How to Use the LaunchBoard Additional Tracking Tool

The Additional Tracking Tool can be used to record students’ participation in career and technical education activities that fall outside of credit or noncredit courses, such as contract education and career fairs. Information is gathered by creating discrete training or event records and gathering information about individual attendees at those events. Outcomes for these learners can be mapped and included in reports within the Common Metrics tab. The tool can either be used for participants to self-register or for participant information to be bulk-uploaded.

This document provides detailed information on how to use the Additional Tracking Tool. Additional information is available on the LaunchBoard Help Desk at http://www.calpassplus.org/Launchboard/HelpDesk.aspx and on the Doing What MATTERS website at http://doingwhatmatters.cccco.edu/LaunchBoard.aspx

Navigating to the Additional Tracking Tool

Access the LaunchBoard at http://www.calpassplus.org/launchboard/Home.aspx. On the LaunchBoard home page, click on “Additional Tracking” in the top navigation or the “Additional Tracking tab” link in the Additional Tracking box.
Securing Access to the Additional Tracking Tool

Access to the Additional Tracking Tool is restricted based on users’ roles within their colleges. Before you can use the Additional Tracking Tool, you will need to request a specific type of user permission that is based on how you will interact with the data:

- **Event Managers** have the highest degree of access, including creating events, uploading information, and viewing data
- **Event Viewers** can see data on events but not create or edit them

Please use the “Request Access” button on the main page of the Additional Tracking tab to indicate which functions you need.

Creating an Event

In order to track the participation of learners in activities beyond the classroom, which will then be included in the Common Metrics portion of the LaunchBoard, you must first establish the discrete event or training where this learning will occur.

Key information about the event can be entered on the Create Event page, including the event name, date, participating educational institutions, and designated Common Metrics. If you do not intend to have attendees self-enroll in the event and have already gathered information on participants, you can also bulk-upload their information on the Create Event page (see page 9 for more information on the bulk-upload process).
**STEP 1: Click on “Create Event”**

You can either use the button on the main Additional Tracking page or the text in the top navigation.

**STEP 2: Select the setting in which the event will occur**

You will be prompted to choose between three settings for the training:

- K-12 Activity
- Community College Activity
- Contract Ed Activity

Once you select the activity setting, you will see the types of fields that are appropriate for this type of training.

**STEP 3: Enter the required fields**

Required fields allow participants in these programs to be mapped to the appropriate institutions, momentum points, and timeframes. They are indicated by red asterisks and include:

- Event name
- Event date
- Participating K-12 institutions, colleges, or employers
- Affiliated priority sector or community college program area
- Related Common Metrics momentum points

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A number of these fields, such as those for participating colleges or affiliated momentum points, allow you to include multiple items. Start to type in the field to find the relevant item. Once you select one item, click in the white space within the box and start typing again to find the next relevant item.
**STEP 4: Fill in additional fields as needed**

You can capture additional information that may be of use in tracking participation, such as grant numbers. If you are planning to have participants self-enroll in the event, there are also a number of fields that can be used to populate a registration site, including:

- Length of the event
- Registration deadline
- Contact information
- Event location
- Comments that will appear above the registration fields
- FAQ
- Three custom fields that can be tailored to individual events

**STEP 5: Click the “Create Event” button at the bottom of the page**
**STEP 6: Review event summary information**

You will then see an event summary page that includes an event-specific web link that can be copied and pasted into other documents or forward to attendees. The Additional Tracking Tool will also send an email to you that contains the same event summary and link.

**Managing Events**

Click on “Manage Events”—which can be found in the top navigation or via a button on the Additional Tracking Tool main page—to find events that were previously created in the Additional Tracking Tool.
This page contains a list of all existing events associated with your account. You can also create a new event in this page by clicking the “+ Add New Event” button above the list. This will display a copy of the Create Event form, which can be submitted right from this screen, without having to go to the Create Event page.

Depending on the size of your screen and the number of records, the list of the events will be broken into multiple pages, which can be accessed using forward, back, first, last, or exact page number buttons at the bottom of the list. The current page is displayed in the orange circle. Events on the page can be sorted by date, event name, and registration deadline by clicking on the column headers.

Once you have located an event, you can click on it to see and edit information on the event and the people who attended it. You can mark who attended each event from the original registration list or bulk-upload information on additional attendees from the listings on this page.

**Edit events:** use the "Edit" button on the right end of the line that displays the event you would like to edit. This will bring up a form similar to the Create Event form. You can also bulk upload information on participants here.
**View event information:** click on the "View" button on the right side of the line that contains the event you would like to view. This will reveal an event summary and the web link.

**View or edit individual attendees:**
By clicking on the **triangular arrow** to the left of the event date you will expand the event and see the list of attendees who have registered using the event-specific web link as well as attendees who have been bulk-uploaded.

Individual attendee data can be edited by clicking the "Edit" button to the right of the attendee, on the same line as the attendee info. While editing, the fields will appear in the editable text boxes and the "Edit" button will be replaced with the "Update" and "Cancel" buttons, which will respectively save or discard any changes made to the individual attendee.

You can also use this feature to record whether or not registrants attended the event by checking the “Attended” button on the far right side of each participant record.

To enter information on additional participants from this screen, click on the “+ Add New Attendee” button at the top left of the participant list. Note that only a limited number of fields are included if you enter information on participants from this screen.

Note that in cases where social security numbers are collected, this information will be represented only as “Xs” on the screen to keep this information secure.
How to Bulk Upload Student Records

You can access a template for student-level information either at the bottom of the Create Event page or from the “Edit Event” button by an individual event on the Manage Event page. You can upload participants to an individual event on multiple occasions, which will then be merged to create a consolidated list.

The template provides column headers for a tab-delimited file, which should be in the following order and with these exact titles, based on the type of event:

**K-12**
- Email
- StudentId
- FirstName
- LastName
- DateOfBirth
- Gender
- School
- Address
- City
- State
- CustomField1
- CustomField2
- CustomField3
- Attended

**Community College**
- Email
- StudentId
- FirstName
- LastName
- DateOfBirth
- Gender
- Address
- City
- State
- CustomField1
- CustomField2
- CustomField3
- Attended

**Contract Ed**
- Email
- StudentId
- FirstName
- LastName
- DateOfBirth
- Gender
- Address
- City
- State
- SSN
- CustomField1
- CustomField2
- CustomField3
- Attended
Not all of these fields are required. If you did not collect a specific item, the header should be included but the data rows left blank.

While not all fields are required, several are essential to match event participants with K-12 and college databases. These key fields include:

- First name
- Last name
- Date of birth
- Gender

For contract education participants, capturing social security number also allows for a match to wage data. However, social security numbers cannot be required by law. Once participant records are uploaded into the system, the required fields and social security numbers are used to match participants within the larger LaunchBoard database and then stripped of identifying information through a one-way encryption process.

**If You Plan to Bulk Upload Data**

If information is collected locally, rather than using the Additional Tracking Tool, you will need to ensure that:

- Participants fill out an informed consent form (see the LaunchBoard Helpdesk for boilerplate language)
- The informed consent form is retained at the institution
- Personal information is stored securely
- Personal information is destroyed after being uploaded to the LaunchBoard

If you are uncertain about your college’s or K-12 district’s practices to ensure appropriate student privacy, please contact your legal counsel.

For more information on how data are collected, shared, and protected in compliance with Cal-PASS Plus member MOUs, as well as with state and federal law, visit [http://www.calpassplus.org/AdditionalTracking/PrivacyPolicy.aspx](http://www.calpassplus.org/AdditionalTracking/PrivacyPolicy.aspx).