StudentTracker® for Colleges and Universities
Premium Service User Manual

FEBRUARY 8, 2022

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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.

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 the Premium Service, which includes the following functionality:

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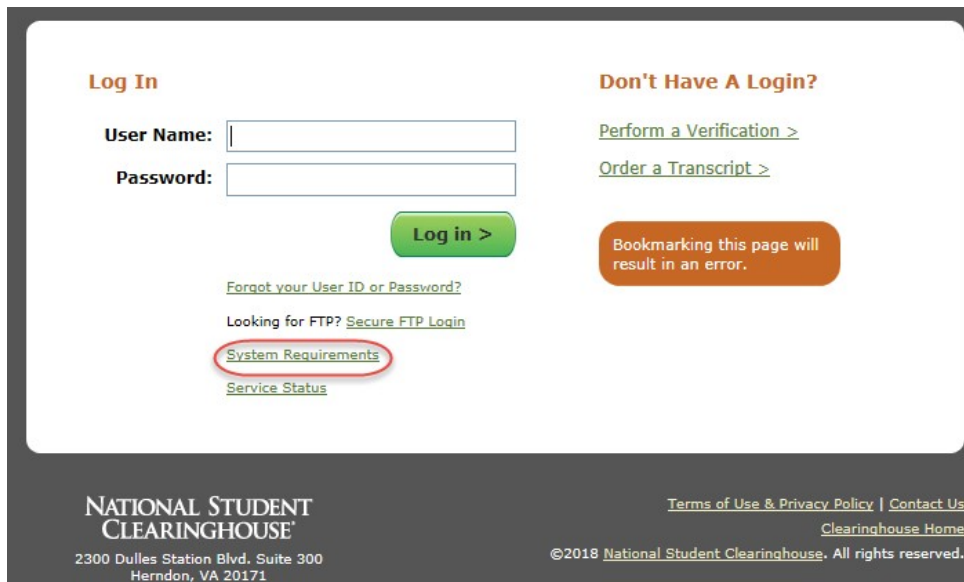
- Microsoft Internet Explorer (latest version)
- Mozilla Firefox (latest version)

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:

1. Go to the Tools ⚙ menu, select the Compatibility View settings option in the drop down.
2. Uncheck the box next to Display All Websites in Compatibility View
3. 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 216 columns of data that can be categorized into four general sections:

- Student information, as reported in your StudentTracker request file
- Persistence and retention
- Enrollment, outcomes and industry credentials (as available) information for up to 8 academic years from search date
- 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

Student Information	As provided in your StudentTracker Request File
Persistence and Retention columns	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.

Student Information	As provided in your StudentTracker Request File
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, and • 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 be sure to convert all dates from MM/DD/YYYY format to YYYYMMDD.

Example:

Search date for student in Request File	Academic Year	AY begin	AY end
20100814	1	20100815	20110814
	2	20110815	20120814
	3	20120815	20130814
	4	20130815	20140814
	5	20140815	20150814
	6	20150815	20160814
	7	20160815	20170814
	8	20170815	20180814

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 consolidate and 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

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Entering Cohort Year	School Code	Your Unique Identifier	Record Found	First Name	Middle Initial	Last Name	Name Suffix	Date of Birth	Requestor Return Field	Search Date		Enrolled at Submitting Institution in Second Year (Retention)	Enrolled at Another Institution in Second Year (Persistence)
2011	001052-00		Y	MIGHTY		MOUSE		19870825		20110101		N	Y
2011	001052-00		Y	KING		KONG		19830120		20110101		N	N
2016	001052-00		N	CASPER		GHOST		19840621		20160101			
2016	001052-00		N	WIZARD		OFOZ		19840611		20160101			
2016	001052-00		N	COUNT		DRACULA		19821112		20160101			
1998	001052-00		Y	HAROLD		HAROLD		19720517		19980101		N	N
1986	001052-00		Y	MARTIN		MARTIN		19851211		19860101		N	N
2006	001052-00		Y	FRANCES		FRANCES		19840123		20060101			
2006	001052-00		Y	PETER		PIPER		19840109		20060101			
2009	001052-00		Y	HUMPTY		DUMPTY		19840109		20090101			
2011	001052-00		Y	CHIA		SEEDS		19840123		20110101			
2000	001052-00		Y	DONALD		DUCK		19811209		20000101			
2001	001052-00		Y	HORATIO		HORNBLOWER		19811209		20010101			
2002	001052-00		Y	MARY		CONTRARY		19800522		20020101			
1984	001052-00		Y	MOTHER		GOOSE		19940503		19840101		N	N
1995	001052-00		Y	FLO		INSURANCE		19710101		19950101		N	N
2011	001052-00		Y	MRS		MINIVER		19870420		20110101		N	Y

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: 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

Number of Days Elapsed between Search Date and Start Date at First Instance of Different Two-Year Institution (CUMULATIVE)
Number of Days Elapsed between Search Date and Start Date at First Instance of Different Four-Year Institution (CUMULATIVE)
Pattern of First Enrollments based on College Level (CUMULATIVE)
Highest Credential Level Ever Earned at Submitting Institution (CUMULATIVE)
Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at Submitting Institution (CUMULATIVE)
CIP code of Highest Level of Degree or Certificate Earned from Submitting Institution (CUMULATIVE)
Highest Credential Level Ever Earned at a Different Two-Year Institution (CUMULATIVE)
Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Two-Year Institution (CUMULATIVE)
CIP code of Highest Level of Degree or Certificate Earned from a Different Two-Year Institution (CUMULATIVE)
Highest Credential Level Ever Earned at a Different Four-Year Institution (CUMULATIVE)
Number of Days Elapsed between Search Date and Award Date of Highest Credential Level Ever Earned at a Different Four-Year Institution (CUMULATIVE)
CIP Code of Highest Level of Degree or Certificate Earned from a Different Four-Year Institution (CUMULATIVE)
Total Number of Industry Credentials Earned (CUMULATIVE)

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

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
Data Visualizations**
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 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 each be re-run 4 times in a 365-day period, based on the original submission date

User Experience

Premium Service

Organization: HOMETOWN UNIVERSITY
Organization ID: 001234-00

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

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Research Center Reports Data Visualizations
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The user experience acts like a file library providing a list of files for which reports have been sent and can be selected for 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 6-digit Submission ID.

Figure 3

Re-Run Files

Organization: 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.

Filters			
File Name:		**Submission ID:**	
Search Type:		**FTP Mailbox:**	
Submission Date: From: 02/25/2016		To: 02/25/2017	

Apply Filter   Reset

StudentTracker
- File Submission Log
- Single Student Search
- Premium Services

Resources
- StudentTracker User Manual (PDF)
- FERPA Considerations (PDF)
- List of Participating Institutions
- StudentTracker Case Studies
- Working With Clearinghouse Data

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

Select File(s) To Be Re-Run

Re-Run Files   Reset

Detach

Select Parent File To Re-run	Submission ID	FTP Mailbox	Submission Received Date & Time	Search Type	Record Count	File Name
☐	255595	001234ST	02/20/2017 14:24 PM	SE	307	A_good_file_for_analysis_ready_SE.txt
☑	255544	001234ST	02/17/2017 16:05 PM	SE	446	Dissection_Graphs__HappyCase_Test_Other schools.txt
☐	255562	001234ST	02/16/2017 17:14 PM	SE	446	Dissection_Graphs__HappyCase_Test_Other schools.txt
☑	253961	001234st	11/28/2016 15:04 PM	SE	31	StudentMatchingExamples-FIXED.txt
☐	250966	001234ST	06/30/2016 13:07 PM	SE	15	SPR2005_COHORT2.txt
			Page 1 of 1 (1- 5 items)			

Re-Run Files   Reset

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 each file 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

🗔 Detach

	Submission ID	Re-Run By User	Submission Received Date & Time	Submission Status
1	255621	NSC	02/20/2017 14:58 PM	Reports sent
		Page 1 of 1 (1- 1 items)		

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:

- File is currently being re-run
- 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
- Available for 3 consecutive fall cohorts

Snapshot

Persistence and Retention
- Includes multiple fall cohorts in one longitudinal report

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
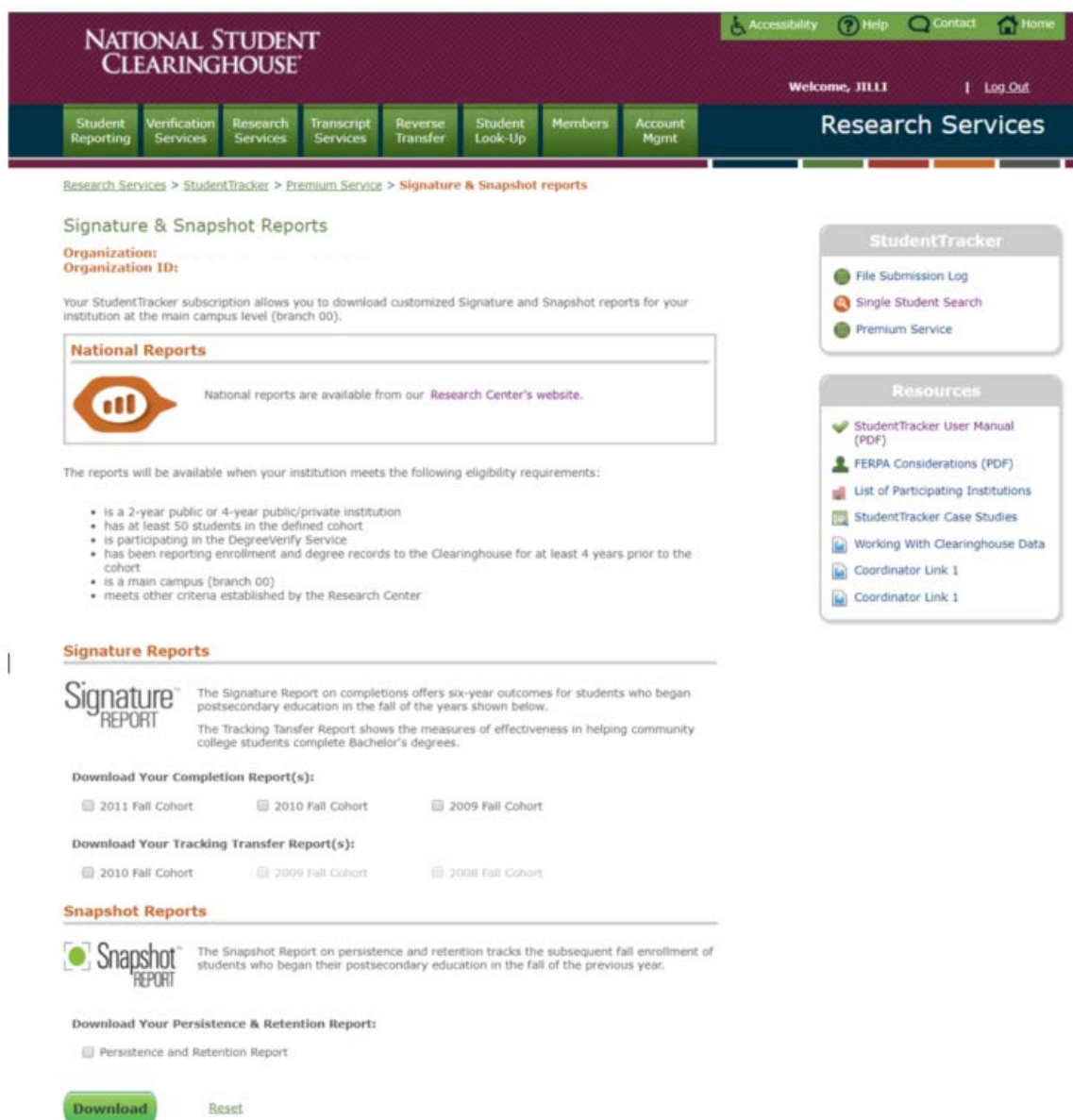View Graphs and Charts based on Your Request File

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

After you select and download a report, it 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, 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 when eligibility requirements are met.

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 DegreeVerifySM 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

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:

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

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 for these visualizations to be available.)
- Remedial Flag

Date: 01/31/2017											
					NATIONAL STUDENT CLEARINGHOUSE						
					STUDENTTRACKER AGGREGATE REPORT: ANALYSIS OF INITIAL TRANSFERS						
					FOR HOMETOWN UNIVERISTY (001234-00)						
					SUBMISSION ID #254902						
FILE NAME:											HOMETOWN_20160708_SE.
FILE CREATION DATE:											1/31/2017
QUERY/SEARCH TYPE:											Subsequent Enrollment (SI
SCHOOL CODE	SCHOOL NAME	SCHOOL TYPE	PUBLIC/ PRIVATE	STATE	% OF STUDENTS	# OF STUDENTS- ID'D AT INITIAL SCHOOL	# OF STUDENTS- INITIAL SCHOOL BLOCKED	# OF STUDENTS- INITIAL SCHOOL ON DETAIL REPORT	# OF STUDENTS- AWARDED DEGREE BY THIS SCHOOL	# OF STUDENTS- AWARDED DEGREE BY LATER SCHOOL(S)	
009999-00	HAPPY HAPPY COMMUNITY COLLEGE	2	Public	WA	63.60%	37469	0	37469	7239	2817	
008888-00	COMMUNITY COLLEGE #1	2	Public	OR	3.43%	2023	418	1605	114	457	
007777-00	GEORGE WASHINGTON UNIV	4	Public	WA	3.19%	1880	0	1880	227	236	
006666-00	ABRAHAM LINCOLN UNIV	4	Public	ID	2.28%	1341	2	1339	238	326	
005555-00	JOHN ADAMS UNIV	4	Private	WA	1.72%	1014	0	1014	409	297	
004444-00	THOMAS JEFFERSON UNIV	4	Public	WA	1.29%	758	15	743	281	163	
003333-00	COMMUNITY COLLEGE #2	2	Public	WA	1.16%	683	0	683	85	53	
002222-00	COMMUNITY COLLEGE #3	2	Public	WA	1.08%	637	0	637	40	136	
001111-00	COMMUNITY COLLEGE #4	2	Public	WA	0.87%	510	0	510	72	89	
000777-00	CLARK COLLEGE	2	Public	WA	0.78%	462	0	462	28	60	

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

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**Research Center Reports
Data Visualizations**
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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

📄 Detach

Submission ID	FTP Mailbox	Submission Received Date & Time	Search Type	Record Count	Aggregate Report Count ℹ️	File Name
255643	001234ST	02/21/2017 14:16 PM	SE	15	14	SPR2005_COHORT2.txt
255622	001234ST	02/20/2017 15:00 PM	SE	446	446	Dissection_Graphs__HappyCase_Test_Other schools.txt
255621	001234ST	02/20/2017 14:58 PM	SE	307	254	A_good_file_for_analysis_ready_SE.txt
255595	001234ST	02/20/2017 14:24 PM	SE	307	254	A_good_file_for_analysis_ready_SE.txt
255544	001234ST	02/17/2017 16:05 PM	SE	446	446	Dissection_Graphs__HappyCase_Test_Other schools.txt
255562	001234ST	02/16/2017 17:14 PM	SE	446	446	Dissection_Graphs__HappyCase_Test_Other schools.txt

Page 1 of 1 (1- 6 items)

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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 includes at least 200 students

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
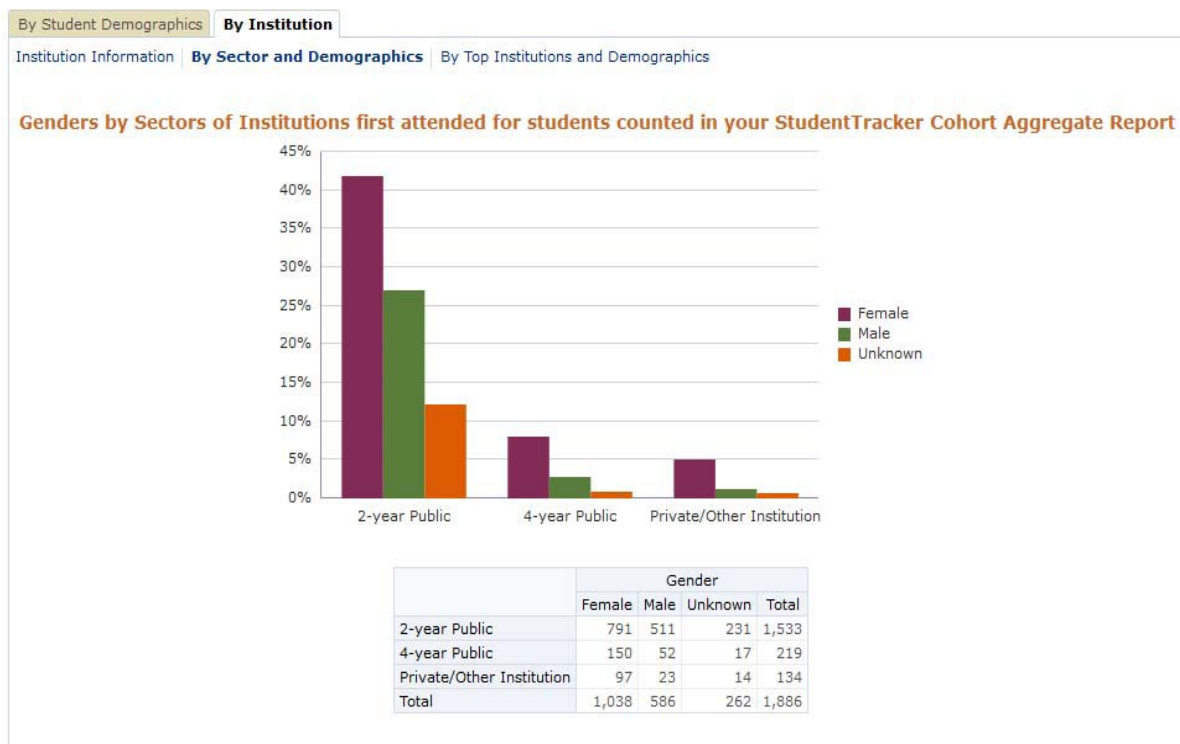
National Student Clearinghouse Research Center

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?

A graphical representations of the outcomes reported in the Signature Completions report.

The data visualizations show 6-year outcomes by gender and institution type, as identified in tables 2a and 2b of your institution's Completions report, if eligible.

User Experience

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

2010 Fall Cohort

### Six Year Outcomes for Students Who Started at Your Institution, by Gender
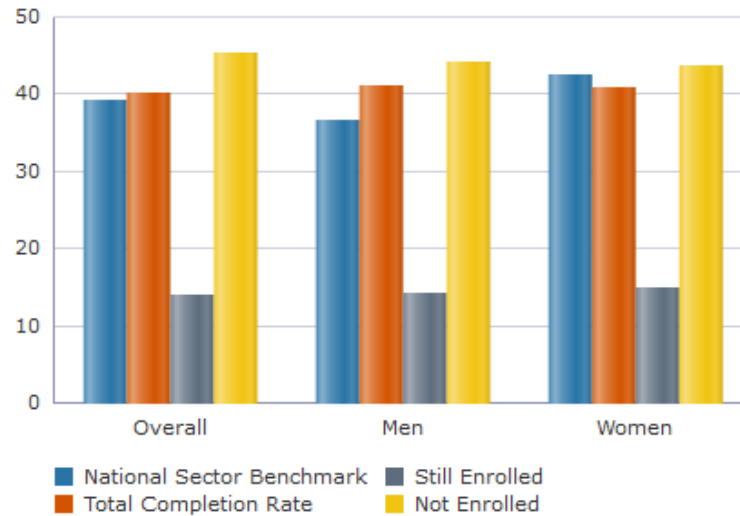
	National Sector Benchmark	Total Completion Rate	Still Enrolled	Not Enrolled
Overall	39.29	40.28	14.13	45.60
Men	36.72	41.33	14.28	44.39
Women	42.79	40.98	15.13	43.88

Tableau dashboard - based on most recent Completions report

What Is It?

A dashboard allowing users to interact with the data from their most recent Completions report in an engaging way. I.e., a visually appealing way to view completion, 'still enrolled' and drop-out rates by filtering on the following student demographic categories: gender, race/ethnicity, age, and enrollment status.

User Experience
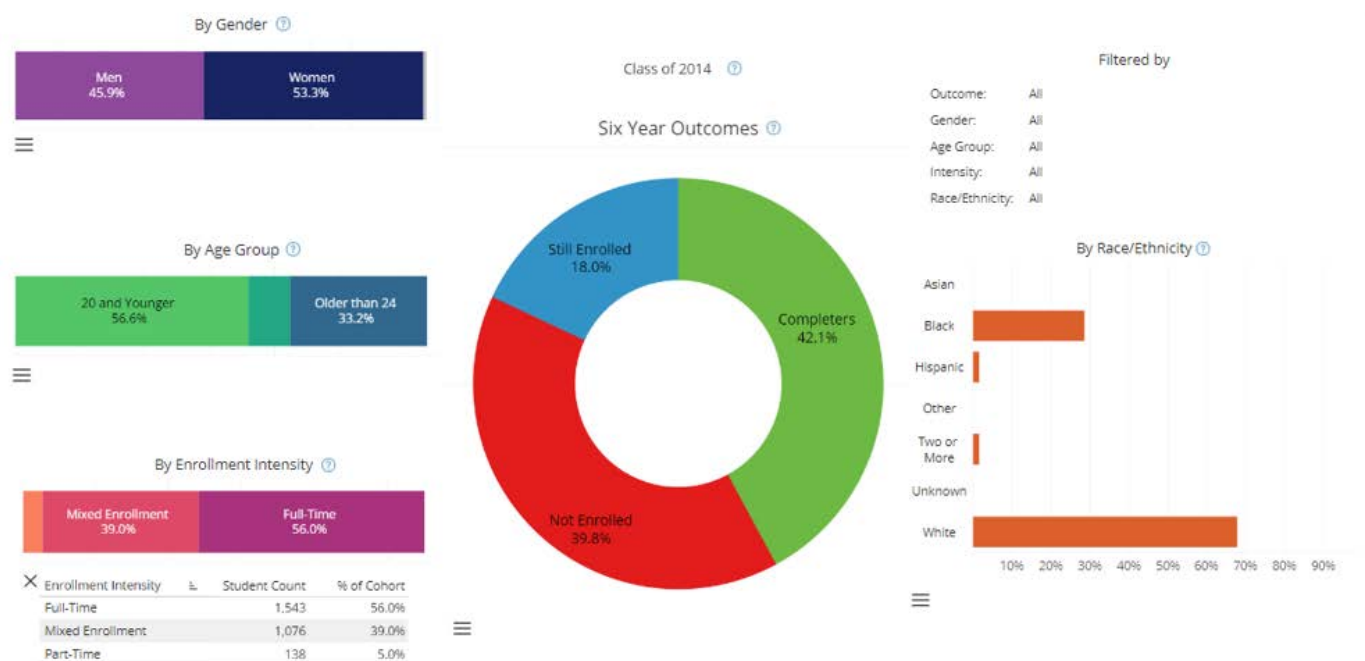
There is an option () to expand or collapse the data table below each student demographic.

You may click any demographic value (colored section of rectangle) and/or Outcomes segment in the dashboard. When you do, the entire dashboard will update to reflect data for that selection.   To undo your selection, click on it again.