

Running Extracts and Reports

a. What reports and extracts are available?

The EDCS website has the ability to generate a variety of reports and extracts that can aid RPTs in planning and running their SCWI programs and activities. The extracts range from extracts that summarize the details of each dual credit program submitted in the RFP, to reports that tell you what has changed since the last sign-off, to a page that allows Directors of Education and College Presidents to indicate their approval of the RFP submission.

Here is a description of the available reports and extracts:

Extracts

Extracts are .csv files that pull data from the website for examination by the user. To use extracts, the user must save the file as a Microsoft Excel file and be familiar with how to use Microsoft Excel.

1. **L18DC501 - L18 Dual Credits Total Approved Funding Extract** – Contains, at an aggregate level, the requested, approved, and expended funding in a given academic year for RPT funding, activities & forums, and dual credits year end check.
2. **L18DC502 - L18 Dual Credits Form 1 - RPTs Extract** – Contains requested, approved and expended amounts for the RPT administrative budget in a given academic year.
3. **L18DC503 - L18 Dual Credits Form 2 - Activities + Forums Extract** – Listed by activity number, a detailed breakdown of the participants and funding requested, approved and expended in a given academic year.
4. **L18DC503B - L18 Dual Credits Form 2 - Activities + Forums By Board Extract** – Grouped by school board, a detailed breakdown of the participants and funding requested, approved and expended in a given academic year. Note that if multiple school boards are listed as participating in a particular activity or forum, this activity (and its full funding and participant numbers) will appear multiple times in the extract.
5. **L18DC503C - L18 Dual Credits Form 2 - Activities + Forums By College Extract** – Grouped by college, a detailed breakdown of the participants and funding requested, approved and expended in a given academic year. Note that if multiple colleges are listed as participating in a particular activity or forum, this activity (and its full funding and participant numbers) will appear multiple times in the extract.
6. **L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract** – Listed by dual credit number, a detailed breakdown of the participants, courses, and funding requested, approved and expended in a given academic year.
7. **L18DC504B - L18 Dual Credits Form 3 - Dual Credits By Board Extract** – Listed by school board, a detailed breakdown of the participants, courses, and funding requested, approved and expended in a given academic year. Note that if multiple school boards are listed as participating in a particular dual credit, this dual credit (and its full funding and student numbers) will appear multiple times in the extract.

8. **L18DC504C - L18 Dual Credits Form 3 - Dual Credits By College Extract**– Listed by college, a detailed breakdown of the participants, courses, and funding requested, approved and expended in a given academic year. Note that if multiple colleges are listed as participating in a particular dual credit, this dual credit (and its full funding and student numbers) will appear multiple times in the extract.
9. **L18DC505 - L18 Dual Credits Board and College Funding Extract** – Outputs the funding and student numbers by board and college, as submitted in the Final Report.
10. **L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract** – By dual credit program, a detailed breakdown of all the student information.
11. **L18DC506B - L18 Dual Credits Student Data Report Raw Stats By Board Extract** – Same as the report above, except further broken down into board-level data for each dual credit program.
12. **L18DC509 – L18 Dual Credits Transportation Funding Extract** – Listed by dual credit program, a detailed breakdown of transportation details including total funding requested and approved.
13. **L18DC509B – L18 Dual Credits Transportation Funding Extract By Board** – Same as the above extract, except further broken down into board-level transportation data for each dual credit program. Note that if multiple school boards are listed as participating in a particular dual credit, this dual credit (and its full funding and student numbers) will appear multiple times in the extract.
14. **L18DC509C – L18 Dual Credits Transportation Funding Extract By College** – Listed by college, a detailed breakdown of transportation information including total funding requested and approved. Note that if multiple colleges are listed as participating in a particular dual credit, this dual credit (and its full funding and student numbers) will appear multiple times in the extract.

There are two additional extracts which need to be requested from Alisha Bhanji. Both of these extracts are a list of notes fields from EDCS by program name and number:

- **L18DC507 – L18 Forum and Activities Notes Extract**
- **L18DC508 – L18 Dual Credit Programs Notes Extract**

Validation Reports

Validation reports create a PDF version of any errors and warnings encountered on the sign-off page for a particular submission.

Verification Reports

Verification reports are among the most useful reporting tools for an RPT. They are PDF files that play a variety of roles in an RPT's request, approval, and contract change processes.

- **L18DC101 - SCWI RFP Verification Report** – The verification report provides a high level summary of all the data submitted in a particular year's RFP submission. The information in this report includes: total funding requested and approved for each part of the RFP, and a


list of activities and dual credits, including funding information and the number of participants requested and approved.

- **L18DC104 - L18 Dual Credits Print Signatures Report** – This report provides a total of the funding requested in the RFP and provides a space for signatures of the Director(s) of Education and College President(s) for the school boards and colleges participating in your RPT. The list of boards and colleges is drawn from the Regional Planning Team Funding section of the RFP.
- **L18DC105 - L18 Dual Credits Change Request Report** – This report summarizes all the changes that have been made by the RPT to their submission since it was last opened for editing.
- **L18DC106 – L18 Dual Credits Projected Cycle Change Request Report** – This report will allow two adjacent projected submission periods to be compared and will include new changes being requested or flagged items to be reconsidered

b. How do I generate a report/extract?

To run a report:

- 1.) Select “Run Reports/Extracts” from the Reporting menu on the Home Bar
- 2.) This will bring you to “Run/Reports and Extracts” menu. Select whether you want to run an extract, validation report, or verification report.



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Data CollectionQueries, Reports and ExtractsSystem SupportExit

User Name: Alisha Bhanji (KEY0011875)

L18DCVER - L18 DUAL CREDITS VERIFICATION REPORTS

* indicates that this data must be provided

Report/Extract Criteria

*Organization:

Algoma (15)

▼

*Submission Period:

1. Projected L18 Dual Credit Rpt for Regional Planning Teams 2010-2011 (2011/01/03)

▼

*Academic Year:

2010-11

▼

*Report/Extract

L18 Dual Credit Verification Report selection screen

▼

*Format:

PDF

▼

*Language:

English

▼

*Verification Report:

☐ L18DC101 - SCWI RFP Verification Report

☐ L18DC104 - L18 Dual Credits Print Signatures Report

☐ L18DC105 - L18 Dual Credits Change Request Report


Apply

Apply

Apply

Apply

Run Immediately



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- 3.) Select the academic year of the submission you are interested in from the drop down list, put a check mark next to the report(s) you would like to generate, and then select “run immediately.”

Data Collection

Queries, Reports and Extracts

System Support

Exit

User Name: Alisha Bhanji (KEY0011875)

L18DCEXT - L18 DUAL CREDITS EXTRACTS

* indicates that this data must be provided

Report/Extract Criteria

Organization:

*Academic Year:

2015-16

*Report/Extract:

L18 Dual Credit Extract selection screen

*Format:

Commas-separated values

*Language:

English

Apply

Apply

Apply

*Extract/Report

☐ L18DC501 - L18 Dual Credits Total Approved Funding Extract

☐ L18DC502 - L18 Dual Credits Form 1 - RPTs Extract

☐ L18DC503 - L18 Dual Credits Form 2 - Activities + Forums Extract

☐ L18DC503B - L18 Dual Credits Form 2 - Activities + Forums By Board Extract

☐ L18DC503C - L18 Dual Credits Form 2 - Activities + Forums By College Extract

☐ L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract

☐ L18DC504B - L18 Dual Credits Form 3 - Dual Credits By Board Extract

☐ L18DC504C - L18 Dual Credits Form 3 - Dual Credits By College Extract

☐ L18DC505 - L18 Dual Credits Board and College Funding Extract

☐ L18DC506 - L18 Dual Credits Student Data Report Raw Stats Extract

☐ L18DC506B - L18 Dual Credits Student Data Report Raw Stats By Board Extract

☐ L18DC509 - L18 Dual Credits Transportation Funding Extract

☐ L18DC509B - L18 Dual Credits Transportation Funding Extract By Board

☐ L18DC509C - L18 Dual Credits Transportation Funding Extract By College

Run Immediately

- 4.) This will bring you to the view reports page. The report you are currently generating will either be “In Queue” or “Processing” in the status column. You must refresh the page until the report is generated. To refresh, press F5 on your keyboard or the refresh button in your browser. Once the report is generated, place a checkmark in the check box next to the report(s) you want to download, and then click the download button at the bottom of the screen.

Search Criteria

Status: ☐ Cancelled ☐ In Queue ☒ Processing ☐ In Error ☐ Generated ☐ Previously Viewed

Reports/Extracts:

Date:

Search

VIEW REPORT/EXTRACT LIST

All	A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#

Page Size:

Report/Extract Code and Name ^	R / E	Organization	Date	Status	
L18DC504 - L18 Dual Credits Form 3 - Dual Credits Extract	E	Cambrian	11/26/2012 4:53:44 PM	Processing	<input type="checkbox"/>

Page Size: