

# Postsecondary Data Partnership

## Quick Start Guide



Using enrollment and course data your school sends us (in the form of Cohort and Course files), **Postsecondary Data Partnership (PDP)** empowers institutions by analyzing and visualizing the data for you into easy-to-read reports, helping you understand, improve, and communicate student momentum, outcomes, and equity.

### Benefits of Postsecondary Data Partnership

- Interactive Tableau dashboards and benchmarking data for comparison with peer institutions.
- Allows data sharing with internal stakeholders and education organizations/associations.
- Visibility of student progress and outcome data with the Student Insights Dashboard.
- Analysis Ready files, which help compare data sets.

### How Postsecondary Data Partnership Works

School creates data files, then uploads to Clearinghouse FTP site. Clearinghouse reviews files for structural issues and other validations, then asks the school to certify the data. Once certified, the data is given an additional quality review. If data is error free, it is loaded into our database and Analysis Ready files are provided. The data is then available for the school's review via the multiple PDP dashboards.

### Things to Know About Postsecondary Data Partnership

- **Submitting Data** — Submit data files twice a year in fall and spring after the end of term is complete.
- **File Names** — If a submitted data file does not appear in the online File Submission Summary, make sure the FTP Mailbox ID was in the data file's name. If this is not included in the name, the file will not be associated with an account.
- **Adding Roles** — PDP is designed to be used by multiple teams across a campus to help educate and 'move the needle' towards successful student outcomes. Please provide access to as many colleagues as possible.
- **Student Insights Dashboard** — To show your school's data in the Clearinghouse's public Student Insights Dashboard, your school's assigned Data Authorizer must opt your school in so that your data is visible. They would choose to opt-in via the PDP Secure Portal and then access the *Control Access To Your Data* tab.

Please see [help.studentclearinghouse.org](https://help.studentclearinghouse.org) for additional assistance

### Training Webinars & Help

- [Introduction to PDP](#)
- [Using PDP to Answer Research Questions](#)
- [PDP Knowledge Base](#)

### Roles To Know

- **Data Authorizer** — Manages user permissions to enable and disable access to an institution's data.
- **PDP Data Submission** — Provides access to File Submission summary page where users can view the status of submitted data files.
- **View Dashboard Reports** — Provides access to PDP Dashboards (Will take 24 hours to be active once added).
- **View Financial Aid Dashboard** — Provides access to PDP Financial Aid Dashboard.
- **FTP** — User has been added to the PDP FTP mailbox notification list. FTP mailbox allows access/view of data submission and Analysis Ready files.

### Contacting Us

Postsecondary Data Partnership team — [PDPService@studentclearinghouse.org](mailto:PDPService@studentclearinghouse.org)



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