

CampusLogin | Students

KPI Export

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KPI Export

1. KPI Export Admin Tool

- a. To access the “KPI Export” admin tool click the “Students” tab at the top of the page. Then click the “Settings” sub tab. Then select the “Administration” option.
- b. On the “Administration” page, select the tab called “KPI Export”
- c. Once there you will be able to enter the following fields that are required on the export:
 - i. OrganizationID
 - ii. PCCID
 - iii. OperatingName
 - iv. LegalName
 - v. OsapInstitutionCode
- d. Any programs that are setup as Non-Vocational will not be included in the export. This can be done from the “Programs” admin tool, in the “Schedule” section using the field called “Program Delivery”

2. Lead/Student Profile

- a. The following fields are needed in order to use this export. You need to ensure that these fields are active on your lead/student profile.
- b. Any fields that are not active will appear in the “Inactive Fields” list, and can be added to your lead/student profile in the desired location.
- c. In order to access the “Profile” tool mouseover your name on the top of the page. Then click the “School Settings” option in the dropdown. Then select the “Profiles” admin tool.
- d. Here is the list of fields that need to be active for the report to be completely automated:
 - i. StudyVisa
 - ii. Gender
 - iii. LanguageSpoken
 - iv. AccomodationRequired

- v. OSAPFunding
- vi. FundingStatus
- vii. Employer

3. KPI Enrollment Export

- a. To access the “KPI Enrollment Export” click the “Students” tab, select “Settings” sub-tab, and then select the “KPI Export” admin tool
- b. Select the Campus (if applicable), Year, and Period that you would like to view the export for and click the “Submit” button
- c. You will then see a heading called “Students” with a list of all students that fall into the period you selected
- d. Below the Students” list, you will see a heading called “Grace Period”. There you will see all of the students who fell into the grade period, and who do not have to be included in the report. These students will automatically be removed from the export file. The grace period is defined “The calendar period of time during which an entrant can withdraw from a vocational program and not be considered to have started that program. The Grace Period will be defined as the lesser of 25% of program duration (i.e., one week for every month), to a maximum of eight weeks.”. CampusLogin uses your program length settings, and the students program status date, to determine which students fall into the grace period. You are able to correct any bad data and re-run your export if you feel a student should not be included in the grade period
- e. When you are ready to export your student file click the “Download Excel File” link beside the “Students” heading. This will generate the Enrollment KPI export spreadsheet in the required format
- f. This file contains the following columns/fields, here is where the data is drawn for each field:
 - i. OrganizationID = This field is draw form the KPI Export Admin tool
 - ii. PCCID = This field is draw form the KPI Export Admin tool
 - iii. OperatingName = This field is draw form the KPI Export Admin tool
 - iv. LegalName = This field is draw form the KPI Export Admin tool
 - v. OsapInstitutionCode = This field is draw form the KPI Export Admin tool
 - vi. StudentID = StudentNumber
 - vii. FamilyName = Lastname
 - viii. GivenName = Firstname
 - ix. PermAptNumber = Address2
 - x. PermStreetAddress = Address1
 - xi. PermCity = City
 - xii. PermProvince = ProvinceStateID
 - xiii. PermPostalCode = PostalZipCode
 - xiv. PermCountry = CountryID

- xv. LocalAptNumber = blank
- xvi. LocalStreetAddress = blank
- xvii. LocalCity = blank
- xviii. LocalProvince = blank
- xix. LocalPostalCode = blank
- xx. LocalCountry = blank
- xxi. PermPhone = Telephone
- xxii. LocalPhone = AdditionalPhone
- xxiii. OtherPhone = blank
- xxiv. CellPhone = alternatephone
- xxv. BirthDate = DOB
- xxvi. StudyVisa = StudyVisa
- xxvii. Gender = Gender
- xxviii. LanguageSpoken = LangCode
- xxix. AccomodationRequired = AccomodationRequired
- xxx. OSAPFunding = OSAPFunding
- xxxi. FundingStatus = FundingStatus
- xxxii. ProgramStartYear = Student's Start Date Year
- xxxiii. ProgramStartTerm = Based on Start Date Month
- xxxiv. ProgramStart = Student's Start Date Month Day
- xxxv. ApprovedProgramName = Program Name:
- xxxvi. ProgramDurationHH = Program Length (Hours):
- xxxvii. ProgramDurationWK = Program Length (Weeks):
- xxxviii. ProgramFormat = Program Type:
- xxxix. WorkIntLearn = From Course Type
 - xl. CampusPostalCode = PostalZipCode
 - xli. ApprovedCollegeProgramName = Program Name:
 - xlvi. CollegeProgramCode = Program Code:
 - xlvi. CollegeDivision = blank
 - xliv. CampusLocationCode = Campus City Name (from Campus admin tool)
 - xlvi. ExternalEmail = Email
 - xlvi. InternalEmail = AdditionalEmail
 - xlvi. TransferStatus = blank
 - xlvi. ProgramTransferredFrom = blank

4. KPI Graduate Export

- a. To access the “KPI Graduate Export” click the “Students” tab, select “Settings” sub-tab, and then select the “KPI Export” admin tool
- b. Select the Campus (if applicable), Year, and Period that you would like to view the export for and click the “Submit” button
- c. You will then see a heading called “Graduates” with a list of all graduates that fall into the period you selected

- d. You can then export this report into excel by clicking the “Download Excel File” button beside the “Graduates” heading
- e. This file contains the following columns/fields, here is where the data is drawn for each field:
 - i. OrganizationID = This field is draw form the KPI Export Admin tool
 - ii. PCCID = This field is draw form the KPI Export Admin tool
 - iii. OperatingName = This field is draw form the KPI Export Admin tool
 - iv. LegalName = This field is draw form the KPI Export Admin tool
 - v. OsapInstitutionCode = This field is draw form the KPI Export Admin tool
 - vi. StudentID = StudentNumber
 - vii. FamilyName = Lastname
 - viii. GivenName = Firstname
 - ix. PermAptNumber = Address2
 - x. PermStreetAddress = Address1
 - xi. PermCity = City
 - xii. PermProvince = ProvinceStateID
 - xiii. PermPostalCode = PostalZipCode
 - xiv. PermCountry = CountryID
 - xv. LocalAptNumber = blank
 - xvi. LocalStreetAddress = blank
 - xvii. LocalCity = blank
 - xviii. LocalProvince = blank
 - xix. LocalPostalCode = blank
 - xx. LocalCountry = blank
 - xxi. PermPhone = Telephone
 - xxii. LocalPhone = AdditionalPhone
 - xxiii. OtherPhone = blank
 - xxiv. CellPhone = alternatephone
 - xxv. BirthDate = DOB
 - xxvi. StudyVisa = StudyVisa
 - xxvii. Gender = Gender
 - xxviii. LanguageSpoken = LangCode
 - xxix. AccomodationRequired = AccomodationRequired
 - xxx. OSAPFunding = OSAPFunding
 - xxxi. FundingStatus = FundingStatus
 - xxxii. GraduationYear = Program Status Date Year
 - xxxiii. GraduationTerm = Based on Program Status Date Month
 - xxxiv. GraduationMMDD = Program Status Date Month Day
 - xxxv. ExternalEmail = Email
 - xxxvi. InternalEmail = AdditionalEmail
 - xxxvii. EmployerOrganizationName = Employer Associated to Alumni Company Name

- xxxviii. EmployerSuiteNumber = Employer Associated to Alumni Company Address 2
- xxxix. EmployerStreetAddress = Employer Associated to Alumni Company Address 1
 - xl. EmployerCity = Employer Associated to Alumni Company City
 - xli. EmployerProvince = Employer Associated to Alumni Company ProvinceStateID
 - xl.ii. EmployerPostalCode = Employer Associated to Alumni Company PostalZipCode
 - xl.iii. EmployerCountry = Employer Associated to Alumni Company CountryName
- xliv. SupervisorFamilyName = Contact Associated to Employer/Alumni Last Name
- xl. SupervisorGivenName = Contact Associated to Employer/Alumni First Name
- xlvi. SupervisorTitle = Contact Associated to Employer/Alumni Title
- xl.ii. SupervisorPhoneNumber = Contact Associated to Employer/Alumni Telephone
- xl.iii. SupervisorPhoneExt = Contact Associated to Employer/Alumni Telephone Ext.
- xl. ApprovedProgramName = Program Name: