## 9.2 OAAP Dashboard

**Purpose**: Use this document as a reference for viewing online application analytics using the OAAP Dashboard in ctcLink.

Audience: Admissions Staff.

This dashboard will provide the Admin an overview of the status of student admissions. The dashboard displays the count of the In-Progress Applications and Submitted Applications. In addition to providing counts, the dashboard allows the Admin to drill down to view lists of students and further to individual student applications.

## **New OAAP Dashboard**

Images shown in this reference guide may not reflect the current product as software updates may slightly alter these views.

## 1. Enter the **Username** and **Password**.

- When logging into the OAAP, type in the Username and Password. You will receive an "Invalid credentials" message if the Username and Password are pasted into the fields.
- 2. Select the **Sign In** button—the **OAAP Dashboard** displays for the Admin.



## **In-Progress**

3. Select the calendar icon for the **From** field. A calendar displays.

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•	IN-PROGRESS APPLICATIONS	SUBMITTED APPLICA	ломя 25		
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	11-202,0	<sup>12,40,20</sup>		01-302,	

4. Select the From date. In this example, November 1, 2020.

5. Note that the totals and graphs have been updated to exclude records before November 1, 2020.

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-	IN-PROGRESS APPLICATIONS	SUBMITTED APPLICATION	NS
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APPLICATION STATUS		SUBMITTED APPLICATIONS	

6. On the **IN-PROGRESS APPLICATIONS** chart, select the **11/2020** bar. The **In-Progress Applications** page will display.

The **IN-PROGRESS APPLICATIONS** chart displays the number of saved, but not submitted, applications grouped by month, for the past 12 months.



7. There is a Filter function on this page. Select the **Filter** icon. A drop-down list will display.

stitution	Туре	Program	Term	Plan	Creation Date	Name	Phone	Email	Last Modified Date
ark College	Transfer	Professional Technical	SPRING 2021	Welding Technician C45	01/07/2021	(			01/07/2021
ark College	First Year	Academic		Addiction Counselor Ed AA	01/07/2021				01/07/2021
ark College	Reapplying	Academic	SPRING 2021	Biology DTA/MRP	01/07/2021				01/07/2021
ark College	First Year	Academic	SPRING 2021	Academic Transfer AA DTA	01/07/2021				01/07/2021
ark College	Reapplying	Baccalaureate	SPRING 2021	Cybersecurity BAS	01/05/2021				01/06/2021
ark College	First Year	Academic	SUMMER 2022	Academic Transfer AA DTA	01/05/2021				01/05/2021
ark College	Reapplying	Academic	WINTER 2021	Academic Transfer AA DTA	12/30/2020				12/30/2020
ark College	First Year	Non-Award Seeking	WINTER 2021	Non-degree - Job upgrade	12/29/2020				12/29/2020
ark College	First Year	Academic	WINTER 2021	Biology DTA/MRP	12/22/2020				01/07/2021
ark College	First Year	Baccalaureate	SPRING 2021	Cybersecurity BAS	12/22/2020				12/31/2020

- 8. It is possible to select an option from the drop-down list to further filter the records on this page. The options are as follows:
  - Institution
  - Creation Date Range
  - Modified Date Range
  - All Applications
  - Active Applications

Inactive Applications

In-Progres	s Applicati	ons							
									Institution Apply Revert
									Term
Institution	Туре	Program	Term	Plan	Creation Date	Name	Phone	Email	L Creation Date Range
Clark College	Transfer	Professional Technical	SPRING 2021	Welding Technician C45	01/07/2021	(1999)			( Modified Date Range
Clark College	First Year	Academic		Addiction Counselor Ed AA	01/07/2021				C All Applications
Clark College	Reapplying	Academic	SPRING 2021	Biology DTA/MRP	01/07/2021				01/07/2021
Clark College	First Year	Academic	SPRING 2021	Academic Transfer AA DTA	01/07/2021				01/07/2021
Clark College	Reapplying	Baccalaureate	SPRING 2021	Cybersecurity BAS	01/05/2021				01/06/2021
Clark College	First Year	Academic	SUMMER 2022	Academic Transfer AA DTA	01/05/2021				01/05/2021
Clark College	Reapplying	Academic	WINTER 2021	Academic Transfer AA DTA	12/30/2020				12/30/2020
Clark College	First Year	Non-Award Seeking	WINTER 2021	Non-degree - Job upgrade	12/29/2020				12/29/2020
Clark College	First Year	Academic	WINTER 2021	Biology DTA/MRP	12/22/2020				01/07/2021
Clark College	First Year	Baccalaureate	SPRING 2021	Cybersecurity BAS	12/22/2020				12/31/2020
Items per pag	J€[ 10 ▼								1 – 10 of 39 🛛 K 🖌 💙 🔰

- 9. Select the **Download** (cloud) Icon. A dialog box will display with a choice to **Open** or **Save** the file.
- 10. Select the **Cancel** button. In this example, the file will not be opened or saved.
- 11. Select the browser's back button or **Dashboard** from the menu. The **OAA Dashboard** page will display.

										Apply	Revert	
stitution	Туре	Program	Term	Plan	Creation Date	Name	Phone	Email	Last Modified Date			
lark College	Transfer	Professional Technical	SPRING 2021	Opening In Progre	ss Applications.xlsx		×		01/07/2021			
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lark College	Reapplying	Academic	SPRING 2021	which is: M from: blob:	icrosoft Excel Workshee	t (19.2 KB)			01/07/2021			
lark College	First Year	Academic	SPRING 2021	What should Fire	fox do with this file? Excel (default)		~		01/07/2021			
lark College	Reapplying	Baccalaureate	SPRING 2021						01/06/2021			
lark College	First Year	Academic	SUMMER 2022			ОК	Cancel		01/05/2021			
lark College	Reapplying	Academic	WINTER 2021	Academic Transfer AA DTA	12/30/2020				12/30/2020			
lark College	First Year	Non-Award Seeking	WINTER 2021	Non-degree - Job upgrade	12/29/2020				12/29/2020			
ark College	First Year	Academic	WINTER 2021	Biology DTA/MRP	12/22/2020				01/07/2021			
lark College	First Year	Baccalaureate	SPRING 2021	Cybersecurity BAS	12/22/2020				12/31/2020			

12. On the **Application Status** chart, select the **Submitted Students**. The **Student Applications** page will display.

**P** The **Application Status** chart displays the application count grouped by status.



- 13. Note that only 10 records display at a time. Scroll through the records using the arrows at the bottom right of the page.
- 14. Select the browser's back button or **Dashboard** from the menu. The **OAAP Dashboard** page will display.

Submitted Ar	plications						2
Submitted Ap	plications						
Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00202922	Tacoma CC		Undergraduate	Non-Award Seeking	Non-degree - Other	02/10/2021	Submitted
00202913	Tacoma CC		Undergraduate	Academic	Business DTA/MRP	02/10/2021	Submitted
00202910	Tacoma CC		Undergraduate	Academic	Biology DTA/MRP	02/10/2021	Submitted
00202904	Tacoma CC		Undergraduate	Academic	Academic Transfer AA DTA	02/10/2021	Submitted
00202897	Tacoma CC		Undergraduate	Professional Technical	Paramedic C45	02/10/2021	Submitted
00202892	Tacoma CC		Undergraduate	Professional Technical	Associate in Nursing	02/10/2021	Submitted
00202891	Tacoma CC		Undergraduate	Academic	Computer Science DTA/MRP AA	02/10/2021	Submitted
00202880	Tacoma CC		Undergraduate	Non-Award Seeking	Non-degree - Other	02/10/2021	Submitted
00202864	Tacoma CC		Undergraduate	Baccalaureate	Community Health BAS	02/10/2021	Submitted
00202851	Tacoma CC		Undergraduate	Baccalaureate	Applied Management BAS	02/10/2021	Submitted
Items per page: 10	*					1 – 10 of 219	I< < > >I

15. On the **Submitted Applications** chart, select the **12-2020** bar. The **Submitted Applications** page will display.

The **Submitted Applications** chart displays the number of submitted applications, grouped by month, for the past 12 months.



16. Select an **Application ID** to drill down to the individual student's application. The application will display.

Submitted Ap	oplications						
Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00202922	Tacoma CC		Undergraduate	Non-Award Seeking	Non-degree - Other	02/10/2021	Submitted
00202913	Tacoma CC		Undergraduate	Academic	Business DTA/MRP	02/10/2021	Submitted
00202910	Tacoma CC		Undergraduate	Academic	Biology DTA/MRP	02/10/2021	Submitted
00202904	Tacoma CC		Undergraduate	Academic	Academic Transfer AA DTA	02/10/2021	Submitted
00202897	Tacoma CC		Undergraduate	Professional Technical	Paramedic C45	02/10/2021	Submitted
00202892	Tacoma CC		Undergraduate	Professional Technical	Associate in Nursing	02/10/2021	Submitted
00202891	Tacoma CC		Undergraduate	Academic	Computer Science DTA/MRP AA	02/10/2021	Submitted
00202880	Tacoma CC		Undergraduate	Non-Award Seeking	Non-degree - Other	02/10/2021	Submitted
00202864	Tacoma CC		Undergraduate	Baccalaureate	Community Health BAS	02/10/2021	Submitted
00202851	Tacoma CC		Undergraduate	Baccalaureate	Applied Management BAS	02/10/2021	Submitted

Status	Description
Submitted	Application was Submitted
Active in Program	Application has been Matriculated
Pending	Application was Suspended

17. Use the scroll bar on the right to scroll through the Application.

Spokane CC (ctcLink	ID: 202075168)			Subr	nission Date: 12/20/2020
dmissions Information					
Admit Type :	First Year	Academic Program :	Academic	Admit Term :	WWITER 2021
Academic Plan :	Biology DTA	Acadomic Sub-Plan :	Nore		
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National ID :					<u> </u>
mail Address					-
Email Type :	Home	Email Address :	sivessevis@yahoo.com	Preferred Email :	Y
Rizenship Informatation					
Country :	United States	Citizenship Status :	US Citizen		
ddress					
Address type :	Home	Address Line 2 :		State :	Washington
Country :	United States	Address Line 3 :		City :	Spokane
Address Line 1 :	123 Test Lane	Postal code :	99202	County :	
ducation					
Country :	United States	School/College Name :	Central Valley High School	Address Line 2 :	
Location :	United States	State :	Washington	County :	United States
Address Line 3 :		County :		City :	Spekane Valley
Address Line 1 :	021 S Sullivan Rd	Postal Code :		From Date :	01/01/2000
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18. Process complete.