 1 (1-6 Items)

Click on the Submission ID or file name to see the data visualizations.
If not hyperlinked, then the file is not eligible for visualizations.
**Additional Information**

Data visualizations are available:
- On request files for which StudentTracker reports were generated after February 25, 2017
- When the Aggregate report has at least 200 students counted

**The Data Elements**

Gender and race/ethnicity values are determined from records that schools send to the Clearinghouse via their Enrollment Reporting service. We will use the value that your institution provided for a student, assuming it has been sent.

**Gender:** When your institution does not provide the gender data element for a student in your request file, we will attempt to impute the value based on rules established by our Research Center.

**Race/Ethnicity:** When your institution does not provide the race/ethnicity data element for a student in your request file, we will use the value provided by another school if available. If race/ethnicity has not been provided by any of the schools the student attended, the student is categorized as unknown.

**Example**

![Data visualization showing Genders by Sectors of Institutions first attended for students counted in your StudentTracker Cohort Aggregate Report.](image)
National Student Clearinghouse Research Center

The Research Center has its own web page that you can access to view an informative section called “Working with Our Data.” This section includes 1) description of gender imputation process, 2) CIP code look-up table, 3) coverage of optional enrollment data elements, and 4) the institutions that participate with the Clearinghouse.

https://nscresearchcenter.org/

Uses

The intent of the data visualizations is to provide a more graphical representation of various results of your request file. The graphs can tell a more powerful story and be easily shared across your institution.
Data Visualizations – Based on Research Center Reports

What Is It?

Graphical representations of the outcomes reported in the Signature Completions report.

The data visualizations show six-year outcomes by gender and institution type, as identified in tables 2A and 2B of your institution’s report, if eligible.

User Experience
An example of one of the data visualizations is shown below.

![Image of data visualization]

### 2010 Fall Cohort

#### Six Year Outcomes for Students Who Started at Your Institution, by Gender

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<th>National Sector Benchmark</th>
<th>Total Completion Rate</th>
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<th>Not Enrolled</th>
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<td>Overall</td>
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