

## Data Collection and Entry

### Purpose

The National Science Foundation requests large amounts of data about students, faculty/staff, programming, partnerships, and more in order to assess the impact the grant funds are having, and to measure the progress toward objectives outlined in each alliance's proposal. In addition to the data requested by the NSF, The Ohio LSAMP Alliance has hired IRC as an external evaluator for the grant, and will carry-out ancillary studies, both adding to the amount of data that is needed. This section discusses the use of an LSAMP Access Database that is used to reduce time and effort needed to comply with the data needs of the alliance.

The Ohio LSAMP Alliance has chosen to use Microsoft Access to assist with the data collection and entry needed for the NSF, WebAMP, External Evaluations, Ancillary Studies, and internal needs of each partner institution and of the alliance. The database consists of one master, or parent, database managed by the alliance leadership team at The Ohio State University, and eleven child databases for each of the partners in the alliance. The child databases feed data to the master database to ease the data submission processes. The site-coordinator at each institution will be responsible for collecting and entering data into the LSAMP Access Database. The alliance leadership team will use the data entered by the partners to submit on their behalf to the various parties requesting data. Therefore, it is very important that each partner update their data frequently so alliance leadership can pull the data and submit it to WebAMP and IRC.

### Security and Access

The LSAMP Access Database is stored on Buckeye Box, a cloud storage service hosted by The Ohio State University. Site-coordinators may access the database either by logging in from <https://box.osu.edu/> or navigating directly to the LSAMP Access Database folder using the following link: <https://osu.box.com/s/nlbp3kf7kzf20ocau704084uvsslydim>

The LSAMP Access Database folder includes the master database, and the eleven institutions' databases. Each database is password protected, and the password for the corresponding institution is granted to the site-coordinator. The alliance leadership team maintains the passwords for each institution and can change the password whenever there are possible security risks or personnel changes. This protocol is to limit the number of users, and to secure the personal information stored in each database.

### LSAMP Access Database User Instructions

#### Getting Started

1. Download the file.

BuckeyeBox is not designed for editing Access files within the cloud service. Therefore, site-coordinators will need to download the LSAMP Access Database for their institution and store it on their computer while using the database. Once you are done entering data, you will then need to save the database back to the BuckeyeBox using the same name as the original file, ex: LSAMP Access Database – Ohio State. It is very important to save the file using the same name in order for the master database to pull the updated data into the main tables.

2. Enter your password.  
Once you have downloaded the file you will want to click on the file to open it. Once the file opens, it will request your password. Enter the password that has been sent to you via e-mail from the alliance leadership team. If you have lost your password, contact the alliance leadership team via e-mail.
3. Enable content.  
When you login there will be security warning located under the toolbar. Select the “Enable Content” button so you can begin to enter data.

## **Orientation to the Database**

The database is organized with a switchboard and navigation pane that will allow you to access the forms and tables that you will need. The forms and tables are categorized in the navigation pane into the following:

1. Initial Data Entry  
This section is used to submit data for the first time. For example, when you enroll a student into the LSAMP program, gain the support of faculty/staff in your program, host a program/workshop or any activity that is part of the LSAMP Program Model that you need to keep track of participation, and when you engage with an industry partner.
2. On-Going Data Entry  
This section is used to maintain student records, but more importantly to submit data that is likely not known at the time a student enrolls in a program. For example, here you can assign students faculty mentors, undergraduate research advisors, indicate a change of major out of STEM, a student dropping out of your program for reasons other than graduation, but most importantly you will be able to track participation LSAMP Program Model activities.
3. Later Data Entry  
This section is used to submit data about students that is likely not known until shortly before our reports are due to our external parties requesting the data. This information will be requested to be completed by the alliance leadership team before it is due. Some of the data in this section are sensitive, ie: student academic record information such as grades and grade point average. There will be a predetermined 72 hour window of time to enter the data into the system,

after which the alliance leadership team will extract the data, store on a desktop, and remove the data from the database stored in BuckeyeBox as a security measure suggested by the Office of Chief Information Officer at The Ohio State University.


#### 4. Data Export Queries

This section is used to store tables that are formatted for submission to our external parties. You may use these tables to export for your institution's own needs.

### Data Entry

The following section provides instructions for entering data into the database.

#### New Student Data Entry Form

1. Open the New Student Data Entry Form located in the navigation pane.
2. Complete **ALL** fields on the form
  - a. Student ID – When assigning the Student ID, please be sure to enter the record number, which can be found at the bottom left of the form.  

  - b. Gender, Race, and Ethnicity Fields cannot be null. All fields for Race must either be Yes or No.
  - c. Disability – All fields pertaining to disability must either be Yes or No.
  - d. Major – Enter the name of the major at your institution.
  - e. Discipline – Use LSAMP CIP Code to categorize majors into disciplines for WebAMP Reporting. [https://www.lsamp.org/help/help\\_stem\\_cip\\_2010.cfm](https://www.lsamp.org/help/help_stem_cip_2010.cfm)
  - f. Class – Enter the academic class that student is in during the reporting year. Community college students will always be CommCol.
  - g. Mentor – Every student must be assigned a mentor. If your student does not yet have a mentor, assign one of the LSAMP personnel to your student. This assignment is a drop-down list which is populated from the Faculty/Staff table. Be sure you have entered the Faculty/Staff into the table prior to being able to select the mentor. The field will appear blank for new Faculty/Staff until a WebAMP ID is assigned. This is not done until the end of the academic year.
  - h. Enrollment Date – This is the date the student enrolled in your institution, not the LSAMP program.
  - i. Transfer – If the students transferred from another institution complete the information, otherwise leave null.
  - j. First Generation – Check the box if neither parent has earned a bachelor degree.
3. Save the record.



### New Faculty/Staff Data Entry Form


1. Open the New Faculty/Staff Data Entry Form located in the navigation pane.
2. Complete **ALL** fields on the form
  - a. Gender, Race, and Ethnicity Fields cannot be null. All fields for Race must either be Yes or No.
  - b. Disability – All fields pertaining to disability must either be Yes or No.
  - c. Discipline – Use LSAMP CIP Code to categorize profession into disciplines for WebAMP Reporting. [https://www.lsamp.org/help/help\\_stem\\_cip\\_2010.cfm](https://www.lsamp.org/help/help_stem_cip_2010.cfm)
  - d. Department – Enter the department of the faculty member.
  - e. Faculty Rank – Enter the rank of the faculty, or position of the staff.
3. Save the record.



### New Activity Data Entry Form

Enter the data manually following the completion of each activity.

Please also enter activities that are not date specific (counseling/advisement, undergraduate research, peer mentoring, faculty mentoring, tutoring/supplemental instruction, conference presentations, publications, etc...) These are essential to understanding the programming taking place at each institution and how it influences the retention of LSAMP Level I students.

1. Open the New Activity Data Entry Form located in the navigation pane.
2. Complete **ALL** fields on the form
  - a. Activity ID – When assigning the Activity ID, please be sure to enter the record number, which can be found at the bottom left of the form.
  - b. 
  - c. Alliance – Enter **36** to indicate The Ohio LSAMP Alliance.
  - d. Institutional FICE Code – This should be defaulted to your institution's code as shown below:

**FICE Codes** (needed for "Flat File" spreadsheet only)

Alliance Code	Institutional FICE Code	Institution Name
36	003026	Central State University
36	010345	Cincinnati State Technical and Community College
36	003032	Cleveland State University
36	006867	Columbus State Community College
36	003040	Cuyahoga Community College
36	003077	Miami University
36	006883	Ohio State University
36	003119	Sinclair Community College
36	003125	University of Cincinnati
36	003141	Wilberforce University
36	003078	Wright State University

- e. Reporting Year – Based on the funding cycle, the reporting year will be the ending year of the funding cycle. (Ex: 2013-2014 data reporting is indicated as 2014.) This should be default.
  - f. Use the drop-down menus that have been built in order to select the field that is most appropriate for your activities.
  - g. Provide descriptions of the program, goals/objectives, and outcomes.
3. Save the record.



### Industry Partner Entry

1. Open the Industry Partner Entry table located in the navigation pane.
2. Complete **ALL** fields on the table
  - a. Non-academic Partner – Enter the name of the non-academic partner
  - b. Type – Using the drop-down menu, select the type of the organization.
  - c. Description – Provide narrative describing the relationship with the partner. Ex: Honda of America Manufacturing provides workshops at The Ohio LSAMP Alliance Conference. Honda also provides funds for programming.
3. Save and close the table.

### Activity Logging

1. Open the Activity Logging table located in the navigation pane.
2. Once the table is open you should see all of your students populated along the left columns of the table, and then Activity 1-100 along the header. In

order to log participation in an activity, simply click the box for those students who participated in activity indicated above by the Activity ID.

For accuracy, open the New Activity Data Entry Form and use the arrows at the bottom left of the form to verify that the Activity Title and Activity ID match when logging participation.



3. Save and close the table.

### Assigning Faculty Mentors

If your student was not assigned a mentor at the time of initial entry, or their faculty mentor needs to be updated, you will use this form.

1. Open the Assigning Faculty Mentors table located in the navigation pane.
2. Assign the Faculty Mentor – Once the table is open you should see all of your students populated along the left columns of the table, along with their gender, major, and class rank. Select the faculty mentor from the drop-down list which is populated from the Faculty/Staff table. Be sure you have entered the Faculty/Staff into the table prior to being able to select the mentor. The field will appear blank for new Faculty/Staff until a WebAMP ID is assigned. This is not done until the end of the academic year.
3. Save and close the table.

### Assigning Undergraduate Research Advisors

1. Open the Assigning Undergraduate Research Advisors table located in the navigation pane.
2. Assign the Undergraduate Research Advisor – Once the table is open you should see all of your students populated along the left columns of the table. Select the faculty mentor from the drop-down list which is populated from the Faculty/Staff table. Be sure you have entered the Faculty/Staff into the table prior to being able to select the undergraduate research advisor. The field will appear blank for new Faculty/Staff until a WebAMP ID is assigned. This is not done until the end of the academic year.
3. Enter title/topic of the student's research.
4. Save and close the table.

### Major Change and Inactive Entry

1. Open the Major Change and Inactive Entry table located in the navigation pane.
2. If a student has changed their major to an ineligible major, record the date of the major change and check the inactive box. If a student is no longer part of the program for reasons other than graduating, mark them as inactive.
3. Save and close the table.

## External Evaluator Data Entry

1. Open the External Evaluator Data Entry table located in the navigation pane.
2. Once the table is open you should see all of your students populated along the left columns of the table.
3. Complete **ALL** fields that are blank on the table.
  - a. Left Date – If your student has dropped out of the institution, please indicate the withdrawal date.
  - b. GPA – This may already be in the table if you have complete the Student Data WebAMP Entry already.
  - c. Credit Hours – Total cumulative hours that the student has earned.
  - d. General Chemistry I Grade – If the student took the course that academic year, enter the grade they earned.
  - e. College Algebra Grade – If the student took the course that academic year, enter the grade they earned.
  - f. Pre-Calculus Grade – If the student took the course that academic year, enter the grade they earned.
  - g. Calculus I Grade – If the student took the course that academic year, enter the grade they earned.
  - h. General Physics Grade – If the student took the course that academic year, enter the grade they earned.
  - i. Mathematics for Engineering – If the student took the course at your institution, enter Yes.
4. Save and close the table.

## Student Data WebAMP Entry

1. Open the Student Data WebAMP Entry table located in the navigation pane.
2. Once the table is open you should see all of your students populated along the left columns of the table.
3. Complete **ALL** fields that are blank on the table.
  - a. GPA – This may already be in the table if you have complete the External Evaluator Data Entry table already.
  - b. Graduated This Year – Yes or No.
  - c. Academic Year Support – If your student received a stipend, subsistence, or travel funds during the academic year, answer Yes or No.
  - d. Summer Financial Support - If your student received a stipend, subsistence, or travel funds during the summer, answer Yes or No.
4. Save and close the table.

## Data Export Queries

The tables in this section are formatted so that you may use them for programming purposes at your institution. Do not edit information on these tables. You will need to export these tables into an Excel file.

1. Open the database.
2. Using the navigation pane, select the table, report, form or query that you wish to export.
3. Choose the External Data tab on the Ribbon.
4. Click the Excel button in the Export section of the External Data tab.
5. Provide an export file name and select the Excel format you would like to use for your export.
6. Click OK to begin the export.

## **Switchboard**

The switchboard hosts quick access buttons where you will be able to print documents that are needed by the alliance leadership team in order to process invoices.

### **Invoice Submission**

1. Navigate to the switchboard.
2. Click the Invoice button.
3. Enter the title of the activity for which you are submitting an invoice, and select OK. Repeat this for the second pop-up request.
4. Click the Print Invoice button.
5. A window will open asking you to designate where you would like to save Page One (Program Data) of the invoice. Designate that location on your computer and select Publish.
6. Complete any blank areas of the invoice.
7. A window will open asking you to designate where you would like to save Page Two (Student Data) of the invoice. Designate that location on your computer and select Publish.
8. Complete any blank areas of the invoice.
9. Submit the forms to the alliance director.