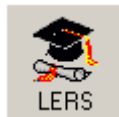


Learner and Enrolment Reporting System (LERS)



LERS USER GUIDE

2005-2006 Data Submission

**Alberta Advanced Education
Learner Records and Data Exchange
Information & Technology Management Branch
Original: May 2006
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Changes from Previous Edition

1. June 2006:

Page 6: Steps in Preparing a LEERS Data Submission, Item 2 was clarified and a table added

Page 72: Appendix H: Instructions for submitting eCampus student records.

Purpose of the LERS System

The Learner and Enrolment Reporting System is designed to capture information about students and enrolment in all credit programs offered by an institution.

This user guide is intended to give you an understanding of how post-secondary institutions (PSI) can use the LERS system to capture, manipulate and report student and enrolment information. This includes loading and validating student data, correcting the data, printing and reviewing reports, and exporting student data submissions. This document is to be used in conjunction with the LERS Policy and Reporting manual, PRS Reporting Manual and the System-Wide Information Reporting manual. These manuals, contact lists, schedules and other supporting information are available on the following web site:
<http://www.aecd.gov.ab.ca/software>.

Please contact your LERS support person if you have any questions, suggestions or notice any errors in this document.

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Overview of the LERS Software

LERS is accessible through the Launch menu, which is the common entry point for LERS, FIRS, KPIRS and PRS systems. Below are the LERS menu items that you will see and the functions available under each.

Note:

Most of the menu items have one letter underlined. Typing this letter while holding down the alt key is another way to open the screen for that item.

LERS Menu Items

File Edit Navigation Reference Tables Reports Utility Window Help

File

Students

Maintain Students
View Data Sets
Load Students *
Load Student Reports *
Delete Students *

Programs

View Data Sets

Printer Setup

Exit

Edit (accessible only after a screen is opened and is not available in read-only mode)

Edit (when not in edit or add mode)
New (when not in edit or add mode)
Save (when in edit or add mode)
Delete (when not in edit or add mode)

Navigation (accessible only after screen is opened)

First
Prior
Next
Last
Find

* Not available in read-only version

Reference Tables

Provider

- Providers
- Provider Locations
- Sectors
- Sessions
- Addministrative Units
- Teaching Departments

Student

- Registration Status
- Legal Status
- Registration Types
- Languages
- Attainments
- Sponsors
- Majors
- Completion Status
- Admission Status
- Year of Study
- Processing Status

Locations

- Countries
- Provinces
- Postal Codes
- Schools
- Census Divisions

Reports

- Sessional Reports
- Program Reports
 - Program Load / KPI Reports
 - Program Listing
 - Funding Reports
- Reference Table Reports
- Major Report
- Annual Summary Reports

Utility

- Set Year and Submission
- Browse FoxPro Table

Maintain Student Extract *
Uppdate Last Record ID *
Processing Status *
Update Programs *
Update Reference Tables *
Processing Checklist
Validate Database
Export Data

Window

Help

About LERS

* Not available in read-only version

Introduction

The LERS system can be installed on a stand alone PC or onto your Local Area Network (LAN). A LAN install is recommended, due to the program data update process and data sharing between LERS, FIRS and KPIRS. Please refer to Appendix D for instructions on installing the FTP and WinZip Utilities.

For a description of the data elements that make up the student characteristic components of LERS, refer to the LERS Policy and Reporting Manual. For information on updating program information, refer to the Program Registry System (PRS) User Guide and Reporting Manual. For descriptive information of all systems, refer to the Common Terminology, Definitions and Classifications Manual. The latest reporting manuals and user guides are available for download from the Department's web site at <http://www.aecd.gov.ab.ca/software>.

In each of the following sections, the general procedures for processing LERS data are described to prepare the regular submissions to the Department. Screen shots from the LERS software are included to illustrate the procedures.

At the end of this user guide you will find a glossary of terms for your reference. Words in italics indicate a glossary term and words in **bold** print show the name of a menu, button, text or list boxes that you need to click on, select or type.

Each year a submission schedule is sent out, describing the due dates for completion of PRS, LERS, KPI and FIRS. Please consult this schedule each year and ensure that the data is submitted to the Department accordingly.

If you have any questions regarding the use of the LERS software, or questions or suggestions regarding this manual, please contact your LERS support person. A list of support staff by institution is available under the System Support link at <http://www.aecd.gov.ab.ca/software>.

Steps in Preparing a LERS Data Submission

Perform the following steps to prepare the LERS data for enrolment reporting.

1. Ensure the program information in PRS is complete, **including any brokering or funding information**. Please ensure that all specialization information is also filled out as well. Refer to the PRS User Guide and PRS Reporting manual for further information. Note that the PRS program data is transferred to LERS automatically over an internet connection.
2. Prepare data extract (text) files from your student records system to load into LERS. The first file contains student data for submission 1 and the other file contains student data for submission 2. Submission 1 and 2 data are determined by session as indicated in the following table.

Sector	Spring 2005	Summer 2005	Fall 2005	Winter 2006	Spring 2006
Universities and Private University Colleges	Submission 1	Submission 1	Submission 1	Submission 2	
Public Colleges and Technical Institutes		Submission 1	Submission 1	Submission 2	Submission 2

The sessional student records can be read from separate files or combined into one file. If separate files are used, switch the submission number accordingly. When both submissions are combined into one file, both will be read into LERS in a single pass.

This process is done once a year prior to the July 31 submission deadline. Refer to the LERS Policy and Reporting Manual for the current layout for the text files.

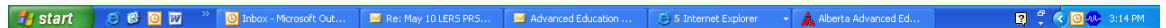
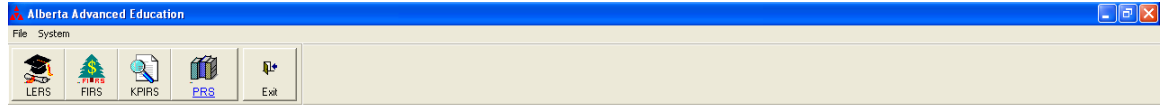
3. After each submission extract file has been read into LERS, review the edit reports and make appropriate changes to correct all rejected records and as many errors as possible. It will not be possible to submit data to the Department if there

are rejected records. Continue reviewing the reports and making corrections until the data is accurate, complete and error free.

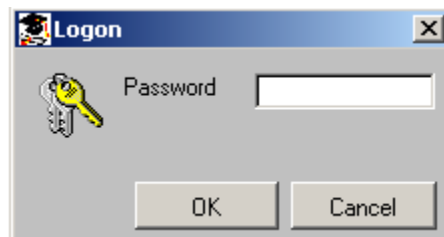
4. Next, you **must** run the Processing Checklist (**Utility / Processing Checklist**) to apply automatic adjustments and to identify any rejected or incorrect student records. Ensure that any red entries (indicating errors) in the processing checklist are corrected or explanatory comments have been added. Please ensure that host brokering graduate student records are coded with a completion status of "5" and that all records from sponsoring institutions are deleted from your data. All sponsoring institutions will receive a copy of the host's student records once they are submitted to the Department (refer to the section on Brokering in the appendix).
5. After the student and program data are correct, create (export) files from LERS to send to Alberta Advanced Education (AE).
6. Transfer the LERS exported files to your specific institution *FTP* site. Place them in the **Transfer / FromInst / LERS** folder.
7. Prepare an e-mail letter of transmittal to send to your AE LERS contact person and include the following items related to the data submission:
 - The FLE, record count and unique headcount contained in the file
 - A count of the graduates/completers
 - General notes about the data that we should be aware of, e.g., incomplete graduate data, brokering, or eCampus data
 - Comments on LERS software operation
 - FLE out of tolerance for legitimate duplicate student records in a session
 - Explanation of student FLE that exceeds the program FLE in PRS (high FLE report)

Launching LERS

1. Click on the four red triangles **Alberta Advanced Education** icon on your Windows desktop to execute the Launch program. The **Alberta Advanced Education Systems** Launch bar appears as shown below.



2. Click on the **LERS** (Learner and Enrolment Reporting System) icon on the Launch bar. The Logon dialog box appears as shown below.



3. Enter the Password in the **Password** *field*. The password can be obtained by contacting the LERS support staff at Alberta Advanced Education.
4. Click on the **OK** button. If your password is valid, you will be logged in to the LERS system and the Set Year and Submission screen appears as shown on the next page.

Clicking the cancel button without setting the submission year will close LERS.

Setting the Academic Year and Submission

Figure 1 below appears if you just logged in to LERS otherwise follow step 1 below to get the Set Year and Submission screen.

To open the Set Year and Submission screen:

1. Go to the menu bar and choose **Utility**. Click on **Set Year and Submission**. The Set Year and Submission screen appears as shown below.

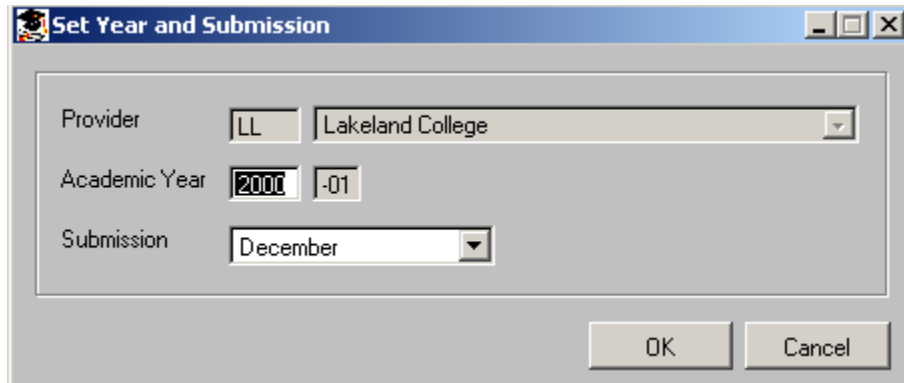



Figure 1: The Set Year and Submission Screen

Note:

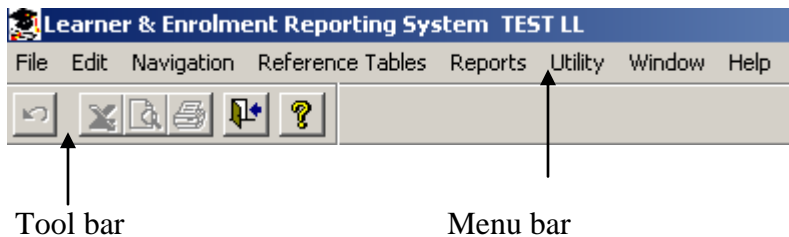
You can only view and edit student records and reports for the selected Academic Year.

2. The **Provider Code** will default to your institution code. For example, **LL** stands for Lakeland College
3. Type the **Academic Year** as four characters and the other half of the academic year will appear, e.g., type 2005 to select the 2005 – 06 academic year
4. Select either **December** (first data submission) or **July** (second data submission) from the **Submission** drop down list box
5. Click on the **OK** button to proceed to the Main Menu.

Clicking on the **Cancel** button or clicking on the close  button on the upper right corner of the Set Year and Submission screen without setting the academic year and submission, cancels the change.

Loading Student Data

The following screen shows the menu and the tool bars after clicking on the **OK** button on the Set Year and Submission screen.



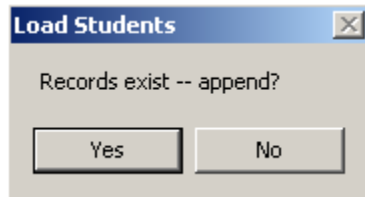
The file that you will load into the LERS database will be a text file produced by your institution student extract procedure. The file could also be a table of student records generated by the Department, which has been sent to your institution via email or via FTP. You can also create tables (**.dbf files**) by exporting student data to be edited using the Maintain Student Extract utility. The export process in LERS can create a single set of database files which contain data for both submissions in an academic year. The data can only be imported one submission at a time and would require running the import student screen twice, once for each submission within an academic year.

Importing Student Records

1. Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Load Students**. Once the OK button is *enabled* proceed to the next step.
2. Click on the **Browse** button. The **Open** dialog box appears.
3. Locate the text or .dbf file containing student records and click on the **OK** button. The *path* and the *file name* will be written in the Incoming File area.

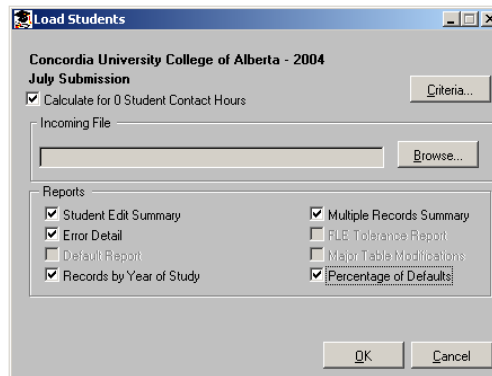
4. Click on the **OK** button.

If records already exist in the database for the current submission, a "Records exist ...append?" message will appear as shown below. If you want to append records, click yes, otherwise click no to abort (you will need to delete the student records first, then repeat this process).



The process of loading tables will take a few minutes. You can see the record count of the process being performed, at the bottom of the Load Students screen. Once the tables are loaded an "Operation completed successfully" message will appear to confirm the records have been loaded. Click **OK**.

Load Student Screen



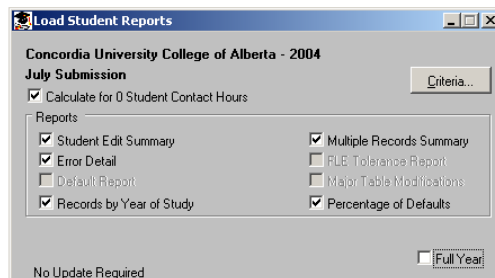
Load Student Reports Screen

This screen can be used to access the load student reports. Running the Student Summary Report will re-run the edits and adjust the error status accordingly. This report will also re-calculate the FLE on each student record.

Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Load Student Reports**. The Load Students Reports screen appears as shown below.

The Student Edit Summary and Default reports produce different information when re-run after the original loading of the data.

To run the reports based on all data for the academic year, rather than only the current submission, click the Full Year box at the bottom right corner of the screen.



- Choose the reports that you want to print, preview or export. The Student Edit Summary will re-edit the student data before the report is produced. The Error Detail report can only be run if the Student Edit Summary is also selected.
- Click on the Print, Export or Preview button on the tool bar.
- If you choose to print, the report(s) will start printing.

If you want to preview before printing click on the **Preview** button and the Print Preview tool bar appears as shown below.



- Use the **Exit** button to close the Print Preview tool bar.
- To export to an excel spreadsheet click on the **Export** button. A Save As dialog box appears. Locate the directory where you want to save the report and click on the **Save** button. Once the export is complete an 'Exported to' message will come up. Click on the **OK** button.
- To close the screen, click on the close button.
- Below is a description of the reports generated during the *import* (load) process. Each one was designed to provide information highlighting potential problems in your student data.
 1. Student Edit Summary report
 2. Error Detail report
 3. Records by Year of Study report
 4. Percentage of Defaults

1. Student Edit Summary Report

For each data field on a student record, a count of content errors is shown on the right-hand column of the report. Errors in some elements can result in the record being 'rejected'. Rejected records inhibit the ability to create an export data file to send to Alberta Advanced Education. A record is skipped if its submission is different from the current submission. This situation occurs when both submissions in an academic year are submitted together.

The report summarizes and displays status information about the current submission and year. It includes the total number of student records, accepted records, skipped records, rejected records, and the total output (records which successfully "passed" the edit).

All fields that could cause the rejection of a student record are indicated by the word 'Reject' on the right hand side of the content errors column. For example, a record would be rejected if the Student ID field is left blank. Please refer to the LERS Policy and Reporting Manual for the Basic Edit Rules.

2. Error Detail Report

This report displays details about content errors, rejections, or warnings reported by the Student Edit Summary Report. The default of 10 records for each type of error can be changed to print all records or set a new limit. Click on the **Criteria** button and change the setting.

All columns of the student record are displayed for each error and the field or fields in error are highlighted by a caret ^ beneath the field columns.

This report gives you a detailed description of the Student Edit Summary report. Each student record is displayed with the word 'Reject', 'Error' or 'Warning' to indicate the status of the error. The error description beside each student record will help you determine which field(s) on the Maintain Student screen is causing the reject. Please refer to the LERS Policy and Reporting Manual for the Basic Edit Rules.

3. Records by Year of Study Report

This report gives you a count of the student records by year of study and study type by program and by session. The year of study in which a student is reported must be consistent with the program load information in the PRS system and is also shown on the **Reports > Program Reports > Program Load > KPI Reports > Program Load Report**. For example, if there are students in years 1, 2 and 3, there must be load information showing up in columns 1, 2 and 3 on the Program Load report. This consistency between the student and program data is checked during the main edit process. The Year of Study Report will show only those records that passed the edit and were not rejected.

4. Percentage of Defaults

This report provides the total number of student records that contain default values for the current academic year and also the previous academic year. It also gives you the percentage value for the counts for each element. The % Change column displays if a difference between the totals for the current and previous academic year exists.

The above edit reports can be *exported*, viewed or printed when the buttons on the tool bar are *enabled*.



Maintaining Student Data

The screenshot shows a window titled "Student Query" with a list of search criteria on the left and right sides. Each criterion has a corresponding input field. The criteria include:

- Submission (1): 2
- Provider (2): 24
- Location (3):
- Session (4):
- Student ID (5):
- Registration Status (9):
- Registration Type (10):
- Primary Program ID (11):
- Primary Specialization ID (12):
- Secondary Program ID (13):
- Secondary Specialization ID (14):
- Year of Study (15):
- Marital Status (6):
- Legal Status (7):
- Current Status (8):
- Completion Status (19):
- Sponsor (20):
- Gender (21):
- Birthdate (22) yyyy/mm/dd: / / : :
- Actual Contact Hrs (41):
- Alberta Student ID (42):
- Error Status:
- Study Type (16):
- Language (23):
- Country of Citizenship (24):
- Entry Into Canada (25): /
- Source - Country (26):
- Source - Postal Code (27): .
- Admission Year (28):
- Admission Status (29):
- Previous Activity (30):
- Previous Act - Loc (31):
- Attainment (32):
- Last Inst - Type (33):
- Last Inst - Year (34):
- Last Inst - Province (35):
- Grade Completed (36):
- Grade Comp - Year (37):
- Grade Comp - School (38):
- Last Post Secondary (39):
- Aboriginal Indicator (43):
- Unadjusted Instructional (17):
- Unadjusted Practicum (18):
- FLE:

At the bottom left, there is a checkbox labeled "Both Submissions" which is currently unchecked. At the bottom right, there is a button labeled "Do Query".

To open the Maintain Student screen go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Maintain Students**. The Student Query screen appears as shown above.

To query all students in the academic year, rather than the current submission, click the Both Submissions box at the bottom left corner of the screen.

Querying Groups of Student Records

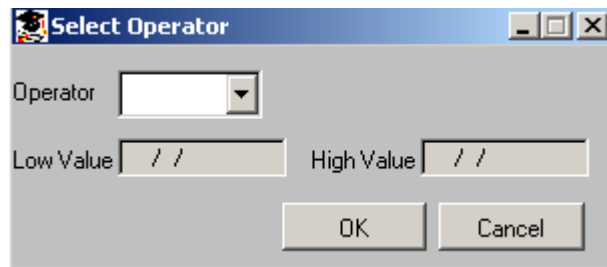
A query can locate a group of similar records. Setting a combination of values in several fields on the Student Query screen can generate a very complex query. The Query Student screen appears when you open the Maintain Student screen, but it can also be opened whenever the Maintain Student screen is visible, by clicking on the binocular icon on the toolbar.

1. Enter the field or fields on which you wish to search. For example, entering a **Program ID** or Primary Program ID that is being offered at your institution will retrieve all student records in that program. For 2004-2005 and later student records you will also be able to query a subgroup of students within a program by Primary Specialization ID.

2. Click on the **Do Query** button at the bottom of the Student Query screen to execute your search.

The query can be further refined by the following:

- You can search for all numeric values. For example, you can search for all Students who are Canadian by entering '1' in the **Legal Status** field.
- You can look for records that have a value less than (<), greater than (>), not equal to (<>), greater than or equal to (>=) or less than or equal to (<=) a selected value by right-clicking on the field. The Select Operator dialog box appears as shown below.



- Make a selection from the drop down list in the **Operator** field. If the Low Value and High Value fields are not grayed out, enter the values otherwise just click **OK**.

Click on the **Do Query** button and the record(s) will be displayed on the screen.

- To select records within a specific range, select **between** from the **Operator** drop down list and click on the **Okay** button.
- To select records that are of 0 value or null, select NULL as the operator and click on the **Okay** button.

To view the records retrieved by the query process one by one, use the navigation icons on the tool bar.

To scroll through the full set of records, click on the **List** tab above the data area.

Record No	Acadyear	Submissio	Provider No	Provider Cod	Location	Session	Student ID	Marital Sta	Legal Sta	Curr Sta	Reg Sta
4347766	2004	1	24	CC	01	2	113611	1	1	5	F
4347777	2004	1	24	CC	01	2	650375	1	1	5	F
4347949	2004	1	24	CC	01	2	113962	1	3	5	F
4348110	2004	1	24	CC	01	2	114339	1	1	5	F
4348156	2004	1	24	CC	01	2	114182	1	1	5	F
4348395	2004	1	24	CC	01	2	114390	1	1	5	F
4348685	2004	1	24	CC	01	2	112871	1	2	1	F
4348741	2004	1	24	CC	01	2	114636	1	1	2	F
4348768	2004	1	24	CC	01	2	110957	1	3	2	F
4348791	2004	1	24	CC	01	2	114008	1	1	5	F
4348809	2004	1	24	CC	01	2	112771	8	2	1	F
4349204	2004	1	24	CC	01	2	114592	1	1	5	F
4349245	2004	1	24	CC	01	2	114765	1	1	5	F
4346821	2004	1	24	CC	01	1	111765	1	1	1	W
4346822	2004	1	24	CC	01	1	928043	2	1	1	P
4346823	2004	1	24	CC	01	1	960701	1	1	1	P
4346824	2004	1	24	CC	01	1	978076	1	1	1	P
4346825	2004	1	24	CC	01	1	990154	1	1	1	P
4346826	2004	1	24	CC	01	1	974090	1	1	1	P
4346827	2004	1	24	CC	01	1	100643	1	1	1	P

The Exclude/Include button on the bottom right corner of the Student List screen excludes student records from the query but not from the database. When a student record is excluded, it will appear in red and will not be affected by mass updates. Highlighting (by clicking) a red record and clicking the Exclude/Include button will add the student record back into the query.

The list of student records can be sorted by any column in the grid. Clicking on the heading of a column will change the order of the data.

Maintain Student Screen

Once the required records have been selected using the Student Query screen, the Maintain Student Screen will open.

The screenshot shows a window titled "Student Query" with a list of fields and their corresponding values. The fields are arranged in two columns. The first column contains fields 1 through 21, and the second column contains fields 16 through 18. A "Do Query" button is located at the bottom right. A checkbox labeled "Both Submissions" is at the bottom left.

Submission (1)	2	Study Type (16)	
Provider (2)	24	Language (23)	
Location (3)		Country of Citizenship (24)	
Session (4)		Entry Into Canada (25)	/
Student ID (5)		Source - Country (26)	
Registration Status (9)		Source - Postal Code (27)	.
Registration Type (10)		Admission Year (28)	
Primary Program ID (11)		Admission Status (29)	
Primary Specialization ID (12)		Previous Activity (30)	
Secondary Program ID (13)		Previous Act - Loc (31)	
Secondary Specialization ID (14)		Attainment (32)	
Year of Study (15)		Last Inst - Type (33)	
Marital Status (6)		Last Inst - Year (34)	
Legal Status (7)		Last Inst - Province (35)	
Current Status (8)		Grade Completed (36)	
Completion Status (19)		Grade Comp - Year (37)	
Sponsor (20)		Grade Comp - School (38)	
Gender (21)		Last Post Secondary (39)	
Birthdate (22) yyyy/mm/dd	/ / : :	Aboriginal Indicator (43)	
Actual Contact Hrs (41)		Unadjusted Instructional (17)	
Alberta Student ID (42)		Unadjusted Practicum (18)	
Error Status		FLE	

Both Submissions

Do Query

The main function of this screen is to make changes to individual and groups of student records. The easiest way to find a student record is to search by the Student ID. The Student ID is shown on many of the edit reports generated during the loading process.

Records printed on the Student Edit Summary and Error Detail report have been flagged as having one or more errors. Common sources of errors include incorrect coding of a student's characteristics, and typographic errors.

Adding an Individual Student Record

While the Maintain Student Screen is open, click on the **New** button on the tool bar. A blank screen with red Error messages beside each field appears as shown below. The error messages will be replaced with the description of the field once the field is filled in with valid *data*.

- 1 Start filling the blank *fields* by putting the *cursor* in the **location (4)** *field*. Tab out from the location *field* and a *popup* Look Up Values screen will appear. Make your selection and click **Ok**. After you made your selection the **submission (1)**, the **province (2)** and the **provider (3)** fields will be filled in automatically. At this time the error message displayed in red will be replaced by a description that explains the field you just entered. (For better description of the fields please refer to the LERS Policy and Reporting Manual in the Student Data Element Descriptions section).

After filling all the fields, click on the **Save** button on the tool bar. The Maintain Student screen will be disabled, after the record has been saved.

If an error message comes up when you try to save, click on the **OK** button of the message box. Click on the **Edit** button on the tool bar to enable the Maintain Student screen. Make the correction and click the **Save** button.

Editing a Student Record

To edit a student record:

1. Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Maintain Students**. The Query Student screen appears.
2. Use the Query Student screen to select the record or records you wish to edit. If the record matching the specified criteria does not exist a dialog box appears with a 'No Records Found' message. If the student record or records are found, a message appears showing the number of records that match the criteria. Click **OK**.

3. Once the record is displayed, click on the **Edit** button on the tool bar. The fields that can be modified are displayed with a white background.
4. Place the *cursor* on the field you want to modify and enter the new value. When finished click the **Save** button.

Note:

The majority of the student data problems enter LERS via the Student Import process, using the extract from your student system. It is important to correct as many errors as possible before the extract is created. When the fixes are made to the data extract file, delete all student records for the current submission and re-load the new student records into LERS. Importing records without first deleting the existing records, will result in duplicate records.

Editing Groups of Student Records

To update (edit) multiple records:

1. Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Maintain Students**. The Query Student screen appears. Use the Student Query screen to select the student records you want to edit.
2. Click on the **Update** icon on the tool bar. The Student Update screen will appear as shown below. The screen displays a warning message at the bottom to tell you how many records will be updated at one time.

The screenshot shows a window titled "Student Update" with a list of fields to be updated. The fields are arranged in two columns. At the bottom of the window, there is a red warning message: "WARNING: 4711 records will be updated". There are two buttons at the bottom right: "Delete" and "Do Update".

Submission (1)	<input type="checkbox"/>	Study Type (16)	<input type="checkbox"/>
Provider (2)	<input type="checkbox"/>	Language (23)	<input type="checkbox"/>
Location (3)	<input type="checkbox"/>	Country of Citizenship (24)	<input type="checkbox"/>
Session (4)	<input type="checkbox"/>	Entry Into Canada (25)	<input type="checkbox"/>
Student ID (5)	<input type="checkbox"/>	Source - Country (26)	<input type="checkbox"/>
Registration Status (9)	<input type="checkbox"/>	Source - Postal Code (27)	<input type="checkbox"/>
Registration Type (10)	<input type="checkbox"/>	Admission Year (28)	<input type="checkbox"/>
1. Primary Program ID (11)	<input type="checkbox"/>	Admission Status (29)	<input type="checkbox"/>
Primary Specialization ID (12)	<input type="checkbox"/>	Previous Activity (30)	<input type="checkbox"/>
Secondary Program ID (13)	<input type="checkbox"/>	Previous Act - Loc (31)	<input type="checkbox"/>
Secondary Specialization ID (14)	<input type="checkbox"/>	Attainment (32)	<input type="checkbox"/>
Year of Study (15)	<input type="checkbox"/>	Last Inst - Type (33)	<input type="checkbox"/>
Marital Status (6)	<input type="checkbox"/>	Last Inst - Year (34)	<input type="checkbox"/>
Legal Status (7)	<input type="checkbox"/>	Last Inst - Province (35)	<input type="checkbox"/>
Current Status (8)	<input type="checkbox"/>	Grade Completed (36)	<input type="checkbox"/>
Completion Status (19)	<input type="checkbox"/>	Grade Comp - Year (37)	<input type="checkbox"/>
Sponsor (20)	<input type="checkbox"/>	Grade Comp - School (38)	<input type="checkbox"/>
Gender (21)	<input type="checkbox"/>	Last Post Secondary (39)	<input type="checkbox"/>
Birthdate (22) yyyy/mm/dd	<input type="checkbox"/>	Aboriginal Indicator (43)	<input type="checkbox"/>
Actual Contact Hrs (41)	<input type="checkbox"/>	Unadjusted Instructional (17)	<input type="checkbox"/>
Alberta Student ID (42)	<input type="checkbox"/>	Unadjusted Practicum (18)	<input type="checkbox"/>
Error Status	<input type="checkbox"/>	FLE	<input type="checkbox"/>

WARNING: 4711 records will be updated

Delete Do Update

3. Enter the value for the field or fields you want to update and click the **Do Update** button at the bottom right hand side of the Student Update screen. 'Update Student Records?' message will appear, indicating the number of records that will be affected.
4. To proceed with the update click **Yes**. This will update the number of records displayed on the message. If the update was successful an 'Update Complete' message will appear on the screen.
5. To delete the group of selected records, click the Delete button. 'Delete Student Records?' message will appear, indicating the number of records that will be deleted.

Warning:

The update is based on the list of records from the currently open query. Therefore, to avoid unintentionally writing over existing records you do not wish to update, perform an appropriate query before the update to limit the number of records affected by the update.

Important:

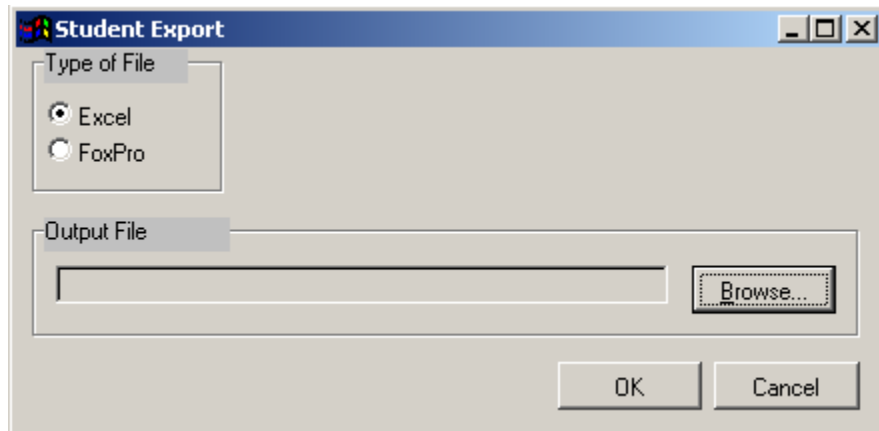
Remember to re-run the Student Edit Summary and the Error Detail reports after running a group edit. This clears the error flags on the corrected records and recalculates the FLE.

Exporting Student Records

It is possible to write selected student records to an Excel file or FoxPro database. This can be used to create 'L' or 'N' grad records.

To export student records to an Excel or to a FoxPro file:

1. Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Maintain Students**. The Query Student screen will appear. Use this screen to select the records you want to export.
2. Click on the export icon. The Student Export dialog box appears as shown below.

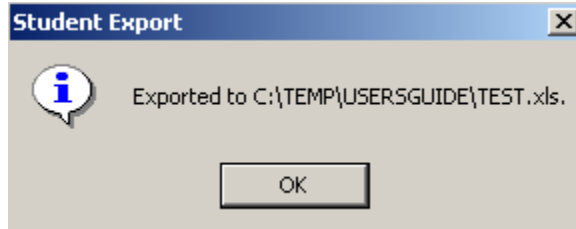


3. Click on the **Excel** or **FoxPro** *option buttons* in the Type of File area and then click on the **Browse** button. The Open dialog box will appear
4. Create a new folder or locate an existing folder and type in a descriptive name for the export file

Note:

The file name for the exported file **must** start with a character. (I.e. the first character of the file name cannot start with a number or special character)

5. Click on the **Ok** button. The *path* and the *file name* of the Excel file or FoxPro table will appear in the Output File area
6. Click the **Ok** button and a Student Export dialog box with an 'Exported to' message will come up as shown below. This tells you where the file has been exported



7. Click the **OK** button again to clear the message and then click the **Cancel** button. If the records were exported to a FoxPro table, several files will be created.

Creating Grad Records

When creating "L" (late grad) records, it is often easier to select a record from a previous submission and make the required changes for the current submission. There is a button labeled "create grad" in the bottom right hand corner of the Maintain Student screen. When the button is clicked, a screen appears asking for an academic year and submission. The current student record will be copied to the academic year and submission selected. The current record is the record highlighted on the student list screen and displayed on the detail screen.

The screenshot shows a window titled "Student Query" with a list of fields for data entry. The fields are organized into two columns. The left column includes fields such as Submission (1), Provider (2), Location (3), Session (4), Student ID (5), Registration Status (9), Registration Type (10), Primary Program ID (11), Primary Specialization ID (12), Secondary Program ID (13), Secondary Specialization ID (14), Year of Study (15), Marital Status (6), Legal Status (7), Current Status (8), Completion Status (19), Sponsor (20), Gender (21), Birthdate (22) with a date format mask, Actual Contact Hrs (41), Alberta Student ID (42), and Error Status. The right column includes fields such as Study Type (16), Language (23), Country of Citizenship (24), Entry Into Canada (25), Source - Country (26), Source - Postal Code (27), Admission Year (28), Admission Status (29), Previous Activity (30), Previous Act - Loc (31), Attainment (32), Last Inst - Type (33), Last Inst - Year (34), Last Inst - Province (35), Grade Completed (36), Grade Comp - Year (37), Grade Comp - School (38), Last Post Secondary (39), Aboriginal Indicator (43), Unadjusted Instructional (17), Unadjusted Practicum (18), and FLE. A "Do Query" button is located at the bottom right of the window. A checkbox labeled "Both Submissions" is at the bottom left.

Brokering Arrangements

This function has been automated at the Department once the student data has been received. Please request a Brokered Program Summary report from your LERS contact. Ensure that all brokering records in PRS are complete and accurate. Also ensure that the brokering record for both brokering partners is filled out accurately and completely, before any data is submitted.

Procedure:

1. The host institution must set the completion status to '5' for all brokered completers.
2. The host institution submits the brokered student records with its regular LERS submission to the Department. The credentialing institution excludes these student records from their submission.
3. The Department will transfer the student records to the credentialing institution after the host institutions have submitted their records.
4. The Department will calculate the FLE split on host and credentialing institution's student records according to the split entered into PRS.
5. Completer records will be transferred to the credentialing institution and the completion status will be set to '1'.

Sessional Reports, Program Load Reports, and Funding Reports

Exporting, Viewing or Printing Reports

The different types of LERS enrolment and program reports are found under Reports on the Menu bar.

To Print a report(s):

- Select the report you want to print and click the **Print** icon

To Export a report(s):

The Export icon is used to write the contents of the report to an Excel or Text file or a FoxPro table. To do this:

1. Make your selection and click the **Export** icon on the tool bar.
2. Create a new folder or locate the directory where you want to save the file
3. Select the file type from the **Save As Type** drop down list box and name the file
4. Click the **OK** button. An 'Exported to' message will popup. Click the **OK** button to clear the message

Note:

When exporting data, there are four file type options available. Selecting either the **All Files** or **XLS** options will result in an Excel file being exported. The **File** option will result in a Text file being created while the **Table/Dbf** option will result in a FoxPro table being created.

To Preview Report(s):

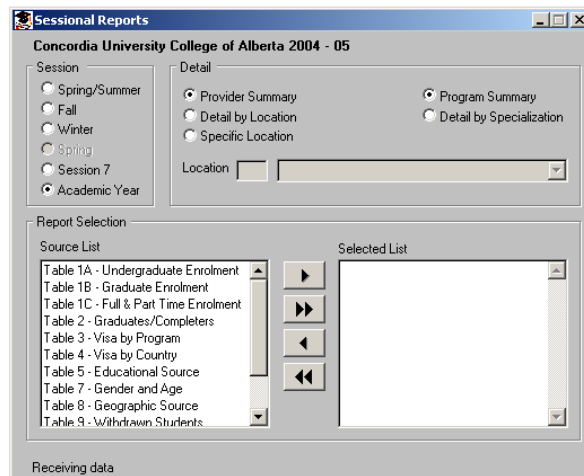
1. Make your selection and click the **Preview** icon on the tool bar.

2. Once you are done previewing the report, click the **Close Preview** icon on the tool bar. You can also print the reports from this view.

You can use the navigation icons on the tool bar to go from one page to the next. You can also use the Go to Page icon on the tool bar icon to go to a specific page. Click the **Go to Page** icon. Type in the **Page Number** and then click the **OK** button. This will take you to the page you want to view. Click **Cancel** to exit.

Sessional Reports

1. From the menu bar click **Reports** and then click **Sessional Reports**. The Sessional Reports screen appears as shown below.



This screen allows you to select enrolment reports by individual session or full academic year. To view, print or export reports use the Print, Preview or Export icons on the tool bar.

2. Choose the parameters for the report by clicking one of the sessions in the **Session** area, such as **Fall**.
-
3. Choose the type of report you want in the Detail area. The available choices are provider summary, detail by specialization, detail by location or specific location report. Default selections are **Academic Year** and **Provider Summary**. There is also

options for program summary that is FLE and headcounts by program and detail by specialization.

4. Select one or more of the reports from the **Source List** in the Report Selection area. Click on the **Add Selected Item** or **Add All Items** button to move the report(s) to the Selected List area. If a mistake has been made, click the **Remove Selected Items** or **Remove All Items** icon

Reports can also be selected by double clicking the report names or by dragging them across to the Selected List area.

Program Reports

There are three types of program reports, These 3 reports are:

1. The program load/KPI,
2. The program listing and
3. The program funding

Note:

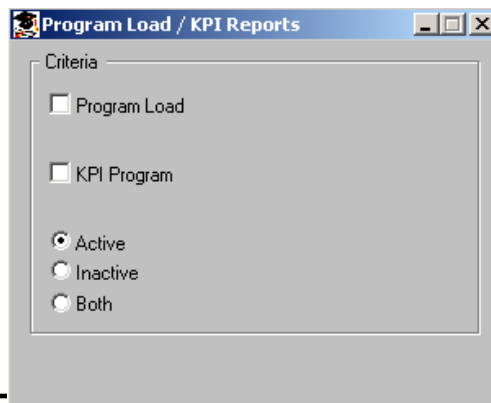
All program reports list all available specializations and their corresponding details.

Program Load

The Program Load reports are used to list the program information that is stored in the PRS system.

To access this report:

1. Go to the menu bar and choose **Reports**. Click **Program Reports** and from the *submenu* click on **Program Loads / KPI Reports**. The Program Loads / KPI Reports screen appears as shown below.



2. Choose the **Program Load** or **KPI Program** or both. Select the status: **Active**, **Inactive** or **Both**

To view, print or export reports use the Print, Preview or Export icons on the tool bar.

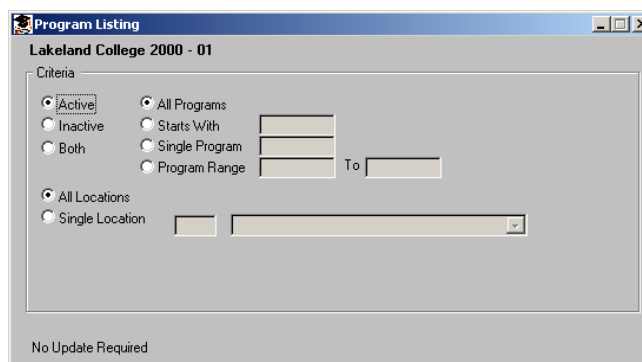
If no data exists for the selected criteria, a 'No Data for Selected Criteria' message will come up. Click **OK** to clear the message.

Program Listing

The Program Listing is actually a set of reports -- one page for each Program ID and Location. The report displays all program information.

To access this report:

1. Go to the menu bar and choose **Reports**. Click on **Program Reports** and from the *submenu* click on **Program Listing**. The Program Listing screen appears as shown below.



This screen has the following capabilities:

- It allows you to display all programs or a single program that are **Active**, **Inactive** or **Both** in **All Locations** or at a **Single Location**.
- It allows you to search for group of programs that start with a particular letter. For example, click **Active**. In the **Starts With** field, enter the letter "C". This function will display all the programs that are active and that start with the letter "C".
- It also allows you to view a single program that is **Active**, **Inactive** or **Both** by entering the **ProgramID** in the **Single Program field**. For instance, enter a **ProgramID** – to only view information about a particular program.

If there is no data for the selected criteria, a 'No Data for Selected Criteria' message will come up. Click **OK** to clear the message To view, print or export reports use the **Print**, **Preview** or **Export** icons on the tool bar.

The Program Funding

There are four Funding Reports. The Program Funding report summarizes the sources of funding for programs. The other three funding reports show FLE enrolment on the basis of funding source. These three reports are:

- FLE Credit Enrolment by Operating Revenue and Location.
- FLE Credit Enrolment Under Tuition Fee Policy, and
- FLE Credit Enrolment by Funding Arrangement.

To access these reports:

1. Go to the menu bar and choose **Reports**. Click on **Program Reports** and from the *submenu* click on **Funding Reports**. The Funding Reports screen appears as shown below.

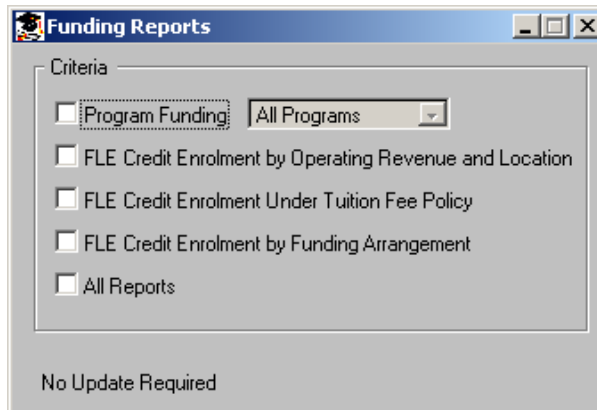


Figure 2: The Funding Reports

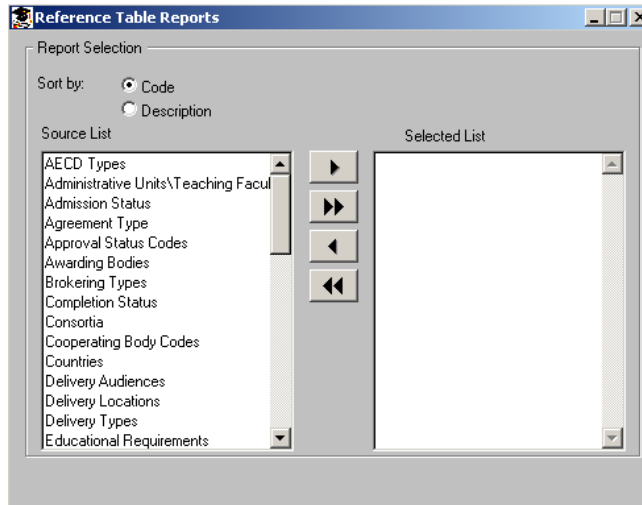
To select all the reports click the **All Reports** *check box*.

To view, print or export reports use the Print, Preview or Export icons on the tool bar.

Miscellaneous Reports

Reference Table Reports

1. Go to the menu bar and choose **Reports** and click on **Reference Table Reports**. The Reference Table Reports screen appears as shown below.



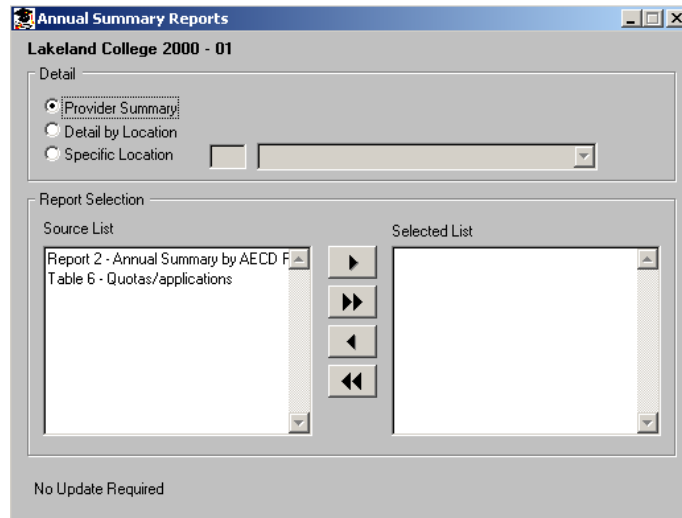
This screen allows you to sort the reference table reports by code or description. For example, to view countries by description:

2. Select the sort order you want for the report, using the sort by options at the top of the screen.
3. Select one or more of the reports from the **Source List** in the Report Selection area. Click on the **Add Selected Item** or **Add All Items** button to move the report(s) to the Selected List area. If a mistake has been made, click on the **Remove Selected Items** or **Remove All Items** icon

To view, print or export reports use the Print, Preview or Export icons on the tool bar.

Annual Summary Reports

1. Go to the menu bar and choose **Reports** and click **Annual Summary Reports**. The Annual Summary Reports screen appears as shown below.



Note:

Degree granting institutions will show extra report options.

Note:

Report 2 –Annual Summary by AECD program class structure will not be available for reporting the 2004-2005 and later enrolment data as program class will no longer be required.
 Report 10-Non-Active students, Report 4-Annual Completion by Admin Unit, Report 5-Annual Completion by Teaching Faculty, Standard Name and Length will also be unavailable for 2004-2005 and later.

2. Click on the report that you want to view in the **Source List** area, click the single arrow head that is pointing to the right to move it to the Selected List. If you move the wrong report by

mistake click on the single arrow head pointing to the left to move the selected report back to source list.

To view, print or export reports use the Print, Preview or Export icons on the tool bar.

Processing Checklist

Note:

It is imperative that you run the processing checklist, investigate and make corrections where appropriate, before submitting your LERS data to Alberta Advanced Education. The Processing Checklist provides detailed edit checks on the data imported from your student record system.

The Processing Checklist screen is used to ensure that all required edit checks have been performed before the student records are submitted to Alberta Advanced Education. The checklist contains both manual and automatic processes. The color in which an item appears indicates whether it is a manual or automatic process. If an item appears in black, it is a manual process and provides a reminder to check the data using other features available in LERS and PRS. All automatic processes are run as soon as the category is selected. A red item indicates a data problem exists, and requires attention. For example, if "Check for rejected records" appears in red, it indicates that rejected records exist. A purple item indicates that there is additional information available. If an item appears in blue, it indicates that an edit check has been performed, but no problems exist and no additional information is available.

Double clicking on items that appear in red or purple will display information about the check that was performed. This information can be exported to an Excel file for further analysis by clicking the **Export** button on the upper right corner of the screen.

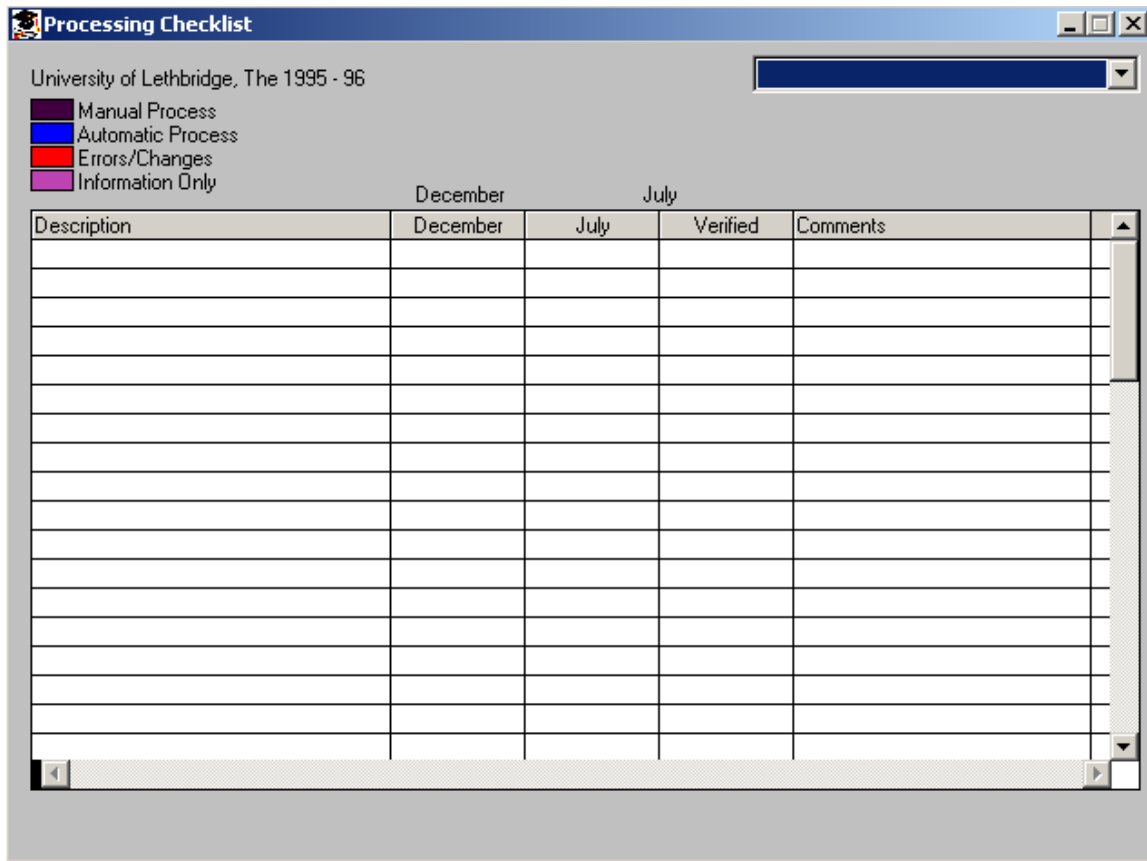
Beside each item are 3 buttons and a space to enter comments. Double clicking the comments area opens up an edit box to enter any notes about the item. Begin the comment with the date and your initials (i.e. 20010716 AG:). The 3 buttons indicate whether the individual edit checks have been performed (the button is depressed). If an item remains blue after the edit check is performed, the button is automatically depressed for the appropriate submission(s). Use of the Verified button is optional.

Printing the Checklist

The complete checklist can be printed showing which items have been completed along with any comments entered, by selecting the Preview or Print button on the tool bar. You must be displaying the main Processing Checklist screen for the report to print.

To open the Processing Checklist screen:

1. Go to the menu bar and choose **Utility** and then click on **Processing Checklist**. A blank Processing Checklist screen appears as shown below



2. Click on the drop down list box on the top right hand side of the Processing Checklist screen to select the process that you want to run.

As mentioned previously, there are four different colors that describe what each color represents. These 4 colors are:

Black – indicates manual processing and is intended as a reminder. Double clicking on any black description brings up a comment screen. The comment screen indicates what needs to be checked.

Blue – indicates automatic processing. For example, selecting Automatic Adjustment from the drop down list at the top of the Processing Checklist screen. This process goes through each description and makes the adjustments.

Red – indicates if there are errors in the student records. The records should be checked for errors. **If there are rejected records that are not corrected, the student records for that submission cannot be sent to Alberta Advanced Education.**

To export information about the various errors:

1. Highlight and double click on any description that appears in red. A dialog box will appear.
2. Click on the **Export** button. The Save As dialog box appears.
3. Type the **File Name** in the Export Status field.
4. Create a new folder or locate the folder where you want to export the file.
5. Click the **Save** button. The export process will export the information displayed to an excel spreadsheet.

Purple – indicates that additional information is available.

To export additional information to an excel file:

1. Highlight and double click on any description that appears in purple. A dialog box will appear.
2. Follow steps 2 to 5 on this page to export the file to an excel spreadsheet.

When the process is complete you will see a 'Process Complete' message at the bottom of the Processing Checklist screen.

Initial Processing

- **Check for Rejected Records**

This checks the entire academic year data for any rejected records (error status = R). Data containing rejected records cannot be sent to Alberta Advanced Education. For more details on why a record is rejected, refer to the Student Edit reports.

- **Check Error Messages and Fix if Possible**

This performs a check on the academic year data for records containing errors (error status = E). For more details on errors that exist on a record, refer to the Student Edit reports.

- **Current Data**

This displays the number of records in the current and previous academic year broken down by academic year and session.

Automatic Adjustments

- **Adjust Year of Study for Short Programs**

For Short programs that are less than one year and less than 24 weeks in length, the Study Type for all students who are taking these programs will be set to "S".

- **Current Status (New & Returning)**

A student can be registered as New (3), Freshman (4) or Post-Secondary Transfer (5) only once at your institution.

If a student's ID doesn't appear in any previous data, the current status will be set to 3 unless it is currently set to 4 or 5. If a student is not enrolled in the previous academic year the current status will be set to 2 (returning). All other students are considered continuing, and current status will be adjusted if necessary.

- **Combine Multiple Student Records**

There should be only one student record for each student/program/registration type combination in any given

session. In some institutions it is normal to generate more than one record for each student/program/registration type combination. This causes inaccurate head counts for the institution. Therefore, these records will be combined into a single record and the contact hours, weeks and FLE will be adjusted. If your institution does not generate more than one record for each student/program/session/registration type combination, you should run the Multiple Records report prior to running the automatic adjustments. Any duplicate student information should be deleted to avoid inaccurate FLE.

- **Correct Student ASNs**

Compares student ids to ASNs. If it finds an ASN for a student and any other records for the student have a blank ASN, the blank is corrected. Student records with multiple ASNs are reported as errors or corrected where possible. Different student IDs having the same ASN are also reported.

Quality Checking

- **Check for High Values of Credits or Hours.**

Displays records that have an unusually high amount of credits or hours. If the data is reported in contact hours, the weeks must be between 1 and 52 and the hours must be less than or equal to 40 hours per week. If the data is reported in short days, the days must be less than 24 and the hours must be less than or equal to 8. All records not meeting these criteria are displayed for review.

- **Check Registration type**

Displays a comparison of the number and percentage of distance and work experience students between the current and previous academic year.

- **Visa Students with Invalid Country Code**

Displays students who are coded as Visa, but their country of citizenship is Canadian (800) or unknown (999).

- **Average FLE by Program and Year of Study**

Displays the average and program FLE broken down by program and year of study.

- **Check Alberta Student Number**

Displays student records with invalid or blank Alberta Student Numbers.

- FLE by Student, Program and Session

Shows total FLE by student, program, year of study and session compared to the program FLE.

- Number of New and Continuing Visa Students

Shows total number of new, returning and continuing Visa students by session.

- Number of New and Continuing Students

Shows total number of new, returning and continuing students by session.

- **Invalid Provider Locations**

Gives a listing of all student records that do not have a valid provider location.

Brokering Arrangements

- **Cross Referencing Between Both Institutions (in PRS)**
Information only.

- **FLE Enrolment Percentages Entered by Both Institutions equals 100%**
Information only.

- **FLE Grads Entered for Sponsoring Institution Only**
Information only.

- **Headcount & FLE are Proportional for Both Institutions**
Information only.

Yearly Information

- **Completers Included by Session**

Shows total number of completers by session.

- **Duplicate Completers**

Displays student IDs that are reported as completers in the same program more than once in the current academic year.

- **Missing Funding Codes**

Displays all missing funding codes for student records belonging to programs, specializations and locations with missing funding codes.

Analysis Finalized

- **Set Processing Status**

Displays checklist items that require acknowledgement (depressed buttons) before the processing status will be automatically set to complete for the submission(s). Once all Checklist items have been acknowledged, there should not be any items listed in this screen. The Processing Status must be set to Complete before data can be exported.

To run Automatic Adjustments:

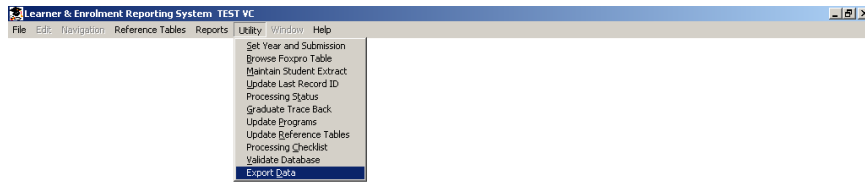
1. Click on **Utility** on the menu bar and click on **Processing Checklist**. The processing Checklist appears.
2. Select **Automatic Adjustments** from the drop down list on the top right hand side of the Processing Checklist screen

At this point all items listed will be processed consecutively.

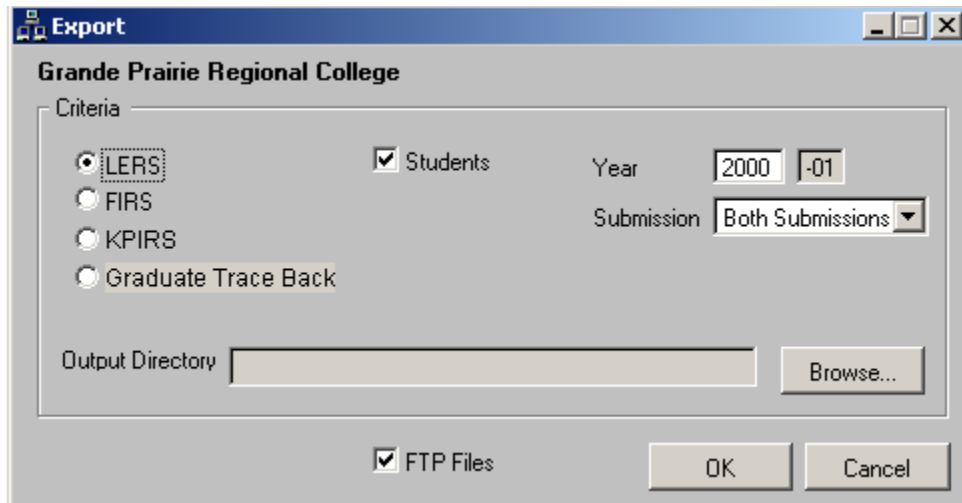
Export LERS to Alberta Advanced Education

Creating Files to Send to AE

Select the Export Data option from the utility Menu:



The Export screen appears as follows.



- LERS, Students and *FTP* Files are selected by default. Type in the Year and select the Submission from the drop down list.

Note:

If you clicked on "Both" rather than "December" or "July" when selecting the submission, a single .dbf file with data for both submissions will be created.

1. If you leave the **FTP Files** area checked () and click on the **OK** button, 'No output directory was selected' message will appear. Click **OK** and click on the **Browse...** button.

Locate the folder where you want to export the files and click on the **Select** button. The *path* and the *file name* where you exported the files will be displayed in the **Output Directory** area.

- Click OK. An 'Operation completed successfully' message comes up. Click OK. Please Wait ... dialog box appears. The process of transferring the files will take a few seconds.
- Once the process is complete, A 'Successful Submission' message appears. Click OK and click on the Cancel button to close the export screen.

The above steps explain how you can automatically FTP and also transfer the December and July submissions to a specified location on your computer.


If you wish you can also export the files only to your local computer by clearing the **FTP Files** *Check box* on the export screen in Figure 25 above. Then you would manually *upload* the exported files to your institution specific *FTP* site.

The preferred option is to *FTP* the file; however you can also zip the files and send as an attachment to an email or upload to the *FTP* site. A ZIP file must be under 2 MB in size to be sent as an email attachment.

Using FTP Explorer to Transfer Files

The *FTP* Explorer software is used to transfer files to (upload) and from (download) the *FTP* site. The *FTP* Explorer is usually used to download new updated student files or new LERS executable file sent from the department. It is also used to send your December or July data to the department.

To upload files to the FTP site:

1. Click on the **FTP Explorer** icon on your desktop. The connect window will appear
2. Click on your **institution**-specific site where student data files are stored
3. Go to the menu bar and click on **Connect** or click on the **Connect** button above the cancel button
4. Click on the '+' sign until you see a folder called Transfer. Then click on the **Transfer** folder or on the '+' sign beside the Transfer folder. There are two folders called FromInst and ToInst
5. Click on the **FromInst** folder and then click on the **LERS** folder
6. Once the LERS folder is open, click on the **Upload**  button or go to the *FTP* explorer menu bar and click on **File** and then click on **Upload**. The Upload dialog box appears.
7. Locate the folder where you saved the files and click on it. Then click on the **Open** button. Repeat step 6 and 7 until you uploaded all the files. When finished do step 8.
8. Go to the menu bar and click on **File** and click on **Exit**.

Address the concerns of Alberta Advanced Education

In addition to processing the data there are some additional reviews that should be done to ensure data quality. They Are:

Reviewing Total Student Sessional FLE that is Higher than Program FLE

Ensure that the program loads are correct and that student FLE is reported in the correct program year. Students may take courses in addition to the required load, but an explanation indicating that this is the case will be required.

Funding Codes are Not Entered for Active Locations

In order to track funding accurately all active locations must be assigned a funding code. Funding codes can be added through the

yearly info tab in PRS. In order to ensure all funding codes are filled out please run the FLE by Subject Area and Location in the Funding reports.

Duplicate Completers

Duplicate completers list is created in the processing checklist. All duplicate completers must be corrected to reflect an accurate measure of graduates and completers. Please keep in mind that a student cannot be a completer in the same program in more than one session.

PRS Brokering Information Not Filled Out or Not Complete

With the addition of automated brokering it is essential that institutions provide complete and accurate PRS brokering information. In order to ensure that the Brokering agreements are accurately reflected in the brokering arrangements the institutions involved can review the brokering summary report that is available through PRS.

Delete Students

Deleting Existing Student Data from LERS

There are two reasons for deleting student records from the LERS System:

- When you re-run your extract and are ready to read in a fresh set of records to replace the ones already loaded
- A deletion is also necessary when you receive updated student records from Alberta Advanced Education intended to replace whatever records you already have in your database for a particular academic year.

Note:

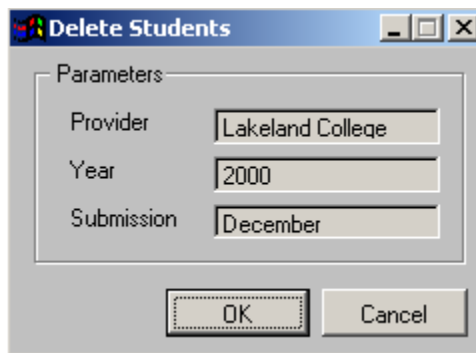
Use **CAUTION** when deleting, and always make a back up copy of your data in case of problems.

To delete one full academic year of student data from your database follow step A to D:

- A. Go to the menu bar and choose **Utility**. Click on **Set Year and Submission**. The Set Year and Submission screen appears.

B. Enter the **Academic Year** and select the **Submission** type for the year you want to delete the student records for. For instance, enter 2000, December to delete the December 2000 student data

C. Go to the menu bar and choose **File**. Click on **Students** and from the *submenu* click on **Delete Students**. The Delete Students dialog box appears as shown below.



D. Click on the **OK** button and a 'Delete all students for December submission' message appears. Click **OK** to delete. Click Cancel if you do not wish to delete the records

Now go back and do step A to D to delete the July submission. Select **July** instead of December on the Set Year and Submission screen.

Sign off Process

Loading Updated Student Files Sent From Alberta Advanced Education

The loading procedure reads in one submission at a time, so importing one academic year's student data involves carrying out the standard loading procedure twice.

For example, suppose you receive a file from Alberta Advanced Education containing all of your student records for two years, say

1999 - 2000 and 2000 – 2001. Set the Year and Submission as 1999, December. Load the file in the normal way and then go back and do the same for 1999, July. Then change the year to 2000 – 2001 and do each submission in order, for 2000 - 2001.

You can readily note the academic year and submission you are working on at the top of the Load Students screen.

Review Electronic/Official Letter and all attached reports.

Review the enrolment numbers to ensure that the enrolment information accurately reflects what is in the internal system of the institution. Ensure that program loads are correct, that the Table 1 enrolment report is balanced with the FLE Credit Enrolment under Tuition Fee Policy, and that the number of completers/graduates is correct. Finally, get an institutional VP to sign the submission confirmation letter and chart and fax them to Alberta Advanced Education at (780) 427-1179.

Appendix A. Handling System Problems

General

This section describes how to handle system problems that may occur while you are using the software. When you encounter any type of error while using this system, immediately do the following

1. Press the **Print Screen** key on your keyboard. The current screen image is copied into the Windows Clipboard.
2. Click on **Start** on the windows task bar. Move the mouse upto **Program** and from the *submenu* click on **Accessories** then click on **Paint**
3. Once the Paint program is opened, press **Ctrl-V** on your keyboard or go to the menu bar and click on **Edit** and click **Paste**. This will paste the screen image.
4. Go to the menu bar and click on **Save**. The Save As dialog box appears. Create a new folder or locate the directory where you want to save the file and type in a meaningful **file name**. Click on the **Save** button.
5. Compress the file using WinZip and attach it to an email and send it to a LERS contact at Alberta Advanced Education. You can also print the image and fax it to the LERS contact, however, the quality of the image received by fax is not always clear enough to read the actual error message. The fax number is (780) 427-1179.

When an error occurs, normally a message box will appear that attempts to explain what the error is. You are typically given two options, **Retry** or **Abort**. Sometimes the choice is **Ignore** or **Cancel**. If you select **Retry** or **Ignore**, the application attempts to continue. Further errors may be triggered following the original error. If **Abort** or **Cancel** is chosen, the application attempts to close. The recommended action is to abort.

Some errors reflect Windows problems and may be addressed by the user.

Freeing up disk space, i.e., moving or deleting files can correct a "Disk Space Error". When space has been freed up, select Retry to

continue the process. If the message comes up again, more space is needed. You can also delete files in C:\windows\temp directory.

“Run Time Error: Not Enough Disk Space for C:\Temp” means the amount of temporary disk space allocated is not enough to complete the procedures the LERS system is attempting. When space has been freed up, hit **Retry** to continue the process. Sometimes you have to exit LERS completely and reboot the system to free up space. If you continue to experience system errors, ask your computer support staff for assistance.

Appendix B. Updating LERS General and Postal Regions Tables

1. Logon to LERS system
2. Go to the menu bar and choose **Utility** and click on **Reference Table Update**. The Reference Table Update screen appears as shown below.

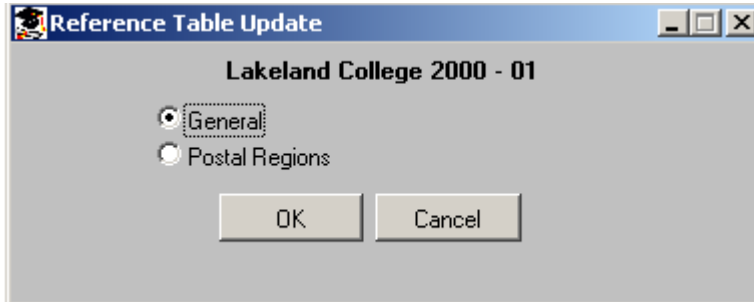


Figure 3: The Reference Table Update

To update the reference tables:

3. Click on **General** and click the **OK** button
4. When the update process is complete, you will see an 'Update Complete' message on the Reference Table Update screen
5. Click the **Cancel** button to exit the Reference Table Update screen

To update the postal regions:

1. Logon to LERS system. (Please refer to page 1 in how to logon to the LERS System)
2. Go to the menu bar and choose **Utility** and click on **Reference Table Update**. The Reference Table Update screen appears as shown below.
3. Click on **Postal Regions** and click on the **OK** button. This process might take few seconds

4. When the update process is complete, you will see an 'Update Complete' message on the Reference Table Update screen
5. Click on the **Cancel** button to exit the Reference Table Update screen.

Appendix C. Hardware Requirements

Optimum Configuration for Running LERS

The minimum environment recommended by AE is an IBM PC compatible with a Pentium 133 processor running Windows 2000 or XP with 32 Megabytes of RAM. Although each PC running LERS minimally requires 20MB to 40MB of free disk space, these requirements will grow depending on how many years of student and program data you have in your LERS database.

From our experience, the software operates better when the computer has more RAM and disk space than the minimum required.

AE recommends installing the LERS application on a shared network drive, if possible. There are several advantages to doing this:

You conserve space on your hard drive.

There are advantages to reporting KPI information because tables are being shared across applications.

Your data files can easily be backed up on a regular basis.

Upgrading the application is significantly less complicated.

A drawback to using a shared network drive is that LERS is affected by the amount of other traffic on the server. Choose a time to do big jobs such as importing student records when other uses of the server are at a minimum.

Appendix D. Installation of FTP and WinZip Utility

The key to downloading files from the *FTP* site is to have the right software. Perhaps the easiest way to obtain suitable tools is to access free software on the Internet. These instructions assume that you are using FTP Explorer and WinZip.

If you do not have such software, the following section provides instructions in how to download *FTP* Explorer and WinZip 8.0 from the Internet. *FTP* Explorer is zipped as it comes of the Internet so you need to unzip the software using a WinZip Utility to successfully install it. The following few pages gives you instruction in how to unzip and install the software on your computer.

Installing FTP Explorer and WinZip for Windows 95, 98, 2000, Me and NT

To download FTP Explorer from the Internet:

1. Open Internet Explorer and type <http://www.ftpx.com> on your web browser and click on the **Download It** button
2. Click on filename **FTP Explorer** (FTP) and select **Save this file to disk** *option button*
3. Click on the **OK** button. The **Save As** dialog box appears
4. Create a new folder or locate the directory where you want to save the **ftpx.zip** file and click on the **Save** button (i.e., C:\Temp\ or a directory of your choice)
5. Once the **ftpx.zip** is downloaded into your hard drive, go to the Internet Explorer menu and select **File** and click on **Close**. This will close the web browser

To download WinZip from the Internet:

1. Open Internet Explorer and type <http://www.winzip.com> on your web browser
2. Click on **Download WinZip 8.0** or, if you wish to upgrade, click on **Download Free Upgrade**. The File Download dialog box appears
3. Select **Save this file to disk** *option button*. The Save As dialog box appears
4. Locate the directory where you want to save the **winzip80.exe** file and click on the **Save** button (i.e., C: \Temp\ or a directory of your choice)
5. Once the **winzip80.exe** is downloaded into your hard drive, go to the Internet Explorer menu and select **File** and click on **Close**. This will close the web browser

To install WinZip:

1. Open **Windows Explorer** and click on the folder where you saved the new WinZip file (i.e., **C:\Temp**)
2. Double click on **WinZip 8.0.exe** icon and follow the on-screen instructions to install WinZip.

To Decompress (unzip) the FTP zipped (ftpx.zip) file:

1. Open Windows Explorer and click on **C: \Temp** or locate the folder where you downloaded the ftxp.zip file from the Internet
2. Double click on **ftpx.zip** [the WinZip initial window opens]. A WinZip window showing 8 files, including a **setup.exe**, will appear
3. Click on the **Extract** button. An **Extract** dialog box appears
4. Select the folder into which you would like to copy the files (e.g. C:\TEMP) by clicking on the right hand side window in the **Folders/drives** area

5. Click on the **Extract** button. When the extraction process is complete the status light will be green. (Otherwise it is red)
6. Click on the **Close** button or go to the menu and click on **Exit** to close WinZip

To install FTP Explorer:

1. Open Windows Explorer, go to the folder where the files were extracted (e.g. C:\Temp) and double click on **setup.exe**
2. Follow the on screen instructions in the dialog box and use all defaults

Setting up the AECD Generic Site Using FTP Explorer

Once you have completed the downloading of *FTP Explorer* on your computer, an icon should appear on your computer desktop. Double click on the *FTP Explorer* icon. An *FTP Explorer* Window appears as shown below.

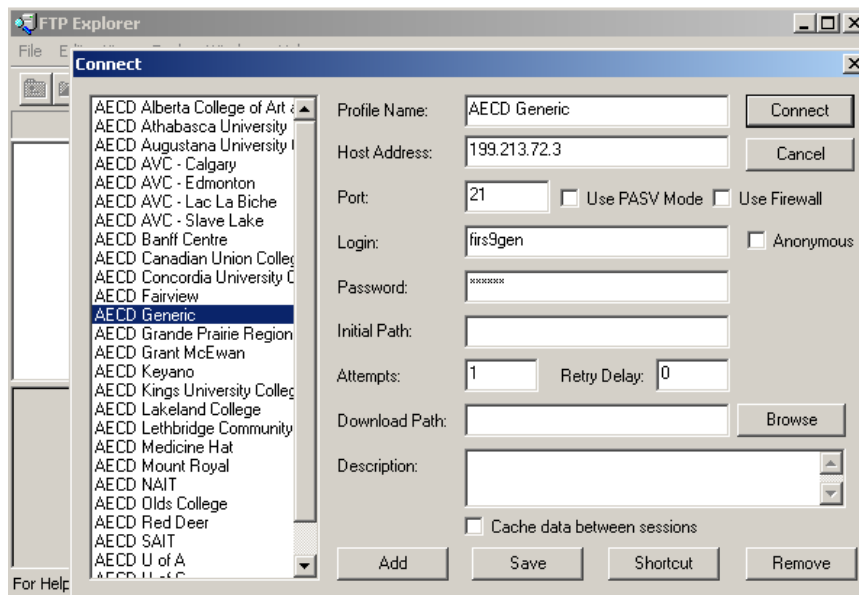


Figure 4: The FTP Explorer Screen

1. Before you can transfer files to and from the *FTP* site, you need to fill in the **Profile Name**, the **Host Address**, the **Login** and

the **Password** assigned to your institution. The password is available by contacting the LERS contact. Also create a profile for AECD Generic.

2. Click on the **AECD Generic** and click on the **Connect** button. The AECD Generic - FTP Explorer window appears. At this point the AECD Generic Setup is complete.

Note:

In the display screens above, the AECD Generic site refers to the one location used by all institutions to access the LERS executable program

Appendix E. Installation of the LERS Program Updates

Note:

Before installing the new LERS system back up your existing LERS system by copying the contents of the AECD folder as a different name, such as AECD2. During installation, the LERS system will use the AECD directory structure that is already on your PC or network, and will overwrite your data and program files

Installing the LERS system requires that you first go to the AECD Generic Transfer Protocol (*FTP*) site and download the Launch and the LERS software files.

If you are doing a first time install of the LERS Program (i.e. If you do not have the LERS data, the LERS Program and the Launch program installed on your computer) please contact your LRDE support person.

Steps 1 to 4 below explain how you can download the LERS Program and the Launch program from the AECD Generic *FTP* Explorer site.

To download the LERS and the Launch program:

1. Double click on the **FTP Explorer** icon on your desktop to open *FTP Explorer* or click on the **Start** button on the windows task bar, move the mouse up to **Programs**. From the Programs *submenu* click on **FTP Explorer**. (If you do not have *FTP Explorer* installed please refer to Appendix D in how to download and install it on to your machine)
2. Click on **AECD Generic** on the Connect screen and then click on the **Connect** button. At this time you are in the AECD Generic site
3. Click on the **firs9gen** folder. On the right hand side of the screen you will see an executable file for installing the launch and the `LersProg20042005.exe`. Press the **Ctrl** key on the keyboard and click on the file names one by one. Now the two files should be selected.

4. Go to the menu bar and click on **File**. From the drop down list click on **Download To...** and the Download to dialog box appears. Locate the folder where you want to save the files and click on the **Save** button. It will ask you to save again for the second file. Click on **Save**. (If you do not have an existing folder where you can download the files create a new folder and click on the **Save** button twice for each file).

This process might take a few seconds. Once the files are downloaded successfully you will see a transfer complete message for each file you downloaded message at the bottom of the *FTP Explorer* window.

5. Now open windows explorer and locate the files that you downloaded. If the file is not visible select **View** from the windows explorer menu bar and from the drop down menu click on **Refresh**. At this time the files should be there.

To Install the LERS Program:

1. Open **Windows Explorer** and locate the folder (e.g. C:\Temp) where you saved LERS program.
2. Double click on the **LERSProg20042005.exe** file. 'This will install LERS. Do you wish to Continue?' message will appear.

You can follow the on screen instruction or follow step 3 to 5 below.

3. Click on the **Yes** button and click **Next** twice.
4. Click on the **Browse** button. Use the same directory that you used for installing the LERS data and click on **Next**.
5. Click on **Next** twice and click on **Finish** to finish the install process
6. At this point, check if the lers.exe, INET.AVI, UPDATEPERFORM.FXP and readme.txt files exist in the BIN folder. If the files do not appear, try to refresh Windows Explorer by clicking on **Refresh** from the **View** drop down menu.

To Install the Launch program:

1. Open **Windows Explorer** and locate the folder (e.g. C:\Temp) where you saved the Launch program.
2. Double click on the launch executable file. 'This will install LERS. Do you wish to Continue?' message will appear. You can follow the on screen instruction or follow step 3 to 5 below.
3. Click on the **Yes** button and click **Next** twice.
4. Click on the **Browse** button. Use the same directory that you used for installing the LERS data and the LERS program and click on **Next**.
5. Click on **Next** twice and click on **Finish** to finish the install process
6. Check if the INET.AVI, int.exe, launch.exe, launch.ico, lers.exe, readme.txt and UPDATEPERFORM.FXP files should exist in the BIN folder. If all these files do not appear, try to refresh Windows Explorer by clicking on **Refresh** from the **View** drop down menu.

When the entire install process is complete, the following paths will be found on your **X:** drive, where **X** refers to the drive you selected during the install.

X:\AECD\DEPT\BIN where the program files reside
X:\AECD\DEPT\DAT where the data files reside

You should now have an updated red four triangular icon on your desktop entitled **Alberta Advanced Education**.

If you are running Windows NT you will have to go to the folder containing the Launch.exe ( launch.exe) program and create the shortcut yourself.

To create the shortcut on your desktop:

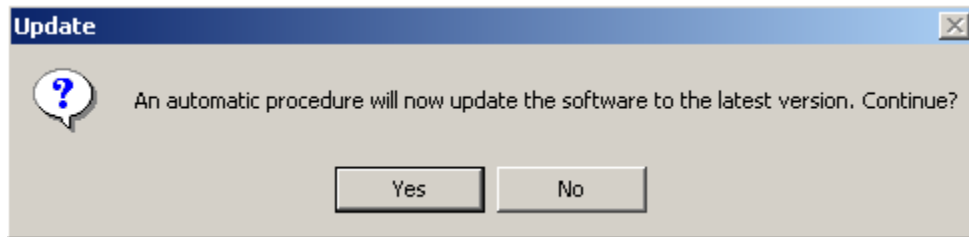
1. Locate the **BIN** folder and double click on it
2. Right click on the **launch.exe** file and click on **Send To**

3. From the *submenu* click on **Desktop (Create Shortcut)**
4. If you prefer, rename the new shortcut icon that you just created, and delete any old Alberta Advanced Education icons

Logging on to LERS after a Software Update

To run LERS:

1. Double click on the four red triangles **Alberta Advanced Education** icon on your windows desktop.
2. Click on the **LERS** icon and a message with 'An automatic procedure will now update the software to the latest version. Continue?' message appears as shown below. Click **Yes** for the message. This process will take a few seconds.



Once the process is complete the Logon dialog box appears. At this time you can login to LERS by typing in the **Password**.

Maintaining the Major Table









Please note that the following pertains to LERS data prior to 2004/05 only.




Majors are created through the student data *import* process between institution student system and LERS.

Once a major is created, it should never be created again. Avoid wording differences in the descriptions such as the difference between using the word "and" or using the sign "&". For example, the first major created for a group of students was "Recreation and Leisure". Then, another major was created in your student system called "Recreation and Leisure" and another "Recreation and Leisure Studies". These are all supposed to be the same major at your institution but in LERS three majors have been created with all 3 descriptions. They may or may not have the same major ID, depending on your institution's method used to assign major ID numbers. Try to avoid duplication of majors.





Appendix F. LERS Toolbar Items

The following icons are accessible when a report screen, a Student Maintenance screen or a Maintain Student Extract screen is opened. You can either use the icons or the drop down menus from the menu bar.

Icon	Item	Description
	Preview	Allows you to preview a report before printing. It displays the report, as it will appear when printed.
	Print	Prints a screen capture for the active window
	Go to Page	Goes to the page specified on the print preview screen
	Exit	Closes the current screen
	New	Puts the screen in an Enter mode, which means that the new record can be entered. This function is also available from the Edit – New drop down menu
	Delete	Removes the current record from the LERS database. This function is also available from the Edit – Delete drop down menu
	Edit	Updates the records found from the query result. This function is also available from the Edit – Edit drop down menu
	Save	Saves any outstanding changes to the LERS database. Use this icon after new records are added, changed or deleted from the database. This function is also available from the Edit – Save

Icon	Item	Description
		drop down menu
	Update	Puts the screen in an Update mode, which means that values can be entered for the fields you want to modify.
	Export	Allows you to export the records to a different file format
	Find	Allows you to locate a record. This function is also available from the Navigation - Find drop down menu





The next four 'arrow' icons allow you to navigate from one record to the next or from the first record to the last record. The icons or the menu items are available after the Maintain Student screen is displayed on the screen.

Icon	Item	Description
	First	Shows the first record. This function is also available from the Navigation - First drop down menu
	Previous	Moves to the previous record. This function is also available from the Navigation – Prior drop down menu
	Next	Moves to the next record. This function is also available from the Navigation – Next drop down menu
	Last	Shows the last record. This function is also available from the Navigation – Last drop down menu


Icon	Item	Description

Tool Tips: Text 'tool tips' have been provided on the tool bars. When the mouse pointer is placed over a tool bar icon, a small text box will appear describing the function that icon will perform.

Maintain Student / Maintain Student Extract Screen Button Items

Button	Item	Description
	Change	Allows you to change the major
	Delete	Deletes the record(s) that are found by the query. This button is used after the update icon is used to put the Maintain Student or Maintain Student Extract screen in a delete mode.
	Do Query	Searches the record(s) you are looking for. This button is used after the binocular icon is used to put the Maintain Student or the Maintain Student Extract screen in a search (query) mode.
	Do Update	Updates the record(s) found by the query. This button is used after the update icon is used to put the Maintain Student screen or the Maintain Student Extract screen in an update mode.

Processing Checklist Screen Button Item

	Export	The Export button is only visible after a purple or red description on the Processing Checklist screen is double clicked to export the record(s) to an excel file.
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Appendix G: Brokering Arrangements

Brokering Defined:

In a brokering arrangement, the institution that owns or is responsible for an existing approved program is referred to as the credentialing institution. The credentialing institution enters into an agreement with one other Alberta institution. This institution is referred to as the host institution and agrees to cooperate in delivery of the program. Both the credentialing and host institutions must report data to Alberta Advanced Education through LERS. All or part of the program is offered at the host institution, but the official enrolment is shared by both institutions. The program must be a properly approved program in PRS, but the brokering arrangement does not require formal approval.

PRS

1. Set the Program Record Brokering Information.

- a. Click on the **Maintain Programs** button on the PRS Main menu.
- b. Highlight the program you wish to broker.
- c. Click on the **Edit Program...** button located on the bottom of the 'Program WIP' screen.
- d. On the Locations tab select the specialization that you wish to update from the specialization listbox then click on the Yearly Info button that corresponds to the campus you want to broker.
- e. On the Brokering tab select **To** from the Brokering From drop down list.
- f. Enter the Broker Funding percentage.
- g. Select the Institution and Campus you are brokering the program to.
- h. Select the Brokering Type.
- i. Enter the Year of Program, Enrollment % and select the Program Id and Specialization code.
- j. Click on the **Save** icon located on the toolbar once all brokered information has been added.
- k. You may now exit the screen by clicking on the **Exit** icon located on the toolbar.
- l. After you have exited the program record, the status of the program will automatically change from working to approved. Delete the WIP record from the program WIP.

LERS

1. Re-Run Student Edit reports.

- a. Click **File** on the menu bar.

- b. Click on Students and click on the Load Student Reports.
- c. Click on the 'Full Year' checkbox.
- d. Before you are able to continue selecting the edit reports, the program update process will automatically run after opening the Load Student Reports screen. If an 'update failed' error appears in red letters at the bottom of the Load Student Reports screen DO NOT continue with the Student Edit Reports. The error message will indicate a file name with a .txt extension which will have been created in the c:\temp directory. You will find another file with the same name but a .err extension in the c:\temp directory. Please e-mail these two files, along with an explanation to your LERS institutional support person.
- e. Then click on either the '**Preview**' or '**Print**' buttons on the tool bar.
- f. It is imperative that the student edit report is run after any changes to program load information in PRS. The Error Detail report can be very useful, if any errors are found during the edit process.
- g. **Your student FLE's may have changed and it is important to re-run your Table 1 - Sessional Enrolment report to confirm the enrolment totals.**

Host Institution

1. Flag Completers for Brokered Programs.

- a. Using the Maintain Student Screen, identify the completer records within the brokered program by changing the 'completion status' field to 5.

2. Submit all LERS data to Alberta Advanced Education including brokered records.

- a. **DO NOT** send the brokered records to the credentialing institution.

Credentialing Institution

1. Submit LERS data to Alberta Advanced Education.

- a. **DO NOT include student records for brokered programs.** These student records will be transferred by Alberta Advanced Education from the Host institutions' submission. **Any student records for brokered programs included in your submission will be deleted.**

Brokering Process at Alberta Advanced Education

The Brokering Process at Alberta Advanced Education will copy all brokered records from the host institution to the credentialing institution. The student records will be adjusted to indicate complete records.

Appendix H: Instructions for Submitting eCampus Student Records where a Partner has been named

1. These instructions apply to the eCampus LEAD institution (only the LEAD institution submits eCampus student records to the department via the Learner Enrolment Reporting System (LERS)).
2. The FLE generated by these student records will be transferred to the PARTNER institution by the Department when the LERS data has been received from the LEAD institution. The FLE on the LEAD student record will be set to zero.
3. Select an appropriate PRS program in which you will submit the eCampus student data. We recommend that you use an existing eCampus campus, or have a specific campus defined to track and report eCampus enrolments. Please contact your LERS support person to have this set up.
4. Locate the "eCampusAlberta 05-06 Lead/Partner Registration Activity for LERS Reporting" data file sent to you recently by eCampus Alberta.
5. Update this eCampus data file as follows:
 - **ADD** the following items:
 - a. Academic Year (LERS element 40)
 - b. Session (LERS element 4)
 - c. LEAD Institution (LERS element 2, PROVIDER)
 - d. LEAD PRS program ID (LERS element 11, Primary Program ID)
 - e. LEAD PRS Specialization code (LERS element 12)
 - f. LEAD Student ID (LERS element 5)
 - g. PARTNER institution (use codes from LERS element 2)
 - h. Registration Type (LERS element 10)
 - i. Alberta Student Number (LERS element 42)
 - j. Program Year of Study (LERS element 15)
 - k. Student's earned Credits or Hours (LERS element 17)
 - l. eCampus Student ID (supplied in the eCampus data file)

Please refer to the LERS Policy and Reporting manual for further details at www.advancededucation.gov.ab.ca/software

- **DELETE** all personal data from the eCampus file.
6. E-mail the eCampus file to your departmental LERS support person once the updates have been completed.
 7. Prepare and submit your LERS data.

Please Note: All partner institutions will receive their eCampus transferred records in their open studies programs at their main campus location. Please ensure that if your institution will receive Lead institution records that you have a designated (General Specialization) in your open studies program and for that specialization you have an active Campus location 2.

Appendix I: LERS Training Material

Topics to be covered in this training session

- What is LERS
- Maintenance features
- Reports
- Miscellaneous items/features available in LERS
- Submission Processing: This will be a hands-on session, working through the submission process

What is the Learner Enrolment Reporting System (LERS)?

- Used to gather, validate and report information about learners and their enrolment to the department
- Includes brokering, eCampus, and collaborative enrolments
- Generates the Full Load Equivalent (FLE) enrolment

Maintenance features available in LERS

- Delete student
- Student Query screen
- Maintain Student screen: this will include a discussion on the definition of and creation of L and N grads
- Mass Update screen
- Maintain Student Extract screen

Maintenance Features: Delete student

- Delete Student can be found on the file menu under students
- Students can be deleted by submission or Academic Year
- Students should be deleted before loading or reloading LERS data to avoid duplicate records.

Maintenance Features: Student Query screen

- The Student Query screen will appear when you select the Maintain Student screen from the File/Students menu.
- Once the Maintain Student screen is displayed, you can invoke the Student Query Screen using the Binocular icon on the toolbar.
- Enter selection criteria in the box to the right of the label
- You can also right click on any field for more search options.
- Click the query button to execute the query

Maintenance Features: Maintain Student screen

- Only the student records in the current query will be available for viewing or editing in the Maintain Student screen.
- The list tab allows you to view the student records in the current query in a list format.

- You can use the exclude button to remove specific records from the current query. This is used to prevent some records from being viewed or edited.
- Excluded records will appear red in the Student List tab.
- The detail tab allows you to view or edit a single student record
- Clicking the Edit icon on the toolbar allows you to make changes to the student record displayed
- Use the Save icon to save changes to a single student record.
- You can delete a single student record using the Delete icon.
- You can add a single student record using the Insert icon.
- You can export the records in the current query excel spreadsheet or foxpro table using the Export Icon.
- It is important to remember that exporting to Excel will drop any leading zeros
- You can also copy cut and paste any data to or from the student record using the copy, cut and paste icons or using the ctrl + "C" and ctrl + "V" buttons.

- The Create Grad button can be used to create a Late grad record.
- "L" Late Grad records can be created in one of two ways. First you would locate a previous enrolment record of that student in the same program and click on Create Grad button. If you have a group of student record then these could be exported to a DBF file using the Export feature from the Maintain Student screen. These records would then be modified using Maintain student extract to be talked about later.
- "N" Completers have never been enrolled in their program at the institution. These student records can be created from maintain student one at a time or submitted in exactly the same format as regular LERS submission.

Maintenance Features: Mass Update Screen

- You can delete or update groups of records using the Mass Update screen. The delete or update will be applied to all records in the current query.
- The Exclude button can be used to remove specific records from the current query. This is used to prevent some records from being updated or deleted.
- The Mass Update screen is very similar to the Student Query screen.
- To change the value of a field for all records in the current query, enter the new value in the box to the right of field's label. Click on the Do Update button to make the change. This will update all records in the current query except the excluded records.

Maintenance Features: Maintain Student Extract

- Found under the Utility menu.

- The Maintain Student Extract screen can only accept Fox Pro tables (dbf's) creating using the Export process from the Maintain Student Screen or Maintain Student Extract screen.
- The Maintain Student Extract screen functions in the same manner as the Maintain Student screen
- This screen is most commonly used for creating "L" completer records

Reports: Sessional Reports

- Accessed by selecting Session Reports from the Reports menu
 - The Sessional Report screen offers several options for limiting the scope or level of detail of the report generated.
 - Use the sessional radio button to generate a report for a specific session or for the whole Academic Year.
 - The left hand side detail radio button allows you to generate a by location or for only a single specific location.
 - The right hand side detail radio button allows you to generate a report at the program or data out by specialization level.
 - To view a report, select the required report or reports from the source list and use the single arrow key to transfer the report to the selected list.
 - You can also use the double arrow key to move all reports from the source list to the selected list.
 - You can preview or print the report using the Print or Preview icons on the toolbar.
 - You can also export the data to Excel using the Export icon on the toolbar.
 - All reports in the selected listed will be previewed, printed or exported based on the icon used.
-
- Table 1- Sessional Enrolment- displays full, part time headcounts and FLE's by program, specialization, session and location.
 - This report can be displayed by program or specialization by selecting the buttons on the main screen.
 - Table 1 for degree granting institutions will be divided into:
 - Table1a Undergraduate Enrolment-displays full, part time headcount and FLE's of Undergraduates by program, specialization, session and location.
 - Table1b Graduate Enrolment- displays full, part time headcount and FLE's of Graduates by program, specialization, session and location.
 - Table 1c Full and Part Time Enrolment -displays full, part time headcount and FLE's of Graduates and Undergraduates by program, specialization, session and location.

- Table 2- Graduates/Completers-displays sessional counts of full or part time undergraduate or graduate completers.
- Table 3- Visa by Program- displays full and part time head counts of visa students by program.
- Table 4-Visa by Country – displays full and part time head counts of visa students by county.
- Table 5-Educational Source-displays full and part time headcounts of the last educational source the students attended.
- Table 6- Enrolment by Gender and Age-displays full and part time enrolment by age and gender. Special break out of age for apprenticeship programs.
- Table 8-Geographic Source-displays breakdown of full and part time headcounts of geographic source of students .
- Table 9-Withdrawn Students-displays headcount and FLE by program year of withdrawn students by program, specialization, session and location.
- Table 20- Sessional Enrolment by subject area and credential.- displays headcount and FLE by program year, subject area and parchment.

Reports: Annual Summary Report

- Annual Summary by Credential
- Annual Completion by Admin Unit, Credential and specialization- displays unique completers of program, specialization, Admin Unit and groups by credential.
- Quotas/applications
- Non-active Students

Reports: Program Load/KPI Reports

- Program Load report- displays the program id/specialization code, specialization program year load information, CIP 2000 code and CIP 2000 code definition.
- Programs by Credential- displays Program id, program name, spec code specialization name, Admin Unit, Subject area and cip 2000 code by credential.
- Program Load report is very important to ensure accurate FLE calculation. FLE is calculated using the program specializations full load.

Reports: Program Listing

- Displays specialization, load, brokering, location, funding codes, admission and intake, requirements, fees, transfer and work experience and other program information.
- Can display all an institutions program, all active programs, programs active in a specific location or a single program can be displayed.

Reports: Program Funding Reports

- There are four Funding Reports. The Program Funding report summarizes the sources of funding for programs. The other three funding reports show FLE enrolment on the basis of funding source. These three reports are:
 - FLE Credit Enrolment by Operating Revenue and Location
 - FLE Credit Enrolment Under Tuition Fee Policy
 - FLE Credit Enrolment by Funding Arrangement
- If the FLE Credit Enrolment Under Tuition Fee Policy Report FLE totals do not match with the table 1 or 1C sessional reports total FLE for the Academic year, then there are still missing funding codes for PRS programs.
- Use the FLE credit Enrolment by Operating Revenue and Location report to track down which programs/specializations/locations are missing funding codes.

Reports: ASN Report

- Displays unique student count, unique student count with ASN and percentage with ASN, unique student count without ASN and percentage by academic year.

Reports: Reference Table Reports

- Displays reference tables for LERS codes.
- Includes LERS specific data including postal codes and census divisions.
- Includes PRS data like funding codes and CIP codes. Please consult the PRS Reporting Manual for further information.

Miscellaneous Items: View Data Sets

- Displays all data sets currently available in LERS for institution by academic year and July or December submission.

Miscellaneous Item: Validate Database

- Use the Database Maintenance tool to compact and reindex database.
- Should be used at the end of processing to ensure that the LERS software operates efficiently.

Miscellaneous Items: Browse Foxpro Tables

- Allows user to view the contents of any Fox Pro table (dbf file).

LERS Submission Process:

- 1) Complete PRS changes.
- 2) Submit eCampus student records and eCampus spreadsheet (If Applicable).
- 3) Submit brokering student records (If Applicable)
- 4) Submit Collaborative records (If Applicable)
- 5) Prepare Institutional data extract file.
- 6) Load extract into LERS.
- 7) Investigate errors and make corrections in extract file and load again.
- 8) Use Maintain Student screen to correct additional errors in LERS records.
- 9) Run the complete processing checklist and make further corrections or comments.
- 10) Run sessional reports: ensure accurate FLE and headcounts.
- 11) Run funding reports: ensure all funding codes are entered correctly into PRS.
- 12) Set the processing status to complete and export the LERS data.
- 13) Submit letter of transmittal to Advanced Education.
- 14) Obtain sign off for AE Submission Letter.

LERS Submission Process: Complete PRS changes

- Ensure the program information in PRS is complete (including load changes, brokering and funding codes)
- Ensure that no outstanding proposals are on the WIP. Changes that have not been approved will not appear in your LERS data. Processing LERS data while proposals are on the WIP could lead to inaccurate FLE values.
- Please contact Public Institutions Branch for assistance with outstanding PRS proposals.

LERS Submission Process: Submitting eCampus student records

- These instructions apply to the eCampus LEAD institution
- only the LEAD institution submits eCampus student records to the department.
- The FLE generated by these student records will be transferred to the PARTNER institution by the Department when the LERS data has been received from the LEAD institution. The FLE on the LEAD student record will be set to zero.
- Select an appropriate PRS program in which you will submit the eCampus student data.
- Locate the “eCampusAlberta 04-05 Lead/Partner Registration Activity for LERS Reporting” data file sent to you recently by eCampus Alberta.
- Add the following items to the eCampus data file:
 - Academic Year (LERS element 40)

- Session (LERS element 4)
- LEAD Institution (LERS element 2, PROVIDER)
- LEAD PRS program ID (LERS element 11, Primary Program ID)
- LEAD PRS Specialization code (LERS element 12)
- LEAD Student ID (LERS element 5)
- PARTNER institution (use codes from LERS element 2)
- Registration Type (LERS element 10)
- Alberta Student Number (LERS element 42)
- Program Year of Study (LERS element 15)
- Student's earned Credits or Hours (LERS element 17)
- eCampus Student ID (supplied in the eCampus data file)
- Please refer to the current LERS Policy and Reporting manual for more detail on the data items at www.advancededucation.gov.ab.ca/software.
- DELETE: Personal data from the eCampus file.
- E-mail the eCampus file to your departmental LERS contact person once updates have been completed.
- Ensure that your institution has set up a campus location to receive your eCampus records from the lead institution in the Open Studies program.
- Prepare and submit your LERS data.

LERS Submission Process: Submit Brokering records (If Applicable)

Enter the Program Record Brokering Information in PRS.

- Click on the Maintain Programs button on the PRS Main menu.
- Highlight the program you wish to broker.
- Click on the Edit Program... button located on the bottom of the 'Program WIP' screen.
- On the Locations tab select the specialization that you wish to update from the specialization listbox then click on the Yearly Info button that corresponds to the campus you want to broker.
- On the Brokering tab select To from the Brokering From drop down list.
- Enter the Broker Funding percentage.
- Select the Institution and Campus you are brokering the program to.
- Select the Brokering Type.
- Enter the Year of Program, Enrollment % and select the Program Id and Specialization code.
- Click on the Save icon located on the toolbar once all brokered information has been added.
- You may now exit the screen by clicking on the Exit icon located on the toolbar.
- After you have exited the program record, the status of the program will automatically change from working to approved. Delete the WIP record from the program WIP.

- Only the Host institution sends records in LERS and they are submitted in the normal fashion, along with all other enrolment records.
- Any student records for brokered programs included in credentialing institution's submission will be deleted

LERS Submission Process: Submit Collaborative records (If Applicable)

- Collaborative Lead institution submits the records on behalf of all partner institutions.
- The records have the total FLE that all institutions shall split.
- Current rules are that all partner institutions will have 33% split of FLE, leaving 34% for the lead institution. Partner and lead institutions will show completers.

LERS Submission Process: Prepare Institutional data extract file

- Prepare a LERS extract file as specified in the latest LERS reporting manual.
- The data can now be loaded from one extract file for the whole year.

LERS Submission Process: Load extract into LERS.

- Be sure to refresh all programs and reference tables prior to processing your LERS data.
- Update all programs and update all reference tables can be found under the Utility menu of LERS.
- Load the extract file into LERS using the Load Students screen under the File/Student menu. Detailed instructions can be found in the LERS User Guide.
- Print or preview the following student edit reports to identify data errors, using the toolbar:
 - Student Edit Summary report -Provides a count of content errors for student records.
 - Error Detail report - Displays up to 10 student records exhibiting each content error/record rejection.
 - Percentage of Defaults- Provides the total number of student records that have been defaulted to unknown for current/past academic year.

LERS Submission Process: Investigate errors and make corrections in extract file and load again

- Make corrections as required from the Error Detail report.
- Try to eliminate the number of defaults.
- It is recommended that errors should be corrected in the data extract before loading the data into LERS.

LERS Submission Process: Use Maintain Student screen to correct additional errors in LERS records

- Corrections can be made using the Maintain Student screen as discussed earlier. Details can also be found in the LERS User Guide.

LERS Submission Process: Run the complete processing checklist and make further corrections or comments.

- Check the Color codes for the following processes to ensure that the data being submitted has been fixed.
 - Black – indicates manual processing .
 - Blue – indicates automatic processing .
 - Red – indicates if there is a problem with the student records. These checklist items have to be corrected or explained.
 - Purple – indicates that additional information is available.
- With the drop list you can select any of the following processes that will clean/check the data for its related errors/omissions.
- Automatic Adjustments
 - Adjust Year of Study for Short Programs-all students who are taking these programs will be set to 0. Short programs are less than 24 weeks.
 - Adjust Alberta Student ID-
 - Adjust Current Status (New & Returning)-If student's ID doesn't appear in any previous data. the current status will be set to 3 "New Student" unless it is currently set to 4 Freshman – (Student who is new to the institution at entry and not granted transfer or advanced credit, or whose last institution attended was a high school.)or 5 Post-Secondary Transfer - Student who is new to the institution at entry and who is not a Freshman.
 - Combine Multiple Student Records.
- Initial Processing
 - Check for Rejected Records-checks the entire academic year data for any rejected records.
 - Check Error Messages and Fix if Possible - Error Detail report shows detailed information about error
 - Records by session - Displays the number of records in the current and previous academic year .
 - FLE Outside of Tolerance- Check that FLE on the student record is not greater than Program FLE.
- Quality Checking
 - Check for High Values of Credits or Hours-Checks to ensure that the number of student hours and weeks are less than an given number of hours in a day or number of weeks in a Year..

- Registration type-Generates a survey of registration types by year and shows the percentage of change.
- Visa Student with invalid country code-Checks to see that Canadian citizens are not visa students.
- Average FLE by program and year of student.- Survey of the FLE by program and year of student.
- Check Alberta Student ID- Lists students that have not been assigned an Alberta Student ID.
- FLE by student , Program and Session****- This is used to ensure that students combined sessional FLE is not higher than the program FLE. We will need an explanation.
- Number of New and Continuing VISA students.
- Number of New and Continuing Students.
- Invalid provider locations. Should show student records assigned to inactive or non-existent locations.
- Brokering Arrangements
 - Check to see that all brokering arrangements are correctly filled out in PRS and that the corresponding Host/Credentialing institution has linked their program record with your institutions.
- Yearly Information
 - Missing funding codes
 - Ineligible completers – completers who have been previously forced to withdraw from the program.
 - Duplicate completers
 - Completers included by session
- Data Analysis Finalized
 - Set Processing Status.
 - If all processing checks in the checklist are not marked as complete you will not be able to submit your data.

LERS Submission Process: Run sessional reports: ensure accurate FLE and headcounts.

- If the number of completers, full time and part time headcounts and total FLE found on table 1 and table 2 sessional reports are not consistent with

the totals in the institutions internal system then additional enrolment records may have to be added to the submission by addendum, or a new full submission that includes the additional records will have to be generated.

LERS Submission Process: Run funding reports: ensure all funding codes are entered correctly into PRS.

The Program Funding report

- If the FLE Credit Enrolment Under Tuition Fee Policy Report FLE totals do not match with the table 1 or 1C sessional reports total FLE for the Academic year, then there are still missing funding codes for PRS programs.
- Use the FLE credit Enrolment by Operating Revenue and Location report to track down which programs/specializations/locations are missing funding codes.

LERS Submission Process: Set the processing status to complete and export the LERS data.

- After all corrections and updates have occurred set the processing status to complete.
- From the utility menu select the export data option and goto the export window. Enter the current processing/academic year that you wish to export. Ensure that both submissions are selected. Select a export file on your hard drive and click on the "OK" button.
- Next Transfer the LERS exported files to your specific institution FTP site. Place them in the Transfer / FromInst / LERS folder. (Pages 60-61 LERS User Guide)

LERS Submission Process: Submit letter of transmittal to Advanced Education.

- E-mail your LERS rep a letter and include:
 - A count of the student records contained in the file.
 - General notes about the data that we should be aware of, e.g., incomplete graduate, brokering, or tuition data.
 - Comments on LERS software operation.
 - FLE out of tolerance for legitimate duplicate student records in a session.

LERS Submission Process: Obtain sign off for AE Submission Letter

- Check totals of submission letter using Session records.
- Obtain sign off from VP.
- Fax Sign off letter back to the department.

Glossary of Terms

AE – Advanced Education department

Cursor – A blinking line character that signifies where the next character will be displayed on the screen.

Check Box – A box that you can click to turn an option on or off. When the option is on, a check mark appears in the box.

Disabled – The control (text box, check box or button) cannot be used to perform a function. If the control is disabled it is grayed out.

Download – The process of copying a file from a file server to your local computer or onto a network

Insertion point – A blinking line character that signifies where the next character will be displayed on the screen.

Export – To format data in such a way that it can be used by another application

Enabled – The control (text box, check box or button) can be used to perform a function. If the control is enabled it is not grayed out.

Fields – A space allocated to enter a particular item of information

File Name – The name of a file

FIRS – Financial Information Reporting System

FTP – stands for File Transfer Protocol that is used to transfer files between your local PC and a remote *FTP* server. You can connect to any *FTP* server, browse through directories and files, and transfer files (*upload* or *download*) in either direction.

Import – refers to the ability of an application to read and use data produced by a different application

KPIRS – Key Performance Indicators Reporting System

LERS – Learner and Enrolment Reporting System

LRDE – Learner Records and Data Exchange (Advanced Education)

Option Buttons – Buttons used for selecting options in interactive forms; only one can be chosen at a time. If an option button is selected by clicking on it, all the other buttons are automatically deselected.

Path – A list of directories

PRS – Program Registry System

Submenu – a cascaded menu that appears after selecting a command on the main menu. An arrowhead after a command indicates that a submenu will be displayed with additional menu options.

Upload – To transmit data from your PC to a network

WinZip – A utility to compress and decompress data files