Technical Guide for the Recent Graduates Employment and Earnings Survey (RGEES)

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1. Introduction

The Recent Graduates Employment and Earnings Survey (RGEES) is a web-based platform developed to enable postsecondary institutions to collect alternative earnings measures from graduates for calculation of debt-to-earnings ratios in compliance with the Final Gainful Employment regulations.

The U.S. Department of Education's primary goal in the development of the RGEES platform is to provide a no-cost, user-friendly, high-functioning platform that postsecondary institutions throughout the United States can use to administer the survey. To achieve these goals, the RGEES platform:

- does not require institutions to incur licensing fees or other costs;
- can be installed and administered using a "basic"[1] network infrastructure;
- minimizes risks to data confidentiality; and
- allows for decentralized storage of data, accessible only to authorized users within the institution administering the data collection.

The RGEES is also designed to minimize the effort required to conduct the data collection, compile and analyze the data, and produce reports on the results.

2. Technical Guide

This section provides information about how to use the RGEES web-based platform, from installation and configuration through starting data collections and producing reports. The section is organized into two parts:

- **Section 2.1 System Setup in Virtual Environment** (for IT Staff) **is intended for the institution's (or an institution's proxy) IT staff** in charge of downloading, installing, and configuring the RGEES web-based platform. Step-by-step instructions are included in 2.1.1 Installation and Configuration. IT staff must first install and configure the RGEES platform before the survey administrator can access it.
- **Section**

[1] Please see the minimum requirements in 2.1 System Setup in Virtual Environment (for IT Staff).

- 2.2 RGEES Administration **is intended for survey administrators,** who oversee the survey data collection through the RGEES dashboard. The dashboard contains all the tools necessary to manage RGEES data collections, including initiating and monitoring data collections and producing reports. It is strongly recommended that survey administrators become familiar with the dashboard and this technical guide in order to address any issues that may arise during a data collection.

2.1 System Setup in Virtual Environment (for IT Staff)

This section provides instructions to IT staff on how to download and configure the RGEES platform package; set up the URL and e-mail; update server with the latest version of the source code; and access the PHP code and MySQL database. The instructions in this section should be performed by IT staff with administrative permissions to a web server with Apache, Internet Information Services (IIS), or NGINX.

The image of the RGEES platform consists of a virtual machine[2] with a Linux operating system, Apache web server, MySQL Relational Database Management System, PHP server-side scripting language,[3] and the RGEES application. The following are the key technical requirements for the platform's installation:

- Windows (NT 4.0, 2000, XP, Server 2003, Vista, Windows 7, Windows 8, Windows 10), Linux (2.4, 2.6, and 3.x), or Mac OS X;
- at least 1 GB of RAM;
- at least 5.5 GB of free hard disk space;
- a high-speed internet connection with at least 2 Mbps upload and download speeds;
- a static IP and URL to which to bind the website; and
- a Secure Sockets Layer (SSL) certificate[4]

Note that these are the minimum requirements for hosting the RGEES platform. Servers that meet these requirements are capable of using the RGEES for data collection and reporting, however some additional configurations or permissions are required in order to use the platform's e-mail function to contact cohorts (see 2.2.7.1 E-mail Cohorts) and to access the survey from devices outside of your network.

If your institution chooses to install the RGEES platform on a cloud-based server rather than on a physically-accessible server, please choose and contact your cloud service provider well in advance of your desired data collection start date. This will allow for ample time to address any issues that may arise during the installation process. Additionally, you must confirm with your cloud service provider that the RGEES platform and data will be in an appropriately secured environment to ensure its confidentiality and security. For details on security criteria see RGEES Standard 3.

[2] A virtual machine is a software implementation of a computing environment in which an operating system or program can be installed and run.
[3] Linux, Apache, MySQL, and PHP (or LAMP) are freely available and distributed under open-source licenses.
[4] A SSL certificate establishes a secure connection between the web server and the browser.

Before beginning the download and installation steps below, save any current work and exit from all other running programs. The estimated time for each step is listed below:

- Download the 4.4 GB Virtual Machine Disk (VMDK)[5] of the RGEES platform from the Department of Education website (**10 minutes**).
- Download and install Oracle VM VirtualBox (**5 minutes**).
- Configure the RGEES virtual machine (**15 minutes**).
- Create the URL and make it accessible via the web (**5 minutes**) and configure the virtual machine to send e-mail (**5 minutes**).

2.1.1 Installation and Configuration

A. The RGEES package and other materials can be downloaded from:

http://www.ifap.ed.gov/GainfulEmploymentInfo/GEResourcesV2.html.

B. To download and install Oracle VM VirtualBox:

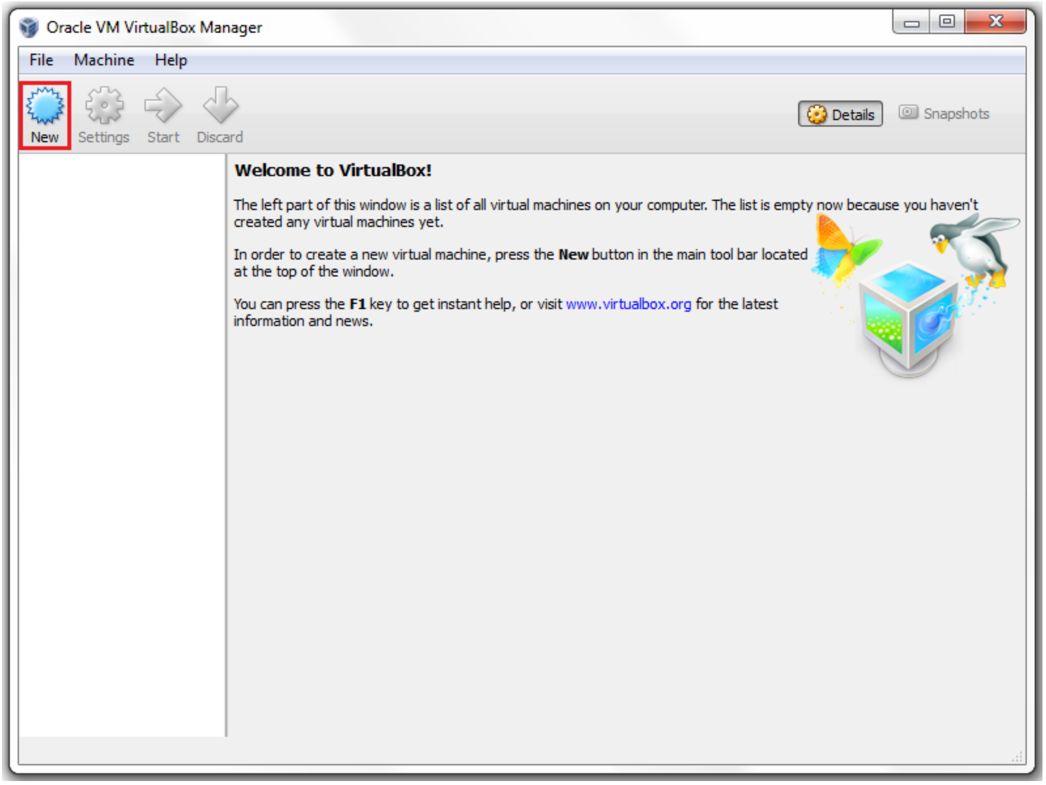
1. Download the latest version of VirtualBox for your server's operating system (either Windows, Linux, or Mac OS X) from https://www.virtualbox.org/wiki/Downloads.

2. Install VirtualBox. For step-by-step installation instructions of VirtualBox, refer to https://www.virtualbox.org/manual/ch02.html.

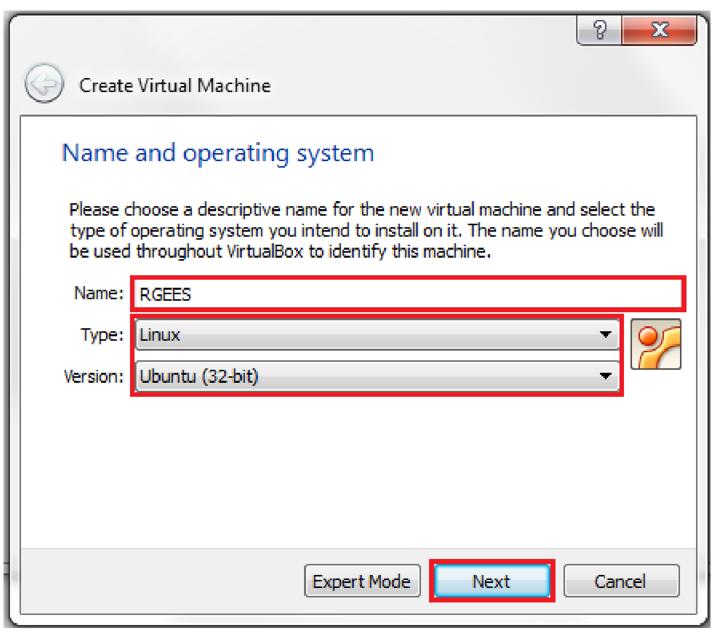
C. To configure the virtual machine:

1. Open Oracle VM VirtualBox and click on the "New" button on the main tool bar.

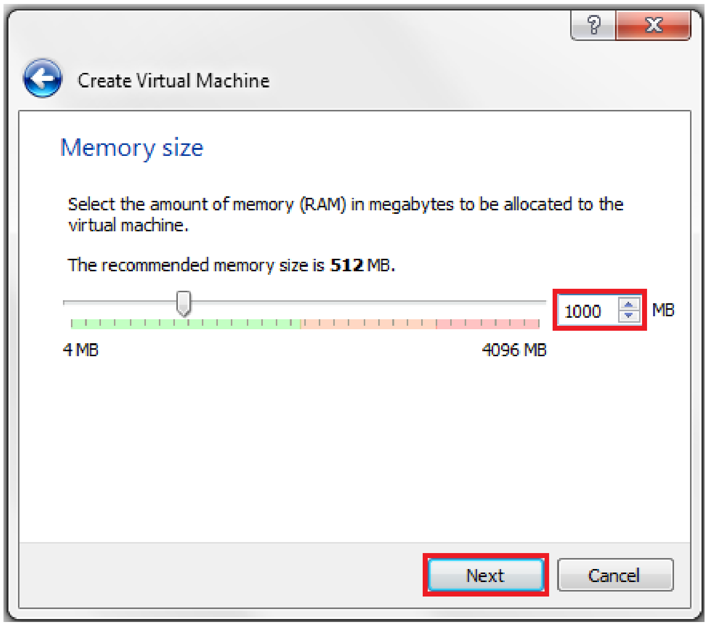
[5] VMDK is a file format used by Oracle VM VirtualBox and VMWare, open-source virtualization applications.



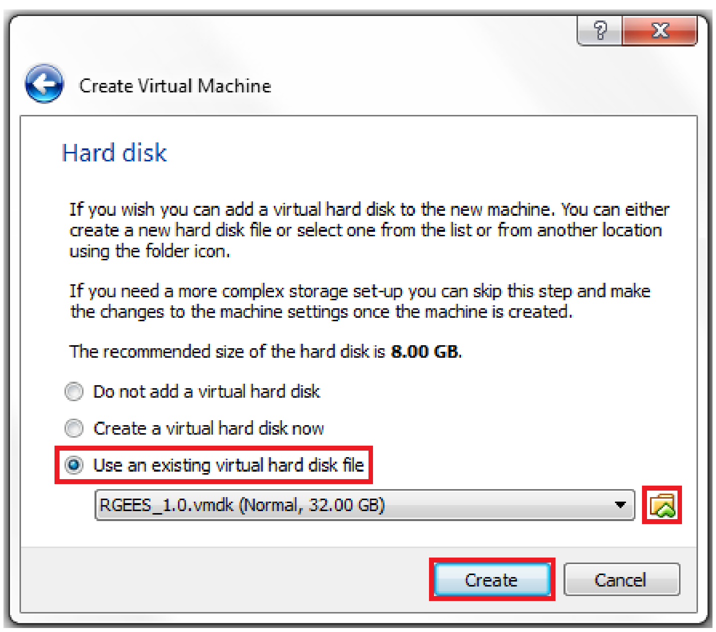
2. Enter a descriptive name for the new virtual machine in the "Name" text box (e.g., "RGEES"). Regardless of your own server's operating system, select "Linux" from the "Type" drop-down box. Select "Ubuntu (32 bit)" from the "Version" drop-down box. Then click on the "Next" button.



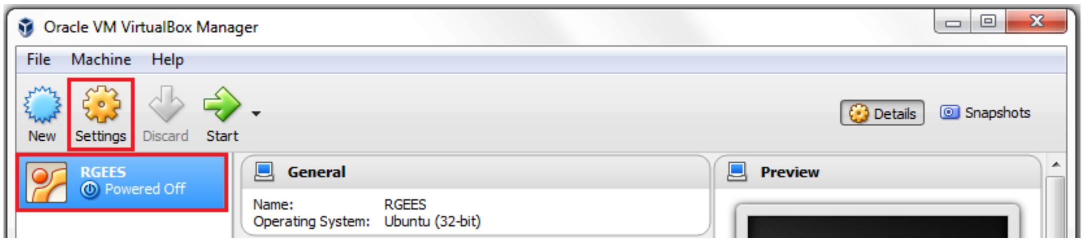
3. For the memory size, specify at least 1000 MB or greater, depending on your server's capacity. Then click on the "Next" button.



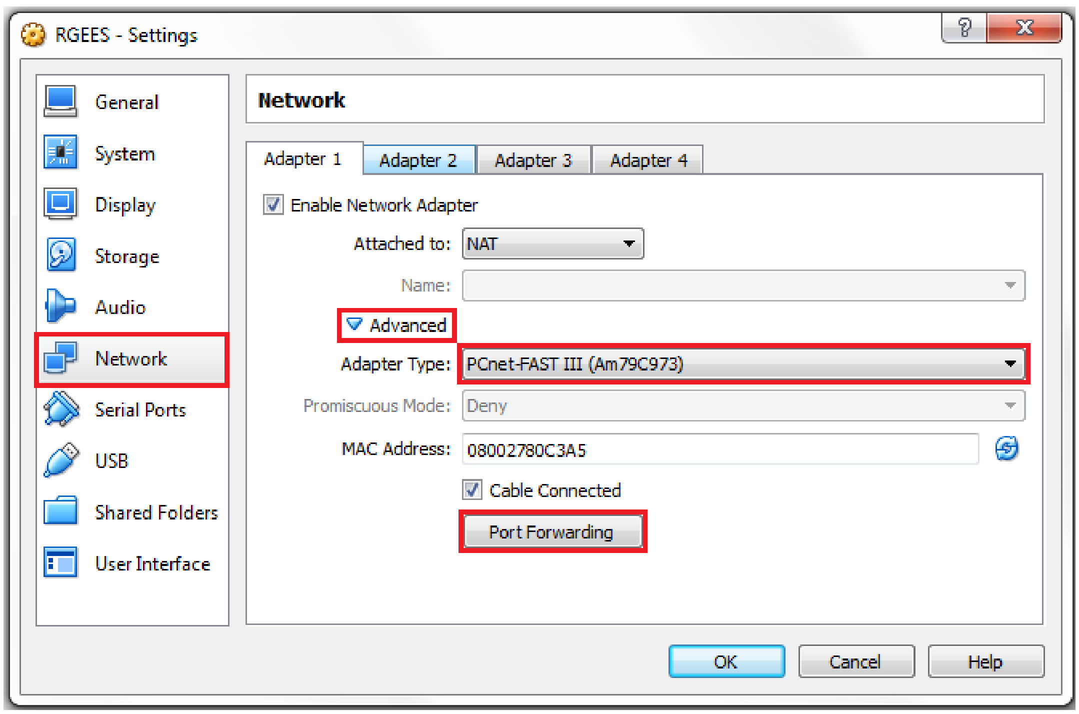
4. Select the "Use an existing virtual hard drive file" option button. Click on the *Folder* icon button, and open the downloaded RGEES VirtualBox image. Click on the "Create" button. The new virtual machine should now appear in the panel on left side of the window.



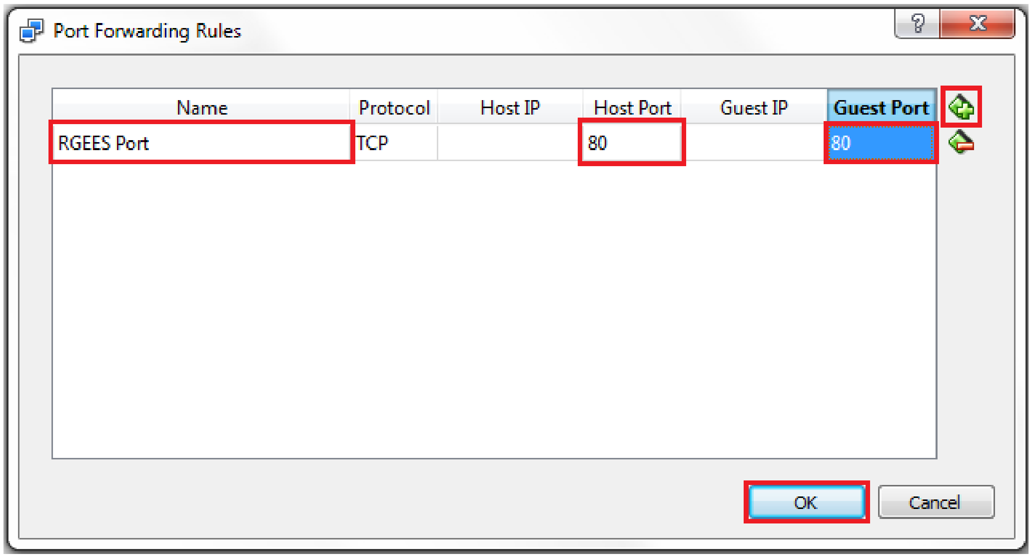
Make sure the RGEES virtual machine is selected on the left, then click on the "Settings" button on the main tool bar.



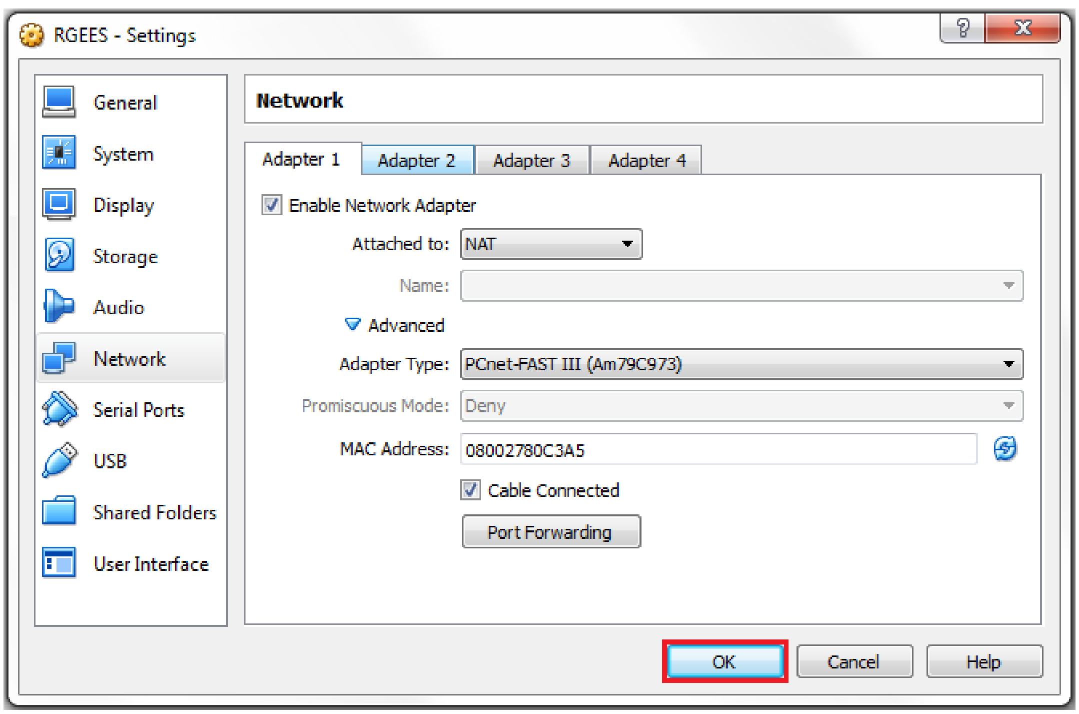
From the Settings window, select “Network” on the left side and click on the “Advanced” *Expand* icon. Select “PCnet-FAST III (Am79C973)” from the “Adapter Type” drop-down box. Click on the “Port Forwarding” button, which will open the Port Forwarding Rules window.



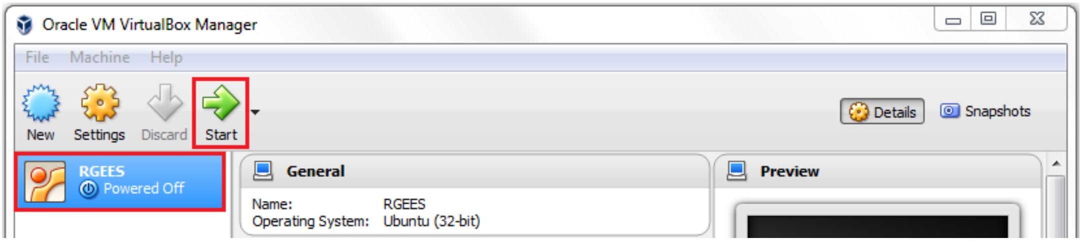
5. From the Port Forwarding Rules window, click on the *Add* icon on the far right to add a new record. Under the “Name” column, enter a descriptive name (e.g., “RGEES Port”). Under “Host Port,” enter “80” or specify a different port of your choosing. Under “Guest Port,” enter “80”. Then click on the “OK” button to close the window.



6. Click on the “OK” button to close the Settings window.



7. To start the RGEES virtual machine, make sure it is selected on the left, and then click on the "Start" button on the main tool bar. The machine will take about a minute to boot up.



8. To log in to the RGEES virtual machine, press the *Enter* key.

9. If you're logging on to the RGEES virtual machine for the first time, enter "Ha9jt2Eyhjyx" in the "Password" text box. Otherwise, enter the new password you have chosen. The password will be hidden. Then press the *Enter* key.

10. If you're logging on to the RGEES virtual machine for the first time, enter "Ha9jt2Eyhjyx" again in the "(current) UNIX password" text box. The password will be hidden. Then press the *Enter* key.

Enter a new password in the "Enter new UNIX password" text box. The password will be hidden. Then press the *Enter* key. **Please make note of the new password as it cannot be reset or recovered.**

Enter the same new password in the "Retype new UNIX password" text box. The password will be hidden. Then press the *Enter* key.

Once the RGEES virtual machine has been downloaded, installed, and configured, the following instructions should be performed by a network/system administrator, as there may be security and firewall issues involved.

D. To set up the URL and e-mail:

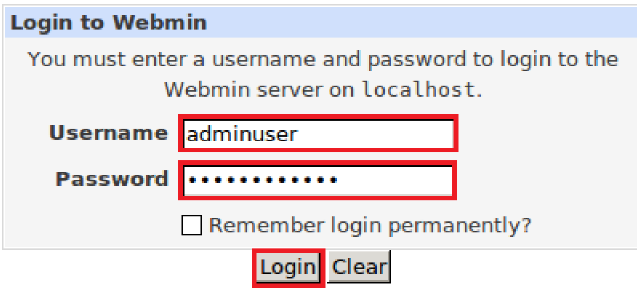
1. Log in to your hosting provider's web portal and navigate to the DNS section. Create a new record with your domain name without "www" (e.g., "edentity.edu") and the static IP address of the computer hosting the RGEES virtual machine.

2. To make the domain accessible with "www" at the beginning as well, create a CNAME record with "www" and "@".

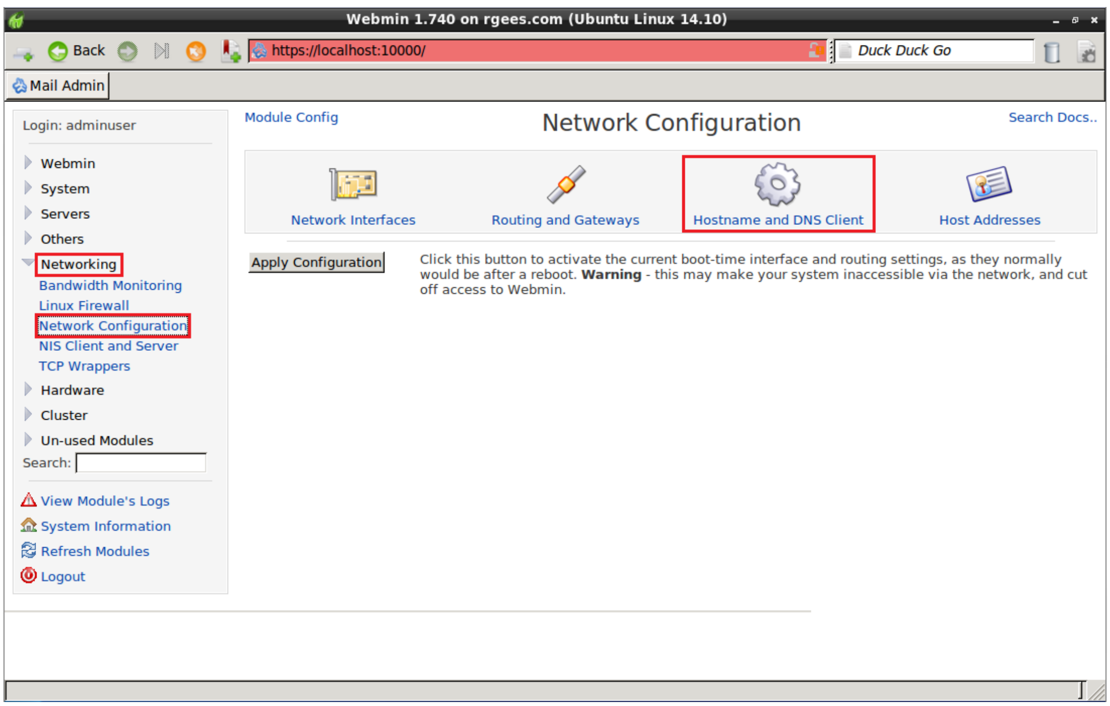
3. To configure your server to send e-mail, create MX records containing information about your e-mail service provider.

   To configure the hostname and DNS, double click on the *Midori* icon button located on the desktop.

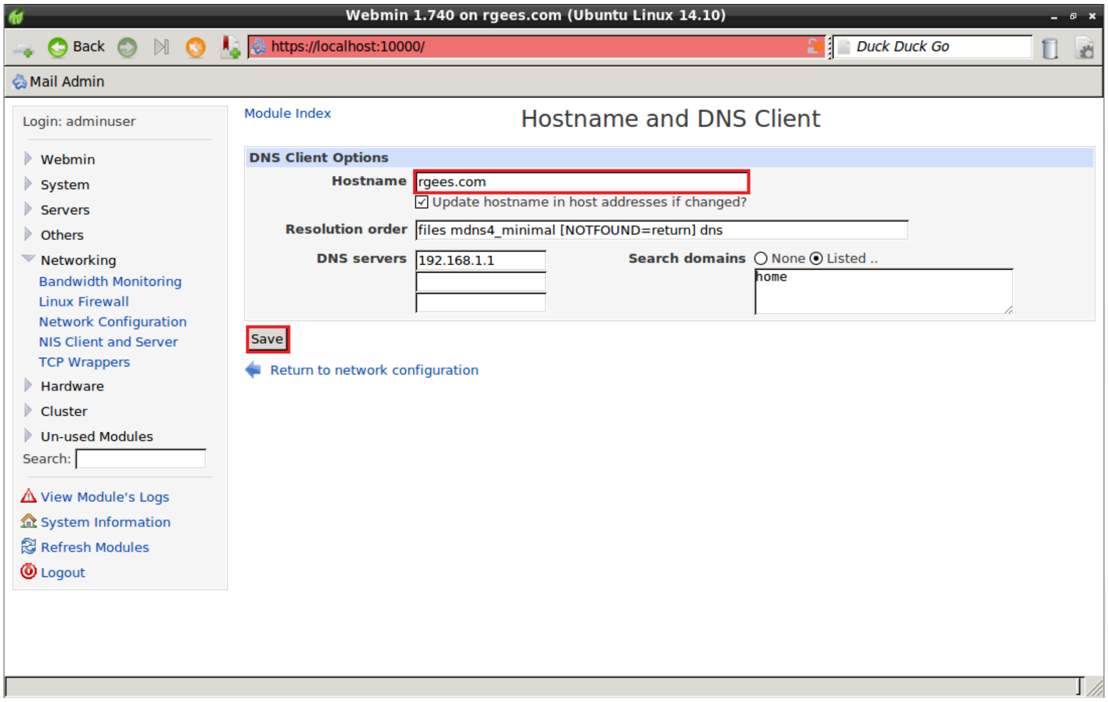
From the Login to Webmin window, enter “adminuser” in the “Username” text box and enter the new password you have chosen in the “Password” text box. The password will be hidden. Then click on the “Login” button.



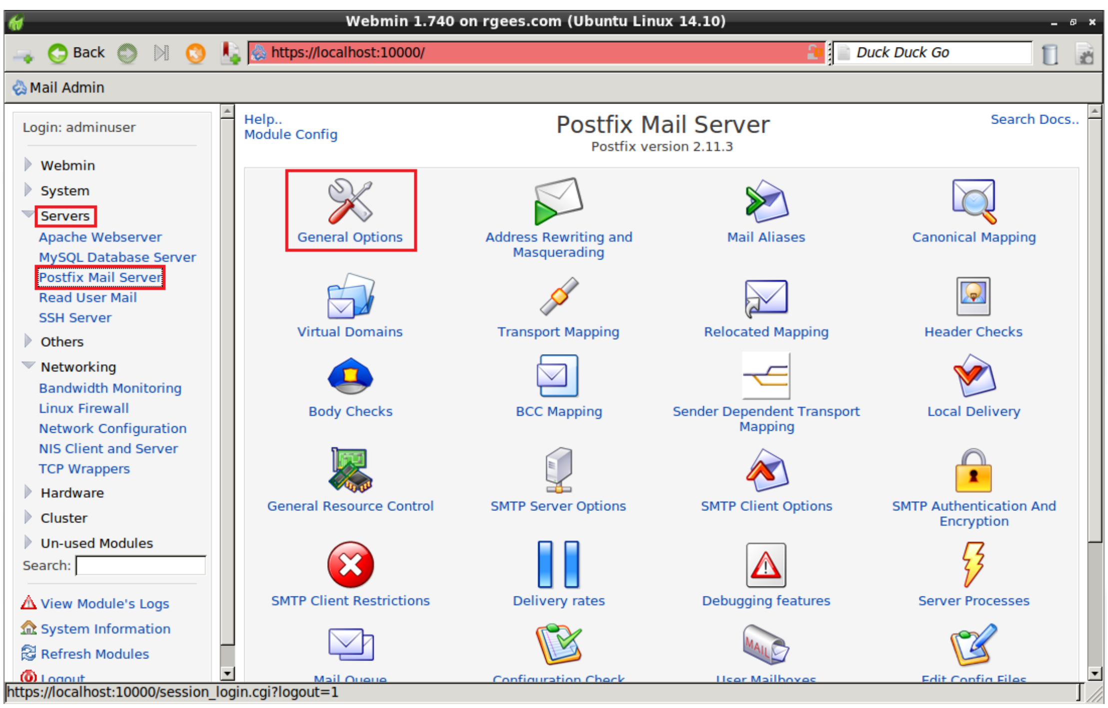
Select “Networking” on the left side; then select “Network Configuration.” Then click on the “Hostname and DNS Client” button.



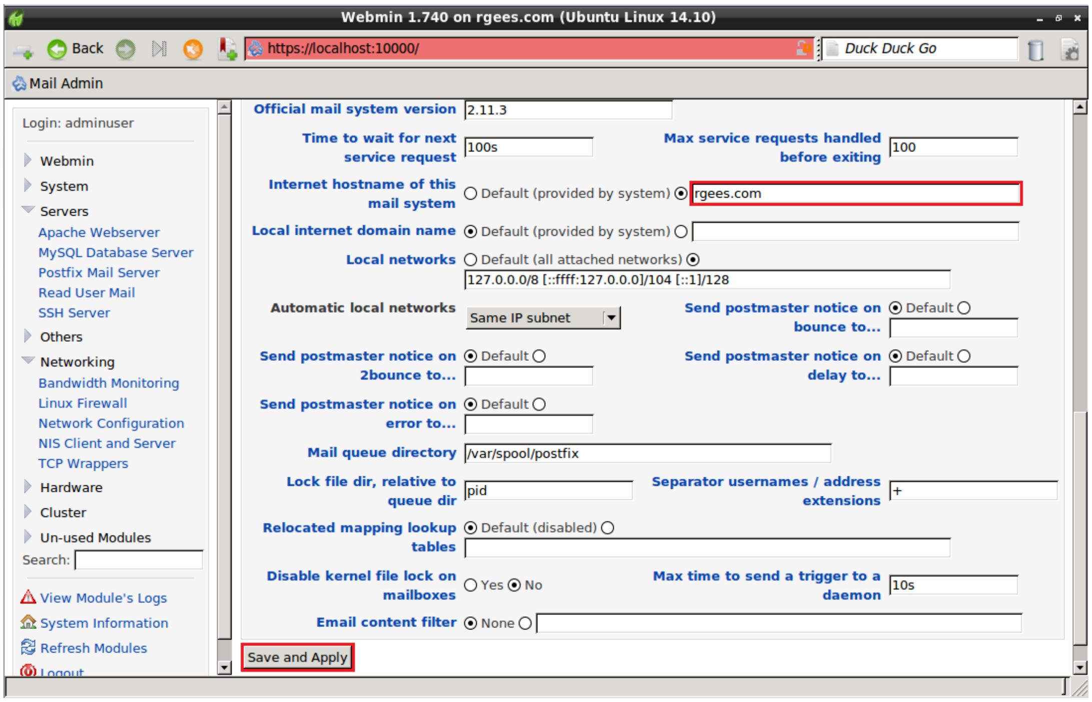
In the “Hostname” text box, replace “rgees.com” with your URL without the “www” (e.g., “edentity.edu”). Then click on the “Save” button.



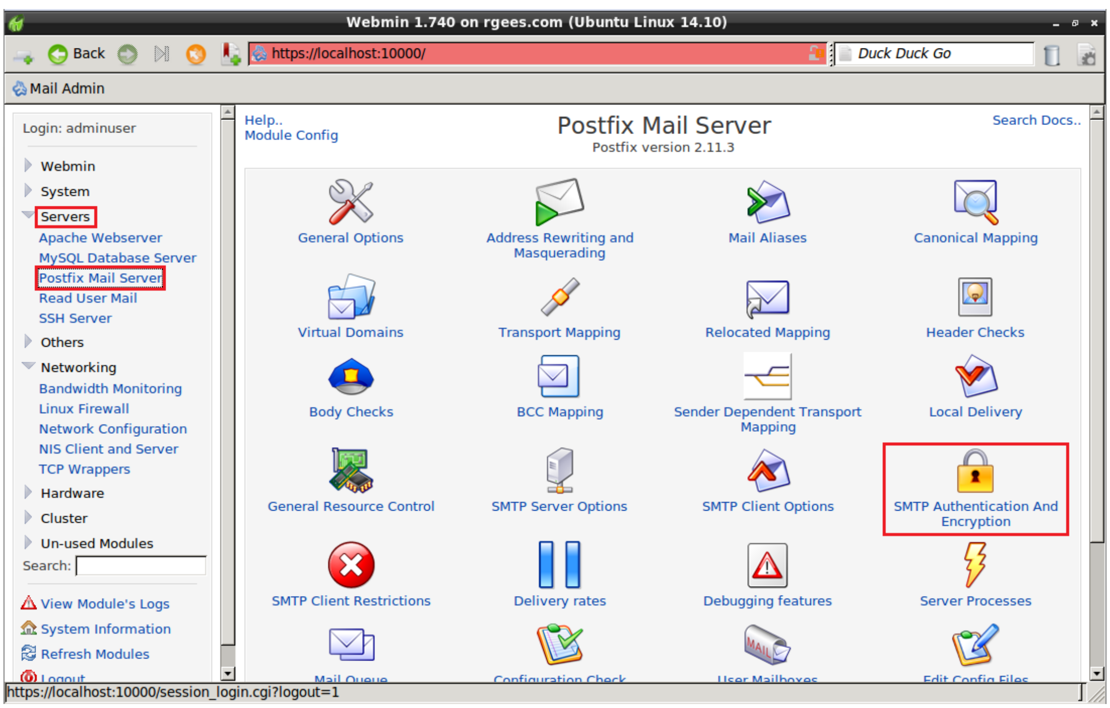
To set the hostname of the mail system, select "Servers" from the menu on the left side of the window; then select "Postfix Mail Server." Then click on the "General Options" button.



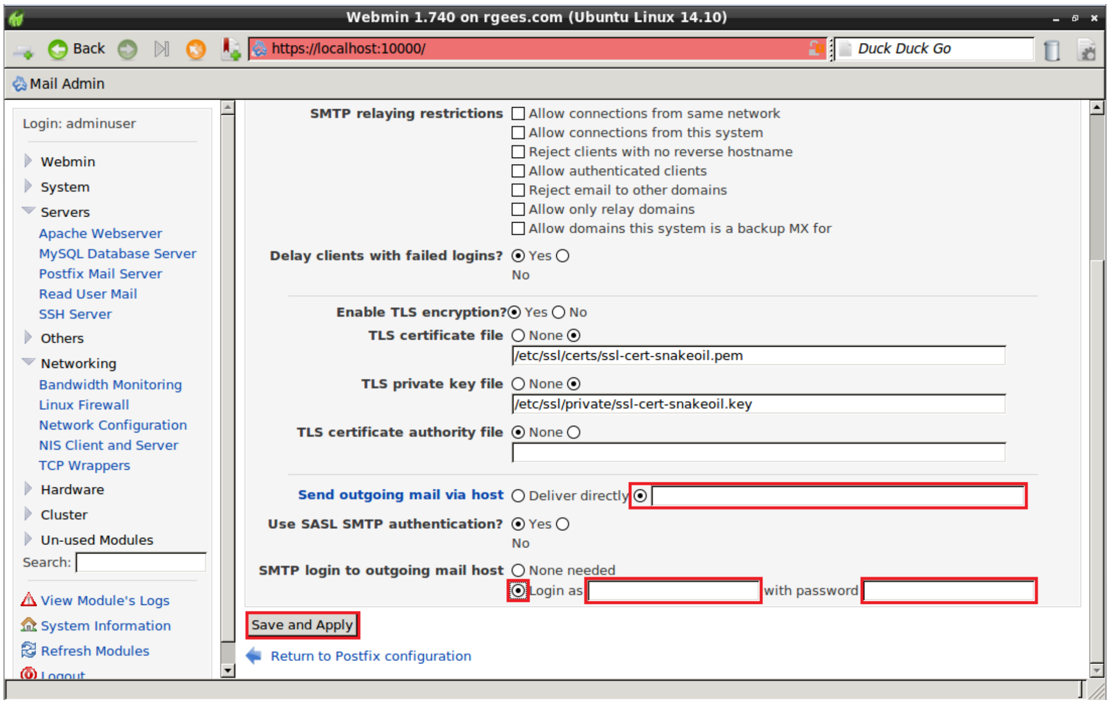
Scroll down and replace "rgees.com" with your URL without the "www" in the "Internet hostname of this mail system" text box. Then click on the "Save and Apply" button.



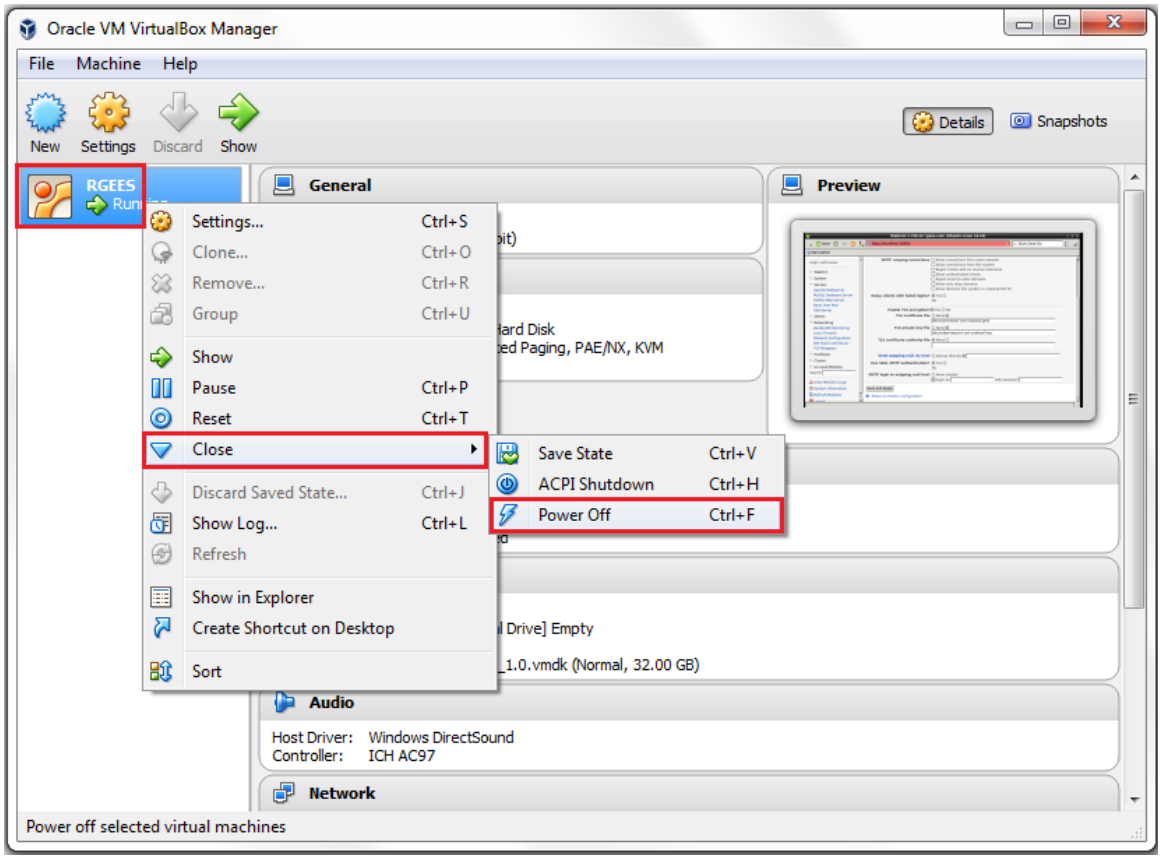
To configure SMTP mail with your existing mail server, select "Servers" on the left side; then select "Postfix Mail Server." Then click on the "SMTP Authentication And Encryption" button.



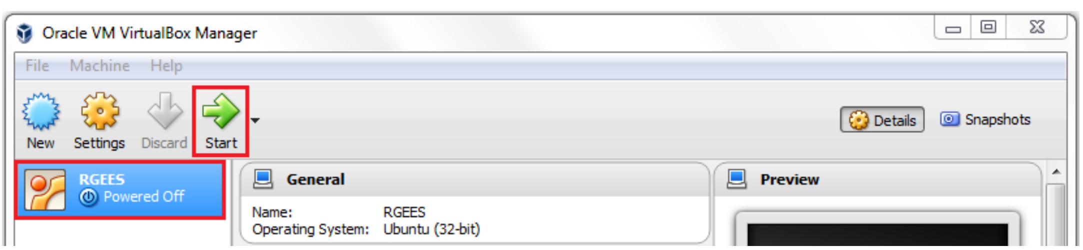
Scroll down. For the "Send outgoing mail via host" radio button, select the second option and enter the SMTP hostname. For the "SMTP login to outgoing mail host" radio button, select the second option. Enter the SMTP host username in the "Login as" text box and enter your SMTP host password in the “with password” text box. Then click on the “Save and Apply” button. If this step is unsuccessful, revert back to the default configuration (i.e., “Deliver directly”, “None needed”).



To stop the RGEES virtual machine, right-click the name on the left, select “Close,” then select “Power Off.”



To restart, make sure the RGEES virtual machine is selected on the left; then click on the "Start" button on the main tool bar.



4. Make sure to provide the survey administrator with the URL and e-mail address you created in the steps above.

2.1.2 Troubleshooting

Once installation and configuration is complete, please work closely with the survey administrator to ensure that the RGEES platform is functioning properly. You may encounter the following issue, and here are some suggested solutions.

If e-mails are not being sent:

1. Repeat the steps under 2.1.1 D. To set up the URL and e-mail: to verify the information entered is correct.

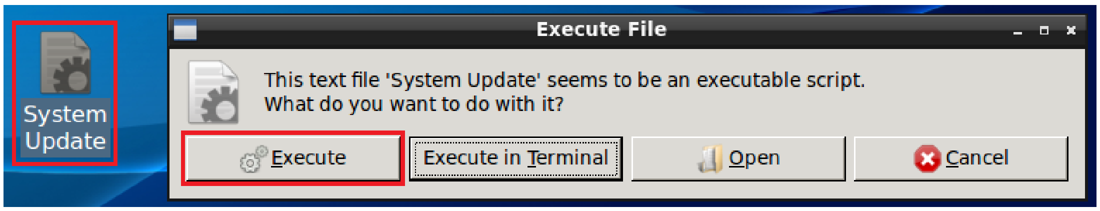
2. Verify your settings with your e-mail service provider.

2.1.3 Source Code and Security Patch Updates

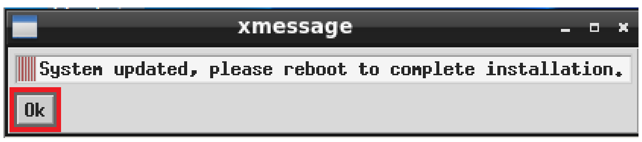
Any updates to the source code and security patches will be automatically applied nightly. You may also make updates to the platform manually. Although updates will not affect data stored in the database, it is recommended that they be performed before or after business hours or overnight to avoid any disruption with an ongoing data collection. The following steps are for updating the platform manually.

A. To get the latest version of the source code:

1. Start the RGEES virtual machine. Double-click on the "System Update" executable file located on the desktop. From the Execute File window, click on the "Execute" button.



2. From the xmessage window, click on the "Ok" button.

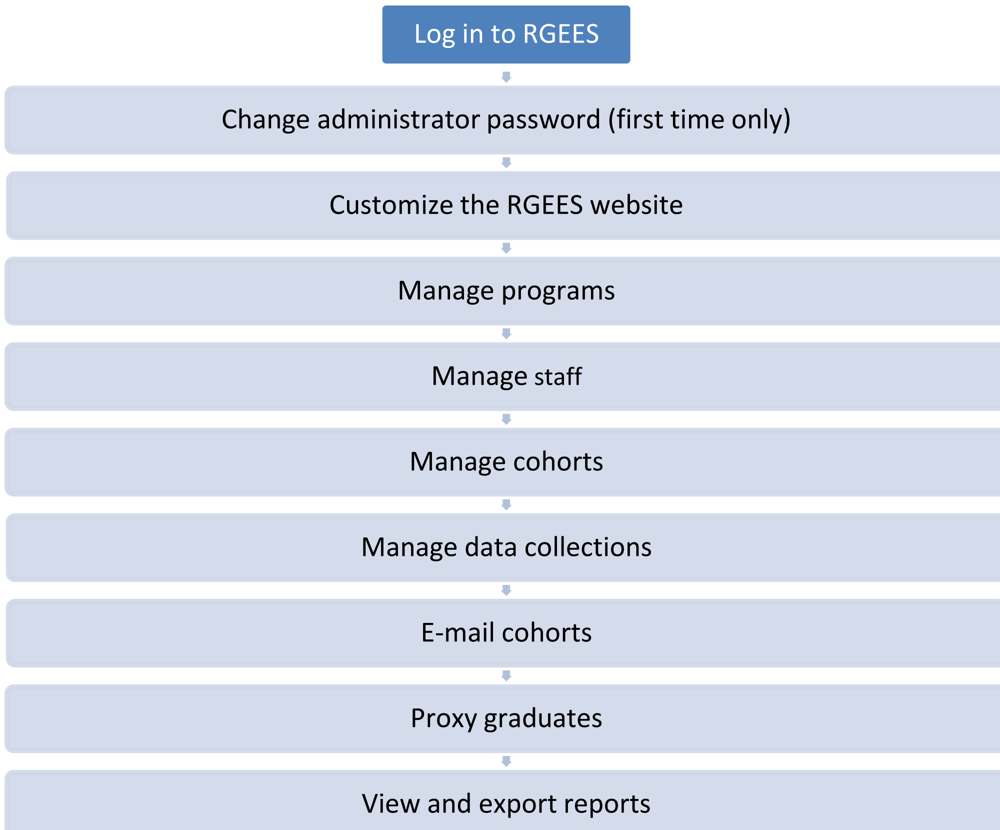


3. Restart the RGEES virtual machine.

2.2 RGEES Administration

This section is intended for RGEES survey administrators and covers how to administer the survey. Figure 1 below displays the various tasks that survey administrators will use the dashboard for during the survey planning, administration, and post-administration phases of the RGEES. Each of these tasks is explained in more detail throughout this section.

Figure 1. RGEES Survey Administrator Tasks



2.2.1 RGEES Administrator Dashboard

Once the RGEES platform has been installed and configured by IT staff, survey administrators will have access to the "survey administrator dashboard," which will be their control center throughout the survey process. Each of the tasks displayed in figure 1 will be executed through the administrator dashboard. Figure 2 below shows the dashboard.

Figure 2. RGEES Survey Administrator Dashboard

The dashboard is divided into seven main boxed sections and allows the survey administrator to perform the following tasks:

- add, edit, and delete programs;
- create and assign secondary administrators and data entry personnel[6] to programs;
- input, import, edit, and export cohort information;
- create, open, close, reopen, and delete data collections;
- e-mail graduates to request they complete the survey or provide reminders to complete;
- input survey results obtained outside of the system; and
- view and export reports, including real-time response rates and nonresponse bias analysis (NRBA)[7];

Additionally, the dashboard enables the survey administrator to easily customize the RGEES website, including specifying institution's contact information, changing the default logo, and

[6] Secondary administrators and data entry personnel are created by the primary survey administrator and have limited capabilities (refer to 2.2.3 Manage Staff for more information).

[7] Please refer to the Standards for Conducting the Recent Graduates Employment and Earnings Survey and the Best Practices Guide for more details about NRBA.

editing introduction text on the home page.

It is strongly recommended that the survey administrator conduct a test run of the survey process prior to survey administration. Test runs should be done to familiarize survey administrators with the full capabilities of the dashboard and equip them to address any issues that may arise during an active data collection. For example, survey administrators can review the e-mails a graduate will receive and examine how the platform produces real-time response rates,[8] a useful feature that can be used to identify nonrespondents and programs with low response rates. Test runs can be performed by following the instructions starting with section 2.2.4 Manage Programs and ending with section 2.2.7.3 Produce Reports.

When following along with the directions below, administrators may find it useful to refer to figure 2 above. Alternatively, if IT staff have already downloaded and installed the RGEES platform, administrators may find it useful to follow along with the dashboard open on their computer.

The icon button key below shows the icon symbols that are referenced throughout this guide.

Icon Button Key
Save
Delete
Expand
Collapse
Settings
Proxy
First Page
Previous Page
Next Page
Last Page
Close Window

2.2.2 Authentication

Before beginning to use the dashboard features, an administrator must first log in. Log-in instructions are provided in this section. A session will time out if left idle for more than 10 minutes.

A. To log in to the survey administrator dashboard:

1. Open the RGEES website from a browser.[9] The IT staff that installed the RGEES platform will have created this website for you and should have provided you with the URL.

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[8] The response rate is calculated as the number of surveys completed by respondents (i.e., submitted to the RGEES platform) divided by the number of graduates in the cohort.

[9] The RGEES website is supported by all major browsers, including Firefox, Chrome, Internet Explorer 9 and higher, and Safari.

2. From the home page, click on the “ADMINISTRATOR LOG IN” link from the toolbar on the home page.

3. If you are the primary survey administrator, enter “rgeesadmin” in the “Username” text box.

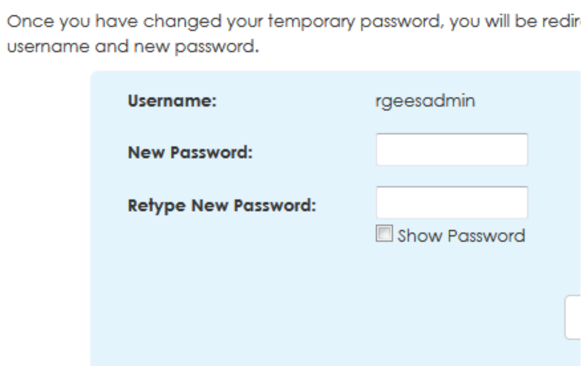
   If you are a secondary administrator or data entry personnel, enter the system-generated username that was e-mailed to you.

4. If you are logging in for the first time, enter the default temporary password “1@Password” in the “Password” text box. Otherwise, enter the new password you have chosen.

5. Click on the “Log In” button.

After logging in for the first time, you will be redirected to the Change Password page (Figure 3) and prompted to change the default temporary password.

Figure 3. Change Password Page



Passwords must be between 8 and 14 characters in length and contain at least

- 1 uppercase letter,
- 1 lowercase letter,
- 1 numeric character, and
- 1 special character (e.g. @,$,%,*, etc.)

B. To change the password:

1. Enter a new password in the “New Password” text box.

   Passwords are automatically hidden when entered. To reveal the password characters, check the “Show Password” check box.

2. Enter the same new password again in the “Retype New Password” text box.

3. Click on the “Save” button. You will be redirected to the Administrator Log In page and prompted to reenter your username and new password.

C. To reset the password or if you have forgotten your password:

1. Click on the "ADMINISTRATOR LOG IN" link from the toolbar on the home page.

2. If you are the primary survey administrator, enter "rgeesadmin" in the "Username" text box.

   If you are a secondary administrator or data entry personnel, enter the system generated username that was e-mailed to you.

3. Click on the "Reset Password" link.

4. If you are the primary survey administrator, an e-mail with a URL to reset the password will be sent to the e-mail address of the survey administrator specified on the Customize Website page (see 2.2.3).

   If you are a secondary administrator or data entry personnel, an e-mail with a URL to reset the password will be sent to the e-mail address specified on the Manage Staff page (see 2.2.3 Manage Staff).

5. Click on the URL, or copy and paste the URL directly from the e-mail into a browser address bar to be taken to the Reset Password page.

6. Follow the instructions in the "To change the password" section above.

D. To log out:

1. Click on the "Log Out" link in the toolbar.

2.2.3 Customize Website

After logging in for the first time and changing the default temporary password, primary survey administrators will be directed to the Customize Website page (secondary administrators and data entry personnel will be taken directly to the dashboard). The primary survey administrator's name, phone number, and e-mail address will be displayed on the home page. Because participants rely on this information to contact the survey administrator, please ensure the information is both current and accurate. Adding the survey administrator's name and contact information only needs to be done once, regardless of the number of data collections. The RGEES website can be customized further by changing the logo; header title and background colors; and heading and introduction text on the home page.

A. To customize the RGEES website:

1. To change the default RGEES logo, click on the "Browse" button to open the File Upload window. Select a 160px (W) x 116px (H) image file (.png, .gif, or .jpg file format) that is fewer than 100 KB in size and click on the "Open" button.

2. To edit the header title, enter a new title in the header text box.

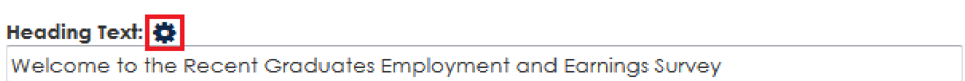
3. To edit the header background colors, click on the color selector, then select a color or specify the RGB (red, green, and blue) color levels.

4. To edit the top header scheme (typeface choice, formatting, color, and size) click on the *Settings* icon.

From the Top Header Scheme window, make any changes to the typeface choice, formatting (e.g. bold, italic, upper case), color, and size. Click on the “Close” button or the *Close Window* icon to apply changes and close the window. Click on the “Undo” button to undo changes.

5. To edit the heading text, enter new text in the “Heading Text” text box.

6. To edit the heading scheme, click on the heading text *Settings* icon.



From the Heading Scheme window, make any changes to the typeface choice, formatting (e.g. bold, italic, upper case), color, and size. Click on the “Close” button or the *Close Window* icon to apply changes and close the window. Click on the “Undo” button to undo changes.

7. To edit the introduction text, enter new text in the “Introduction Text” text box.

8. Enter the full name of the survey administrator in the “Contact Name (required)” text box.

9. Enter the phone number of the survey administrator in the “Contact Phone (required)” text boxes. Note that the phone extension is optional.

10. Enter the e-mail address of the survey administrator in the “Contact E-mail (required)” text box.

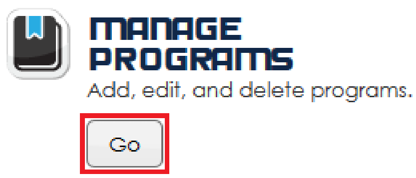
11. Click on the “Save” button to save the website customizations. To undo your most recent changes, click on the “Undo” button. To reset the default settings, click on the “Reset to Default” button.

2.2.4 Manage Programs

Once the website customizations have been saved for the first time, the primary survey administrator will be directed to the dashboard. On the top left of the dashboard, you will see a section called “MANAGE PROGRAMS”. The primary survey administrator can use this section to add, edit, and delete gainful employment programs.

A. To manage programs:

In the Manage Programs section, click on the “Go” button.



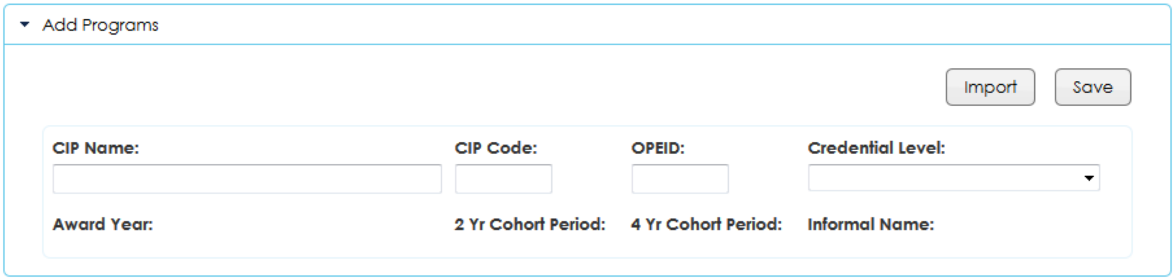
Alternatively, click on the “PROGRAMS” option under the “MANAGE” menu from the toolbar.

All four management pages (Manage Programs, Manage Staff, Manage Cohorts, and Manage Data Collections), consist of an accordion[10] to add a new record, and an accordion to view and edit existing records. To navigate between accordions, click on the accordion header (e.g. “Add Programs” or “View, Edit, and Delete Programs”). From the Add Programs accordion (Figure 4), a program can be created manually or by importing a comma separated values (CSV) file with graduate characteristics from the Federal Student Aid’s (FSA) National Student Loan Data System (NSLDS).[11]

Figure 4. Add Programs Accordion

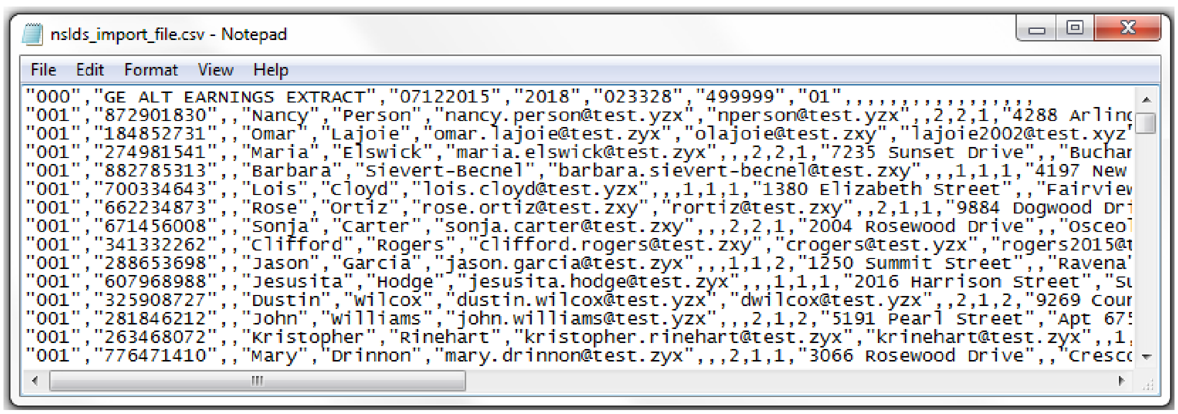
[10] An accordion is a user interface that displays collapsible content panels for presenting information in a limited amount of space.

[11] FSA is developing an NSLDS query that will provide postsecondary institutions with contact information and NRBA variables for graduates enrolled in GE Programs who have received Title IV aid.



The data in this file will be used to populate information about the program and the graduates in the cohort (see 2.2.6 Manage Cohorts). Figure 5 below shows a sample NSLDS import file (refer to Appendix B for the NSLDS file layout).

Figure 5. Sample NSLDS File



nslds_import_file.csv - Notepad

File Edit Format View Help

```
"000","GE ALT EARNINGS EXTRACT","07122015","2018","023328","499999","01",,,,,,,,,,,,,,,,,,
"001","872901830",,"Nancy","Person","nancy.person@test.yzx","nperson@test.yzx",,2,2,1,"4288 Arlin
"001","184852731",,"Omar","Lajoie","omar.lajoie@test.zyx","olajoie@test.zxy","lajoie2002@test.xyz"
"001","274981541",,"Maria","Elswick","maria.elswick@test.zyx",,,2,2,1,"7235 Sunset Drive",,"Buchar
"001","882785313",,"Barbara","Sievert-Becnel","barbara.sievert-becnel@test.zxy",,,1,1,1,"4197 New
"001","700334643",,"Lois","Cloyd","lois.cloyd@test.yzx",,,1,1,1,"1380 Elizabeth Street",,"Fairview
"001","662234873",,"Rose","Ortiz","rose.ortiz@test.zxy","rortiz@test.zxy",,2,1,1,"9884 Dogwood Dri
"001","671456008",,"Sonja","Carter","sonja.carter@test.zxy",,,2,2,1,"2004 Rosewood Drive",,"Osceol
"001","341332262",,"Clifford","Rogers","clifford.rogers@test.zxy","crogers@test.yzx","rogers2015@t
"001","288653698",,"Jason","Garcia","jason.garcia@test.zyx",,,1,1,2,"1250 Summit Street",,"Ravena"
"001","607968988",,"Jesusita","Hodge","jesusita.hodge@test.zyx",,,1,1,1,"2016 Harrison Street","Su
"001","325908727",,"Dustin","Wilcox","dustin.wilcox@test.yzx","dwilcox@test.yzx",,2,1,2,"9269 Cour
"001","281846212",,"John","Williams","john.williams@test.yzx",,,2,1,2,"5191 Pearl Street","Apt 67
"001","263468072",,"Kristopher","Rinehart","kristopher.rinehart@test.zyx","krinehart@test.zyx",,1,
"001","776471410",,"Mary","Drinnon","mary.drinnon@test.zyx",,,2,1,1,"3066 Rosewood Drive",,"Cresc
```

Once a program has been created, the other management pages will be made available.

B. To input a program manually:

1. Begin typing the CIP[12] name in the "CIP Name" auto-completer text box. Then select the CIP name from the list. The associated CIP code will automatically be populated.

   Alternatively, begin typing the CIP code in the "CIP Code" auto-completer text box. Then select the CIP code from the list. The associated CIP name will automatically be populated.

2. Begin typing the OPEID[13] in the "OPEID" auto-completer text box. Then select the OPEID from the list.

[12] Classification of Instructional Programs (CIP) were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a taxonomic scheme to support accurate tracking, assessment, and reporting of fields of study and program completions activity. To find the CIP name and code for your program, go to https://nces.ed.gov/pubs2002/cip2000/.

[13] The OPEID is an identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so

3. Select the credential level from the "Credential Level" drop-down box.

4. Select the award year from the "Award Year" drop-down box. The 2- and 4-year cohort periods will be auto-populated.[14]

5. Choose and enter an informal name for the program in the "Informal Name" text box. The informal name will be used within the RGEES platform to refer to the program.

6. Click on the "Save" button to add the program.

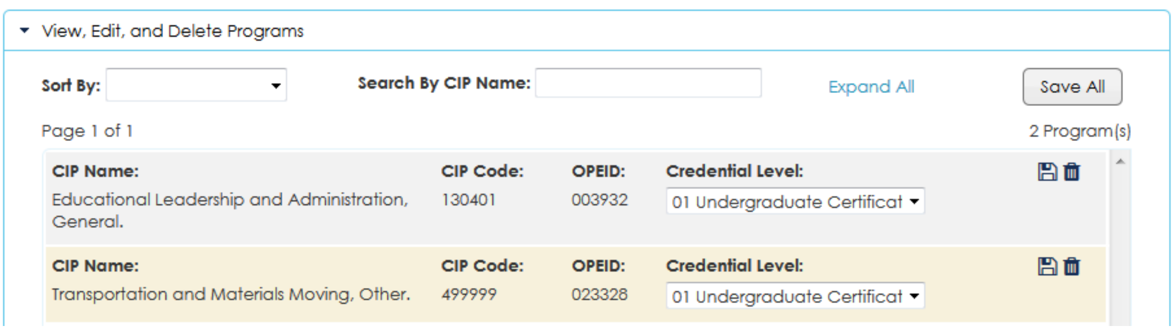
C. To import the CSV file from NSLDS:

1. Click on the "Import" button to open the File Upload window.

2. From the File Upload window, select the NSLDS CSV file to import and click on the "Open" button. The graduates in the program will be automatically loaded into the cohort and can be viewed and modified on the Manage Cohorts page (see 2.2.6 Manage Cohorts).

Existing programs can be viewed, edited, and deleted from the View, Edit, and Delete Programs accordion. By default, the award year, cohort periods, and informal name are hidden from view. These can be shown by following the instructions to show or hide the program details in step F below.

Figure 6. View, Edit, and Delete Programs Accordion



D. To sort programs:

Make a selection from the "Sort By" drop-down box.

E. To search programs by CIP Name:

Begin typing into the "Search By CIP Name" text box.

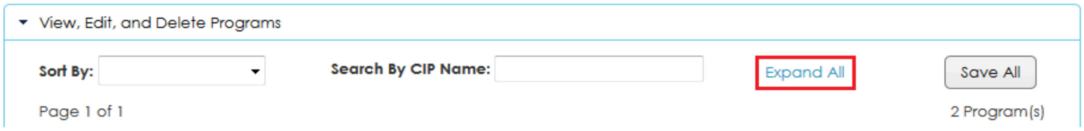
F. To show or hide the program details:

To show the program details, click on the "Expand All" link.

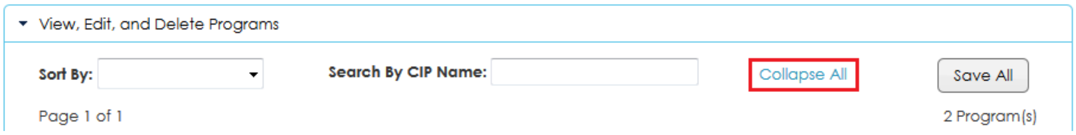
---

that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. To find your institution's OPEID, go to https://nces.ed.gov/collegenavigator/.

[14] For more information about 2- and 4-year cohort periods, see http://www.ifap.ed.gov/GainfulEmploymentInfo/GEResourcesV2.html.



To hide the program details, click on the “Collapse All” link.



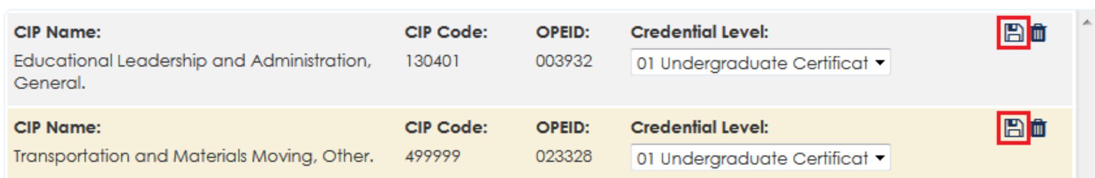
G. To navigate between pages of programs:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

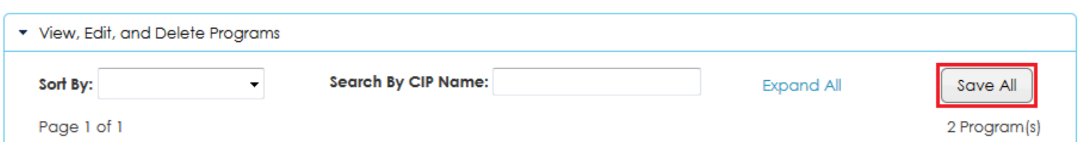
H. To edit a program:

1. Show the program details by clicking on the “Expand All” link, then make any edits to the credential level, award year, and informal name.

2. Click on the *Save* icon for that program.

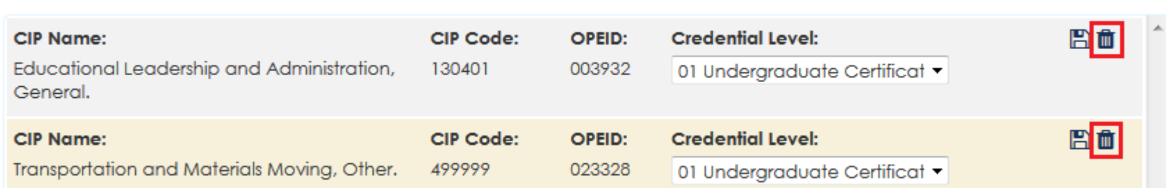


To save edits for multiple programs, click on the “Save All” button.



I. To delete a program:

Click on the *Delete* icon for that program. Note that the *Delete* icon will be shown only if the program does not belong to an open data collection. If a program needs to be deleted, ensure it is closed first.



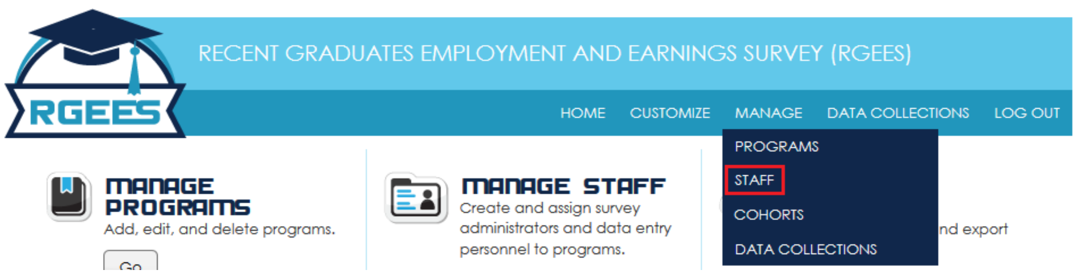
2.2.5 Manage Staff

The Manage Staff section on the dashboard enables the primary survey administrator to create and assign secondary administrators and data entry personnel to programs. Once a staff member has been added, they will receive an e-mail with a system-generated username and default temporary password that will allow them to log into the RGEES dashboard. Secondary administrators have the ability to manage cohorts, manage data collections, e-mail cohorts, proxy graduate, and produce reports for the programs to which they are assigned. Data entry personnel can only manage cohorts and proxy graduates for programs to which they have been assigned.

A. To manage staff:

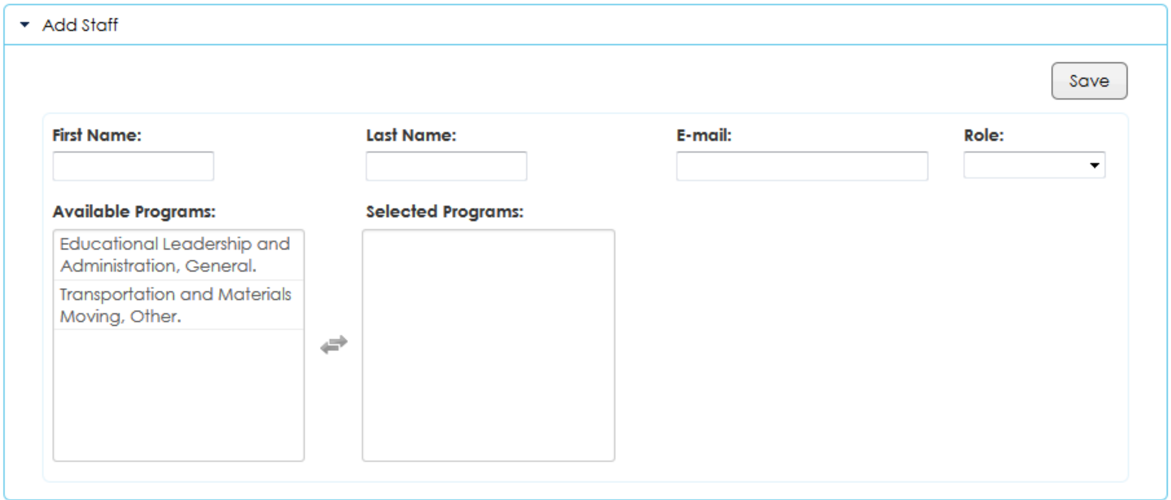
In the Manage Staff section, click on the "Go" button.

Alternatively, click on the "STAFF" option under the "MANAGE" menu from the toolbar.



New staff members can be created and assigned to programs from the Add Staff accordion (Figure 7).

Figure 7. Add Staff Accordion



B. To add a staff member:

1. Enter the first name of the staff member in the “First Name” text box.

2. Enter the last name of the staff member in the “Last Name” text box.

3. Enter the e-mail address of the staff member in the “E-mail” text box.

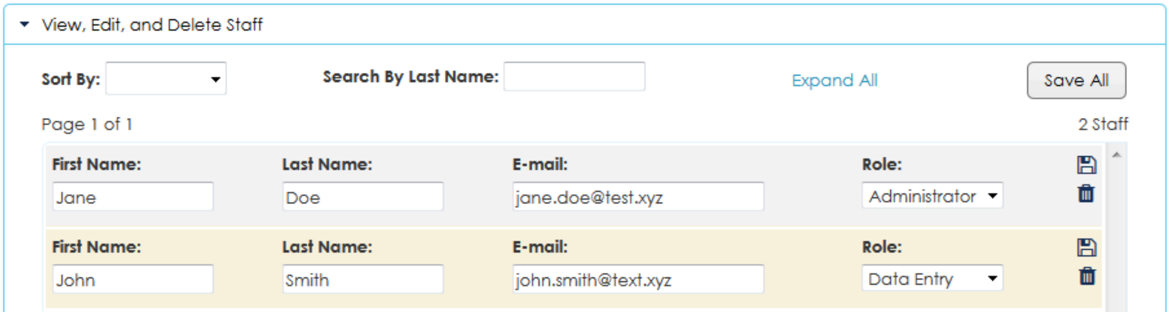
4. Select the role of the staff member from the “Role” drop-down box.

5. Click on a program name from the “Available Programs” list. To deselect a program, click on the program name from the “Selected Programs” list.

6. Click on the “Save” button to add a new staff member.

Existing staff members can be viewed, edited, and deleted from the View, Edit, and Delete Staff accordion (Figure 8). By default, the list of available programs, selected programs, and usernames are hidden from view.

Figure 8. View, Edit, and Delete Programs Accordion



C. To sort staff

Make a selection from the "Sort By" drop-down box.

D. To search staff by last name:

Begin typing into the "Search By Last Name" text box.

E. To show or hide the staff details:

To show staff details, click on the "Expand All" link. To hide the staff details, click on the "Collapse All" link.

F. To navigate between pages of staff members:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

G. To edit a staff member's details:

1. Show the staff details by clicking on the "Expand All" link, then make any edits to the first name, last name, e-mail address, role, or selected programs.

2. Click on the *Save* icon for that staff member. To save edits for multiple staff members, click on the "Save All" button.

H. To delete a staff member:

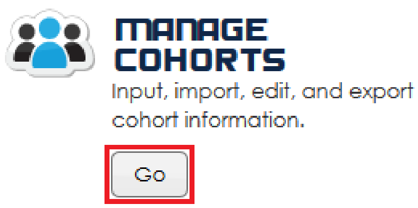
Click on the *Delete* icon for that staff member.

2.2.6 Manage Cohorts

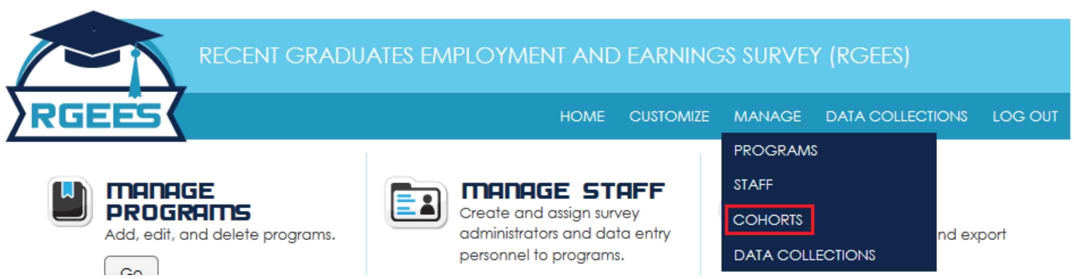
The Manage Cohorts section is located on the top right of the dashboard. This section can be used by survey administrators and data entry personnel to manually input, import, edit, and export cohort information for a particular program.

A. To manage cohorts:

In the Manage Cohorts section, click on the "Go" button.



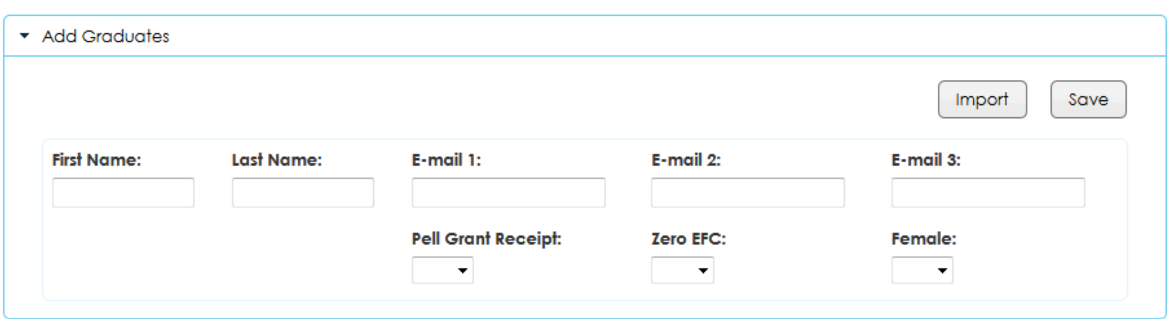
Alternatively, click on the "COHORTS" option under the "MANAGE" menu from the toolbar.



If the cohort was previously imported from the Manage Programs page (see 2.2.4 Manage Programs), then it will appear in the View and Edit Graduates accordion. From the Add Graduates accordion (Figure 9), graduates can be added manually one at a time, or in bulk by importing a Microsoft Excel file. Graduates added from this accordion will be defaulted to the "Base" cohort type (refer to 2.2.7.3.a Response Rate Report for definitions of each cohort type). Once added, each graduate will be assigned a unique Grad ID, system-generated username, and 4-digit PIN.

If the platform's e-mail feature has been enabled by your institution's IT staff, it is important that, when you conduct a test run, you specify e-mail addresses that you can access to in the "E-mail 1", "E-mail 2", and "E-mail 3" text boxes or Excel columns.

Figure 9. Add Graduates Accordion



B. To input a graduate manually:

1. Select the program name from the “Program Name” drop-down box.

2. Enter the first name of the graduate in the “First Name” text box.

3. Enter the last name of the graduate in the “Last Name” text box.

4. Enter the first e-mail address of the graduate in the “E-mail 1” text box.

5. Enter the second e-mail address of the graduate in the “E-mail 2” text box. This is an optional field.

6. Enter the third e-mail address of the graduate in the “E-mail 3” text box. This is an optional field.

7. Specify whether the graduate received a Pell Grant in the “Pell Grant Receipt” drop-down box. This is an optional field but the information is needed to do the nonresponse bias analysis if required by the RGEES Standards.

8. Specify whether the graduate had zero expected family contribution (EFC) in the “Zero EFC” drop-down box. This is an optional field but the information is needed to do the nonresponse bias analysis if required by the RGEES Standards.

9. Specify whether the graduate is a female in the “Female” drop-down box. This is an optional field but the information is needed to do the nonresponse bias analysis if required by the RGEES Standards.

10. Click on the “Save” button to add the new graduate to the cohort.

C. To create an Excel import file to add graduates:

1. Open a blank workbook in Excel.

2. In column A (First Name), enter the first name.

3. In column B (Last Name), enter the last name.

4. In column C (E-mail 1), enter the first e-mail address. All e-mails should be unique.

5. In column D (E-mail 2), enter the second e-mail address. This is an optional column. Leave blank if you do not have a second e-mail address for the graduate.

6. In column E (E-mail 3), enter the third e-mail address. This is an optional column. Leave blank if you do not have a third e-mail address for the graduate.

7. In column F (Pell Grant Receipt), enter “1” for Yes and “2” for No.

8. In column G (Zero EFC), enter “1” for Yes and “2” for No.

9. In column H (Female), “1” for Yes and “2” for No.

	A	B	C	D	E	F	G	H
1	Jennifer	Phillips	jphillips@test.xyz			1	2	1

10. Repeat steps 2 to 9 to insert additional graduates.

	A	B	C	D	E	F	G	H
1	Jennifer	Phillips	jphillips@test.xyz			1	2	1
2	Jack	Miller	jmiller@test.xyz			2	1	2
3	Steve	Jones	sjones@test.xyz	steve.jones@test.xyz		1	2	2
4	Eric	Woods	ewoods@test.xyz	eric.woods@test.xyz	ew@text.xyz	1	2	2
5	Mary	Harrison	mharrison@test.xyz			1	1	1

11. Save the Excel workbook in xls or xlsx format.

D. To import a cohort Excel file:

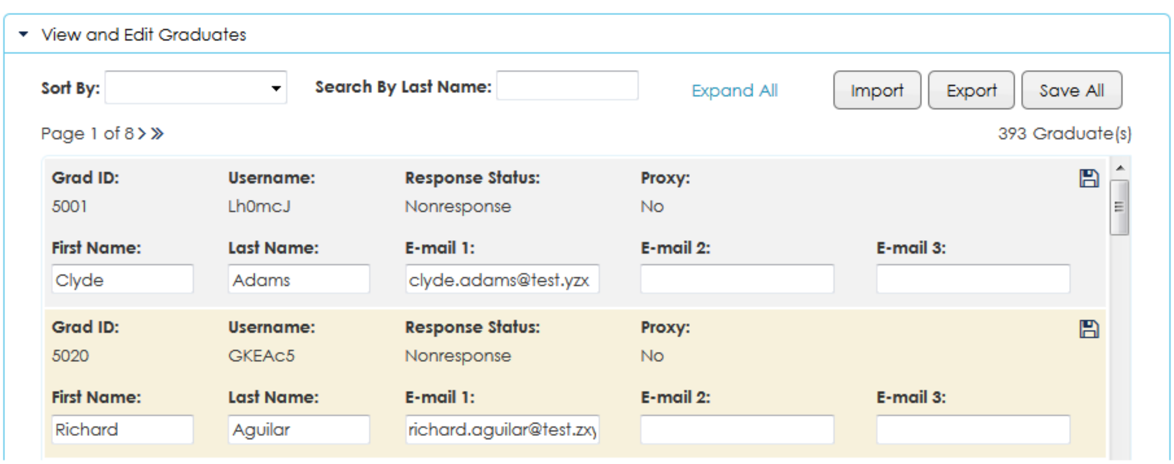
1. Click on the “Import” button to open the File Upload window.

2. From the File Upload window, select the Excel cohort file to import and click on the “Open” button.

Existing graduates in the cohort can be viewed and edited from the View and Edit Graduates accordion (Figure 10). In addition to displaying the Grad ID and username, the accordion also shows the graduate’s response status (e.g., nonresponse, partial, complete), and whether their survey responses were inputted by a survey administrator or data entry staff (see 2.2.7.2 Proxy Graduates). By default, the cohort type, status, NRBA variables, data edits and e-mail logs are hidden from view.

Graduates’ data can be edited manually or in bulk by importing a Microsoft Excel file. Edits made to graduate data and e-mails sent to the graduate via the RGEES platform (see 2.2.7.1 E-mail Cohorts) are recorded for auditing purposes.

Figure 10. View and Edit Graduates Accordion



E. To sort graduates:

Make a selection from the “Sort By” drop-down box.

F. To search graduates by last name:

Begin typing into the “Search By Last Name” text box.

G. To show or hide the graduate details:

To show graduate details, click on the “Expand All” link. To hide the graduate details, click on the “Collapse All” link.

H. To navigate between pages of graduates:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

I. To edit a graduate manually:

1. Show the graduate details by clicking on the “Expand All” link, then make any edits to the first name, last name, e-mail addresses, cohort type, status, NRBA variables.

   Note that there is not an option to delete a graduate. To exclude a graduate who is no longer eligible to complete the survey due to death or incarceration, select “Ineligible” from the “Status” drop-down box.

2. Click on the *Save* icon for that graduate. To save edits for multiple graduates, click on the “Save All” button.

J. To export graduates:

Click on the “Export” button.

K. To create an Excel import file to update graduates:

1. Open the graduates export file, created in step J, in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	RGEES Transportation and Materials Moving, Other. Cohort														
2	12/21/2015 05:54														
3															
4	Grad ID	First Name	Last Name	E-mail 1	E-mail 2	E-mail 3	Cohort Type	Status	Pell Grant Recipient	Zero EFC	Female	Username	Response Status	Data Edits	E-mail Log
5	4904	Nancy	Person	nancy.person@test.yzx	nperson@test.yzx		Vetted	Eligible	2	2	1	IVTiAp	Nonresponse		
6	4905	Omar	Lajoie	omar.lajoie@test.zyx	olajoie@test.zxy	lajoie2002@test.xyz	Vetted	Eligible	2	1	2	B6ya13	Nonresponse		
7	4906	Maria	Elswick	maria.elswick@test.zyx			Vetted	Eligible	2	2	1	HudKrF	Nonresponse		
8	4907	Barbara	Sievert-Becnel	barbara.sievert-becnel@test.zxy			Vetted	Eligible	1	1	1	kG0dZA	Nonresponse		
9	4908	Lois	Cloyd	lois.cloyd@test.yzx			Vetted	Eligible	1	1	1	DnDbyF	Nonresponse		
10	4909	Rose	Ortiz	rose.ortiz@test.zxy	rortiz@test.zxy		Vetted	Eligible	2	1	1	GMJTwb	Nonresponse		

2. Delete columns L through O.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	RGEES Transportation and Materials Moving, Other. Cohort														
2	12/21/2015 05:54														
3															
4	Grad ID	First Name	Last Name	E-mail 1	E-mail 2	E-mail 3	Cohort Type	Status	Pell Grant Recipient	Zero EFC	Female	Username	Response Status	Data Edits	E-mail Log
5	4904	Nancy	Person	nancy.person@test.yzx	nperson@test.yzx		Vetted	Eligible	2	2	1	IVTiAp	Nonresponse		
6	4905	Omar	Lajoie	omar.lajoie@test.zyx	olajoie@test.zxy	lajoie2002@test.xyz	Vetted	Eligible	2	1	2	B6ya13	Nonresponse		
7	4906	Maria	Elswick	maria.elswick@test.zyx			Vetted	Eligible	2	2	1	HudKrF	Nonresponse		
8	4907	Barbara	Sievert-Becnel	barbara.sievert-becnel@test.zxy			Vetted	Eligible	1	1	1	kG0dZA	Nonresponse		
9	4908	Lois	Cloyd	lois.cloyd@test.yzx			Vetted	Eligible	1	1	1	DnDbyF	Nonresponse		
10	4909	Rose	Ortiz	rose.ortiz@test.zxy	rortiz@test.zxy		Vetted	Eligible	2	1	1	GMJTwb	Nonresponse		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	RGEES Transportation and Materials Moving, Other. Cohort														
2	12/21/2015 05:54														
3															
4	Grad ID	First Name	Last Name	E-mail 1	E-mail 2	E-mail 3	Cohort Type	Status	Pell Grant Recipient	Zero EFC	Female				
5	4904	Nancy	Person	nancy.person@test.yzx	nperson@test.yzx		Vetted	Eligible	2	2	1				
6	4905	Omar	Lajoie	omar.lajoie@test.zyx	olajoie@test.zxy	lajoie2002@test.xyz	Vetted	Eligible	2	1	2				
7	4906	Maria	Elswick	maria.elswick@test.zyx			Vetted	Eligible	2	2	1				
8	4907	Barbara	Sievert-Becnel	barbara.sievert-becnel@test.zxy			Vetted	Eligible	1	1	1				
9	4908	Lois	Cloyd	lois.cloyd@test.yzx			Vetted	Eligible	1	1	1				
10	4909	Rose	Ortiz	rose.ortiz@test.zxy	rortiz@test.zxy		Vetted	Eligible	2	1	1				

3. Make any updates to the first name, last name, e-mail addresses, cohort type, status, and NRBA variables. The table below shows the valid values for columns G through K. Note that the cohort type cannot be changed from “Vetted” to “Base”.

Column	*Column Name*	*Valid Values*
G	Cohort Type	Base Vetted Adjusted Vetted
H	Status	Eligible Ineligible
I	Pell Grant Recipient	1 for Yes 2 for No
J	Zero EFC	1 for Yes 2 for No
K	Female	1 for Yes 2 for No

4. Delete rows 1 through 4.

	A	B	C	D	E	F	G	H	I	J	K
1	RGEES Transportation and Materials Moving, Other. Cohort										
2	12/21/2015 05:54										
3											
4	Grad ID	First Name	Last Name	E-mail 1	E-mail 2	E-mail 3	Cohort Type	Status	Pell Grant Recipient	Zero EFC	Female
5	4904	Nancy	Person	nancy.person@test.yzx	nperson@test.yzx		Vetted	Eligible	2	2	1
6	4905	Omar	Lajoie	omar.lajoie@test.zyx	olajoie@test.zxy	lajoie2002@test.xyz	Vetted	Eligible	2	1	2
7	4906	Maria	Elswick	maria.elswick@test.zyx			Vetted	Eligible	2	2	1
8	4907	Barbara	Sievert-Becnel	barbara.sievert-becnel@test.zxy			Vetted	Eligible	1	1	1
9	4908	Lois	Cloyd	lois.cloyd@test.yzx			Vetted	Eligible	1	1	1
10	4909	Rose	Ortiz	rose.ortiz@test.zxy	rortiz@test.zxy		Vetted	Eligible	2	1	1

	A	B	C	D	E	F	G	H	I	J	K
1	4904	Nancy	Person	nancy.person@test.yzx	nperson@test.yzx		Vetted	Eligible	2	2	1
2	4905	Omar	Lajoie	omar.lajoie@test.zyx	olajoie@test.zxy	lajoie2002@test.xyz	Vetted	Eligible	2	1	2
3	4906	Maria	Elswick	maria.elswick@test.zyx			Vetted	Eligible	2	2	1
4	4907	Barbara	Sievert-Becnel	barbara.sievert-becnel@test.zxy			Vetted	Eligible	1	1	1
5	4908	Lois	Cloyd	lois.cloyd@test.yzx			Vetted	Eligible	1	1	1
6	4909	Rose	Ortiz	rose.ortiz@test.zxy	rortiz@test.zxy		Vetted	Eligible	2	1	1
7	4910	Sonja	Carter	sonja.carter@test.zxy			Vetted	Eligible	2	2	1
8	4911	Clifford	Rogers	clifford.rogers@test.zxy	crogers@test.yzx	rogers2015@test.yzx	Vetted	Eligible	2	2	2
9	4912	Jason	Garcia	jason.garcia@test.zyx			Base	Eligible	1	1	2
10	4913	Jesusita	Hodge	jesusita.hodge@test.zyx			Vetted	Eligible	1	1	1

5. Save the Excel workbook in xls or xlsx format.

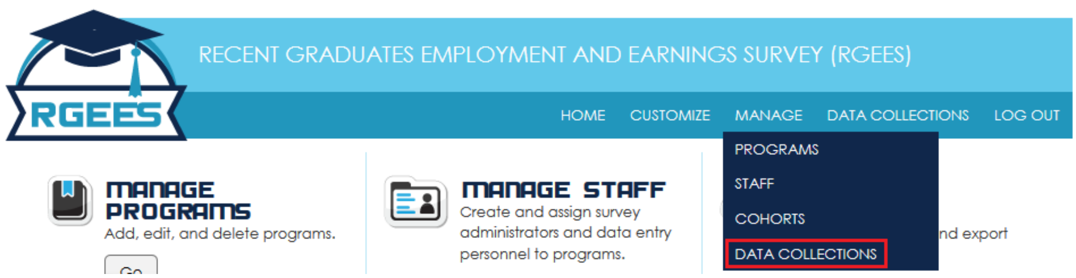
2.2.7 Manage Data Collections

Located on the bottom of the dashboard, the Manage Data Collections section is used to create and delete data collections; send e-mails to graduates; proxy graduates; and produce survey status and survey results reports.

A. To manage data collections:

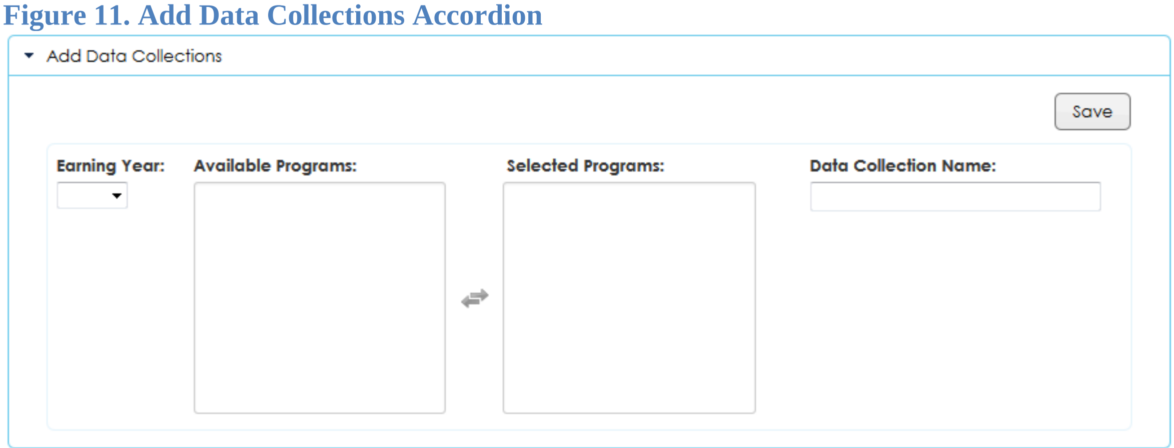
In the Manage Data Collections section, click on the "Go" button.

Alternatively, click on the "DATA COLLECTIONS" option under the "MANAGE" menu from the toolbar.



Once a data collection has been created from the Add Data Collections accordion (Figure 11), the E-mail Cohorts, Proxy Graduates, and Produce Reports subsections will become available.

Figure 11. Add Data Collections Accordion



B. To add a data collection:

1. Select the earning year from the "Earning Year" drop-down box. Note that this drop-down box will only be populated if there is at least one program that has not been assigned to a data collection.

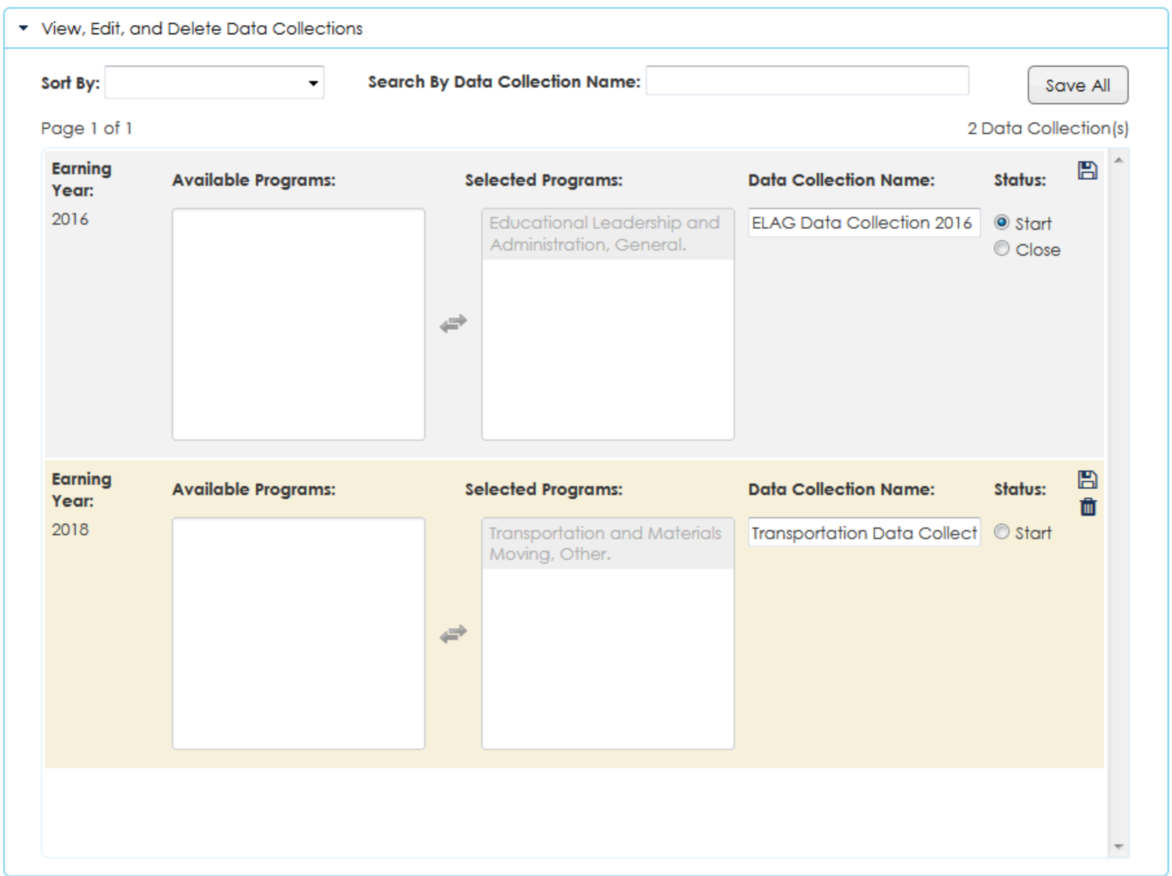
2. Click on a program name from the "Available Programs" list. To deselect a program, click on the program name from the "Selected Programs" list.

3. Enter the data collection name in the "Data Collection Name" text box.

4. Click on the "Save" button to add the data collection.

Existing data collections can be viewed, edited, and deleted from the View, Edit, and Delete Data Collections accordion (Figure 12). Please note that you must manually start a new data collection before graduates can log in to the survey. Once a data collection has started, the selected programs cannot be changed. Furthermore, it cannot be deleted until it has been manually closed.

Figure 12. View, Edit, and Delete Data Collections Accordion



C. To change the data collection status:

1. To start a data collection, click on the "Start" status option button.

2. To close a data collection that has started, click on the "Close" status option button.

3. To reopen a data collection that has been closed, click on the “Reopen” status option button.

D. To sort data collections:

Make a selection from the “Sort By” drop-down box.

E. To search data collections:

Begin typing into the “Search By Data Collection Name” text box.

F. To navigate between pages of graduates:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

G. To edit a data collection that has not yet started:

1. Make any edits to the selected programs and data collection name.

2. Click on the *Save* icon for that data collection. To save edits for multiple data collections, click on the “Save All” button.

H. To delete a closed data collection:

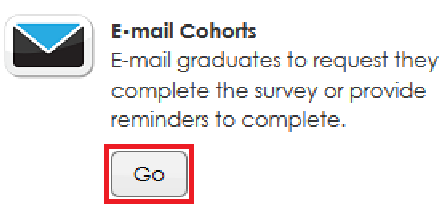
Click on the *Delete* icon for that data collection.

2.2.7.1 E-mail Cohorts

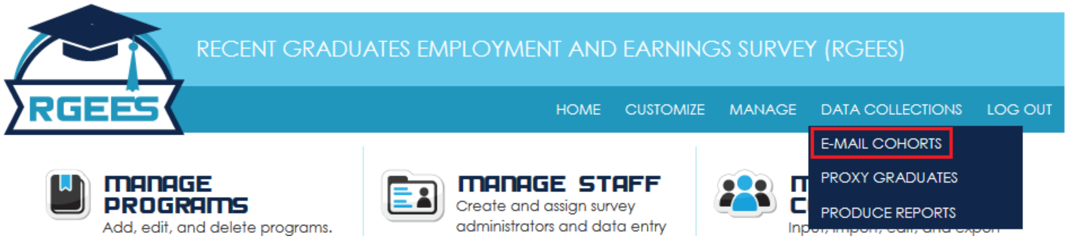
The following instructions explain how survey administrators can utilize the E-mail Cohorts subsection to send initial, follow-up, and custom e-mails to cohort graduates in a particular data collection. E-mails will be sent to the addresses specified in “E-mail 1”, “E-mail 2” and “E-mail 3” text boxes on the Manage Cohorts page (see 2.2.6 Manage Cohorts). Please note, if your institution’s IT staff does not set up the e-mail service for the RGEES platform, you will be unable to use this feature.

A. To e-mail cohorts:

1. In the Manage Data Collections section under E-mail Cohorts, click on the “Go” button.



Alternatively, click on the “E-MAIL COHORTS” option under the “DATA COLLECTIONS” menu from the toolbar.



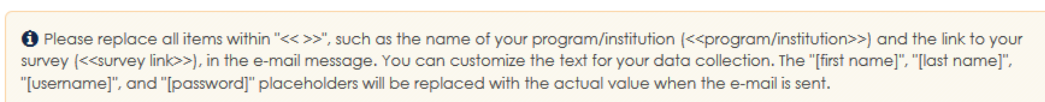
2. Select the data collection name from the “Data Collection Name” drop-down box.

3. Select the respondent status from the “Respondent Status” drop-down box.

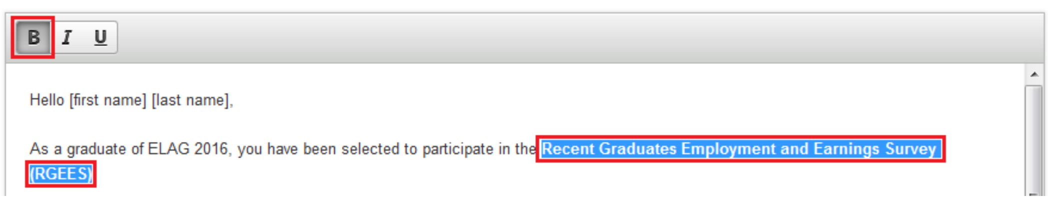
4. Select the e-mail type[15] from the “E-mail Type” drop-down box.

5. The e-mail subject will be automatically populated with the data collection name. You may specify another subject in the “Subject” text box.

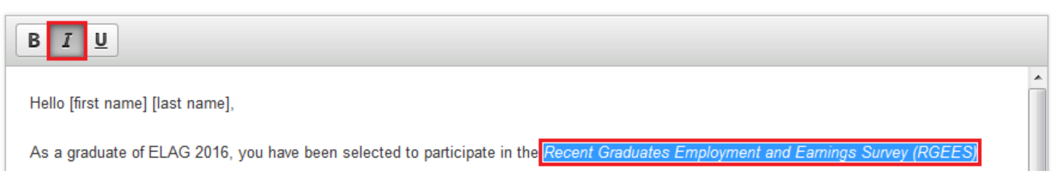
6. In the “Message” text area, replace all items within “<< >>”, such as the name of your program/institution (<<program/institution>>) and the URL link to your survey (<<survey link>>). You may make additional edits to the message. Be sure to carefully replace **all** items within “<< >>” to ensure no fields are left with temporary text that may be confusing to graduates.



7. To set text in bold, select the text and click on the *Bold* icon.

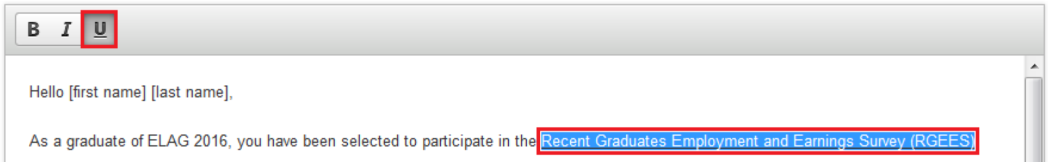


8. To italicize text, select the text and click on the *Italicize* icon.



[15] For more information about the different types of e-mails, see the Best Practices Guide.

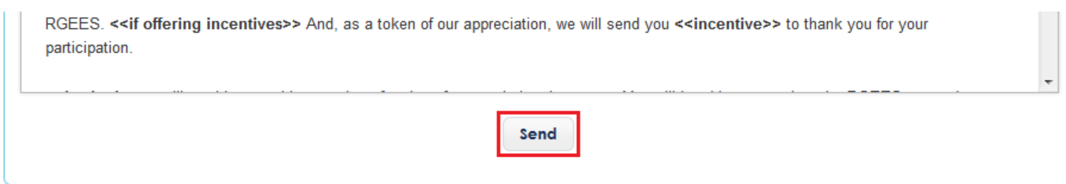
9. To underline text, select the text and click on the *Underline* icon.



10. For blank e-mail types, enter the name of the new template in the "Template Name" text box.

11. To save your edits to the message template, click on "Save Message Template" button. For blank e-mail types, the name of the new message template specified in step 10 will be added to the "E-mail Type" drop-down box.

12. To send e-mails to the cohort, click on the "Send" button. Note, for your edits to take effect, you **must** click the "Save Message Template" first before clicking the "Send" button.

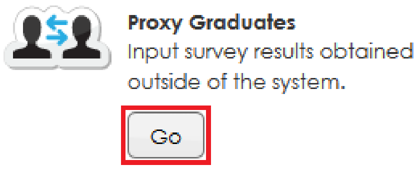


2.2.7.2 Proxy Graduates

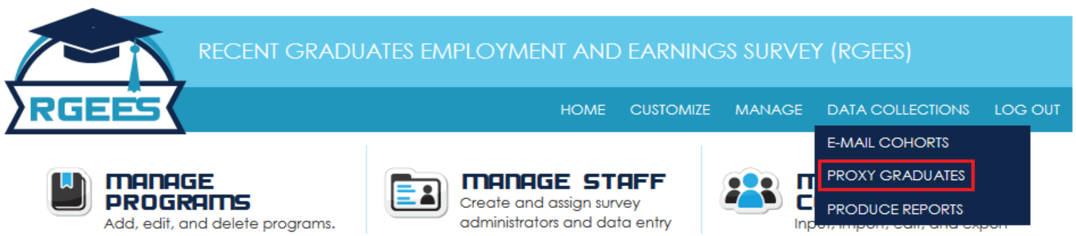
Survey data collected outside of the RGEES platform (e.g., phone interview, paper and pencil survey) may be manually inputted using the Proxy Graduates subsection on the dashboard. Survey administrators and data entry staff can only proxy graduates who have not responded to the online survey, or who have logged onto the online survey, but have not submitted their responses.

A. To proxy graduates:

1. In the Manage Data Collections section under Proxy Graduates, click on the "Go" button.

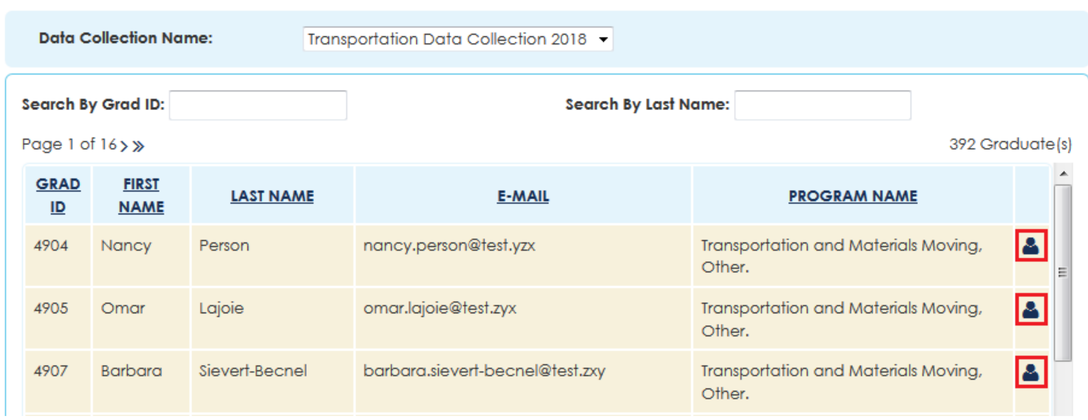


Alternatively, click on the "PROXY GRADUATES" option under the "DATA COLLECTIONS" menu from the toolbar.

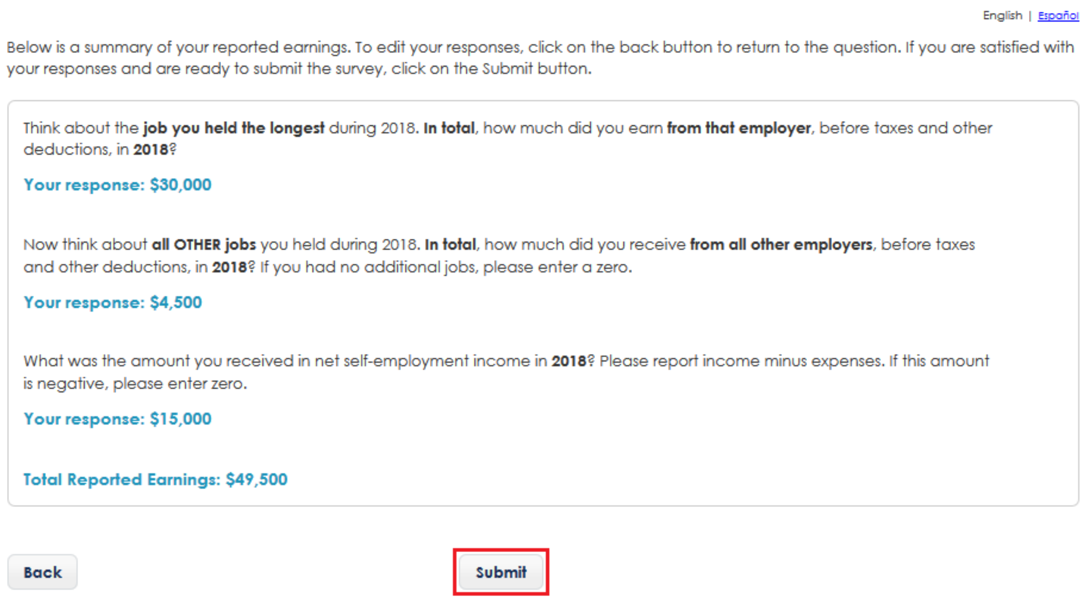


2. Select the data collection name from the "Data Collection" drop-down box.

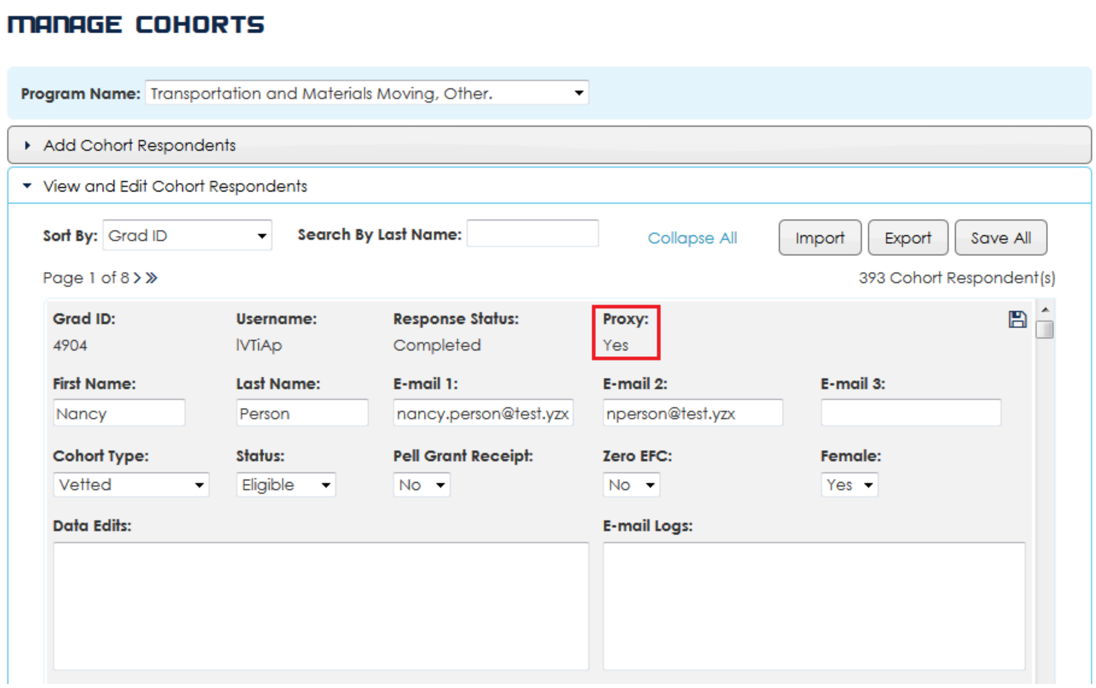
3. Click on the *Proxy* icon for that graduate.



4. Answer the survey items, then click on the "Submit" button to submit the responses on the reported earnings summary page.



Respondents that have been proxied by an administrator will be marked as “Yes” in the “Proxy” column on the View and Edit Graduates accordion (see 2.2.6 Manage Cohorts).



B. To search graduates:

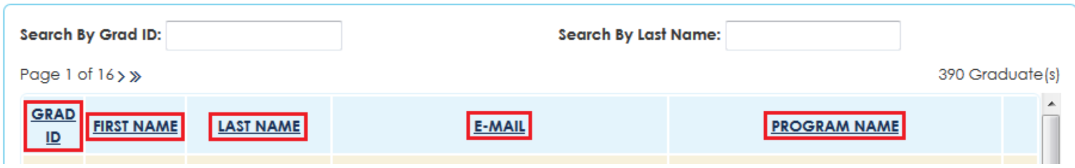
To search by Grad ID, begin typing into the “Search By Grad ID” text box. To search by last name, begin typing into the “Search By Last Name” text box.

C. To navigate between pages of graduates:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

D. To sort graduates:

Click on any of the table header links.



2.2.7.3 Produce Reports

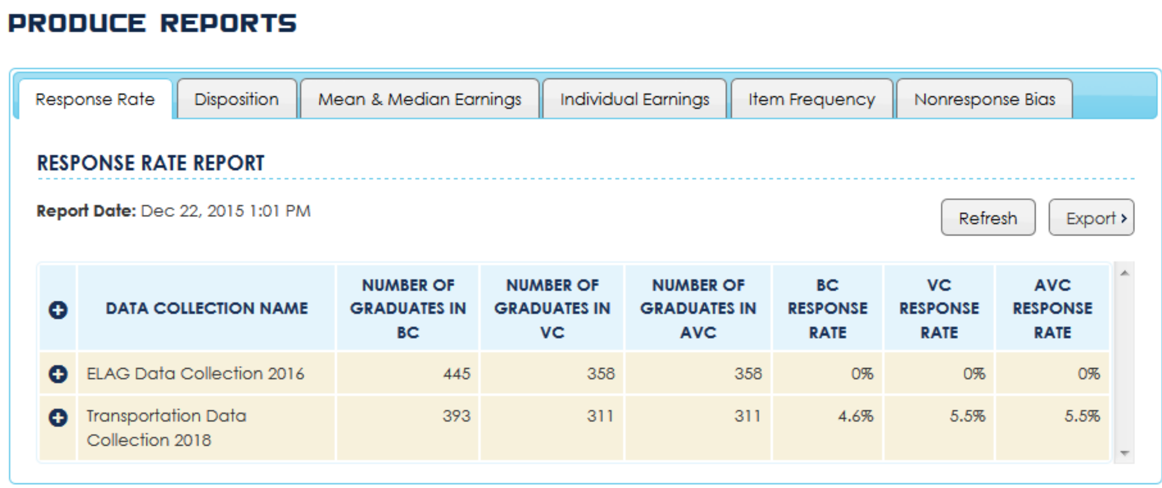
The Produce Reports subsection on the dashboard allows survey administrators to view and export reports used to monitor the progress of the survey administration in real time. For example, a survey administrator may note an unusually high number of cases in which graduates have logged in, but have not yet submitted the survey, and may follow up to verify that there is not a problem with the survey system.

The RGEES platform produces the following six reports:

- Response Rate Report
- Case Disposition Report
- Mean and Median Earning Report for Adjusted Vetted Cohort
- Individual Earnings Report for Respondents not in Vetted Cohort
- Survey Item Frequency Report for Adjusted Vetted Cohort
- Nonresponse Bias Analysis Results for Adjusted Vetted Cohort

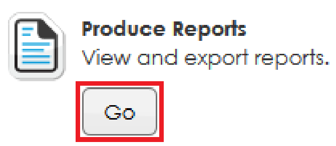
Each report is displayed on a tab at the top of the Produce Reports page (Figure 13). Hover your mouse on a tab to view a brief description of the report. Click on the tab to navigate to a particular report.

Figure 13. Produce Reports Page

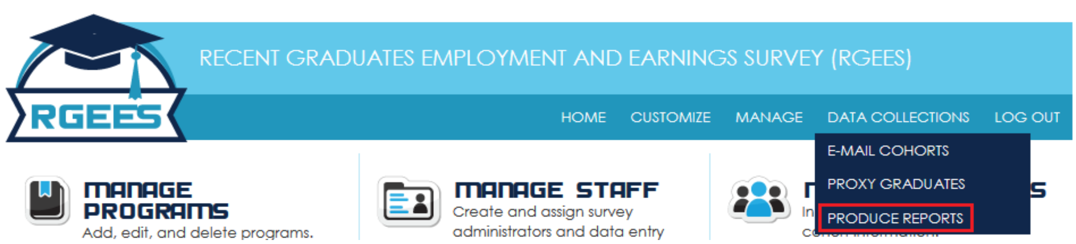


A. To produce reports:

In the Manage Data Collections section under Produce Reports, click on the “Go” button.



Alternatively, click on the “PRODUCE REPORTS” option under the “DATA COLLECTIONS” menu from the toolbar.



2.2.7.3.a Response Rate Report

A survey administrator may review response rates to determine whether to close the survey on schedule or to extend the data collection period. Real-time response rates will be reported for the three different cohort types (Table 1).

Table 1. Cohort Type Definitions

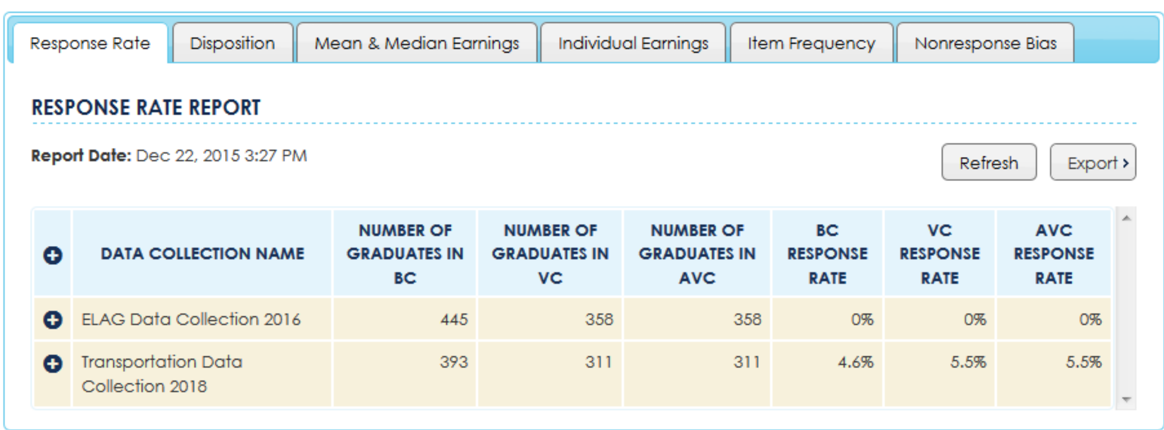
Cohort Type	*Definition*
Number of Graduates in the Base Cohort (BC)	This is defined by the number of all graduates who completed the GE program in the cohort years and received Title IV aid. The number could be greater than the number of graduates in the vetted cohort.
Number of Graduates in the Vetted Cohort (VC)	This is defined by the number of graduates who received Title IV aid and completed the program during the cohort period as agreed upon between the institution and the U.S. Department of Education. The vetted cohort list is used for the earnings match to the Social Security Administration to create the initial debt-to-earnings ratio.
Number of Graduates in the Adjusted Vetted Cohort (AVC)	This is defined by the number of graduates in the vetted cohort and any additional respondents in the base cohort that the institution plans to include in the appeal. If no additional respondents are added, the number of graduates in the AVC is the same as the number in the VC.

The response rate is calculated as follows:

$$Response\ Rate = \frac{Number\ of\ completed\ surveys}{Number\ of\ eligible\ graduates}$$

For any data collection, if the AVC Response Rate is between 50 percent and 80 percent, the data collection will be flagged and a message will be displayed stating the appeal still may not be acceptable because of the remaining potential for bias and data collection should continue. According to the RGEES Standards, response rates below 50 percent cannot be used for an appeal. Figure 14 below shows a sample response rate report.

Figure 14. Sample Response Rate Report



DATA COLLECTION NAME	NUMBER OF GRADUATES IN BC	NUMBER OF GRADUATES IN VC	NUMBER OF GRADUATES IN AVC	BC RESPONSE RATE	VC RESPONSE RATE	AVC RESPONSE RATE
ELAG Data Collection 2016	445	358	358	0%	0%	0%
Transportation Data Collection 2018	393	311	311	4.6%	5.5%	5.5%

A. *To hide and show programs*:

1. To show programs under all data collections, click on the *Expand* icon on the table header.

	DATA COLLECTION NAME	NUMBER OF GRADUATES IN BC	NUMBER OF GRADUATES IN VC	NUMBER OF GRADUATES IN AVC	BC RESPONSE RATE	VC RESPONSE RATE	AVC RESPONSE RATE
	ELAG Data Collection 2016	445	358	358	0%	0%	0%
	Transportation Data Collection 2018	393	311	311	4.6%	5.5%	5.5%

2. To show programs under a single data collection, click on the *Expand* icon for that data collection.

3. To hide programs under all data collections, click on the *Collapse* icon on the table header.

4. To hide programs under a single data collection, click on the *Collapse* icon for that data collection.

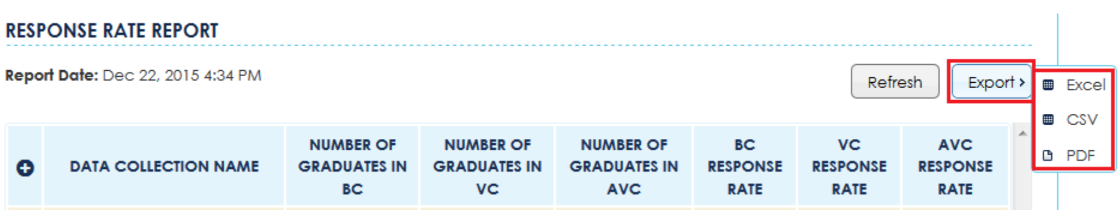
	DATA COLLECTION NAME	NUMBER OF GRADUATES IN BC	NUMBER OF GRADUATES IN VC	NUMBER OF GRADUATES IN AVC	BC RESPONSE RATE	VC RESPONSE RATE	AVC RESPONSE RATE
	ELAG Data Collection 2016	445	358	358	0%	0%	0%
	Educational Leadership and Administration, General.	445	358	358	0%	0%	0%
	Transportation Data Collection 2018	393	311	311	4.6%	5.5%	5.5%
	Transportation and Materials Moving, Other.	393	311	311	4.6%	5.5%	5.5%

B. *To refresh the report:*

To refresh the report, click on the "Refresh" button.

C. *To export the report*:

To export the report, click on the "Excel", "CSV", or "PDF" option from the "Export" menu.



2.2.7.3.b Case Disposition Report

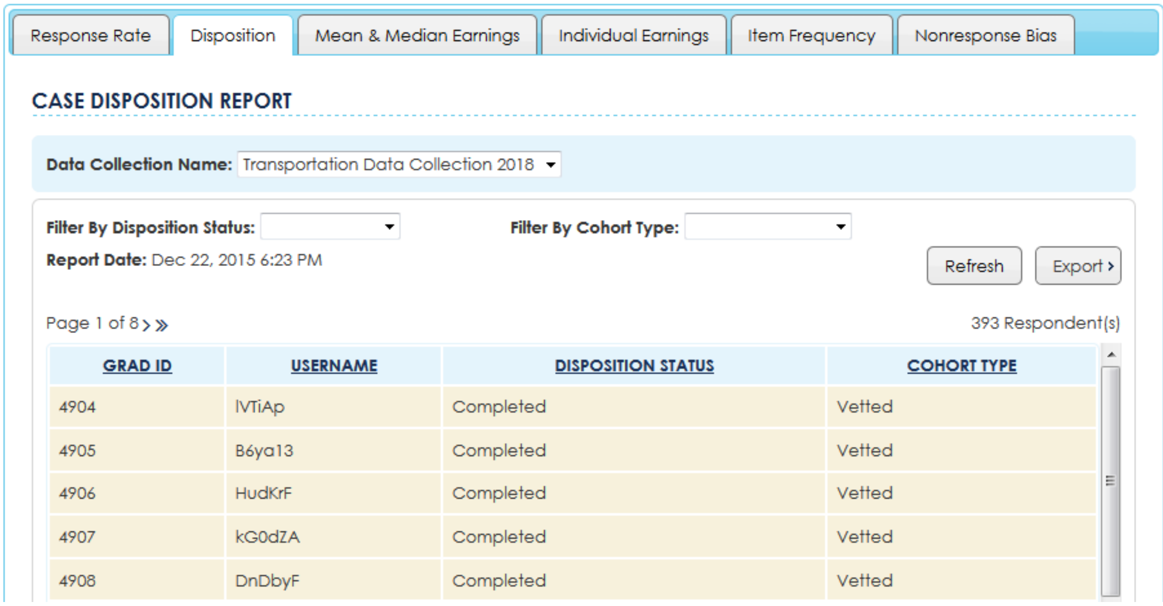
While survey response rates provide important information for survey administrators, follow-up strategies can benefit from accurate and up-to-date information about the status of each case. Providing institutions with a way to determine which graduates have and have not either logged in to the RGEES platform or submitted their survey can assist the institution in ensuring that each graduate has an opportunity to take the survey. The platform assigns the following three case disposition statuses during the data collection (Table 2).

Table 2. Case Disposition Status Definitions

Case Disposition Status	*Definition*
Nonresponse	When usernames have not been used to access the survey, “nonresponse” will be displayed in the survey status report. This will provide administrators with an estimate of the number of graduates who have not yet attempted to take the survey.
Partial	Once a username is used to log into a survey, the case will be assigned a disposition status of “partial” to represent partial completion. Cases assigned this status may include those where graduates have not responded to any earnings survey items, regardless of whether the graduate has reached the final “thank you” screen or not. The number of partial cases will provide survey administrators with a count of the number of graduates who have started, but not yet finalized the survey.
Complete	Cases that are assigned a disposition status of “complete” include those where a graduate has logged into the survey and provided a valid response (including zero earnings) to at least one of the earning survey items, thereby completing the survey regardless of whether he/she has proceeded to the “thank you” screen. This number will provide survey administrators with a count of the number of graduates who will not need any follow-up.

A sample case disposition report is shown in Figure 15 below.

Figure 15. Sample Case Disposition Report



A. To view the report:

Select the data collection name from the “Data Collection Name” drop-down box.

B. To filter the report:

To filter by disposition status, make a selection from the “Filter By Disposition Status” drop-down box. To filter by cohort type, make a selection from the “Filter By Cohort Type” drop-down box.

C. To refresh the report:

Click on the “Refresh” button.

D. To navigate between report pages:

To go to the first page, click on the *First Page* icon. To navigate to the previous page, click on the *Previous Page* icon. To go to the next page, click on *Next Page* icon. To go to the last page, click on the *Last Page* icon.

E. To sort the report:

Click on any of the table header links.

F. To export the report:

To export the report, click on the “Excel”, “CSV”, or “PDF” option from the “Export” menu.

The RGEES platform has a built-in reporting dashboard that allows institutions to easily access survey results. The report contains these sections: mean and median earnings for the cohort, individual earnings for respondents who are not in the VC, frequency counts of survey items and the non-response bias analysis results. The system will also provide survey administrators with the ability to view and export the report to an Excel, CSV or PDF file.

2.2.7.3.c Mean and Median Earning Report for Adjusted Vetted Cohort

The *mean* is a type of average and is simply the sum of all wages (i.e., all wages added together) divided by the number of cases that responded, or:

$$Mean = \frac{Sum\ of\ all\ respondents'wages}{Number\ of\ responding\ cases}$$

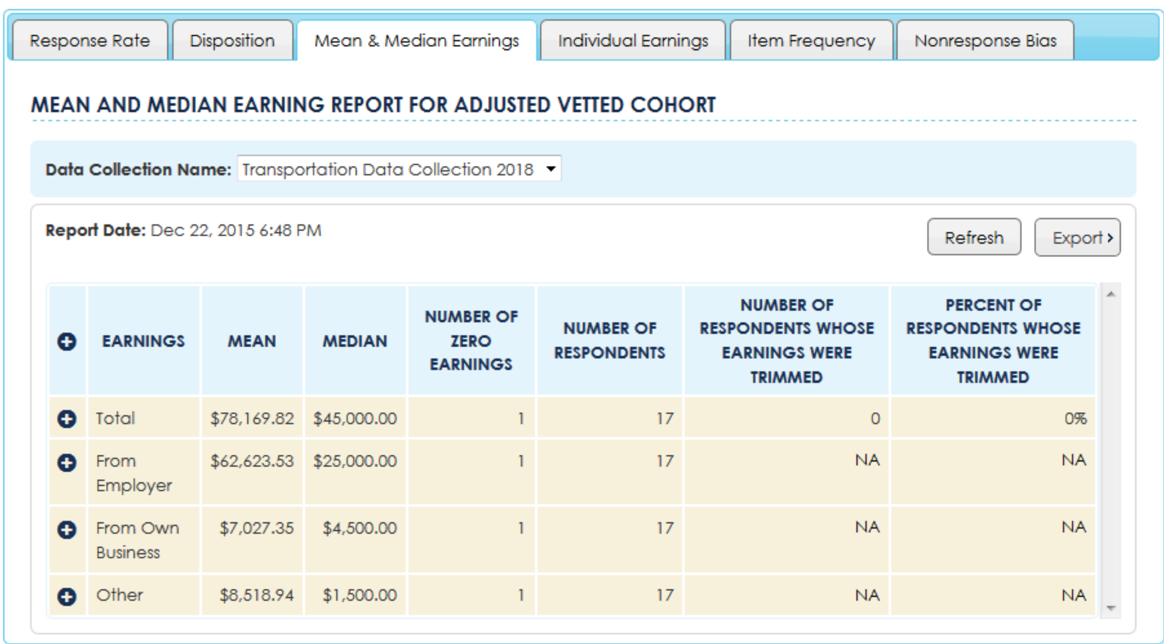
In contrast, the *median* is the midpoint, with half of the wages falling above the median and the other half below. The median may be useful for institutions or programs with many graduates with wages near zero yielding a very low mean. The platform computes the median by using the following steps:

Order the wages from lowest ($0) to highest ($999,999)

Locate the middlemost wage—that is the median. If there are an even number of wages, and thus no wage exactly in the middle, the platform takes the mean of the two wages closest to the middle.

This section will also display the number of zero earnings included in the calculation of mean and median earnings, the number of graduates who responded to the earnings questions, and the number and percent of the respondents whose reported income was trimmed[16] for AVC. Figure 16 below shows a sample report.

Figure 16. Sample Mean and Median Earning Report for Adjusted Vetted Cohort



EARNINGS	MEAN	MEDIAN	NUMBER OF ZERO EARNINGS	NUMBER OF RESPONDENTS	NUMBER OF RESPONDENTS WHOSE EARNINGS WERE TRIMMED	PERCENT OF RESPONDENTS WHOSE EARNINGS WERE TRIMMED
Total	$78,169.82	$45,000.00	1	17	0	0%
From Employer	$62,623.53	$25,000.00	1	17	NA	NA
From Own Business	$7,027.35	$4,500.00	1	17	NA	NA
Other	$8,518.94	$1,500.00	1	17	NA	NA

[16] When the total income (i.e., sum of earnings) is calculated, values over $999,999 will be replaced with $999,999.

A. To view the report:

Select the data collection name from the "Data Collection Name" drop-down box.

B. To hide and show programs:

1. To show programs under all data collections, click on the *Expand* icon on the table header.

2. To show programs under a single data collection, click on the *Expand* icon for that earnings.

3. To hide programs under all data collections, click on the *Collapse* icon on the table header.

4. To hide programs under a single data collection, click on the *Collapse* icon for that earnings.

B. To refresh the report:

To refresh the report, click on the "Refresh" button.

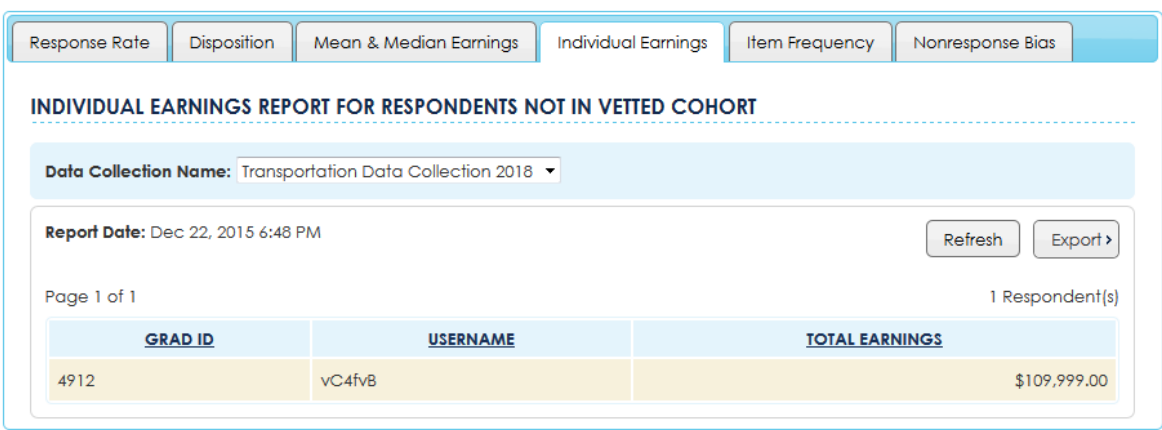
C. *To export the report*:

To export the report, click on the "Excel", "CSV", or "PDF" option from the "Export" menu.

2.2.7.3.d Individual Earnings Report for Respondents not in Vetted Cohort

To help institutions identify respondents to add to the AVC,[17] the platform also produces a report on the total earnings of individual respondents who are in the base cohort, but not in the vetted cohort. A sample report is displayed in Figure 17.

Figure 17. Sample Individual Earnings Report for Respondents not in Vetted Cohort



[17] Refer to Standard 5.1 of the Standards for Conducting the Recent Graduates Employment and Earnings Survey to learn why an institution may want to add a respondent to the AVC. For instructions on how to change the graduate's cohort type to "Adjusted Vetted", go to the step I or step K on the Manage Cohorts subsection.

A. To view the report:

Select the data collection name from the “Data Collection Name” drop-down box.

B. To refresh the report:

To refresh the report, click on the “Refresh” button.

C. To navigate between report pages:

To go to the first page, click on the First Page icon. To navigate to the previous page, click on the Previous Page icon. To go to the next page, click on Next Page icon. To go to the last page, click on the Last Page icon.

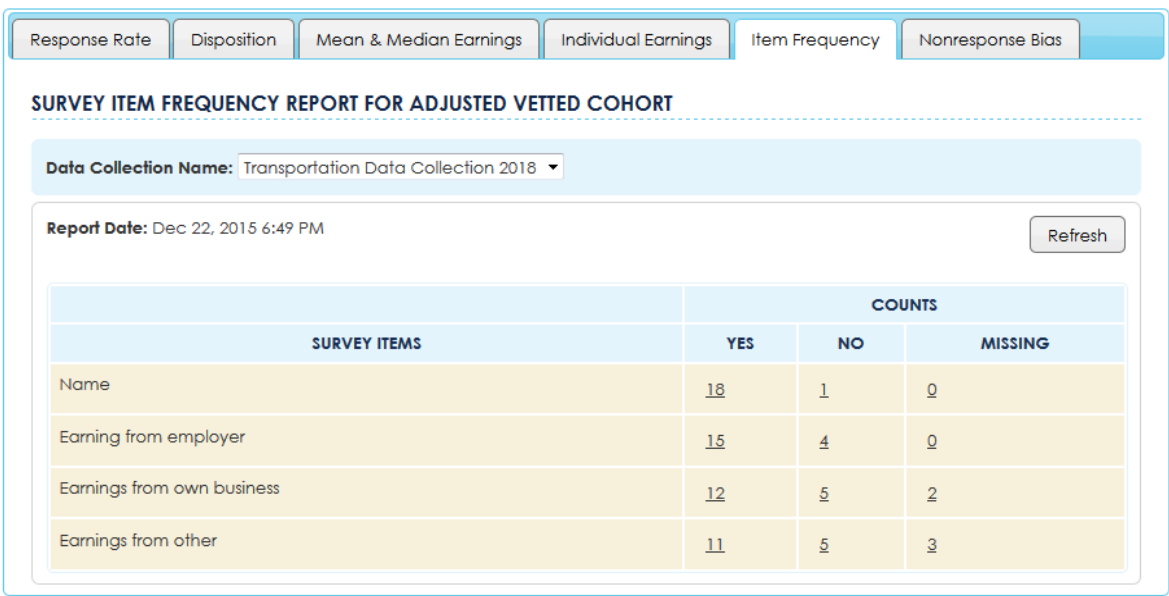
D. To export the report:

To export the report, click on the “Excel”, “CSV”, or “PDF” option from the “Export” menu.

2.2.7.3.f Survey Item Frequency Report for Adjusted Vetted Cohort

The item frequency report will present counts of each answer options selected and missing for the survey items based on the AVC. A sample report is shown below in Figure 18.

Figure 18. Sample Survey Item Frequency Report for Adjusted Vetted Cohort



A. To view the report:

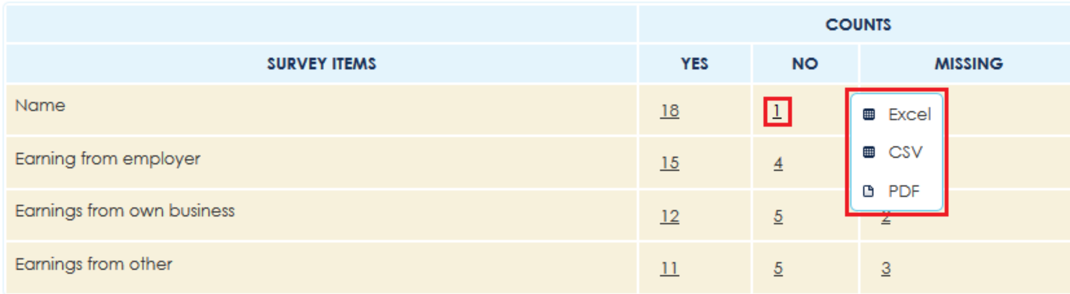
Select the data collection name from the “Data Collection Name” drop-down box.

B. To refresh the report:

To refresh the report, click on the “Refresh” button.

C. *To export a list of Grad IDs in a category*:

Hover your mouse over a link, then click on the “Excel”, “CSV”, or “PDF” option from the “Export” menu.



2.2.7.3.g Nonresponse Bias Analysis Results for Adjusted Vetted Cohort

"Nonresponse bias" measures whether graduates who respond to the survey are likely to have different earnings than graduates who do not respond to the survey. For example, if graduates with low income are less likely to answer this survey, then the average income calculated from survey responses will seem higher than it truly is. The appeal requires a minimum AVC response rate of at least .50 (50 percent) and for institutions to conduct a nonresponse bias analysis if the AVC response rate is is less than .80 (80 percent). However, the platform will provide nonresponse bias analysis results for all data collections. There are two components of the nonresponse bias analysis:

1. The nonresponse rate and
2. Known differences between respondents and nonrespondents

Bias can be driven by both low response rates and differences between respondents and nonrespondents. An estimate of the bias due to nonresponse for each of the three attributes examined can be computed as the product of the nonresponse rate and the difference between respondents and nonrespondents. An estimate of the bias for each of the three attributes (Pell grant recipient [yes/no], Zero EFC [yes/no], and Female gender [yes/no]) is given by:

B(ynr) = yr – yt = (nnr /n) (yr – ynr)

Where:

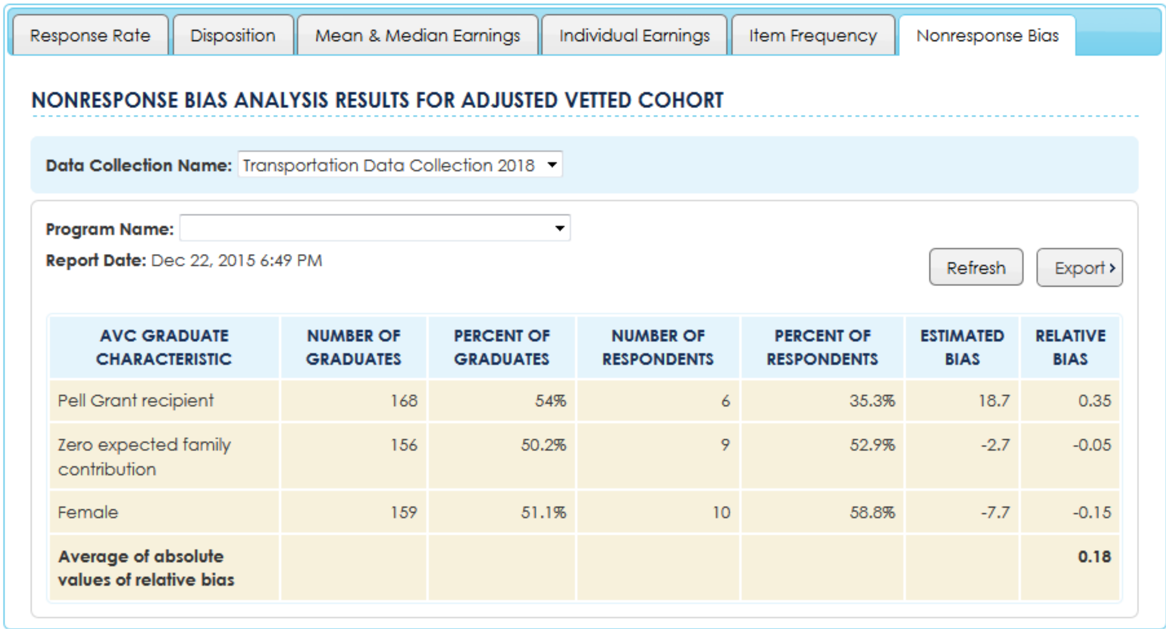
yr = the percent who are "yes" based only on respondent cases;
yt = the percent who are "yes" based on all cases;
nnr = the number of nonrespondent cases;
n = the total number of cases; and
ynr = the percent based only on the nonrespondent cases.

An estimate of the relative bias is then computed as the ratio of the bias due to nonresponse to the actual value derived from student records.

RelB(ynr) = B(ynr)/ yt

The average relative bias due to nonresponse, computed as the average of the relative bias due to nonresponse measured for each of the three attributes examined, is used to measure the relative bias due to nonresponse present in a set of data. Based on the information the institution has collected for the AVC from FSA or student records, the RGEES platform makes the calculations for the AVC. Figure 19 shows a sample report.

Figure 19. Sample Survey Nonresponse Bias Analysis Results for Adjust Vetted Cohort



AVC GRADUATE CHARACTERISTIC	NUMBER OF GRADUATES	PERCENT OF GRADUATES	NUMBER OF RESPONDENTS	PERCENT OF RESPONDENTS	ESTIMATED BIAS	RELATIVE BIAS
Pell Grant recipient	168	54%	6	35.3%	18.7	0.35
Zero expected family contribution	156	50.2%	9	52.9%	-2.7	-0.05
Female	159	51.1%	10	58.8%	-7.7	-0.15
Average of absolute values of relative bias						**0.18**

A. To view the report:

Select the data collection name from the "Data Collection Name" drop-down box.

B. To filter the report by program:

Select a program name from the "Program Name" drop-down box.

C. To refresh the report:

To refresh the report, click on the "Refresh" button.

D. To export the report:

To export the report, click on the "Excel", "CSV", or "PDF" option from the "Export" menu.

Appendix A Glossary

A glossary of terms referenced throughout this guide are provided below:

Adjusted Vetted Cohort (AVC)

Cohort of graduates in the vetted cohort and any additional respondents in the base cohort that the institution plans to include in the appeal.

Base Cohort (BC)

Cohort of graduates who completed the GE program in the cohort years and received Title IV aid.

Case Disposition Report

A report that shows complete, partial, or nonresponse status of each graduate.

Classification Instructional Program (CIP)

Classification of Instructional Programs (CIP) were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity.

Complete

Response status of a graduate who has logged into the survey and provided a valid response (including zero earnings) to at least one of the earning survey items, thereby completing the survey regardless of whether he/she has proceeded to the "thank you" screen.

Grad ID

Unique system-generated identifier assigned to each graduate.

Graduate

A student that has graduated from a GE program.

Individual Earnings Report for Respondents not in Vetted Cohort

A report that shows the individual earnings of graduates not in the vetted cohort.

Mean

The sum of all wages (i.e., all wages added together) divided by the number of cases that responded, or:

$$Mean = \frac{Sum\ of\ all\ respondents'\ wages}{Number\ of\ responding\ cases}$$

Mean and Median Earning Report for Adjusted Vetted Cohort

A report that shows the mean and median earnings of the adjusted vetted cohort.

Median

The midpoint, with half of the wages falling above the median and the other half below.

Office of Postsecondary Education ID (OPEID)

An identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations.

Nonresponse

Response status of a graduate who has not yet attempted to take the survey.

Nonresponse Bias

A measures which indicates whether graduates who respond to the survey are likely to have different earnings than graduates who do not respond to the survey.

Nonresponse Bias Analysis Results for Adjusted Vetted Cohort

A report that shows nonresponse bias analysis results for the adjusted vetted cohort.

Partial

Response status of a graduate who logged into the survey, but has not responded to any of the earnings survey items.

Respondent

Graduate with a complete response status.

Response Rate

Calculated as the number of surveys completed by respondents (i.e., submitted to the RGEES platform) divided by the number of graduates in the cohort.

$$Response\ Rate = \frac{Number\ of\ completed\ surveys}{Number\ of\ eligible\ graduates}$$

Response Rate Report

A report that shows the number of graduates in each cohort and cohort response rates.

Survey Item Frequency Report for Adjusted Vetted Cohort

A report that shows the counts of each answer options selected and missing for the survey items.

Vetted Cohort (VC)

Cohort of graduates who received Title IV aid and completed the program during the cohort period as agreed upon between the institution and the U.S. Department of Education.

Appendix B NSLDS Record Layouts

The following tables show the header, detail, and trailer record layouts for the NSLDS import file.

Table 3: NSLDS Header Record Layout

Field Name	*Description*	*Field Format*	*Max Length*
Record Type	Record Type = ‘000’	Num.	3
Comma	Comma	Char.	
Header Text	GE ALT EARNINGS EXTRACT	Char.	23
Comma	Comma	Char.	
Creation Date	File Creation Date	Date	8
Comma	Comma	Char.	
DMYR	GE Debt Measure Year	Char.	5
Comma	Comma	Char.	
OPEID	6-digit OPEID	Char.	6
Comma	Comma	Char.	
CIP Code	GE Program CIP Code	Char.	6
Comma	Comma	Char.	
Credential Level	GE Program Credential Level	Char.	2
Comma	Comma	Char.	
Filler	Single Space or no Space	Char.	

Table 4: NSLDS Detail Record Layout

Data Element	*Description*	*Field Format*	*Max Length*
Record Type	Record Type = '001'	Char.	
Comma	Comma	Char.	
Student SSN	Student Social Security Number	Char.	9
Comma	Comma	Char.	
Institutional ID	Institution-based ID number – *leave blank*	Char.	
Comma	Comma	Char.	
Student First Name	Student First Name	Char.	12
Comma	Comma	Char.	
Student Last Name	Student Last Name	Char.	35
Comma	Comma	Char.	
Email 1	First Email Address	Date	137
Comma	Comma	Char.	
Email 2	Second Email Address	Char.	137
Comma	Comma	Char.	
Email 3	Third Email Address	Char.	137
Comma	Comma	Char.	
Pell Grant Recipient	Pell Grant Recipient Indicator *Values: 1 = ever had Pell; 2 = never had Pell*	Num.	1
Comma	Comma	Char.	
Zero EFC	Zero EFC Indicator *Values: 1= zero EFC on first valid STU_DEM record; 2 = not zero EFC on first valid STU_DEM record*	Num.	1
Comma	Comma	Char.	
Gender	Gender Indicator *Values: 1= female; 2 = not female; blank = unknown*	Num.	1
Comma	Comma	Char.	
Mailing Address Line 1	Mailing Address Street Line 1	Char.	40
Comma	Comma	Char.	
Mailing Address Line 2	Mailing Address Street Line 2	Char.	40
Comma	Comma	Char.	

Table 4: NSLDS Detail Record Layout - Continued

Data Element	*Description*	*Field Format*	*Max Length*
Mailing City	Mailing Address City	Char.	30
Comma	Comma	Char.	
Mailing Zip	Mailing Address Postal code	Char.	17
Comma	Comma	Char.	
Mailing State	Mailing Address State	Char.	2
Comma	Comma	Char.	
Country Code	Mailing Address Country Code	Char.	2
Comma	Comma	Char.	
Home Phone	Home Phone Number	Char.	11
Comma	Comma	Char.	
Home Phone Preference Flag	Home Phone Preference Flag	Char.	1
Comma	Comma	Char.	
Mobile Phone Number	Mobile Phone Number	Char.	11
Comma	Comma	Char.	
Mobile Phone Preference Flag	Mobile Phone Preference Flag	Char.	1
Comma	Comma	Char.	
Work Phone Number	Work Phone Number	Char.	11
Comma	Comma	Char.	
Work Phone Preference Flag	Work Phone Preference Flag	Char.	1
Comma	Comma	Char.	
GE Exclusion Flag	GE Final Completer List Exclusion Flag for DMYR *Values: 1 = excluded; 2 = not excluded*	Num.	1

Table 5: NSLDS Trailer Record Layout

Field Name	*Description*	*Field Format*	*Max Length*
Record Type	Record Type = ‘999’	Num.	
Comma	Comma	Char.	
OPEID	OPEID	Char.	6
Comma	Comma	Char.	
CIP Code	GE Program CIP Code	Char.	6
Comma	Comma	Char.	
Credential Level	GE Program Credential Level	Char.	2
Comma	Comma	Char.	
Detail Record Count	Detail Record Count	Num.	
Comma	Comma	Char.	
Filler	Single Space or no space	Char.	