

## Transfer Database Data Process

1. **Download** 'Course' .csv files from the MiSchoolData portal. Rename each file, attaching the corresponding 'Calendar Year' of the file to better identify the files (see instructions on how to access the MiSchoolData portal and download Course files). You will need to decide how many cohorts of students (Calendar Years) you wish to download. It is recommended that you download at least 5 Calendar Year files.
2. **Copy and paste** to your hard drive the two MS Access database shells named 'Shell\_CEPI\_Transfer\_Data.accdb' and 'Shell\_CEPI\_Transfer\_Reports.accdb'.
3. **Open** 'Shell\_CEPI\_Transfer\_Data'. **Run the following three action queries** in the order listed:

'1\_droptblAll\_IHE\_Course\_Succ'  
'2\_createtblAll\_IHE\_Course\_Succ'  
'3\_deltblCourseTitle\_Uniq'

In each case dialogue boxes will appear and you are to click on 'Yes' each time to proceed.

Note: You 'run' an action query in Access, by navigating to the list of queries in the database and double-clicking on the one you wish to run.

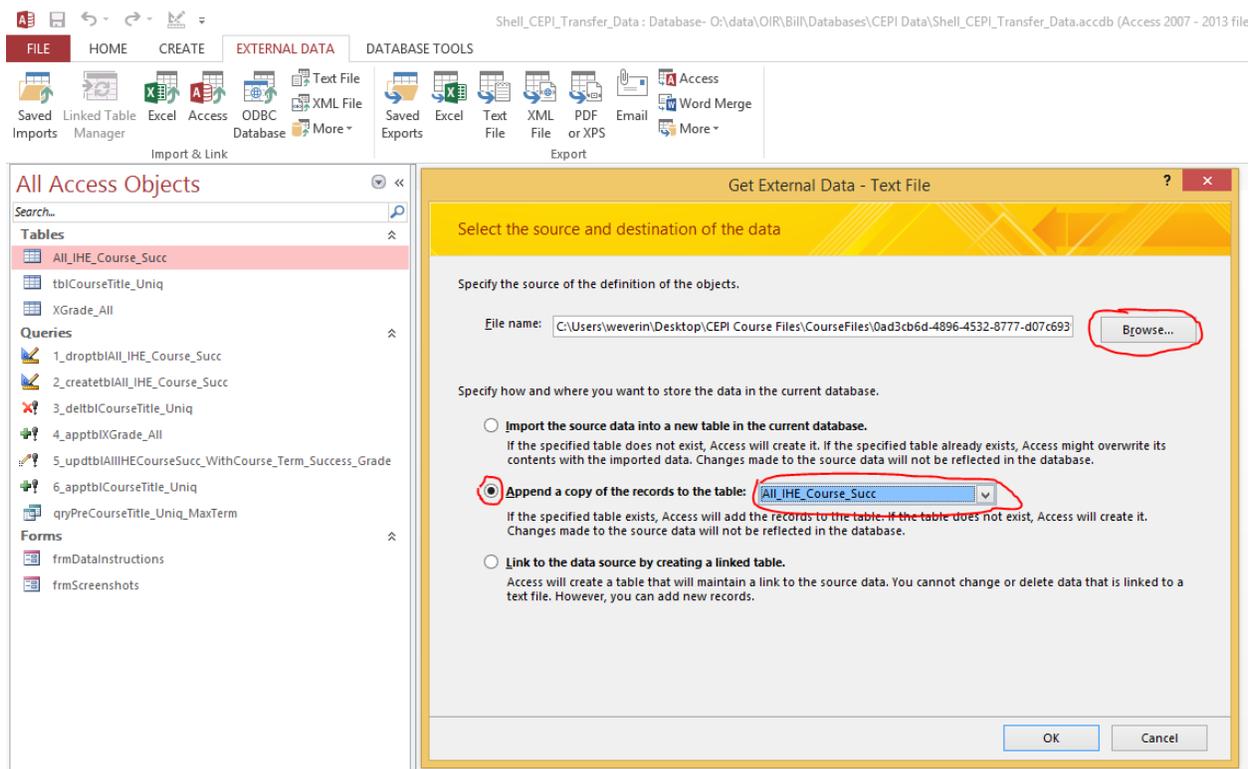
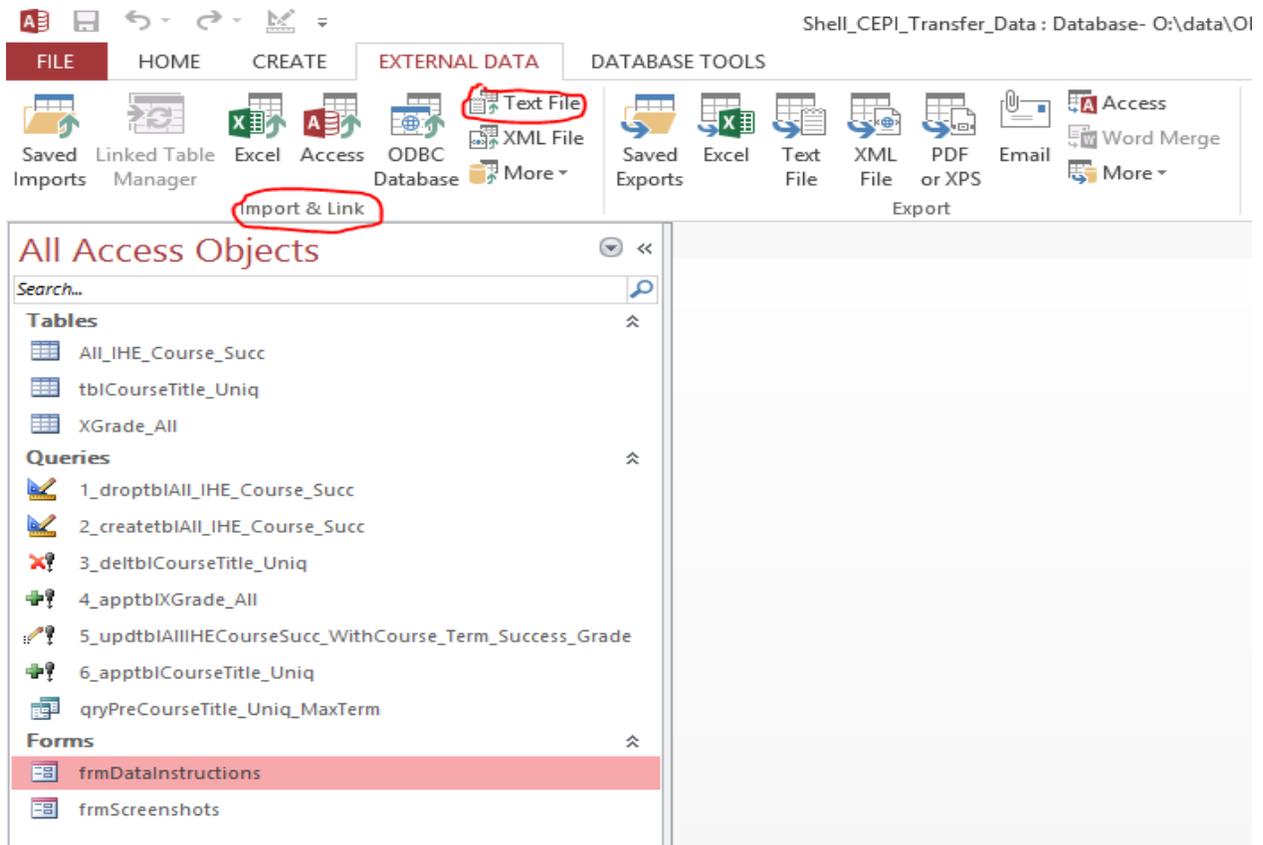
4. From the main toolbar, click on the 'EXTERNAL DATA' tab, and within the 'Import & Link' section click on 'Text File'. (See screen shot on next page)

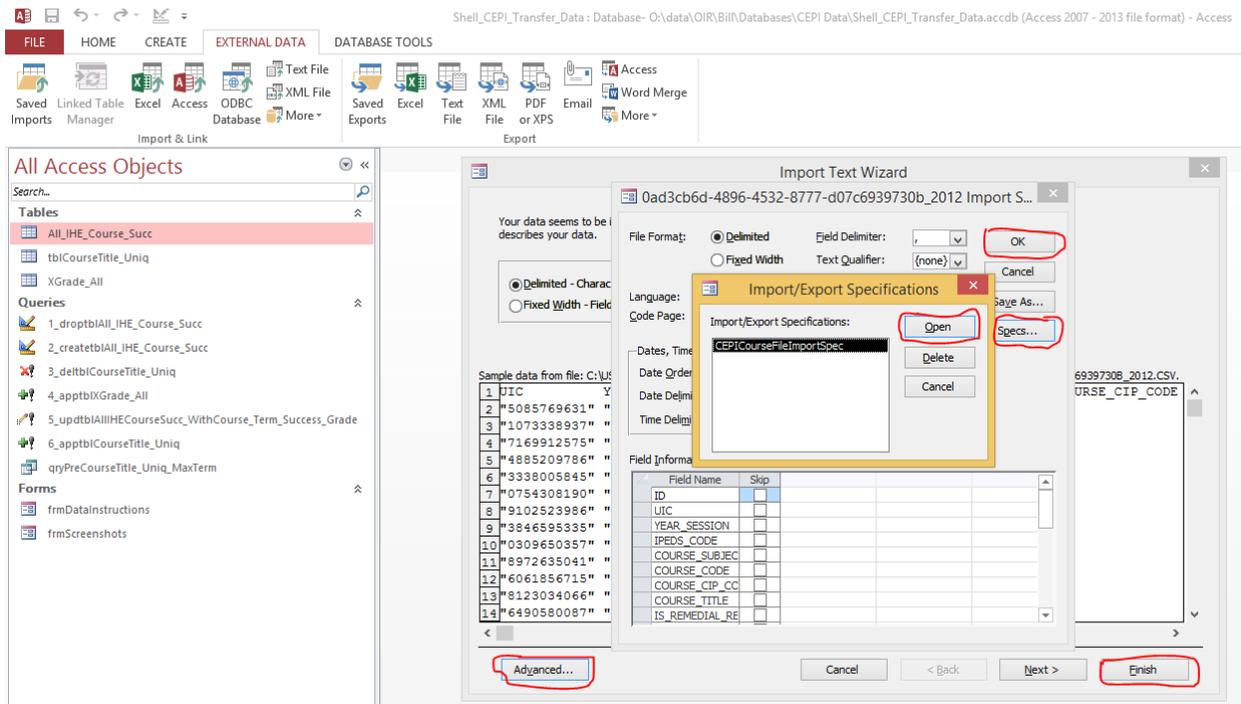
In the window that appears, click on the Browse button. Go to the location of the downloaded .csv data files and select the file for the calendar year you wish to import. Select option 'Append a copy of the records to the table:' and select table 'All\_IHE\_Course\_Succ' from the drop-down list. Click on 'OK'. Within the Import Text Wizard window, click on the 'Advanced' button in the lower left corner. In the new window that appears, click on the buttons: 'Specs...' followed by 'Open' (import specification 'CEPICourseFileImportSpec'.) Click on 'OK', 'OK', and then 'Finish'. (See screen shots on next page)

Note: if during the above process, you receive a message indicating that there were 'records lost due to key violations,' please ignore this message.

5. All downloaded course records are placed into table 'All\_IHE\_Course\_Succ' by repeating the above import procedure for each calendar year data file. This process will eliminate duplicate records across calendar year files, as the structure of table 'All\_IHE\_Course\_Succ' will only allow one record per person per Institution per Year\_Session per course.

Note: If a student legitimately has multiple grade records for a particular course within the same Year\_Session at the same institution, only one of those records will be retained.





- Next **run action query**, '4\_apptblXGrade\_All'. Again, click 'Yes' each time a message box appears.

You must now identify each IHE's Letter Grade as a 'success' = 1 or 'non-success' = 0 for the purpose of producing course success rates in the transfer reports. The table is already populated with WCC research department's determinations of what grades are success or non-success based on its students' records at WCC and other schools: A grade of C or above, P, S, was treated as Success. A grade of C- to F, I, N, NP, U, and W was treated as a Non-Success. Some letter grade values were excluded from the success/non-success designation. The cells in the Success field for these grade values are empty.

If you wish to modify any of WCC's determinations, go to Tables and open table 'XGrade\_All' to edit the 'Success' field values.

NOTE: 'LETTER\_GRADE' trumps 'COURSE\_STATUS', i.e. 'COURSE\_STATUS' is ignored if 'LETTER\_GRADE' is populated.

- Next **run action query**, '5\_updtblAllIHECourseSucc\_WithCourse\_Term\_Success\_Grade'.

The fields: 'Success', 'Grade', 'Term' and 'Course' in each record of table 'All\_IHE\_Course\_Succ' are updated. If a course record has a non-null 'LETTER\_GRADE', field 'Success' is updated based on your work in step 6 and field 'Grade' is updated to the contents of field 'LETTER\_GRADE'. If a course record has a null 'LETTER\_GRADE', field 'Success' is updated based on a consideration of

the fields 'COURSE\_STATUS' and 'NUMERIC\_GRADE'. Also in this case, field 'Grade' is updated to a concatenation of the fields 'COURSE\_STATUS' and 'NUMERIC\_GRADE'.

'Course' is updated to a concatenation of fields 'COURSE\_SUBJECT' and 'COURSE\_CODE'.

'Term' (WCC's YEAR\_SESSION designation, format YYYYMM) is a calculated field based on the contents of field 'YEAR\_SESSION'. For example 'YEAR\_SESSION' = 2003/2004 Winter corresponds to 'Term' = 200401 (09 = Fall, 01=Winter, 05 = Spring/Summer)

8. Next **run action query**, '6\_apptblCourseTitle\_Uniq'.

For the purpose of reporting, this will identify each IHE's Courses (discipline and number combination) with a unique 'Course Title'. For a particular IHE's course, the most recent course title appearing in the data files is used.

NOTE: It is the case that the same 'COURSE\_SUBJECT' and 'COURSE\_CODE' combinations at various IHEs have different 'COURSE\_TITLE's within the same 'YEAR\_SESSION'

9. **Close** database 'Shell\_CEPI\_Transfer\_Data'.

10. **Open** database 'Shell\_CEPI\_Transfer\_Reports'. From the main toolbar, click on the 'EXTERNAL DATA' tab, and 'Access.'

In the window that appears, click on the Browse button. In the new window that appears, select the file 'Shell\_CEPI\_Transfer\_Data' and click on the 'Open' button. Select 'Link to the data source' and 'OK'. In the Link Tables window that appears, you will see a list of 3 tables ('All\_IHE\_Course\_Succ', 'tblCourseTitle\_Uniq' and 'XGrade\_All'). Click on the 'Select All' button and 'OK'.

Note: If you move the location of database, 'Shell\_CEPI\_Transfer\_Data', you will need to re-link the tables.

11. The reports will now be operational.

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Reports Logic:

Fill table, 'CourseFilt,' with course records from table, 'All\_IHE\_Course\_Succ', that satisfy the criteria selected for Institution 1 and with course records that satisfy the criteria selected for Institution 2. Mark each set of records with the set of criteria they satisfy.

Identify the students (UICs) that have records that satisfy the criteria selected for Institution 1. Identify the students (UICs) that have records that satisfy the criteria selected for Institution 2. Determine the students (UICs), if any, which have records satisfying both sets of criteria. If none, alert the user that no

students exist and halt the process. If there are students, then query the course records from table 'CourseFilt' belonging to those students and write the reports.