



How to Load Data into the LaunchBoard Common Metrics Tab

The Common Metrics tab allows colleges to upload and view information on outcome metrics used to track progress on the California Community College Chancellor's Office Doing What Matters for Jobs and the Economy framework. The Common Metrics tab focuses on *student momentum points*, which provide information on student progress towards their individual or program goals. The momentum points have been clustered according to the progression of students throughout their K-18 education.

This document provides detailed information on how to upload local data through the Common Metrics tab, including:

- Getting Logged In (page 2)
- Getting to the Common Metrics Tab (page 3)
- Understanding Locally Collected Metrics (page 3)
- Collecting Local Metrics (page 4)
- Uploading Locally-Collected Metrics (page 5)

Additional information is available on the *Doing What Matters* website at <http://doingwhatmatters.cccco.edu/LaunchBoard/Resources.aspx>

Direct Links to File Templates for Locally Collected Common Metrics

MP06 <https://calpassplus.org/LayoutFile.ashx?typeld=1>

MP06a <https://calpassplus.org/LayoutFile.ashx?typeld=2>

MP19 <https://calpassplus.org/LayoutFile.ashx?typeld=3>

MP21 <https://calpassplus.org/LayoutFile.ashx?typeld=4>

MP27 <https://calpassplus.org/LayoutFile.ashx?typeld=5>

Getting Logged In

Access the LaunchBoard at <http://www.calpassplus.org/launchboard/Home.aspx>. Click on the blue “Log-In” button in the upper right-hand corner of the Cal-PASS Plus homepage.

Cal-PASS Plus About Snapshot Common Metrics Additional Tracking **Log-In**

LaunchBoard^{1.0}

Data-Backed Decisions

The CTE LaunchBoard, a statewide data system supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS Plus, provides data to California community colleges and their feeder K-12 school districts on the effectiveness of CTE programs. This information is intended to facilitate local, regional and statewide conversations about how to improve student transitions from K-12 to college and on to the workforce. Try out a [demo](#) of the LaunchBoard.

LaunchBoard Features

The LaunchBoard includes several tools to support collecting and viewing information on student outcomes in CTE.

[Program Snapshot](#) [Common Metrics](#)

First time users who do not have a Cal-PASS Plus account will need to complete the “New Users” request form to receive log in credentials. Once submitted, it may take up to 2 days to receive new account information.

LaunchBoard^{1.0}

Log-In

Use this page if you do have a valid login information. If you believe you have an account on any of our sites but forgot your password - please use "Forgotten password" link in the bottom of the Existing Users section.

If you had an account on my.calpass.org, your account has been migrated to this system. Just click the "Forgotten password" link in the bottom of the Existing Users section to activate your account. Your account information will be emailed to you. Please do not request a new account if you had a my.calpass.org account.

If you have never created an account here or on my.calpass.org, please request a new account creation by filling out a short form on the right.

Existing User

User name:

Password:

Remember me

Log on

[Forgotten password](#)

New Users

Please request a new account to be created by filling in a simple contact form. Click on the button to submit.

First Name:

Last Name:

Email:

Phone:

Organization:

Job Title:

Special Request:

Request Login

2300 N Street, Suite 3 Sacramento, CA 95816 | Phone: 916.498.8980 | [Cal-PASS Plus](#) | [Privacy Policy](#)

Existing Cal-PASS Plus users do not need to request a login to access the LaunchBoard.

Getting to the Common Metrics Tab

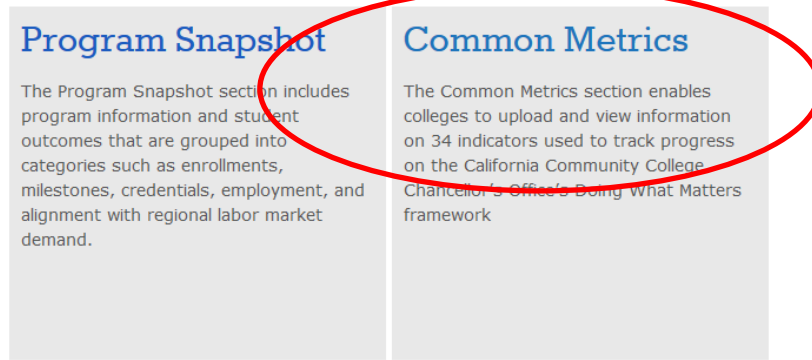
In order to access the Common Metrics section, click on “*Common Metrics*” in the top navigation bar of the LaunchBoard home page, or on the “*Common Metrics tab*” link in the grey box.



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LaunchBoard Features

The LaunchBoard includes several tools to support collecting and viewing information on student outcomes.



Understanding Locally-Collected Metrics

The momentum points are drawn from various sources. For five particular metrics, data must be collected locally, including students who completed articulated courses, completed dual enrollment courses or credit by exam, fulfilled IGETC requirements, participated in soft skills training, and engaged in work-based learning in 2014-15. However, colleges may not be required to collect all five metrics and the metrics do not necessarily need to be collected for all programs, based on the metrics selected by Chancellor’s Office grantees. For a list of which colleges need to report on which metrics, see “Reporting Requirements By College” which is available on the California Community Colleges Doing What Matters for Jobs and the Economy website at <http://doingwhatmatters.cccco.edu/LaunchBoard/Resources.aspx>.

Locally-collected metrics can only be uploaded by the local data upload point person who was jointly identified by Chancellor's Office grantees and colleges. The local data upload point person will most likely be the institutional researcher or IT staff person who is responsible for uploading data for annual accountability reporting to the Chancellor's Office. Any questions regarding the local data upload point person designated at an institution should be directed to: help@calpassplus.org.

Collecting Local Metrics

All locally-collected metrics require documenting information on individual students who achieved the outcome described by the metric.

For MP 6 (Completed articulated courses), have K-12 and college representatives identify articulated courses, and have a K-12 partner identify which students finished these courses. Then, record information on students who passed courses in the LaunchBoard upload template and upload the file to the LaunchBoard (see below for details). Alternatively, CATEMA users can use the LaunchBoard export in the CATEMA system to extract a file that can then be uploaded to LaunchBoard.

For MP6A (Successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcribed credits), have college representatives identify dual enrollment courses and have the local data upload person identify which students received transcribed credits in these courses. Next, have college representatives identify students who received credit by exam. Record information on students who received transcribed credits for dual enrollment and credit by exam in the LaunchBoard upload template and upload the file to the LaunchBoard. Alternatively, CATEMA users can use the LaunchBoard export in the CATEMA system to extract a file that can then be uploaded to LaunchBoard.

For MP 19 (Completed a work readiness soft skills training program within a CTE pathway), the designated local data upload point person will need to flag all courses that include embedded soft skills training and upload information on students who enrolled in these courses to the LaunchBoard. Chancellor's Office grantees known as "Key Talent" (Sector Navigators, Deputy Sector Navigators, and Regional Consortia Chairs) will need to provide support in engaging faculty to identify which courses meet the definition of soft skills training.

What does my college need to report?

To find out which metrics your college needs to report on, and for which programs, see the "Reporting Requirements By College" guide, available on the California Community Colleges Doing What Matters website: <http://doingwhatmatters.cccco.edu/LaunchBoard/Resources.aspx>

Click on "Entering Data Into the LaunchBoard" for the reporting requirements document, plus other helpful tips on using the LaunchBoard

Soft skills include: written, oral, and listening communication; enthusiasm and attitude; teamwork and collaboration; networking; problem solving and critical thinking; time management; organization; leadership; and professionalism.

For MP 21 (Completed the CSU-GE or IGETC transfer track/certificate for students in a CTE pathway), determine which students attained CSU-GE or IGETC qualifications by utilizing the college degree audit tool or by identifying those who received locally-issued certificates that track these outcomes. Have the designated local data upload point person upload information on students who enrolled in these courses to the LaunchBoard.

For MP 27 (Participated in a college internship or workplace learning program within a CTE pathway), the designated local data upload point person will need to flag all courses that include embedded internships or workplace learning, and upload information on students who enrolled in these courses to the LaunchBoard. Support will be needed from Key Talent to engage faculty in identifying which courses meet the definition of workplace learning.

Workplace learning can include: internships; apprenticeships; cooperative work experience education; mentoring; volunteering; clinical experience; work study programs; and service learning.

Please note that California Career Pathways Trust (CCPT) grantees will be flagging work-based learning in college databases, so Key Talent may opt to partner with CCPT grantees to map which classes should be flagged.

Uploading Locally-Collected Metrics

To upload locally-collected data, from the Common Metrics Tab, click the "Upload Data" button at the top of the page. A new page will open in a separate window.

The screenshot shows a web interface with three dropdown menus: "College" (REGION TOTAL - Central Valley - North), "Program" (SECTOR - Advanced Manufacturing and Advanced Technology), and "Academic Year" (2013-2014). To the right is a "Refresh" button. Below these are three filter buttons: "BASE FUNDING YEAR" (checked), "REGION" (checked), and "STATE" (checked). A blue "Upload Data" button is circled in red. To the right is a blue "Export" button. Below the filters is a list of cluster options: "High School Cluster", "Community College Cluster", and "Community College Transition to Workforce Cluster". A footer note states: "* In order to protect the identity of individual students, asterisks are displayed when fewer than ten students are in the data set." The footer also contains contact information: "2300 N Street, Suite 3 Sacramento, CA 95816 | Phone: 916.498.8980" and "Cal-PASS Plus | Privacy Policy".

Downloaded the required templates for each Momentum Point using the link next to each metric description. Using the metric-specific template, prepare a cohort file for the Momentum Point for which you would like to provide data. When completing the template, please do not make changes to the headings in row 1 and do not delete any columns from the template. When finished, save your file in **comma separated values (*.csv) format**.

Launchboard Upload Tool

If you have not done so already, please download the appropriate file template for each Momentum Point for which you would like to submit data. When completing the template, please refrain from making changes to the headings in row 1, and do not delete any columns from the template. When finished, save your file in **comma separated values (*.csv) format** and return here to upload your data.

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Momentum Point	Description	Template
MP06	Completed a CTE articulated course	Download
MP06a	Successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcribed credits	Download
MP19	Completed a work readiness soft skills training program (either stand-alone or embedded) within a CTE pathway	Download
MP21	Completed the CSU-GE or IGETC transfer track/certificate for students in a CTE pathway	Download
MP27	Participated in a college internship or workplace learning program within a CTE pathway	Download
MP33	Participated in incumbent worker training or contract education in a CTE pathway	Download

Data Submission

Please select from the following options:

Momentum Point

Academic Year

File No file chosen

Additional Comments (Optional)

When ready, use the drop-down menus under the **Data Submission** heading to identify the Momentum Point and Academic Year for the cohort file you prepared. Your cohort file may contain data for several TOP codes, but can only contain data related to one Momentum Point. Separate files must be created for each Momentum Point.

When the data file is ready, click the "Choose Files" option and select the file to be uploaded from your browser window. An email should arrive shortly afterwards to the address tied to your account confirming receipt of the data upload.