

KPI Database Training

Assessment and Research



Database Links

You must be on the VPN or On Campus Network
Sign in with your FAU login/SSO

Active Database:

- <https://saem.fau.edu/assesskpi>

Practice and Testing:

- https://saem.fau.edu/assesskpi_test/
- Entries will not count
- Can get a feel of how the database works

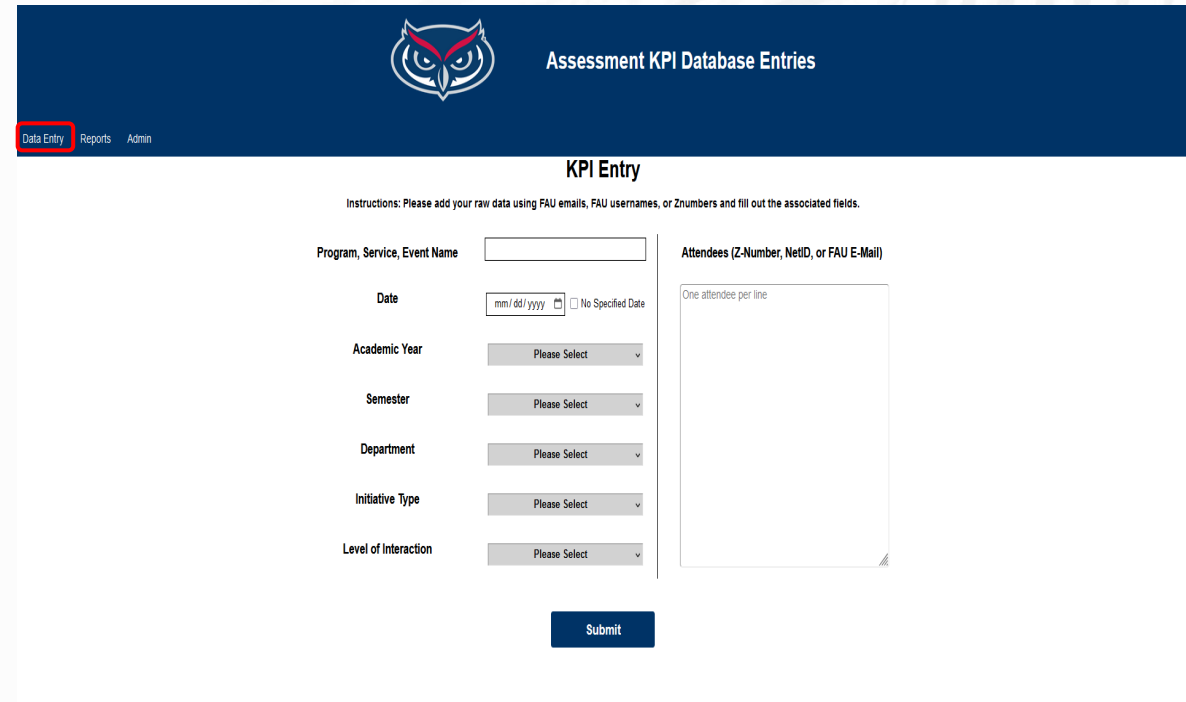


Database Tabs- Data Entry

Data Entry

Reports

- Main tab
- Place to connect student data with programs, services, or events



The screenshot shows the 'Assessment KPI Database Entries' interface. At the top, there's a dark blue header with the FAU owl logo and the title 'Assessment KPI Database Entries'. Below the header, a navigation bar contains three tabs: 'Data Entry' (highlighted with a red box), 'Reports', and 'Admin'. The main content area is titled 'KPI Entry' and includes instructions: 'Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.' The form consists of several fields: 'Program, Service, Event Name' (text input), 'Date' (calendar icon and 'mm/dd/yyyy' format), 'Academic Year' (dropdown menu), 'Semester' (dropdown menu), 'Department' (dropdown menu), 'Initiative Type' (dropdown menu), and 'Level of Interaction' (dropdown menu). To the right of these fields is a large text area for 'Attendees (Z-Number, NetID, or FAU E-Mail)' with a note 'One attendee per line'. A 'Submit' button is located at the bottom right of the form.



Data Entry- Page



Assessment KPI Database Entries

Data Entry

Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.

Program, Service, Event Name

Date

 ☐ No Specified Date

Academic Year

Please Select ▼

Semester

Please Select ▼

Department

Please Select ▼

Initiative Type

Please Select ▼

Level of Interaction

Please Select ▼

Attendees (Z-Number, NetID, or FAU E-Mail)

One attendee per line

Submit



Data Entry- Name and Date

- Type in the name of Program, Service, or Event

Program, Service, Event Name

Assessment KPI Database Training


- Select Date from dropdown or check “No Specified Date”

05/07/2024 ☒ ☐ No Specified Date

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Clear

 Assessment KPI Database Entries

Data Entry Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.

Program, Service, Event Name

Date ☒ No Specified Date

Attendees (Z-Number, NetID, or FAU E-Mail)

Academic Year

Semester

Department

Initiative Type

Level of Interaction

One attendee per line

Submit



Data Entry- Academic Year and Semester

- Select the Academic Year from the dropdown


Please Select ▼

- AY 2022-23
- AY 2023-24
- AY 2024-25

- Select the Semester from the dropdown

Please Select ▼

- Fall
- Spring
- Summer



Assessment KPI Database Entries

Data Entry Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.


Program, Service, Event Name	<input type="text"/>	Attendees (Z-Number, NetID, or FAU E-Mail)
Date	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> No Specified Date	<div>One attendee per line</div>
Academic Year	<input type="text" value="Please Select"/>	
Semester	<input type="text" value="Please Select"/>	
Department	<input type="text" value="Please Select"/>	
Initiative Type	<input type="text" value="Please Select"/>	
Level of Interaction	<input type="text" value="Please Select"/>	



Data Entry- Department

- Select the Department from the dropdown
- If your department is not listed, contact us and we will add it

Campus Life - Broward
Campus Life - Jupiter
Campus Recreation
Career Center
Counseling and Psychological Services
Dean of Students
Division Wide
First Generation Student Success
Fraternity and Sorority Life
Housing and Residential Education
Lead and Serve
Military and Veteran Affairs
New Student Transitions and Family Engagement
Owls Care Health Promotion
Student Accessibility Services
Student Activities and Involvement
Student Health Services
Student Media and Communications
Student Union
Trio Programs



Assessment KPI Database Entries

Data Entry Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.

Program, Service, Event Name	<input type="text"/>	Attendees (Z-Number, NetID, or FAU E-Mail)
Date	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> No Specified Date	<div>One attendee per line</div>
Academic Year	<input type="button" value="Please Select"/>	
Semester	<input type="button" value="Please Select"/>	
Department	<input type="button" value="Please Select"/>	
Initiative Type	<input type="button" value="Please Select"/>	
Level of Interaction	<input type="button" value="Please Select"/>	




Data Entry- Initiative Type

- Select one Initiative Type from the dropdown

Please Select

- 1st to 2nd Year Retention
- 4 Year Graduation
- Career Readiness
- Health and Wellbeing
- Leadership
- None
- Population Based (i.e. First Gen)
- Sense of Belonging

 **Assessment KPI Database Entries**

Data Entry Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.

Program, Service, Event Name	<input type="text"/>	Attendees (Z-Number, NetID, or FAU E-Mail) One attendee per line <div></div>
Date	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> No Specified Date	
Academic Year	<input type="text" value="Please Select"/>	
Semester	<input type="text" value="Please Select"/>	
Department	<input type="text" value="Please Select"/>	
Initiative Type	<input type="text" value="Please Select"/>	
Level of Interaction	<input type="text" value="Please Select"/>	
<input type="button" value="Submit"/>		



Examples- Initiative Type

Type	Example
1 st to 2 nd year retention	The Mentoring Project
4-year graduation	Kelly Strul Meeting with Director
Career Readiness	Resume Bowl
Health and Wellbeing	Blood Drive
Leadership	iLead Student Leadership Conference
Population Based	Transfer Action Program
Sense of Belonging	Karaoke Night
None	Specialized Workshop or Small Events




Data Entry- Level of Interaction

- Select one Level of Interaction from the dropdown

1 on 1 Interaction
Facility Usage
In person course
One Time Event Long (3 Hours or More)
One Time Event Short (2 Hours or Less)
One-Way
Online Course
Position
Program (Multi-Day Engagement)
Required

Please Select ▼



Assessment KPI Database Entries

Data Entry Reports

KPI Entry

Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.

Program, Service, Event Name	<input type="text"/>	Attendees (Z-Number, NetID, or FAU E-Mail)	<input type="text"/>
Date	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> No Specified Date	<div>One attendee per line</div>	
Academic Year	<input type="text" value="Please Select"/>		
Semester	<input type="text" value="Please Select"/>		
Department	<input type="text" value="Please Select"/>		
Initiative Type	<input type="text" value="Please Select"/>		
Level of Interaction	<input type="text" value="Please Select"/>		



Examples- Level of Interaction

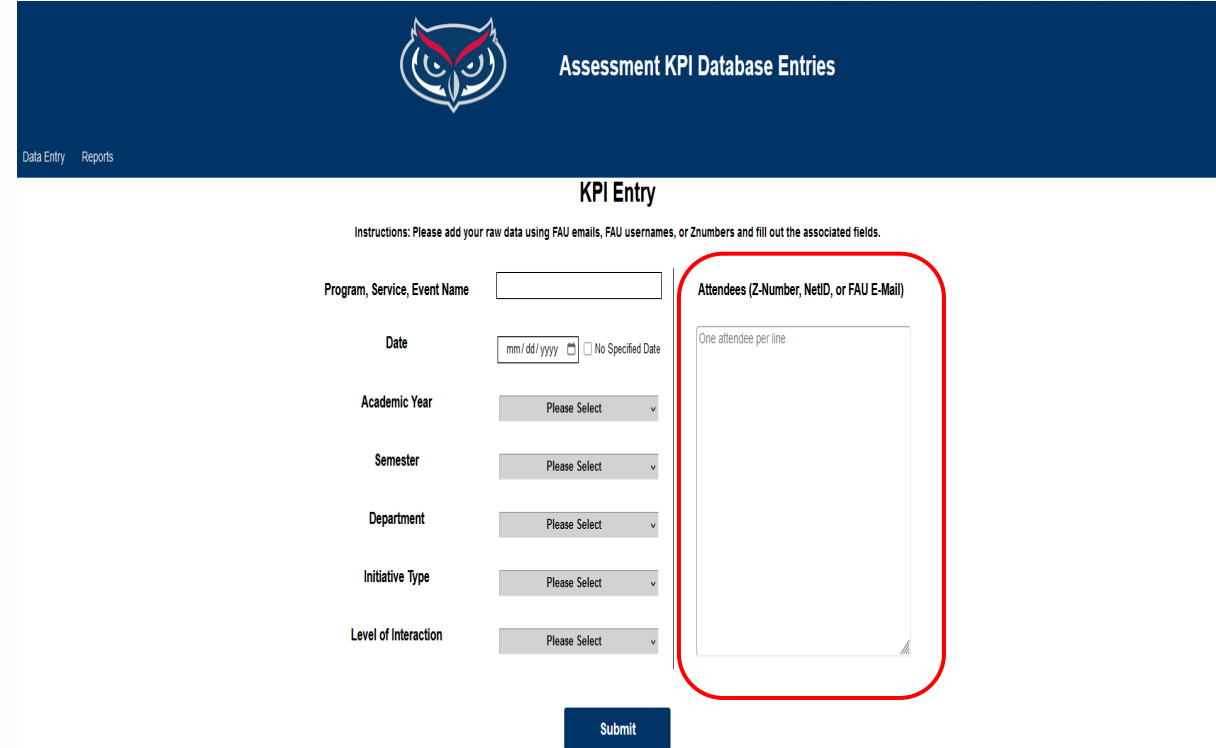
Type	Example
1:1 interaction	Interview Prep or Advising
Facility Usage	Student Union or Campus Recreation
In person course	Career SLS 1301
One time event-Long (3 hours or more)	On Campus Job Fair
One time event-Short (2 hours or less)	Earth Day Clean Up
One way	Scantrons, Send Outs
Online course	Money Moves
Position	Owl Radio
Program (multi-day engagement)	University Press, Owl Breaks
*Required	Hold on account- SaVE Act course

*Required takes priority over any other level of interaction



Data Entry- Student Info

- Add Z-Number, NetID, or FAU Emails
 - Only data that can be linked to Census
 - No @gmail.com, etc.
 - Only one entry per line
 - Can have duplicated values



The screenshot shows the 'Assessment KPI Database Entries' form. At the top is a dark blue header with the FAU owl logo and the title 'Assessment KPI Database Entries'. Below the header, there are links for 'Data Entry' and 'Reports'. The main section is titled 'KPI Entry' and includes instructions: 'Instructions: Please add your raw data using FAU emails, FAU usernames, or Znumbers and fill out the associated fields.' The form contains several input fields: 'Program, Service, Event Name' (text box), 'Date' (calendar icon and 'mm/dd/yyyy' format), 'Academic Year' (dropdown menu), 'Semester' (dropdown menu), 'Department' (dropdown menu), 'Initiative Type' (dropdown menu), and 'Level of Interaction' (dropdown menu). To the right of these fields is a large text area labeled 'Attendees (Z-Number, NetID, or FAU E-Mail)' with a red border. A red box highlights the 'Attendees' field. Below the form is a blue 'Submit' button.



Data Entry- Submission Page

- After adding the student info, a submission page will appear
- Shows if submission was successful
- Provides a list of invalid entries
- Can export error sheet using button
- Back button will go to Data Entry page

Submission Successful

Error report

Export Error Report

Invalid Attendees:

Z11111111

Back



Data Entry- Student Info

Q: How many entries are being counted if we add the following data?

2!

Number of Attendees
2

- rgoldstein@fau.edu was ignored
- Z11111111 is not a student


Attendees (Z-Number, NetID, or FAU E-Mail)

tmathis1@fau.edu, rgoldstein@fau.edu
Z11111111
tmathis1@fau.edu



Database Tabs- Reports

- Second tab
- Shows a list of entries
- Only for your Department



Assessment KPI Database Entries


Data Entry **Reports**

Reporting

This report will show all events submitted by you or your department

[Export CSV](#)

Program/Service/ Event Name	Date	Academic Year	Semester	Department	Initiative Type	Level of Interaction	Number of Attendees	Submitted By
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Reports- Reporting Page

- Displays all the information you had input in the Data Entry page
- New fields are the “Number of Attendees” and “Submitted By”
- “Number of Attendees” shows the entire Participation number, not unique Participants
- Can export a list of your submissions using the button

Reporting

This report will show all events submitted by you or your department

Export CSV

Program/Service/Event Name	Date	Academic Year	Semester	Department	Initiative Type	Level of Interaction	Number of Attendees	Submitted By
WeLead Tierneys	05/07/24	AY 2023-24	Spring	Lead and Serve	Leadership	One Time Event Long (3 Hours or More)	185	tmathis1@fau.edu/ 05/08/24 1:23 PM



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