

Identifying High School Students in Banner Audit Query Tool for Data Entry Validation

Transparent and replicable data collection and reporting practices are required for UA to have the capacity to respond to a number of federal, State and Board of Regents reporting mandates, including demonstration of successful program outcomes as well as meeting accountability and compliance requirements for external funding. UA's Statewide Academic Council (SAC) adopted common operational definitions¹ for concurrent enrollment in May 2015², in support of UA Board of Regents policy³ adopted in September 2015. The ability for UA to achieve its mission, as well as the ability to continue receiving significant external funding is directly tied to accurate and timely reporting on concurrent enrollment activity and related longitudinal outcomes, making it a top focus for improved data architecture and governance.

This document provides an overview of:

- The audit tool developed for data entry personnel responsible for concurrent enrollment data quality to check, correct as needed, and validate that high school students affiliated with UA are correctly identified. It utilizes the TOAD application, available at no cost to UA employees, and RPTP access.
- The dates by which any data updates and validation work must be completed to be considered for a given semester.

Not addressed in this document:

- Whether or not a high school student was admitted, registered, enrolled, completed, or received credit for any UA course in a given term. To be counted in the university's data warehouse as a concurrently enrolled high school student for official reporting, an individual who has 1) been confirmed as a high school student must also 2) be enrolled in at least one for-credit or non-credit course at a UA campus during a given term.

Background

Historically, UA campuses and universities have utilized a variety of overlapping terms as well as different business practices to identify and describe high school students or equivalent home-school/pre-postsecondary education participants concurrently pursuing postsecondary courses and programs. A comprehensive technical exploration and evaluation led by UA Workforce Programs, the University of Alaska Transition Coalition and UA Institutional Research, Planning and Analysis during academic year 2014-15 confirmed that a significant portion of university concurrent enrollment activity was not being entered into Banner (UA's information system of record) consistently or in a standardized manner, and/or was not recorded at all⁴.

In accordance with direction set by SAC and the Board of Regents, the university adopted simplified operational and technical definitions for identifying high school students at UA. For official reporting purposes, high school students are identified as those individuals whose high school graduation date is after the start date of the UA term in question, i.e. an individual who anticipates graduating from high school during the current semester or a future semester.

¹ http://www.alaska.edu/swbir/ir/data-architecture/SAC_Approved_Concurrent_Enrollment_Operating_Definitions.pdf

² http://alaska.edu/files/research/2015-05-07_SAC-summary-FINAL.pdf

³ <http://www.boarddocs.com/ak/alaska/Board.nsf/goto?open&id=9ZXT4M759099>

⁴ http://www.alaska.edu/swbir/ir/data-architecture/ConcurrentEnrollment_10-15-15.pptx

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Using the Data Audit/Validation Tool:

To facilitate accurate and complete data entry, an audit query tool has been developed, which enables UA personnel to query existing data in Banner by term, high school name or code (SBGI code), and student name or student ID to validate whether student high school graduation dates have been entered correctly and completely in Banner. **Data entry of high school graduation date by the cutoff dates listed below does not guarantee a student will be captured in the reporting freeze snapshot, as that also depends on course registration and other criteria being met.** This simple mechanism is intended to validate the base criteria for identifying high school students and does not attempt to identify whether a given high school student was concurrently enrolled.

This tool leverages Banner data in RPTP to audit and validate whether a student's high school graduation date has been correctly entered in Banner. To get started, please:

- 1) Confirm that you have the TOAD application and can log in to RPTP from it. If you do not already use the TOAD tool and/or if you need to request an account to access RPTP, information on how to proceed is given in the footnote below⁵. If you have the TOAD application and need technical assistance to set up or use it with RPTP, please contact the UA helpdesk at 907-450-8300 or help@alaska.edu (regardless of your campus).
- 2) Download the Standard Query Language (SQL) tool available online at:
<http://www.alaska.edu/swbir/ir/data-architecture/UA-Affiliated-HS-Students-in-Banner.sql>
This query was written in Toad Data Point 3.7 and the SQL script should work with all versions.
- 3) Follow the instructions on pages 3-8 of this document to check that the graduation date information entered in Banner correctly reflects the set of individuals who should be identified as high school students in a given term. Make updates to the high school graduation date or other information as needed.
- 4) Repeat step 3 the next business day to confirm the data appears as intended. Complete steps 3 and 4 prior to the reporting freeze cutoff date for data entry of high school graduation dates, provided in the table below.

Semester	Fiscal Year	Term Code	Extract Type	Data Entry Cutoff in Banner:
Spring 2016	FY16	201601	Closing	Tuesday, May 24th, 2016 at 5PM
Summer 2016	FY17	201602	Closing	Tuesday, August 30, 2016 at 5PM
Fall 2016	FY17	201603	Opening	Tuesday September 13th, 2016 at 5PM
Fall 2016	FY17	201603	Closing	Thursday, January 5th, 2017 at 5PM
Spring 2017	FY17	201701	Opening	Monday February 6th, 2017 at 5PM
Spring 2017	FY17	201701	Closing	Tuesday May 23rd, 2017 at 5PM

Data entry cutoff dates and times are as late as possible, in order to maximize the time available for data validation by data entry personnel while also providing the official reporting data needed timely for university programs and campuses to meet federal, State, Board of Regents, and other mandatory reporting requirements. FY17 data extract dates are subject to change through April 2016, with ample advance notice to be given for any adjustments. FY18 and FY19 data extract dates will be determined following the scheduled March 2016 approval of a common academic calendar for all universities.

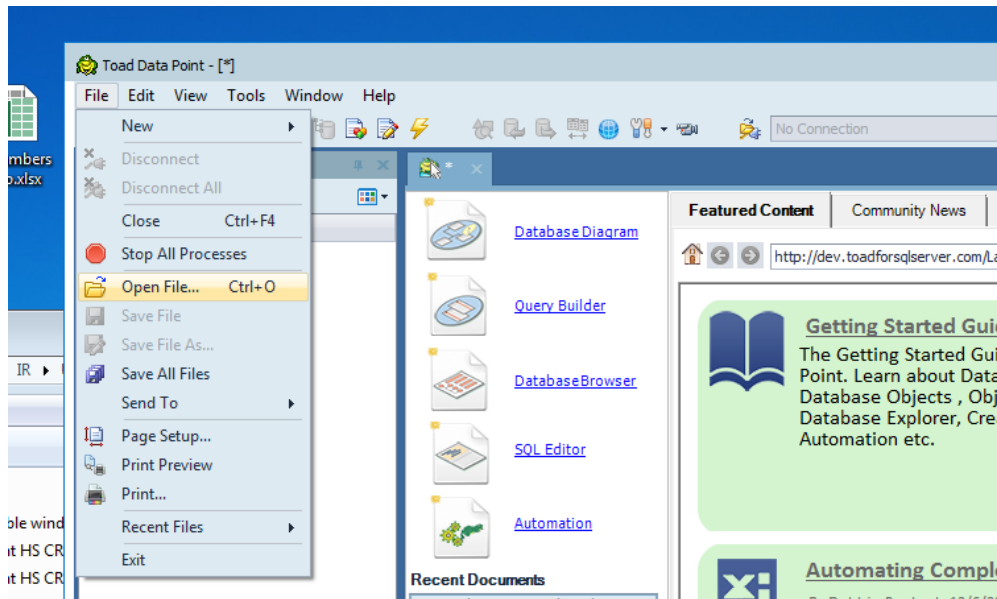
For any other questions about this data audit process and validation tool, please contact AVP for Institutional Research, Planning and Analysis, Gwendolyn Gruenig at gdgruenig@alaska.edu.

⁵ See <http://alaska.edu/oit/services/data-browser/> for information and download links for the TOAD Data Point, Basic Edition tool at no cost, and to request access to RPTP.SATURN via your campus security coordinator. TOAD training information, building on the basic info available through UA OIT, can be accessed at: <https://www.alaska.edu/swbir/ir/data-architecture/TrainingMaterials/>

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How to use the audit query, available online at: <http://www.alaska.edu/swbir/ir/data-architecture/UA-Affiliated-HS-Students-in-Banner.sql>

Use the File->Open File menu and navigate to the query, 'UA-Affiliated-HS-Students-in-Banner.sql'.

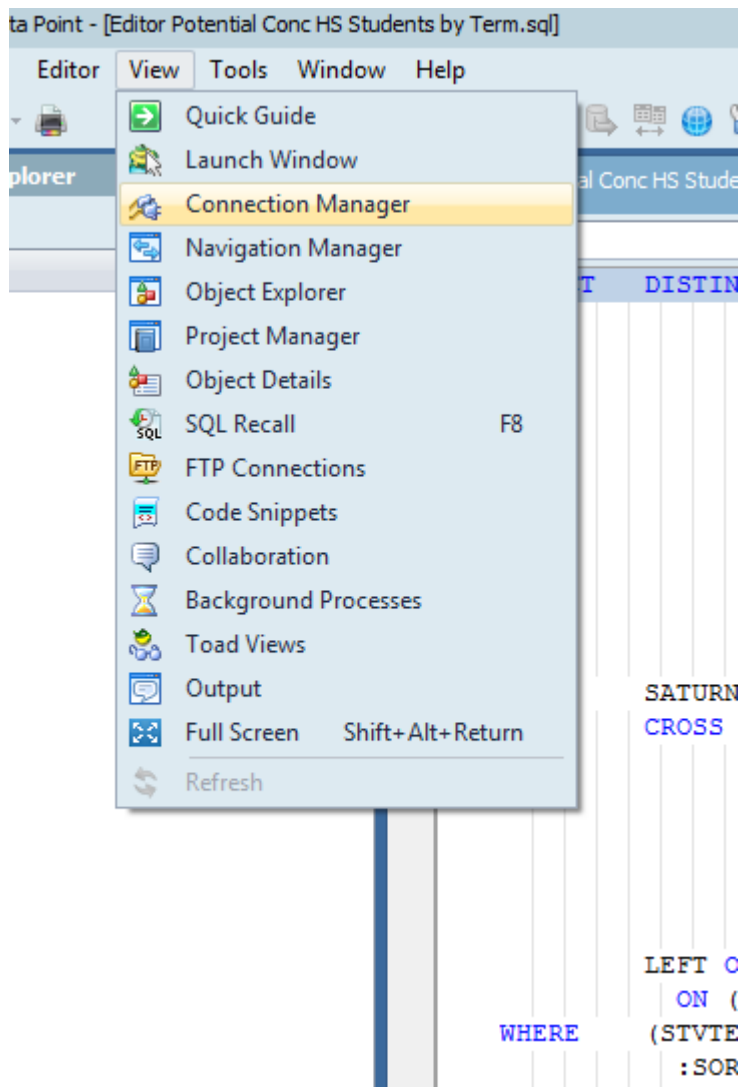


The script will open in an editor window:

```
UAR_2014....
Editor Potential Conc HS Students by Term.sql
Window Help
No Connection
DSDMGR
SELECT DISTINCT SIVTERM.SIVTERM_CODE AS "TERM CODE",
SORHSCH.SORHSCH_PIDM AS PIDM,
SPRIDEN.SPRIDEN_ID AS "BANNER ID",
SPRIDEN.SPRIDEN_LAST_NAME AS "LAST NAME",
SPRIDEN.SPRIDEN_FIRST_NAME AS "FIRST NAME",
SPRIDEN.SPRIDEN_MI AS MIDDLE,
SPBPERS.SBPBPRS_BIRTH_DATE AS DOB,
to_char(spbprs.spbprs_birth_date, 'ddMonyyyy') AS "TEXT DOB",
SORHSCH.SORHSCH_SBG_CODE AS "SBGI CODE",
STVSBG1.STVSBG1_DESC AS "SCHOOL NAME",
SORHSCH.SORHSCH_GRADUATION_DATE AS "GRAD DATE",
to_char(sorhsch.sorhsch_graduation_date, 'ddMonyyyy') AS "TEXT GRAD D
FROM SATURN.SIVTERM SIVTERM
CROSS JOIN ((SATURN.SORHSCH SORHSCH
INNER JOIN (SELECT SORHSCH.SORHSCH_PIDM AS PIDM, MAX(SORHSCH.S
FROM SATURN.SORHSCH SORHSCH
GROUP BY SORHSCH.SORHSCH_PIDM) Subquery
ON (SORHSCH.SORHSCH_PIDM = Subquery.PIDM) AND (SORHSCH.SORHSCH
LEFT OUTER JOIN SATURN.STVSBG1 STVSBG1 ON (SORHSCH.SORHSCH_SBG_CODE
LEFT OUTER JOIN SATURN.SPRIDEN SPRIDEN ON (SORHSCH.SORHSCH_PIDM =
LEFT OUTER JOIN SATURN.SBPBPRS SPBPERS
ON (SORHSCH.SORHSCH_PIDM = SPBPERS.SBPBPRS_PIDM)
WHERE (SIVTERM.SIVTERM_CODE LIKE :SIVTERM_CODE) AND (SPRIDEN.SPRIDEN_ID LIKE :SPRIDE
:SORHSCH_SBG_CODE) AND (SPRIDEN.SPRIDEN_CHANGE_IND IS NULL) AND SORHSCH.SOR
SIVTERM.SIVTERM_START_DATE AND SPRIDEN.SPRIDEN_ID NOT LIKE 'BAD$'
ORDER BY "LAST NAME" ASC, "FIRST NAME" ASC, MIDDLE ASC
```

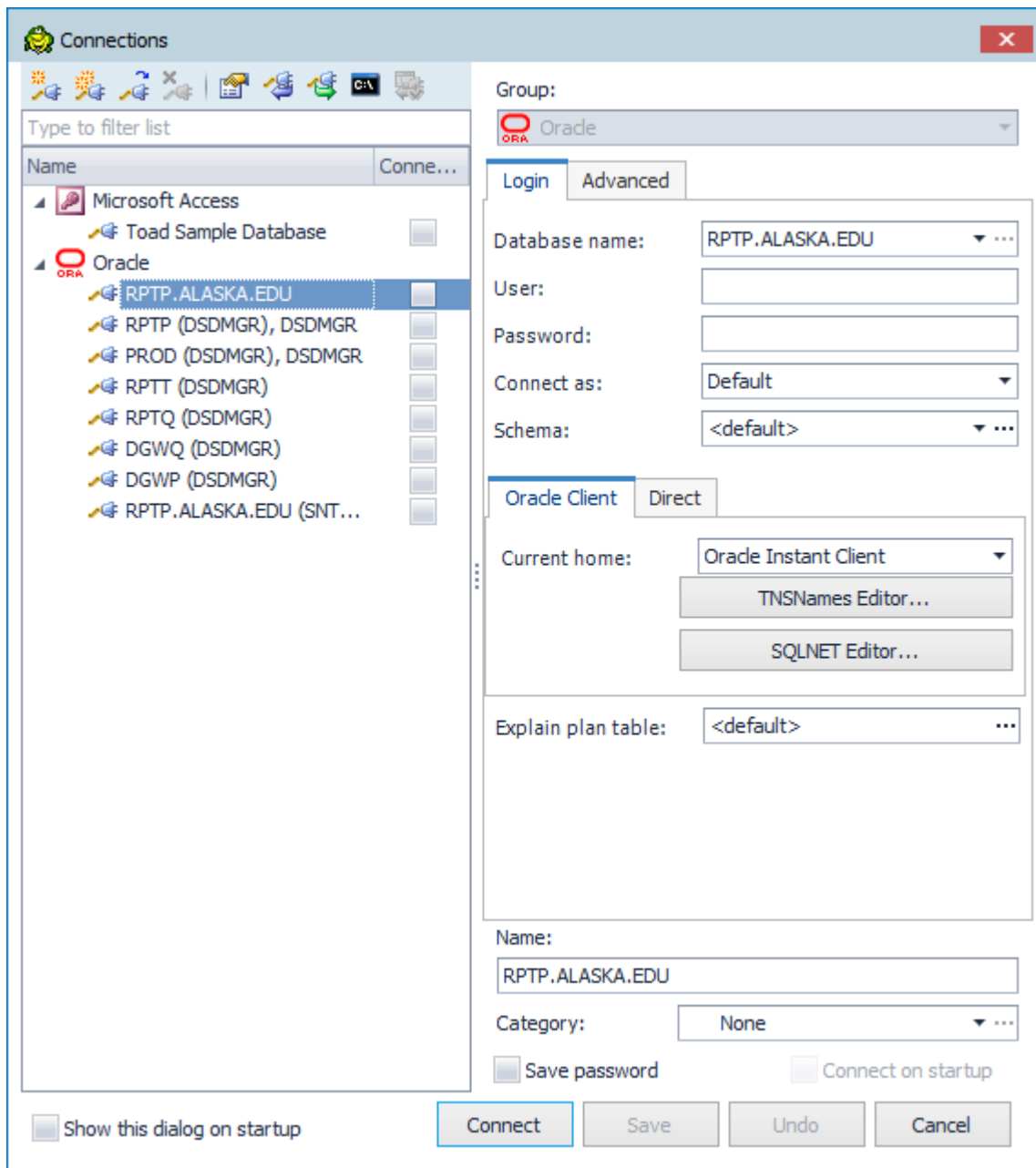
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Connect to the database through the View menu:



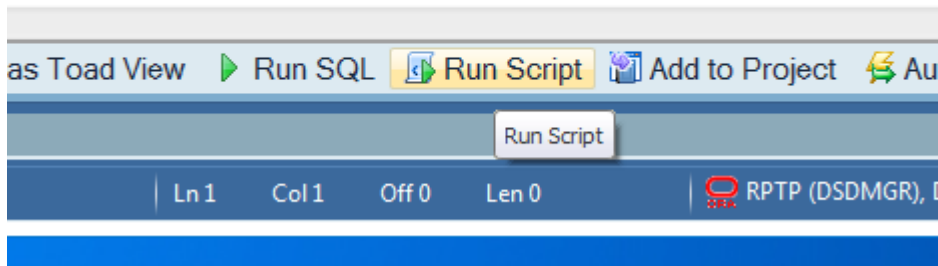
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Choose the RPTP connection that has been set up for you and enter your credentials.

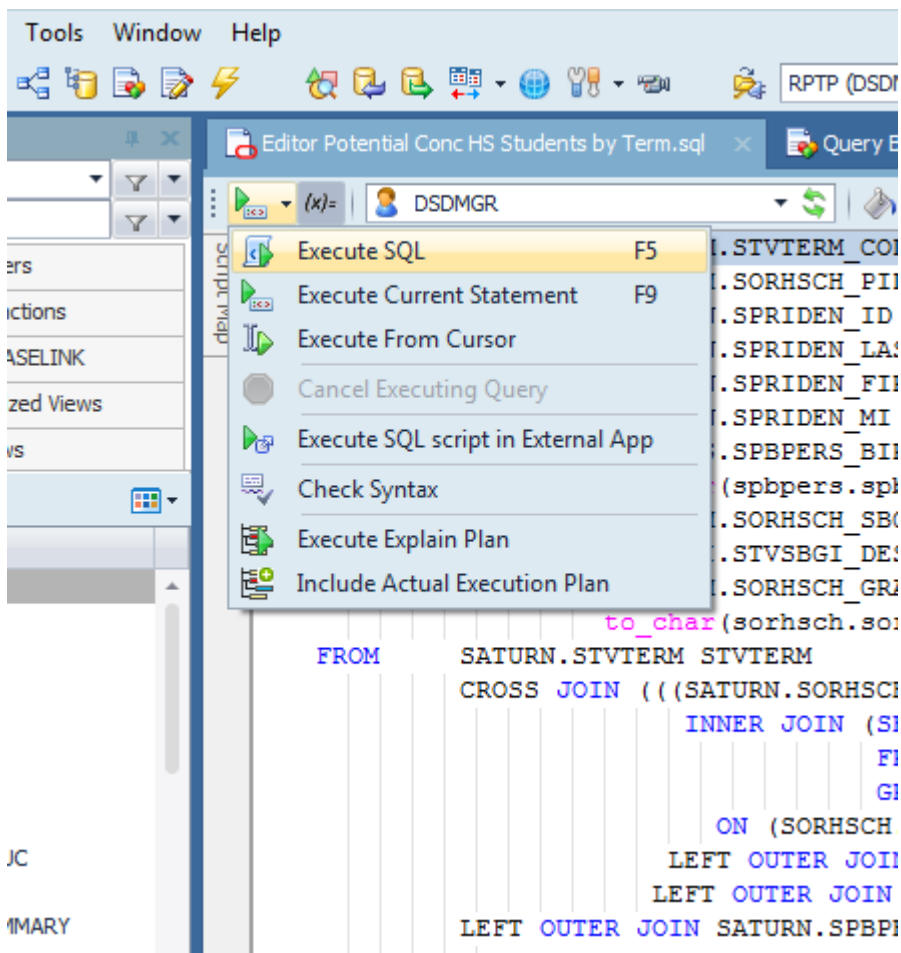


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To execute the script, locate the button on the bottom tool bar:



Alternatively, you can use the pull-down above the editor window, or function key F5:



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When the query is executed, a pop-up window (Bind Variables) will appear. If desired, enter specific values in each box: term code, Banner ID, last name (not case-sensitive), SBGI code, high school name (not case-sensitive). Otherwise enter a single percent sign to allow all values for that variable. *It is strongly recommended that you enter a value for the term code to avoid confusing results (unless looking at a single individual).*

Include	Name	Description	Type	Direction	Value
<input checked="" type="checkbox"/>	STVTERM_CODE		VARCHAR	IN	201603
<input checked="" type="checkbox"/>	SPRIDEN_ID		VARCHAR	IN	%
<input checked="" type="checkbox"/>	SPRIDEN_LAST_...		VARCHAR	IN	%
<input checked="" type="checkbox"/>	SORHSCH_SBG...		VARCHAR	IN	%
<input checked="" type="checkbox"/>	STVSBGI_DESC		VARCHAR	IN	%

The setup above would return everyone in the Banner high school table, SORHSCH, where the high school graduation date is after the start date of the term code entered, in this case 201603, fall 2016. If a person has more than one high school record, the most recent record, with the latest activity date is chosen. Included in the results are text versions of the graduation date and date of birth (DOB) in the results to avoid ambiguity.

The output looks like:

TERM CODE *	PIDM *	BANNER ID *	LAST NAME *	FIRST NAME	MIDDLE	DOB	TEXT DOB	SBGI CODE *	SCHOOL NAME	GRAD DATE	TEXT GRAD DATE
201603	11						8	WV0075	Woodrow Wilson High School	01-Jun-17 12:00:00 AM	01Jun2017
201603	11						9	020085	Mount Edgecumbe HS	01-May-18 12:00:00 AM	01May2018
201603	11						9	020161	Hutchison High School	01-May-17 12:00:00 AM	01May2017
201603	11						8	0000	Unreported	20-May-17 12:00:00 AM	20May2017
201603	11						11	020089	Chief Ivan Blunka School	20-May-19 12:00:00 AM	20May2019
201603	11						9	FL0662	Hialeah High School	01-Jun-17 12:00:00 AM	01Jun2017
201603	11						0	020088	Bristol Bay Borough High Sch	20-May-18 12:00:00 AM	20May2018
201603	11						9	020269	Jimmy Huntington School	01-Jun-17 12:00:00 AM	01Jun2017

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With term 201603 and SBGI code 020070 specified in the Bind Variables window, the output is:

TERM CODE *	PIDM *	BANNER ID *	LAST NAME *	FIRST NAME	MIDDLE	DOB	TEXT DOB	SBGI CODE *	SCHOOL NAME	GRAD DATE	TEXT GRAD DATE
201603	1:						000	020070	Klawock High School	01-May-18 12:00:00 AM	01May2018
201603	1:						000	020070	Klawock High School	22-May-18 12:00:00 AM	22May2018
201603	1:						000	020070	Klawock High School	01-May-18 12:00:00 AM	01May2018
201603	1:						998	020070	Klawock High School	01-May-17 12:00:00 AM	01May2017
201603	1:						999	020070	Klawock High School	30-May-17 12:00:00 AM	30May2017
201603	1:						999	020070	Klawock High School	01-May-18 12:00:00 AM	01May2018
201603	1:						000	020070	Klawock High School	01-May-18 12:00:00 AM	01May2018
201603	1:						998	020070	Klawock High School	30-May-17 12:00:00 AM	30May2017
201603	1:						000	020070	Klawock High School	01-May-18 12:00:00 AM	01May2018
201603	1:						000	020070	Klawock High School	30-May-18 12:00:00 AM	30May2018

Correcting Missing High School Information in Banner

If it is determined that a high school student is not found but should have been, you can verify and update the high school information in Banner. The form to see and maintain high school information on a person is SOAHSCH:

After updating data for an individual, you should verify the updates are correct.

Verifying updates in RPTP

The production/live Banner data migrates to the RPTP database nightly, so any updates or additions you make will not be visible in the query until the next day. Simply repeat the process to check for updates.