Nebraska Department of Education
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These directions were last updated:  July 31, 2019

# Postsecondary Terms

Due Date: September 15
Audit Window Close Date:  December 1

### SCOPE
Postsecondary Terms is designed to collect Term information used for Postsecondary Institutions enrollment reporting. This collection will need to be completed before uploading enrollment information through Postsecondary Data Manager.  The Term will be representative of when the student was enrolled and will be used in Postsecondary Enrollment: Term (5) in the NSSRS Template.  Each institution must report four term records through the Postsecondary Terms collection in the CDC.

### DIRECTIONS
### Access
Accessing the Postsecondary Term collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their District Administrator.

1. Log into the NDE Portal at https://portal.education.ne.gov

2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link
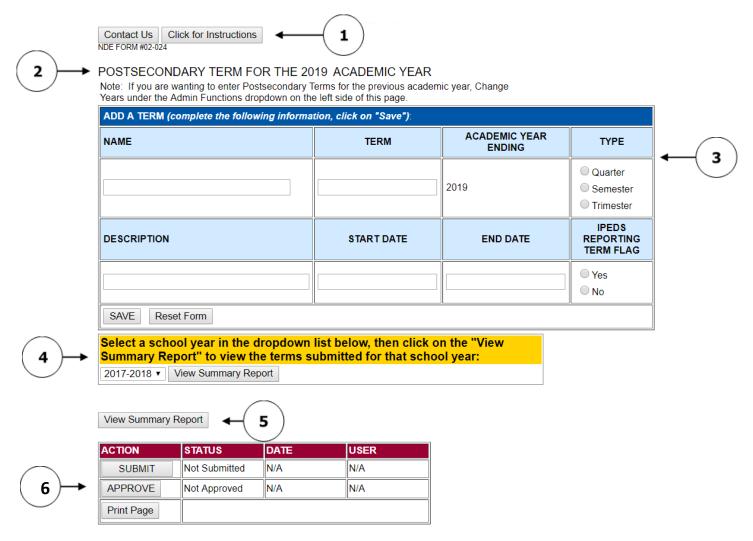


4. From the Open Collections list, choose **Postsecondary Terms**

**Navigation**

Upon entering the collection, user will see

1. A Main Menu list of options
2. The Title
3. Area to enter Postsecondary Terms
4. Area to view past Summary Reports
5. A View Summary Report button, and
6. The Submit/Approve section (Only Approver user types will see the Approve button)



**Main Menu**

1. <u>Contact Us</u> – Lists NDE contacts to call or email if user has questions while completing the report
2. <u>Click for Instructions</u> – Opens this documents

Other menu items seen through the collection include

1. <u>Collection Main Page</u> – Returns user to Days in Session /Instructional Program Hours collection main page
2. <u>CDC Main Page</u> – Takes user back to the Consolidated Data Collections main page
3. <u>Logout</u> – Closes the current tab and returns user to NDE Portal

**Reporting**
Four records should be entered per academic year being reported.

Enter the Name of the term, the Term (i.e., term number specific to institution), Type of term (Quarter, Semester, Trimester), the Description of the term and the Start Date and End Date of the term. Additionally, select the IPEDS Reporting Term Flag.

| ADD A TERM *(complete the following information, click on "Save")*: | | | |
|---|---|---|---|
| **NAME** | **TERM** | **ACADEMIC YEAR ENDING** | **TYPE** |
| | | 2019 | ○ Quarter<br>○ Semester<br>○ Trimester |
| **DESCRIPTION** | **START DATE** | **END DATE** | **IPEDS REPORTING TERM FLAG** |
| | | | ○ Yes<br>○ No |

| SAVE | Reset Form |
|---|---|

Note: Only one term can be flagged IPEDS Reporting Term Flag Yes.  The remainder should be No.
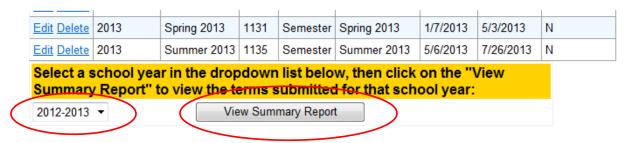
Click the **SAVE** button to save the data.

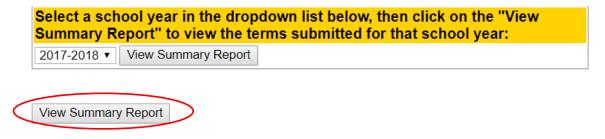The **Reset Form** button will remove what has been entered, prior to being saved.

Once information has been entered, a list will form. Here, user can Edit or Delete what has already been entered.

| Edit Delete | 2013 | Spring 2013 | 1131 | Semester | Spring 2013 | 1/7/2013 | 5/3/2013 | N |
|---|---|---|---|---|---|---|---|---|
| Edit Delete | 2013 | Summer 2013 | 1135 | Semester | Summer 2013 | 5/6/2013 | 7/26/2013 | N |

**Select a school year in the dropdown list below, then click on the "View Summary Report" to view the terms submitted for that school year:**

| 2012-2013 ▼ | View Summary Report |
|---|---|

Previous year data is available by selecting a past school year from the dropdown and clicking **View Summary Report**.

| Edit Delete | 2013 | Spring 2013 | 1131 | Semester | Spring 2013 | 1/7/2013 | 5/3/2013 | N |
|---|---|---|---|---|---|---|---|---|
| Edit Delete | 2013 | Summer 2013 | 1135 | Semester | Summer 2013 | 5/6/2013 | 7/26/2013 | N |

**Select a school year in the dropdown list below, then click on the "View Summary Report" to view the terms submitted for that school year:**

| 2012-2013 ▼ | View Summary Report |
|---|---|

Once finished, click the second **View Summary Report** button to view submission.

Select a school year in the dropdown list below, then click on the "View Summary Report" to view the terms submitted for that school year:

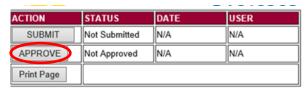2017-2018 ▾ | View Summary Report

View Summary Report

Here, user can print or save a copy of the report.

**Submit / Approve**
After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

| ACTION | STATUS | DATE | USER |
|--------|--------|------|------|
| SUBMIT | Not Submitted | N/A | N/A |
| APPROVE | Not Approved | N/A | N/A |
| Print Page | | | |

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

| ACTION | STATUS | DATE | USER |
|--------|--------|------|------|
| SUBMIT | Not Submitted | N/A | N/A |
| APPROVE | Not Approved | N/A | N/A |
| Print Page | | | |

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.