Student Tracker Web System

User Instructions

NOAA Office of Education

Scott Davies, System Administrator

Scott.Davies@noaa.gov
301-713-9437 x186

https://oedst.iso.noaa.gov

Revised April 12, 2010

Student Tracker Web System

Overview & Instructions

The student tracker web system is intended to be used by authorized users from various programs run or administered by the Office of Education (OEd). Accounts will be created by an administrator from OEd which will grant access to student information for a particular program. Users of this system are responsible for the maintenance and accuracy of student data pertaining to their program.

The following instructional pages will help users navigate through the system and enter information. The instructions will detail how to logon as well as change passwords. It will also detail entry of new students as well as making changes or providing new information on existing students. The entry of information is divided into several sections including general student information (name, gender, etc.), academic information (such as degree attained from various institutions), funding information on how the degree was supported, summer assignments which the students participated, outreach activities, training activities, as well as information on employment after graduation.

The system also provides reporting features such as students in the pipeline and those who have graduated from various degrees within each of the programs OEd supports. The system also features the ability to do ad hoc reporting on specific pieces of information. The Reporting section will be revolving and expanding with time. Details and instructions will be forthcoming.

Thank you for using the student tracker web system. If you have questions, please contact the system administrator listed on the cover page.

Contents (Click to advance to corresponding page)

STUDENT TRACKER WEB SYSTEM USER INSTRUCTIONS

LOGON SCREEN
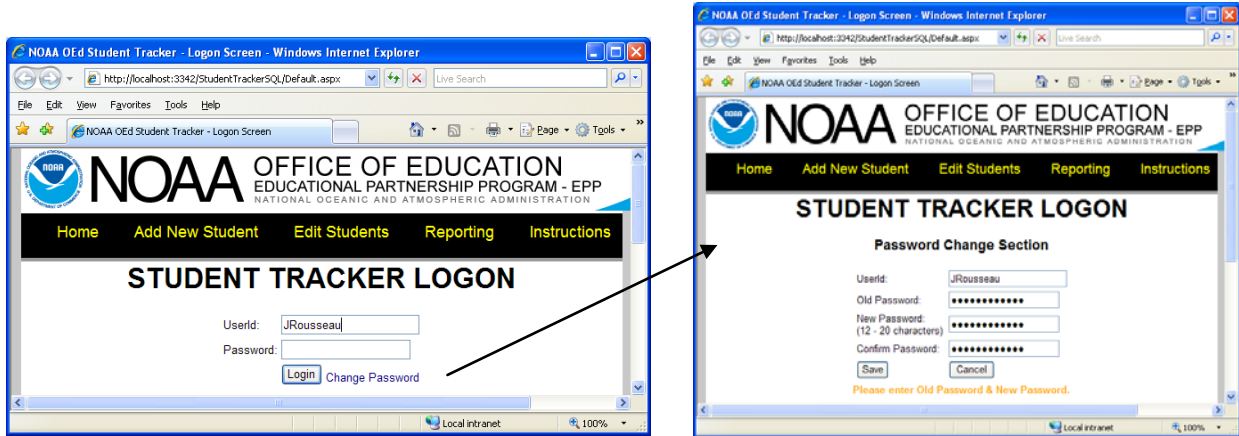
Instructions:

1) Each user will be given a UserId and a Password before the initial use of the system. If this has not been provided, please contact OEd (Office of Education) staff.

2) After initial logon, please change the password using the link provided. When changing passwords, please type a password that is 12-20 characters in length and combines letters, numbers, and special characters. Passwords are recommended to be changed on a quarterly basis. If a password reset is needed, please contact OEd staff.

NAVIGATION SCREEN
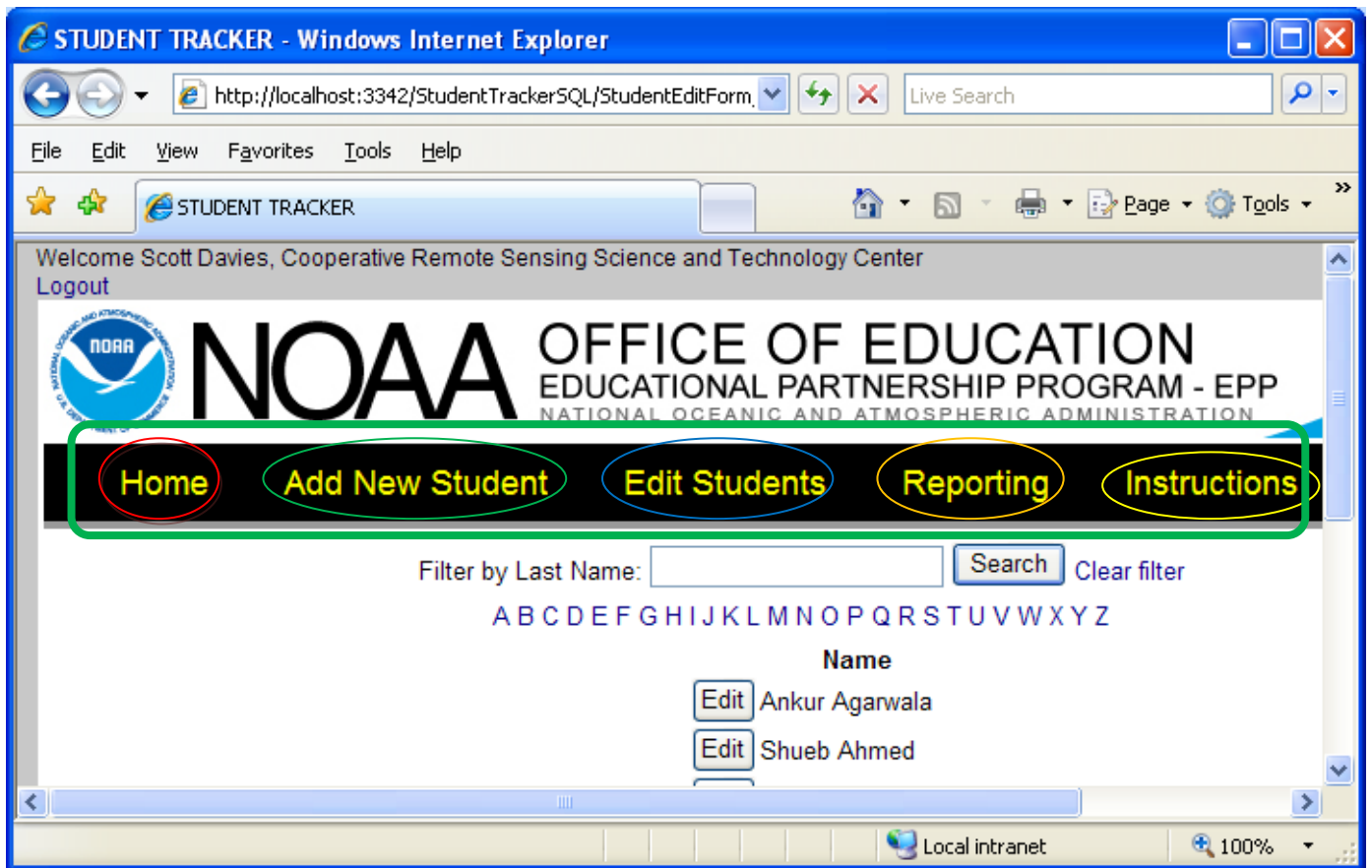
Instructions:

The main navigation bar is shown in the green box above. Items on this bar can be clicked to move between sections of the system. Details are described below:

1) **Home** (red circle): For users of the system, clicking here automatically advances to the Edit Students Screen (same as blue circle above)
2) **Add New Student** (green circle): This hyperlink advances to a blank screen for entry of a new student
3) **Edit Students** (blue circle): Navigating to this link will show the screen above with options to change information about a particular student.
4) **Reporting** (orange circle): Clicking here, will advance users to a screen where they can create standard reports or ad hoc reports on specific pieces of data.
5) **Instructions** (yellow circle): Updates to these instructions are available here. Look at the revision date on the cover page to determine whether the version in hand is outdated or not.

ADD NEW STUDENT SCREEN

Instructions:

1) Clicking the Add New Student link (red circle) above produces this screen.
2) The fields which can be provided are listed below:
    a) **First Name**: *Required field.
    b) **Last Name**: *Required field.
    c) **Middle Initial**: Not required.
    d) **Race / Ethnicity**: Not required, up to 3 boxes can be checked.
    e) **Gender**: Not required, choose F, M, or Unknown (by clicking Clear selection)
3) After saving, the screen will advance to the edit students screen academic tab, detailed in the academic edit section.

    Changes will be lost if you move to another link without first clicking Save.

EDIT SCREEN

Shows user name and the program associated as well as a logout button.
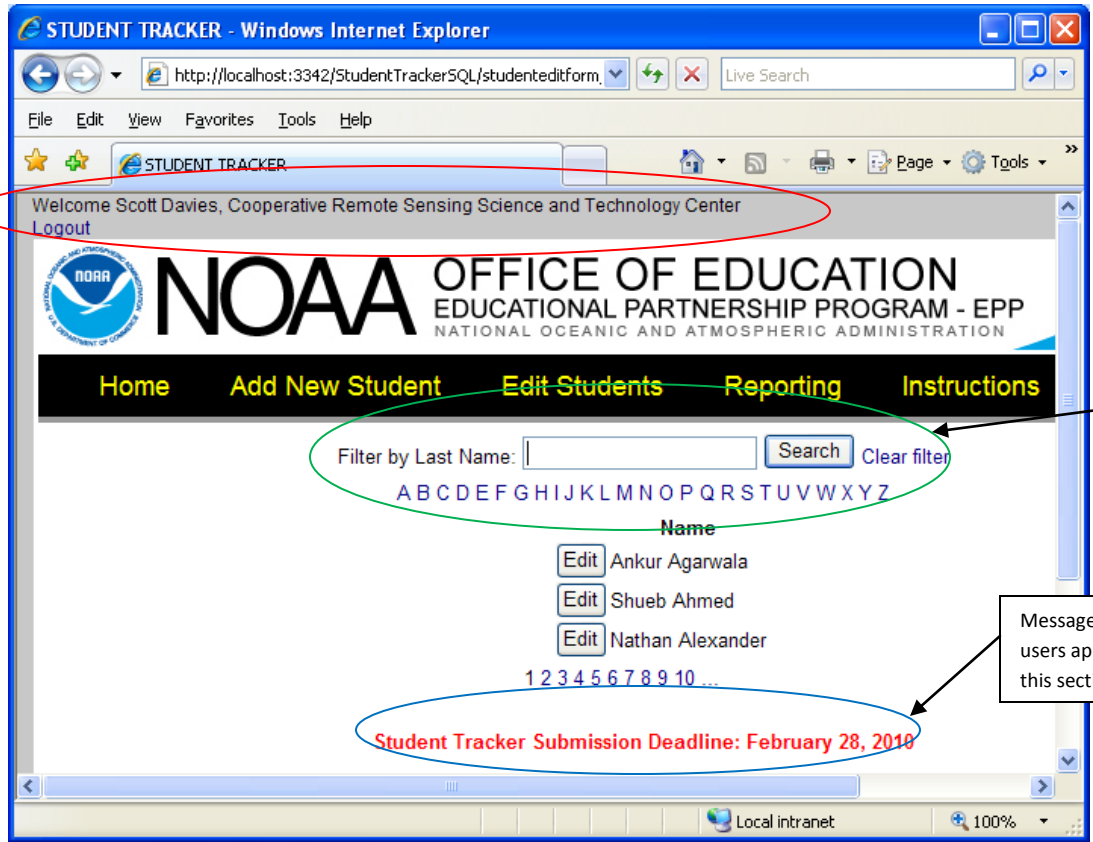
Search options by last name or letter of last name.

Messages to the users appear in this section.

Instructions:

After logging in, the above screen appears. Please note the sections circled above.

- a. The students shown in the top middle of the screen are ones that are part of the program identified at the top of the screen in the red circle.
- b. The green circle shows search options. Typing any portion of the last name and clicking search will bring back a list of students matching the criteria. The clear filter button will erase the search criteria and show all students. Clicking a letter will show all students whose last name begins with that letter.
- c. The final blue circle shows any messages to the users such as deadlines.

GENERAL SECTION
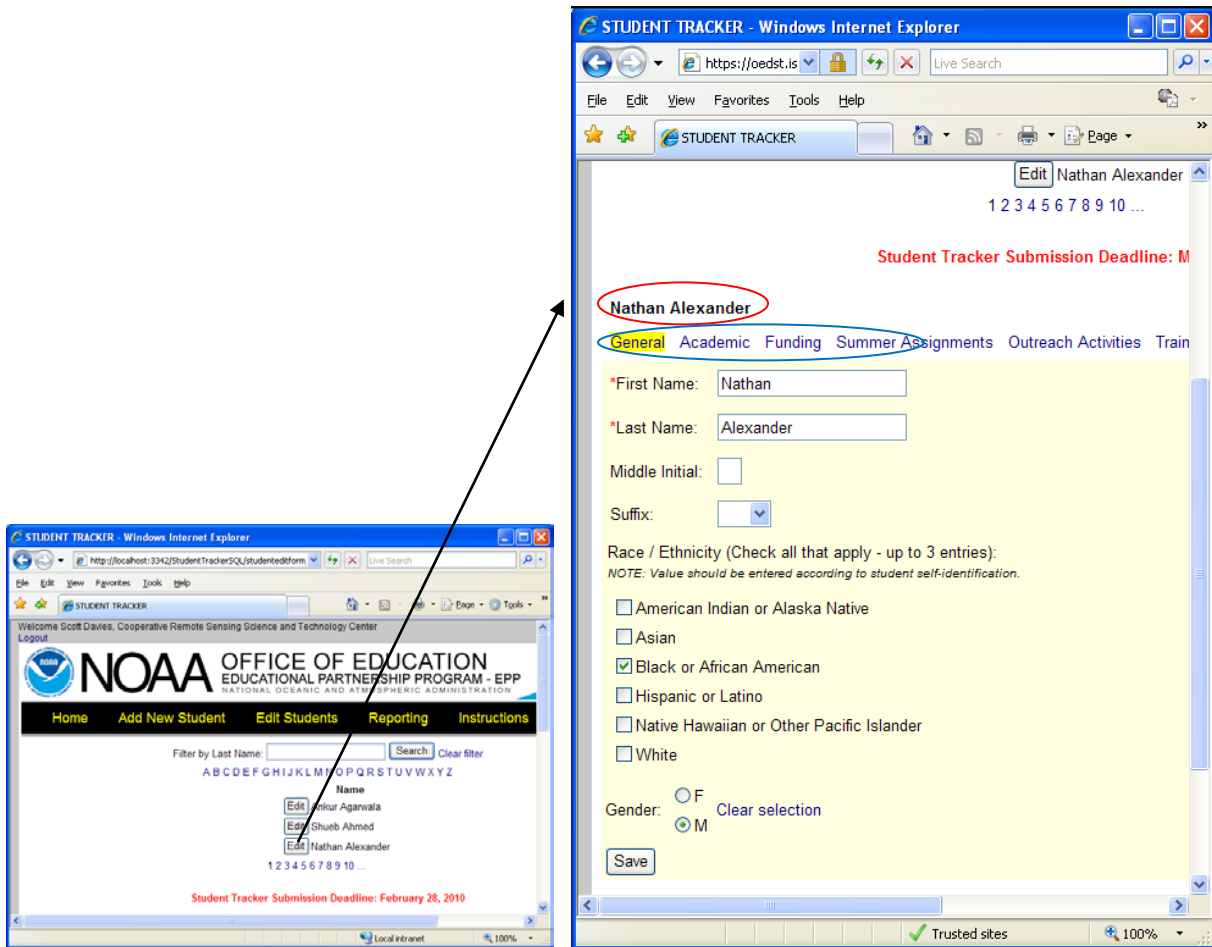
Instructions:

> To edit student information, click the Edit box next to the student to be edited. An editable form will be visible with information on the student.
>
> - a. The red circle above shows the name of the student who is currently being edited.
> - b. The blue circle above shows the sections of information which can be provided for each student. The one being edited is highlighted in <mark>yellow</mark>. Clicking on another tab will show data on other sections.
> - c. Each field on the form can be edited.
>   - i. **First Name**: *Required field.
>   - ii. **Last Name**: *Required field.
>   - iii. **Middle Initial**: Not required.
>   - iv. **Race / Ethnicity**: Not required, up to 3 boxes can be checked.
>   - v. **Gender**: Not required, choose F, M, or Unknown (by clicking Clear selection)
> - d. Changes will be lost if you move to another tab without first clicking Save.
>
> **Note: If a student was never part of the center and needs to be entirely deleted from the system, please contact the web administrator.**

ACADEMIC SECTION
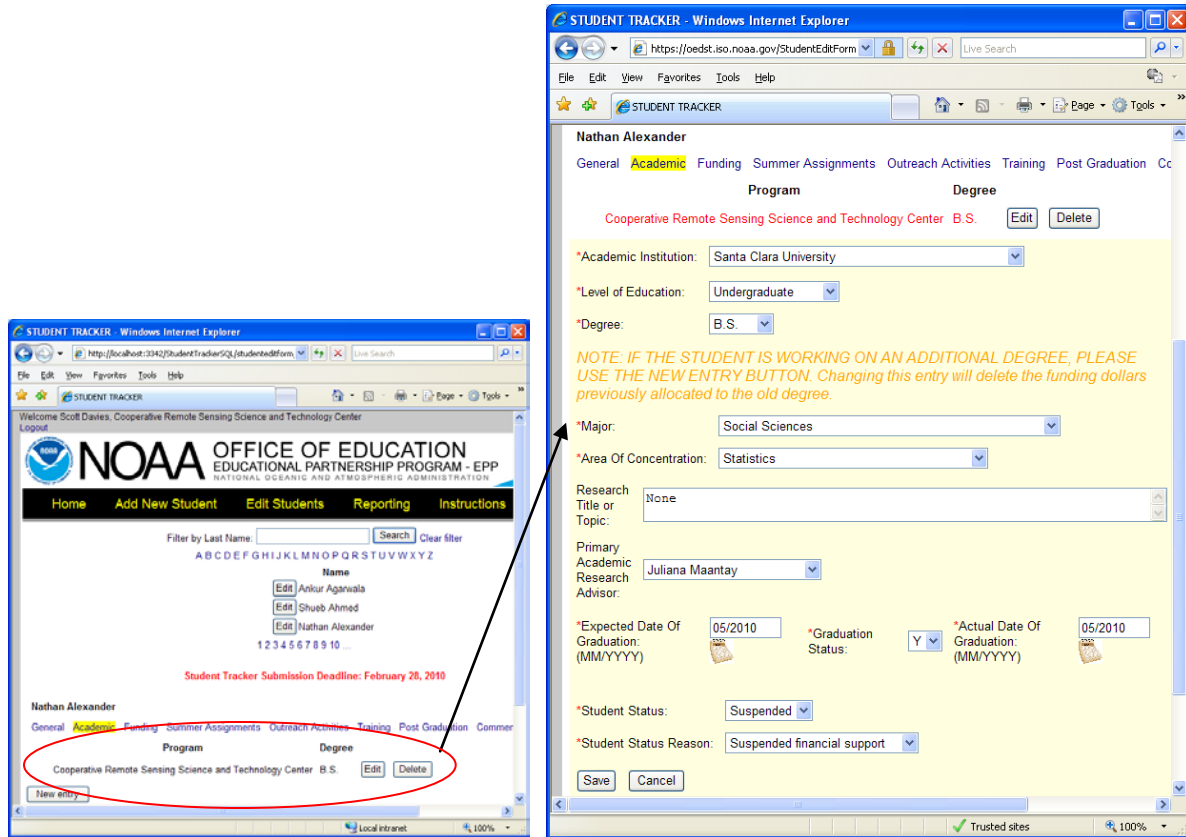
Instructions:

1) Clicking the academic tab will show degrees the student has worked on or completed (Red circle).

2) The edit button beside the degree will produce a form where details about that particular degree can be changed.

   a. **Academic Institution**: *Required, drop down list will show partnering institutions, other option on drop down will allow for adding a partner (OEd staff will be sent an email to approve the new entry)

   b. **Level of Education / Degree**: *Required, selecting degree will populate level of education

   c. **Major / Area of Concentration**: *Required for undergraduate or above degrees, area of concentration selection will automatically populate major

   d. **Research Title or Topic**: Not required, only available for undergraduate or above

   e. **Primary Academic Research Advisor**: Not required, applies to undergraduate or above, list is populated using previous advisors, other option on drop down will allow for a new entry (OEd staff will be sent an email to approve the new entry)

   f. **Expected Date Of Graduation / Graduation Status / Actual Date Of Graduation**: *Required for undergraduate or above, preferred for other levels

g. **Student Status / Student Status Reason**: *Required, Use Active if student never left the program (whether the student has graduated or not), use other options if student left program, selecting student status reason will populate student status

h. Click Save to record the information before moving to another tab. Cancel will remove changes.
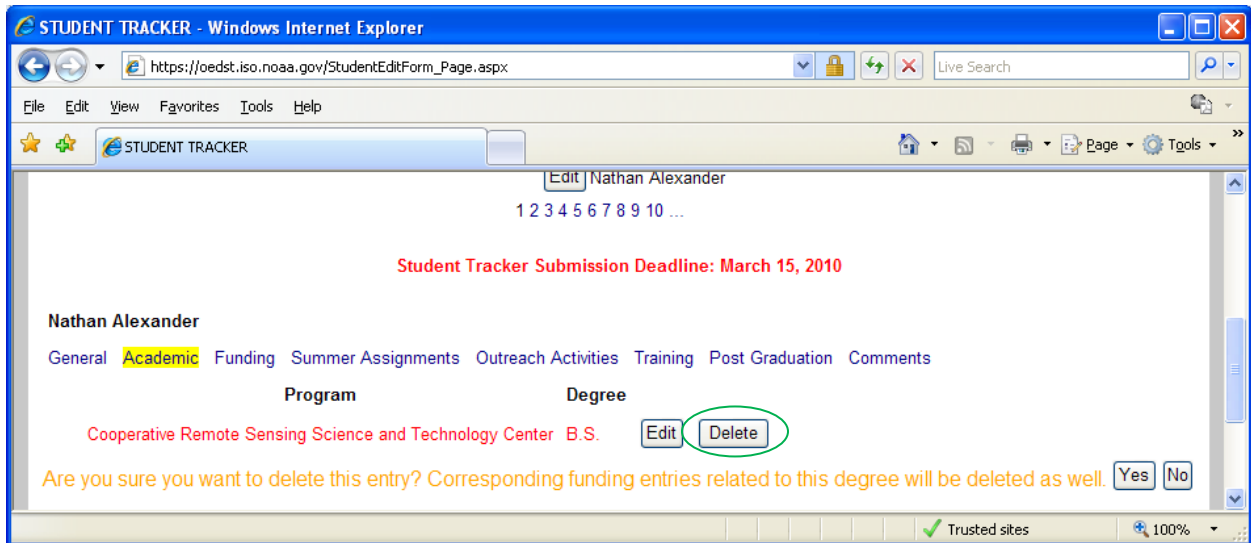
Instructions:

1) Clicking the delete button (green circle) will show the screen above. Click Yes or No to follow through on deletion or cancel deletion. Please note funding entries related to this degree will also be deleted.

2) Clicking the New entry button (orange circle) below will produce a blank form for a new degree entry.

FUNDING SECTION
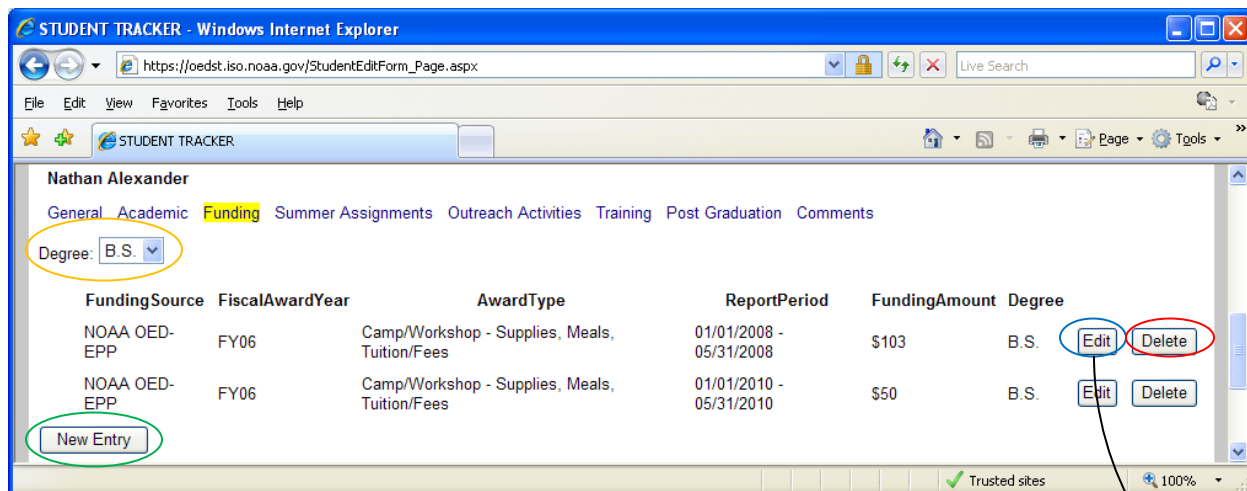
Instructions:

1) The funding tab will provide access to funding information broken out by degree. Select degree (orange circle) to see related funding information and/or enter new funding information.

2) A recap of previously entered funding records will be shown. Click edit (blue circle) beside the entry where changes are needed. The screen below will be shown.
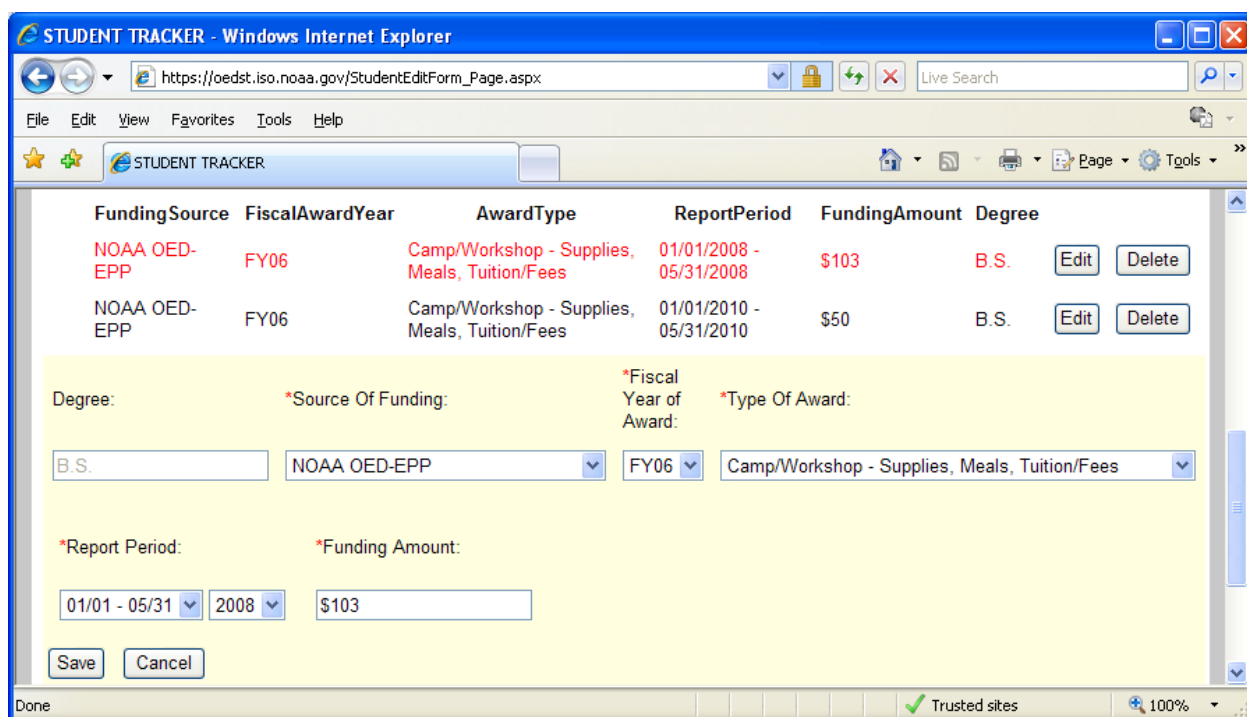

   a) **Degree**: Non-editable, to provide a different degree select from funding drop down (orange circle) or provide new degree information on the academic tab

   b) **Source of Funding**: *Required

c) **Fiscal Award Year**: *Required if the source of funding is NOAA OED-EPP, NOAA OED-EPP Partner, or NOAA OED-EPP (Indirect Support)

d) **Type of Award**: *Required

e) **Report Period**: *Required, choose date range and then year

f) **Funding Amount**: *Required if NOAA OED-EPP or NOAA OED-EPP Partner, preferred in other cases

g) Be sure to click Save before moving to another tab.

3) The red circle below shows the Delete button for the corresponding record. Clicking this will ask for a confirmation before deleting the record.

4) The green circle below shows the New Entry button, which will provide a blank funding entry form for a new funding record.
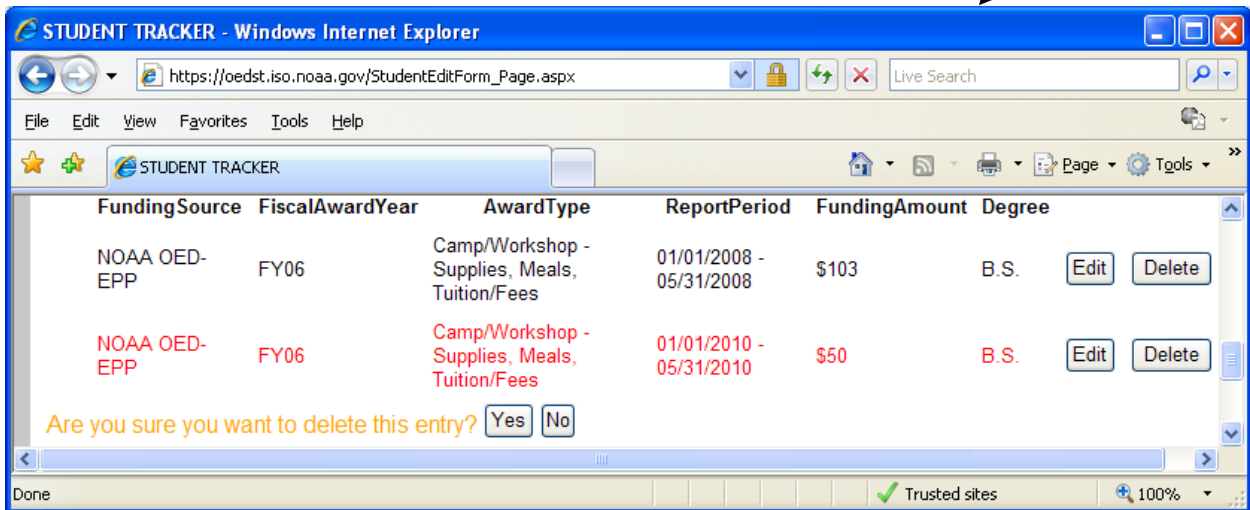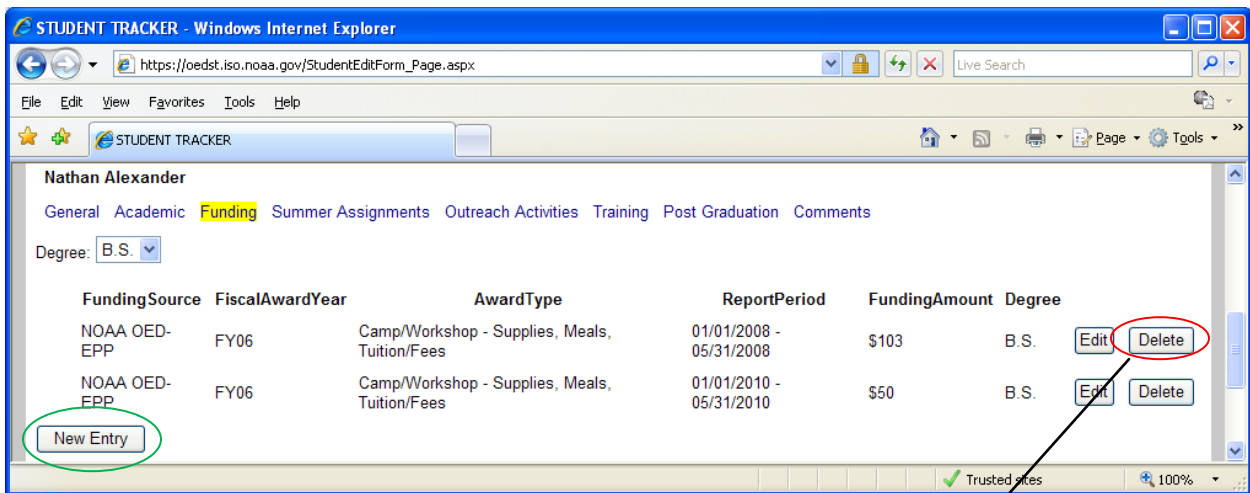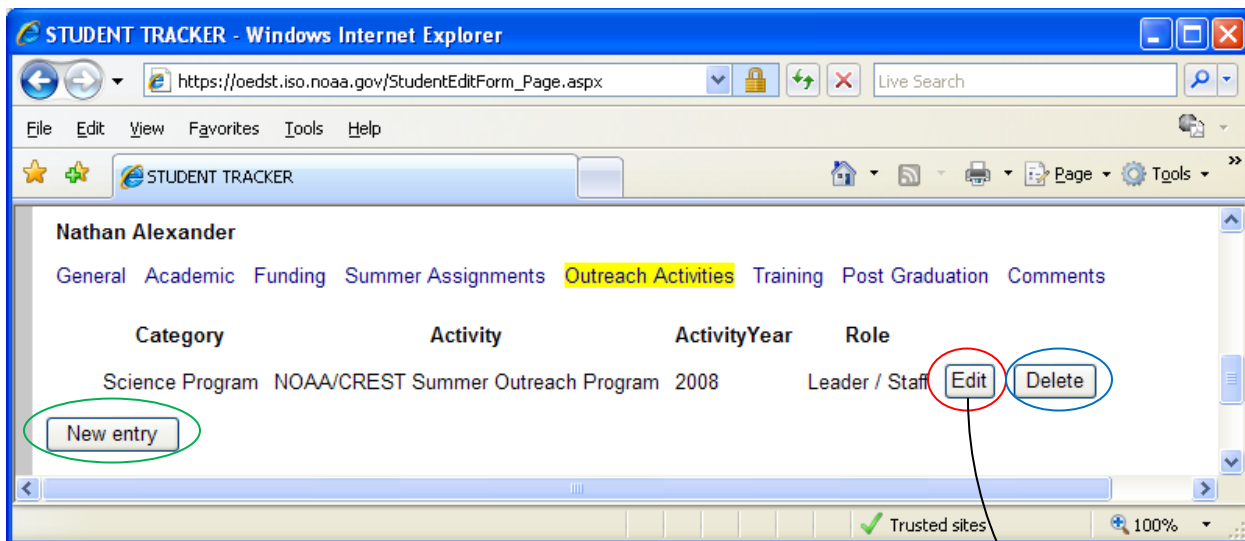
SUMMER ASSIGNMENT SECTION
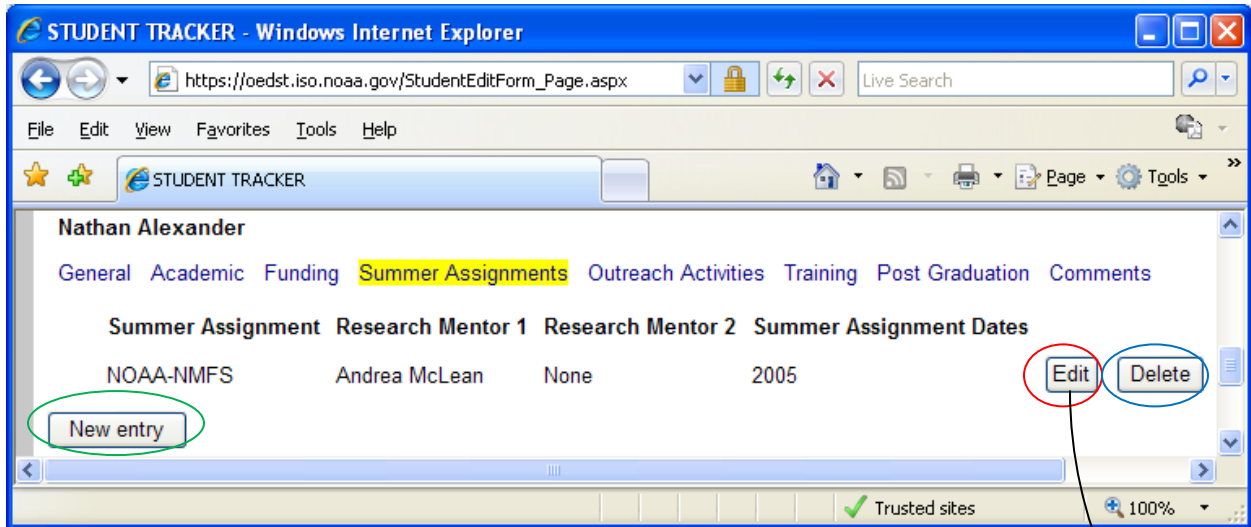
Instructions:

1) The <mark>Summer Assignment</mark> tab will show existing summer assignments.
2) The edit button (red circle) will allow for changing the selected record (shown below).
   a. **NOAA Summer Assignment**: *Required, please use the format shown
   b. **NOAA Mentors**: Not required, please select up to 2 from the list box by using the Ctrl key
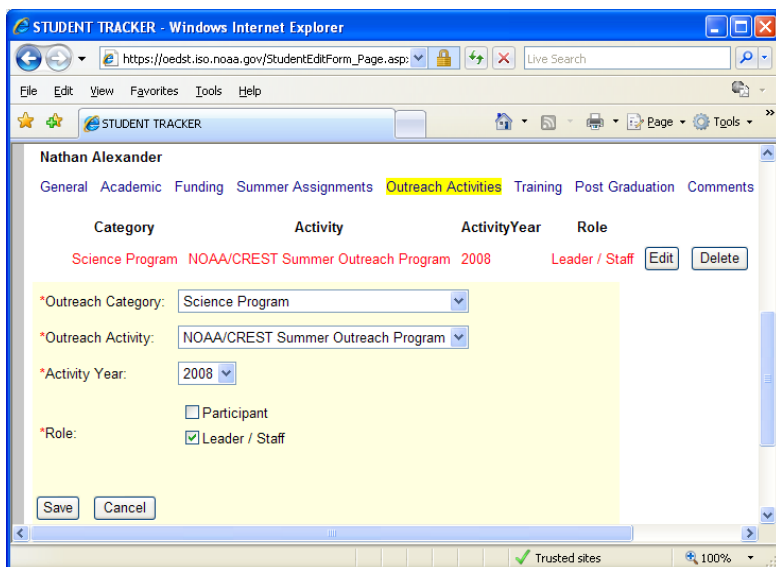   c. Be sure to click Save before changing tabs.
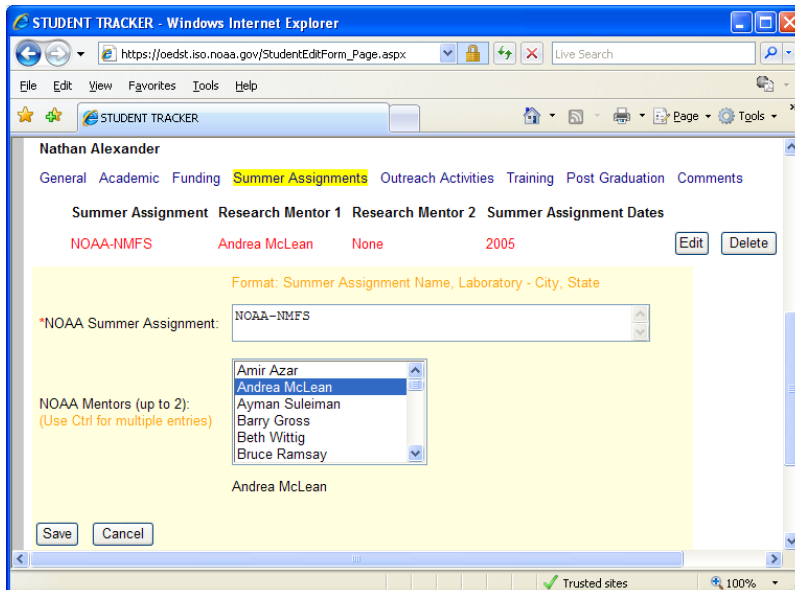
3) The Delete button (blue circle) provides a confirmation before deleting the entry.
4) The New Entry button (green circle) provides a blank form for adding a summer assignment.
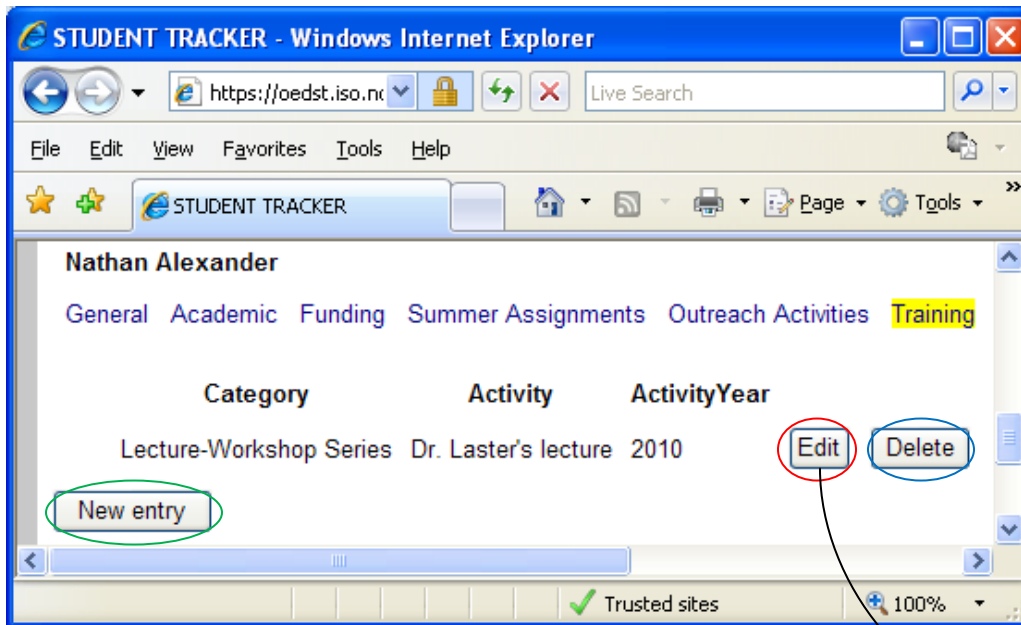
OUTREACH ACTIVITIES

Instructions:

1) The Outreach Activities tab will show existing outreach activities.
2) The edit button (red circle) will allow for changing the selected record (shown below).
    a. **Outreach Category**: *Required
    b. **Outreach Activity**: *Required, other option available
    c. **Activity Year**: *Required
    d. **Role**: *Required, select either Participant or Leader / Staff
    e. Be sure to click Save before changing tabs.

3) The Delete button (blue circle) provides a confirmation before deleting the entry.
4) The New Entry button (green circle) provides a blank form for adding an outreach activity.

TRAINING ACTIVITIES

Instructions:

1) The Training tab will show existing training activities.
2) The edit button (red circle) will allow for changing the selected record (shown below).
   a. **Training Category**: *Required
   b. **Training Activity**: *Required, other option available
   c. **Activity Year**: *Required
   d. Be sure to click Save before changing tabs.
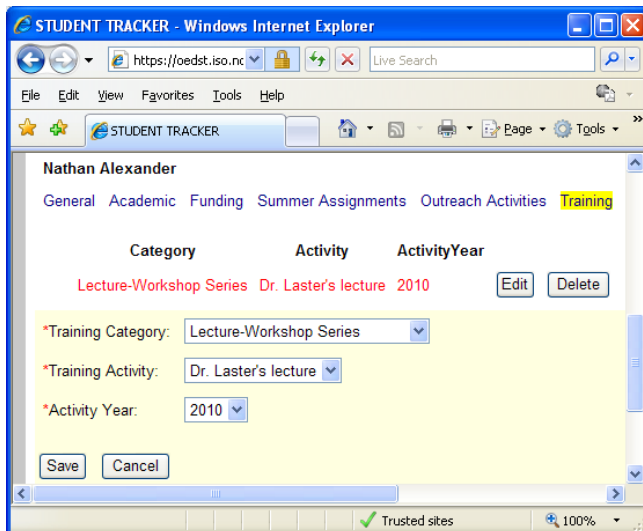
3) The Delete button (blue circle) provides a confirmation before deleting the entry.
4) The New Entry button (green circle) provides a blank form for adding a training activity.

POST GRADUATION SECTION

Instructions:

> The Post Graduation display will depend on the graduation status of the student. If the student has completed an undergraduate or above degree, the form will appear as above. If the student has yet to graduate, only the Future Goals Section will appear.

The form can be edited as described below:
  a. **Sector**: If NOAA is selected, the Government Hire Section and the NOAA Hire Section will be requested but not required. If another government choice is selected the Government Hire Section will be requested but not required.

b. **Name of Organization**: Please provide the place of work.
c. **Position**: Please provide the title of the job.
d. **Field of Work**: Please select from list.
e. **Government Hire Section**
    i. **Hired Level**: Please select if available
    ii. **Hired Grade**: Please select if available, choices will adjust based on hired level.
    iii. **Promoted Level**: Please select if available
    iv. **Promoted Grade**: Please select if available, choices will adjust based on promoted level.
f. **NOAA Hire Section**
    i. **NOAA Hire**: Not editable here, will be marked Y if NOAA was selected as sector
    ii. **NOAA Organization**: Please select line office if available
    iii. **Office / Division**: Please select the sublevel under line office if available
g. **Future Goals or Studies**: Please provide as available.
h. Click Save to keep changes.

COMMENTS SECTION
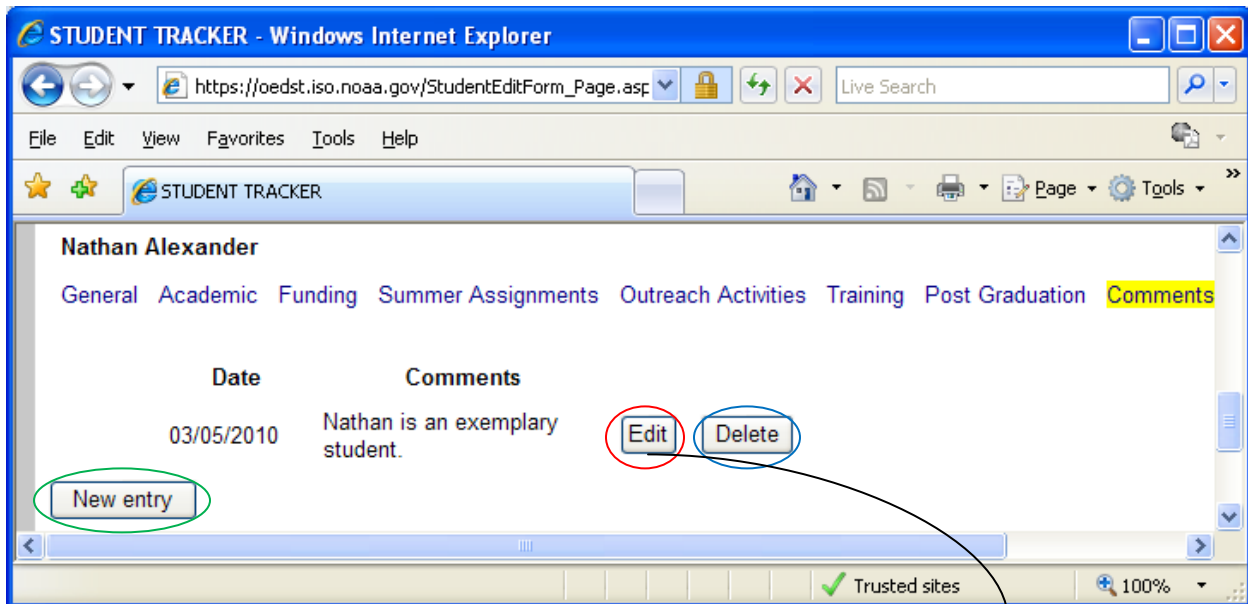
Instructions:

1) The Comments tab will show existing comments provided.
2) The edit button (red circle) will allow for changing the selected record (shown below).
   a. **Comment Date**: Please provide the applicable comment date in a MM/DD/YYYY format.
   b. **Other Comments Or Information**: *Required
   c. Be sure to click Save before changing tabs.
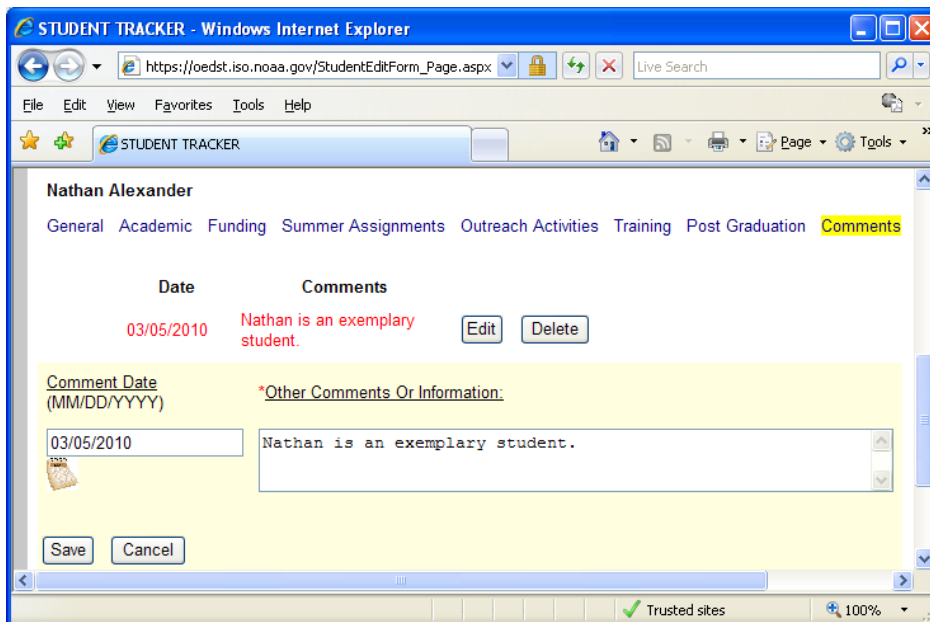
3) The Delete button (blue circle) provides a confirmation before deleting the entry.
4) The New Entry button (green circle) provides a blank form for adding a comment.