LaunchBoard Common Metrics Data Upload FAQ

How were the metrics selected?

Metrics were selected by grantees of the Chancellor's Office Workforce and Economic Development Division, as part of their accountability reporting. Each grantee chose at least three metrics from a list of 34 possible metrics listed in the Common Metrics tab of the LaunchBoard. About half of these metrics are automatically populated, while the remaining half must be collected locally.

What information needs to be collected?

For all metrics, information needs to be collected about the specific students who participate in CTE courses or activities, including first and last name, date of birth, gender, the institution attended, and the program of study they participated in. Detailed, metric-by-metric instructions are available on the LaunchBoard website, on the Resources page under the "Entering Data Into the LaunchBoard" section at:
http://doingwhatmatters.cccco.edu/Launchboard/Resources.aspx

What is the timeframe for reporting?

Data should be gathered during 2014-15 and uploaded in August 2015.

What happens if the data are wrong?

Colleges and grantees will have the ability to re-upload data if they find errors.

What if the data are incomplete?

Some of the automatically-generated data sources are not yet complete. For example, not all K-12 districts participate in Cal-PASS Plus and not all colleges participate in the CTE Outcomes Survey. The Common Metrics tab will indicate how comprehensive the automatically-calculated data sets are. For locally-uploaded metrics, grantees can report on how comprehensive their data sets are in their end-of-year reports.

What happens if the data can't be collected?

As soon as it becomes apparent that data collection is not feasible, grantees should contact their grant monitor and process a workplan amendment to select a different metric that can be collected.

Who do I contact if I have issues with collecting and/or uploading data?

Use this web form to request assistance. Two dedicated RP Group technical assistance providers are available to answer questions and provide support.

How do the grantees interface with the college to collect data?

Only three metrics will be uploaded by the colleges: MP6A (dual enrollment and credit by exam), MP 19 (completed a work readiness soft skills training program), and MP 27 (participated in a college internship or workplace learning program). For soft skills training and workplace learning, colleges are expected to provide information on students who participated in these activities as part of a class. Stand-alone soft skills trainings or workplace learning will need to be collected by Doing What Matters grantees. Grantees should work with the local data upload person identified by the Regional Consortia chair to develop a data collection plan by October 1, 2014. Local data upload people can visit the "Contact Page" of the Doing What Matters website for the list of grantees who are related to their institutions.

Are all contract ed coordinator expected to use the Additional Tracking Tool to support MP33 reporting?

If possible, all contract education activities in the Doing What Matters priority and emerging sectors should be tracked and uploaded, as this was a common metric chosen by grantees.

Can the data uploaded be aggregated to come from a district rather than from individual colleges?

Yes. The upload file asks for the IPEDS ID for the institution associated with each student. As long as the upload includes this college ID, the upload can be done in a single file with data from multiple institutions.

Will any data analysis be required prior to upload?

No. Student-level records just need to be uploaded using a spreadsheet.

How does information get uploaded from the Additional Tracking Tool populate the Common Metrics?

When the events are set up, specific momentum points, colleges, and pathways are required that allows data to map from the Additional Tracking Tool populate the Common Metrics tab. Individual participants in events will be credited accordingly. So, if a career awareness event is set up that is affiliated with three colleges that is attended by 150 students, all three colleges will get credit for all 150 students. Similarly, if that career awareness event targeted health professions, all health-related programs will get credit for all 150 students. However, when the data get rolled up at the regional or sector level, the records will be de-duplicated so that the 150 students will only count once.