How to Use the LaunchBoard Contract Education Tool

The Contract Education Tool can be used to record students' participation in contract education. Information is gathered by creating discrete training or event records and having participants self-register. Outcomes for these learners will then populate in the Common Metrics tab for Momentum Point 33: Participated in incumbent worker training or contract education in a CTE pathway (for example training for layoff aversion, meeting heightened occupational credentialing requirement, transitioning employees whose occupations are being eliminated, or up-skilling existing employees).

This document provides detailed information on how to use the Contract Education Tool. Additional information is available on the Doing What MATTERS website at http://doingwhatmatters.cccco.edu/LaunchBoard/Resources.aspx

Navigating to the Contract Education Tool

Access the LaunchBoard at http://www.calpassplus.org/launchboard/Home.aspx.
On the LaunchBoard home page, click on "*Contract Education*" in the top navigation
or the "*Contract Education tab*" link in the Contract Education box.

Securing Access to the Contract Education Tool

The Contract Education Tool is intended to support reporting on contract education for grants distributed by the California Community Colleges Chancellor's Office under the Doing What Matters framework. Before you can use the Contract Education 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 summaries about the number of people registered for specific events but not create or edit them

Please use the "*Request Access*" button on the main page of the Contract Education tab to indicate which functions you need.

Creating an Event

In order to track participation in contract education, which will then be included in the Common Metrics portion of the LaunchBoard, you must first establish the discrete training event.

Key information about the event can be entered on the Create Event page, including the event name, date, and participating educational institutions.

STEP 1: Click on "Create Event"

You can either use the button on the main Contract Education page or the text in the top navigation.

STEP 2: Enter the required fields

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

- Employer
- Event name
- Event date
- Affiliated community college program area
- Participating colleges

You can identify multiple participating colleges. 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 3: Fill in additional fields as needed

You can capture additional information that may be of use in tracking participation, such as grant numbers. There are also a number of fields that can be used to populate a registration site, including:

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

STEP 4: Click the "Create Event" button at the bottom of the page

STEP 5: 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 contract education attendees so they can self-enroll. The Contract Education Tool will also send an email to you that contains the same event summary and link.

Your event has been created.

Event Name:	Medical Communications
Event Start Date / Time:	4/27/2015 10:00:00 AM
Registration Deadline Date / Time:	4/27/2015 10:00:00 AM
Grant Number:	126643
Duration Hours / Days:	4 Hours
Programs:	Medical Assisting (120800)
Select Colleges:	Merritt College, Berkeley City College, College of Alameda, Laney College
Company / Business:	Regional Health Labs
Contact Info and Hours:	Jane Doe, Contract Education Coordinator
	(510)333-3333
	Jdoe@cec.edu
Location:	Regional Health Labs
	1112 Main Street
	Oakland, CA 94612
Custom Field #1 Label:	
Custom Field #2 Label:	
Custom Field #3 Label:	
Comments (Above the registrant form):	Don't forget to bring an example of a brochure you frequently use.
FAQ (Below the registrant form):	
Files Uploaded:	
Registration Link:	http://staging.calpass.org /EventSelfRegistration /EventRegistration.aspx?id=a2198992-87b6-4565-b876-2a261002c0e1

Managing Events

Click on "*Manage Events*"–which can be found in the top navigation or via a button on the Contract Education Tool main page—to find events that were previously created in the Contract Education Tool.

The Contract Ed tool can be used to record participation in contract education. Information collected in this portion of the LaunchBoard will be included in the Common Metrics tab, for Momentum Point 33. Information is gathered by creating discrete training or event records and gathering information about individual attendees at those events.

IMPORTANT CHANGE: The Contract Ed Tool should no longer be used to track participation in K-12 events, articulated courses, work-based learning, or soft skills training occurring outside the context of contract education. Grantees who selected metrics related to these types of activities only need to report the total number of individuals who participated in each type of activity in their end-of-year narrative grant reports. For more information on this change, click on this link to read an FAQ.

Access to the Contract Ed tool is restricted based on users' roles. To request the ability to manage or view events, please use the Request Access button below to indicate which function you need.

For more information about using the Contract Ed tool, visit the LaunchBoard Help page, which you can access from the navigation bar at the top of the page.

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.

Event Date	Event Name	Total Participants			
▸ 05/02/2015	Cuyamaca College "Auto Skills Day"	0	✎ Edit	× Delete	View
▸ 04/27/2015	Medical Communications	0	✎ Edit	× Delete	View
▸ 03/14/2015	Missing deadlines 101	2	✎ Edit	× Delete	View
▸ 01/28/2015	ETP - Lean Kaizen - Not for Credit	0	✎ Edit	× Delete	View
▸ 01/14/2015	ETP-Supervisory Skills - Not for Credit	0	✎ Edit	× Delete	View
▸ 01/13/2015	ETP- Team Building - Not for Credit	0	✎ Edit	× Delete	View
▸ 01/10/2015	ETP-Communication Skills Spanish C2-Not for Credit	0	✎ Edit	× Delete	View
▸ 01/10/2015	ETP-Communication Skills Spanish C1-Not for Credit	0	✎ Edit	× Delete	View
▸ 01/08/2015	ETP-Microsoft Excel - Not for Credit	0	✎ Edit	× Delete	View
▸ 01/02/2015	ETP-Operational Leadership Part 2 - Not for Credit	0	✎ Edit	× Delete	View

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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 and event name by clicking on the column headers.

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. Only Event Managers have access to the editing function.

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. This option is available to both Event Managers and Event Viewers.

View individual attendees: By clicking on the *triangular arrow* to the left of the event date Event Managers can expand the event and see the list of attendees who have registered using the event-specific web link or have been uploaded to the Contract Ed tool. Event Viewers will be able to see the registration totals by each event, but will not see details about participants.

	Event Date	Event Name					Total Participants			Edit	× Dele
▸	05/02/2015	Cuyamaca College "Auto Skills Day"					0			Edit	× Dele
◢	04/27/2015	Medical Communications					2			Edit	× Dele

Email	Student Id	First Name	Last Name	Gender	Birthdate	Address	City	State
test@email.com	5555555	Mary	Smith	F	01/01/1970	1122 Fairways Blvd	Oakland	CA
test@email2.com	65656	Jose	Rodriguez	M	06/01/1975	333 Appleview Way	Berkeley	CA

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	Event Date	Event Name	Total Participants		
▸	03/14/2015	Missing deadlines 101	2	Edit	× Dele
▸	01/28/2015	ETP - Lean Kaizen - Not for Credit	0	Edit	× Dele
▸	01/14/2015	ETP-Supervisory Skills - Not for Credit	0	Edit	× Dele
▸	01/13/2015	ETP- Team Building - Not for Credit	0	Edit	× Dele
▸	01/10/2015	ETP-Communication Skills Spanish C2-Not for Credit	0	Edit	× Dele
▸	01/10/2015	ETP-Communication Skills Spanish C1-Not for Credit	0	Edit	× Dele
▸	01/08/2015	ETP-Microsoft Excel - Not for Credit	0	Edit	× Dele
▸	01/02/2015	ETP-Operational Leadership Part 2 - Not for Credit	0	Edit	× Dele

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How to Bulk Upload Student Records

You can access a template to upload information on contract education participants 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:

- Email
- StudentId
- FirstName
- LastName
- DateOfBirth
- Gender
- Home Address
- City
- State
- Zip
- SSN
- CustomField1
- CustomField2
- CustomField3

The template specifies the format for each field, for example:

- Email: name@email.com

- StudentId: 123456789 (please do not use dashes or spaces)
- FirstName: Name
- LastName: Name
- DateOfBirth: MM/DD/YYYY
- Gender: use one of the following: M, F, O (use O for other or not reported)
- Home Address: 1234 Main Street
- City: Oakland
- State: CA
- SSN : 123456789 (please do not use dashes or spaces)
- CustomField1: any text (please do not use the title you chose for this item in the upload file)
- CustomField2: any text (please do not use the title you chose for this item in the upload file)
- CustomField3: any text (please do not use the title you chose for this item in the upload file)

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 college data. These required 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 self-enrollment function of the Contract Education Tool, you will need to ensure that:

- Participants fill out an informed consent form (see below 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

When you upload data to the Contract Education Tool, you will need to certify that you are following these procedures before you will be allowed to upload data.

Students who self-enroll will be prompted to give permission for their data to be used for educational improvement as part of the registration process.

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.

Sample Informed Consent Form

[Institution name] is committed to protecting your privacy and personal information. By signing this form, you agree to this privacy policy and consent to the data practices described in this policy.

Information collected: For this event, [Institution name] will collect personal information, including but not limited to: name, address, birth date, gender, e-mail address, phone number, social security number, employment information and if applicable student ID, high school attended, and other information unique to a particular event. You are not required to submit your social security number to participate in the event. This information is only used to track and match data in the Cal-PASS Plus system, which stores information on academic progress and success within the California K-12 and higher education systems. No personally identifiable data is ever shared, except with the institution to which you provide your information for the event.

Use of data: The institution and Cal-PASS Plus collects and uses the information you submit in order to provide statistical data about event attendance to individual community colleges and the California Community College Chancellor's Office (CCCCO). Data collected will enable CCCCO and community colleges to analyze outcomes of the events in order to improve services. CCCCO is authorized to collect information for this purpose by California Education Code Section 70901(b)(7). Any information acquired by CCCCO, is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code).

How we protect your data: When you submit your personal information, it is stored securely at [institution name] and then transmitted to the Cal-PASS Plus web server over a secure connection. The data held by [institution name] is then destroyed. Without storing it in a file, Cal-PASS Plus encrypts the personally identifiable elements and then transmits them to a database for storage. Individual student information is not accessible by anyone, except by the institution to which you provided the information in order to edit or correct data. Only the aggregated data (total participation numbers, average graduation rates, etc.) is available for viewing by Cal-PASS Plus member institutions and authorized CCCCO users.

For more information: If you would like more information about the data being collected or how it is stored and used, please contact [Name, phone, email address for someone at the institution hosting the event].

Name: _____

Date: _____

Signature: _____