



9.2 OAAP Dashboard

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

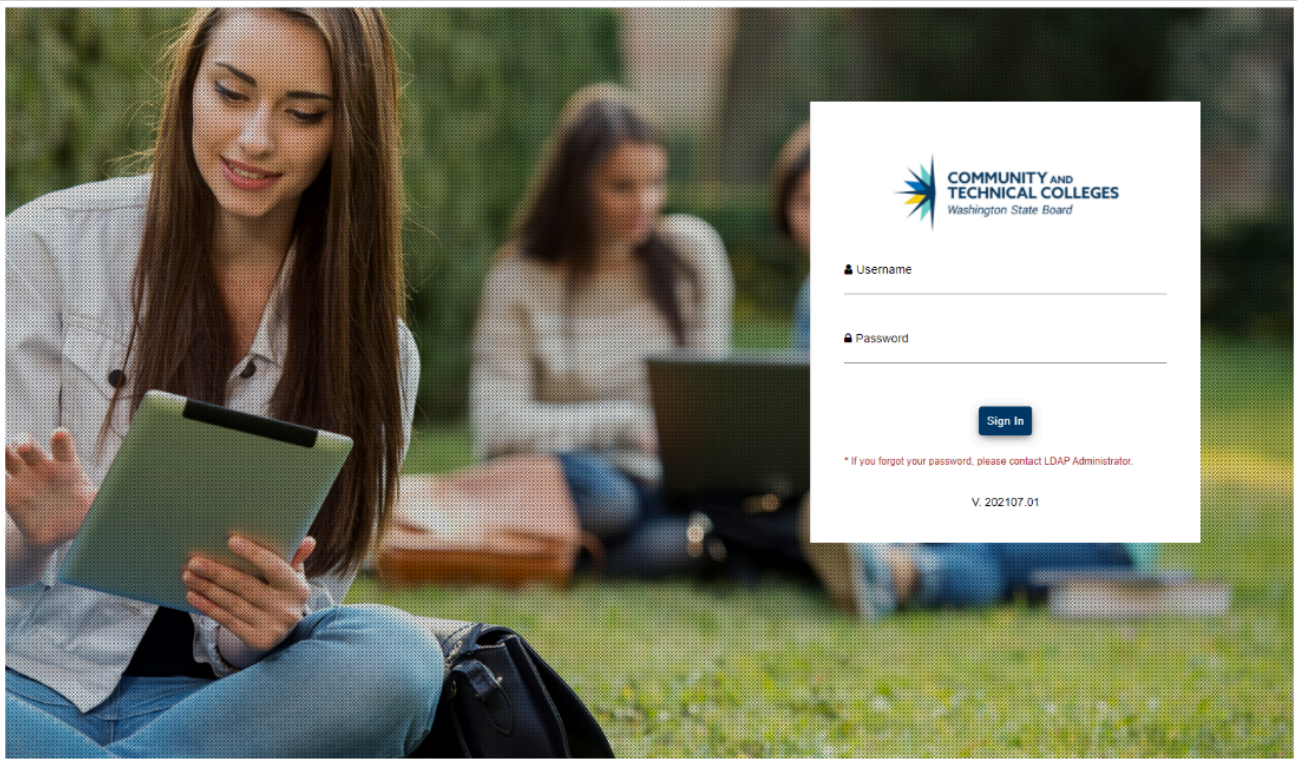
Audience: Admissions Staff.

 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

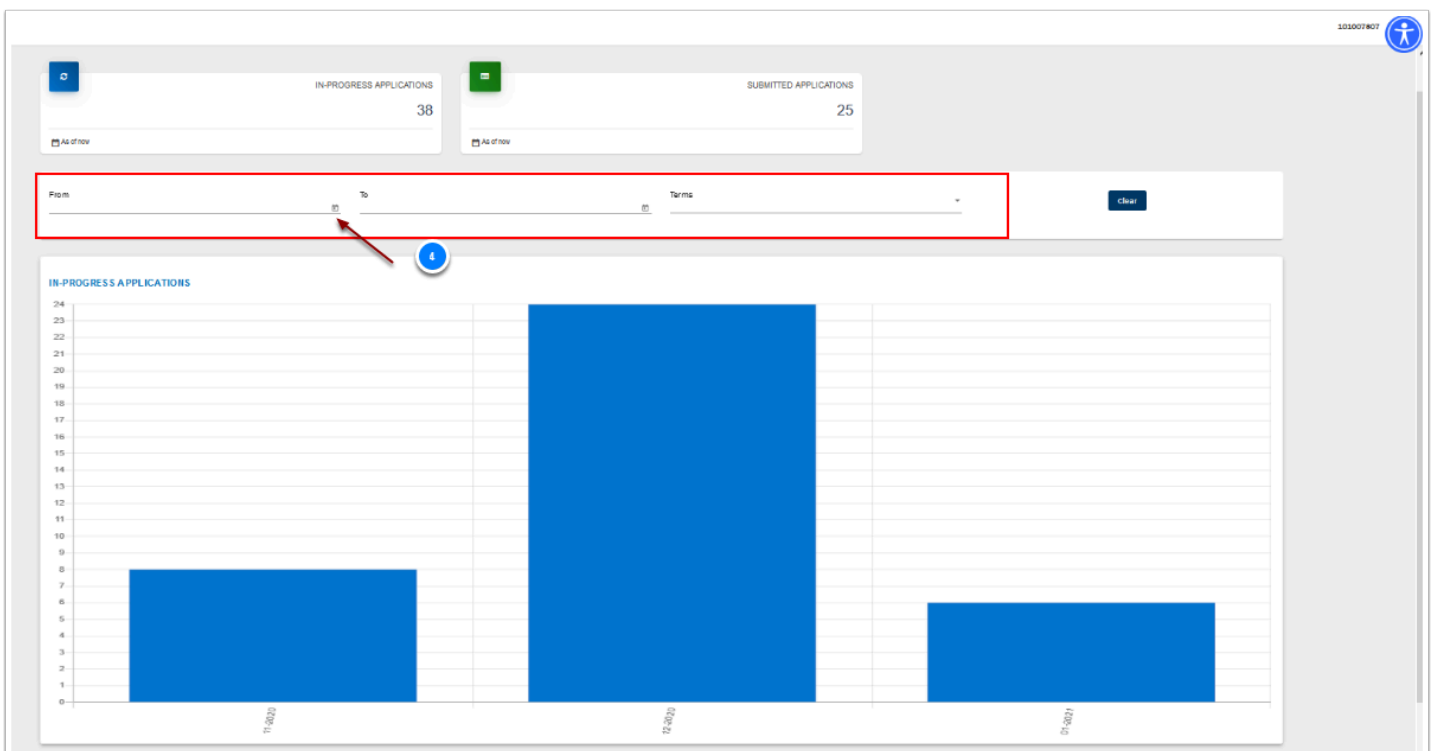
 Images shown in this reference guide may not reflect the current product as software updates may slightly alter these views.

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.



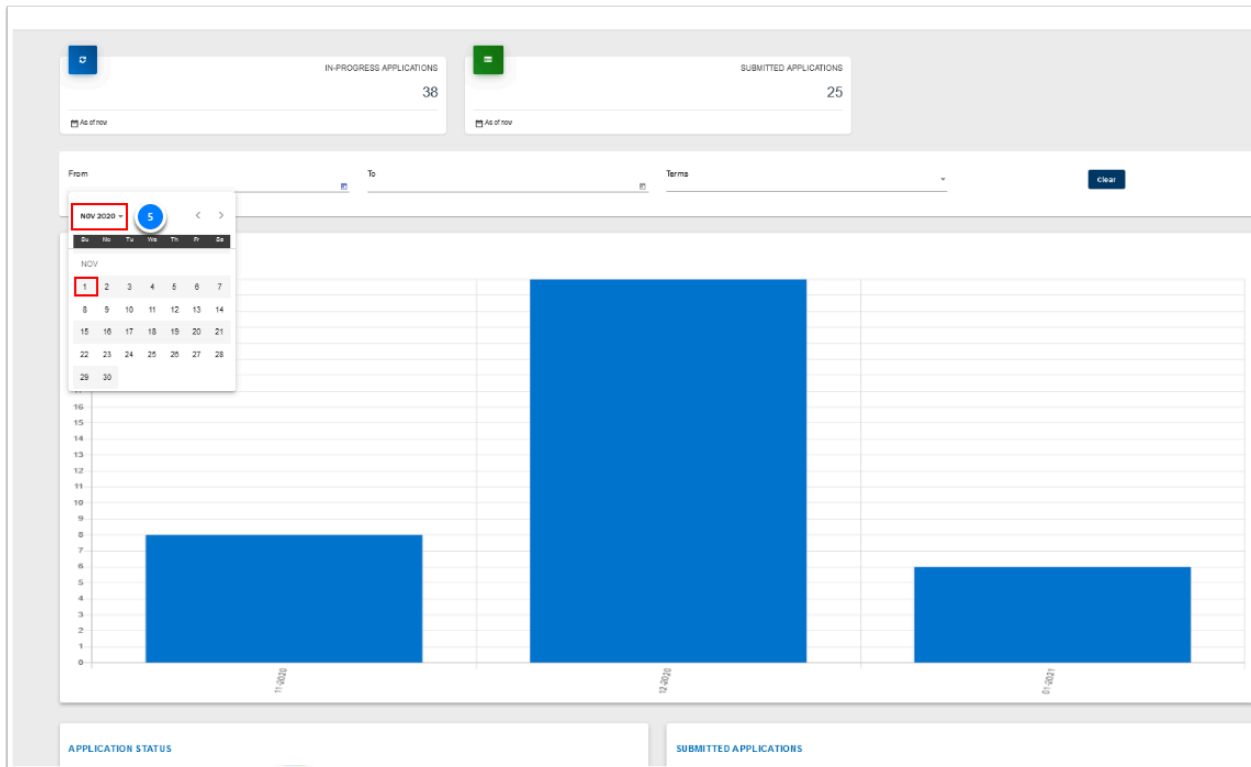
In-Progress

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



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

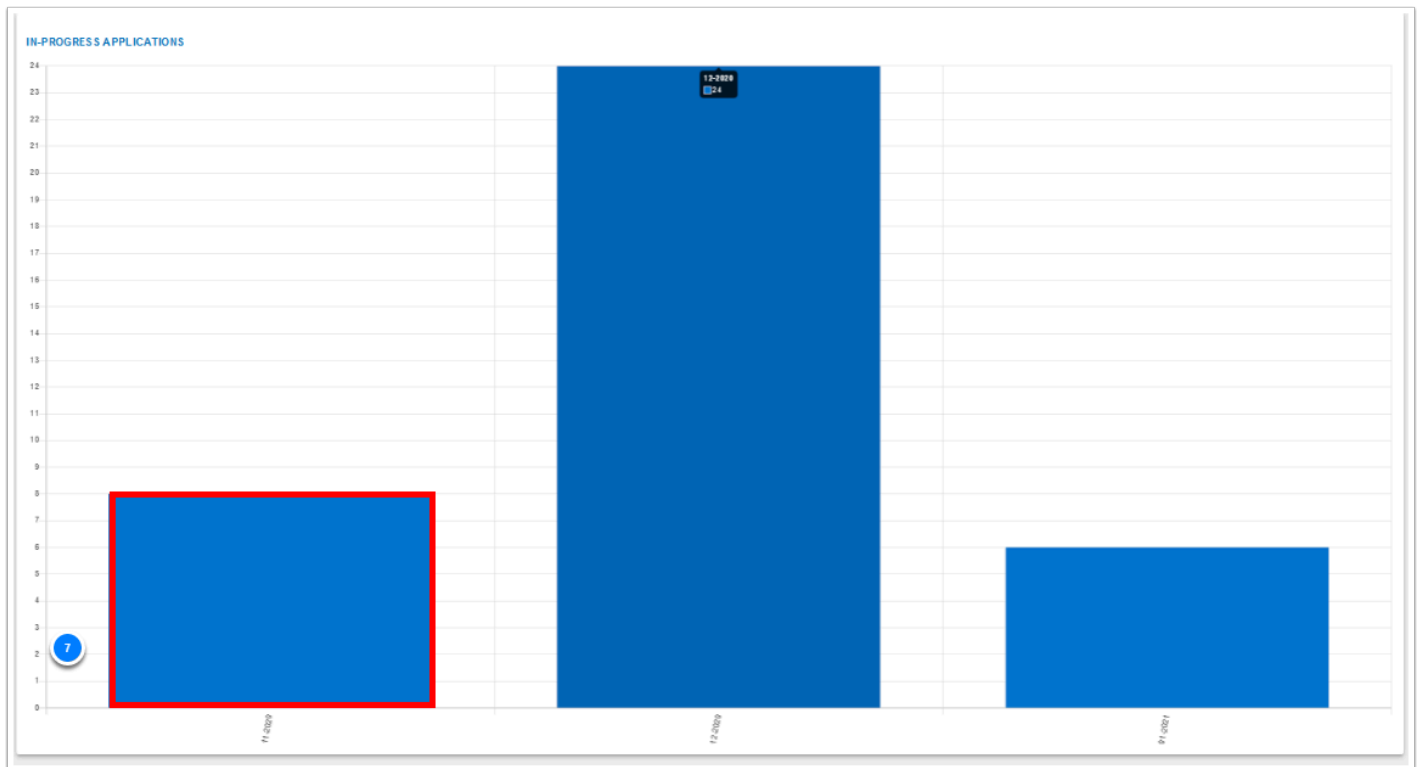
5. Note that the totals and graphs have been updated to exclude records before November 1, 2020.



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.

In-Progress Applications

Filter icon:

Institution	Type	Program	Term	Plan	Creation Date	Name	Phone	Email	Last Modified Date
Clark College	Transfer	Professional Technical	SPRING 2021	Welding Technician C45	01/07/2021				01/07/2021
Clark College	First Year	Academic		Addiction Counselor Ed AA	01/07/2021				01/07/2021
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				01/05/2021
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 page: 10

1 - 10 of 39

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-Progress Applications

Apply Revert T Download

Institution	Type	Program	Term	Plan	Creation Date	Name	Phone	Email	Last Modified Date
Clark College	Transfer	Professional Technical	SPRING 2021	Welding Technician C45	01/07/2021				01/07/2021
Clark College	First Year	Academic		Addiction Counselor Ed AA	01/07/2021				01/07/2021
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				01/05/2021
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 page: 10

1 – 10 of 39

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.

In-Progress Applications

Select Apply Revert T Download

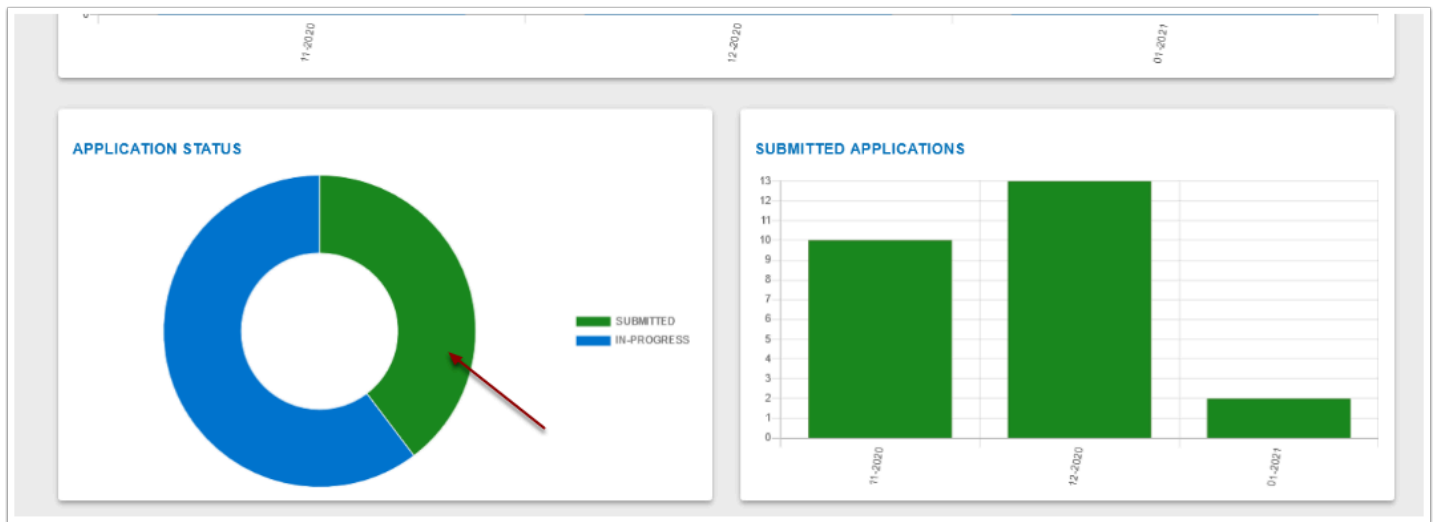
Institution	Type	Program	Term	Plan	Creation Date	Name	Phone	Email	Last Modified Date
Clark College	Transfer	Professional Technical	SPRING 2021						01/07/2021
Clark College	First Year	Academic							01/07/2021
Clark College	Reapplying	Academic	SPRING 2021						01/07/2021
Clark College	First Year	Academic	SPRING 2021						01/07/2021
Clark College	Reapplying	Baccalaureate	SPRING 2021						01/06/2021
Clark College	First Year	Academic	SUMMER 2022						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 page: 10

1 – 10 of 39

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

💡 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.

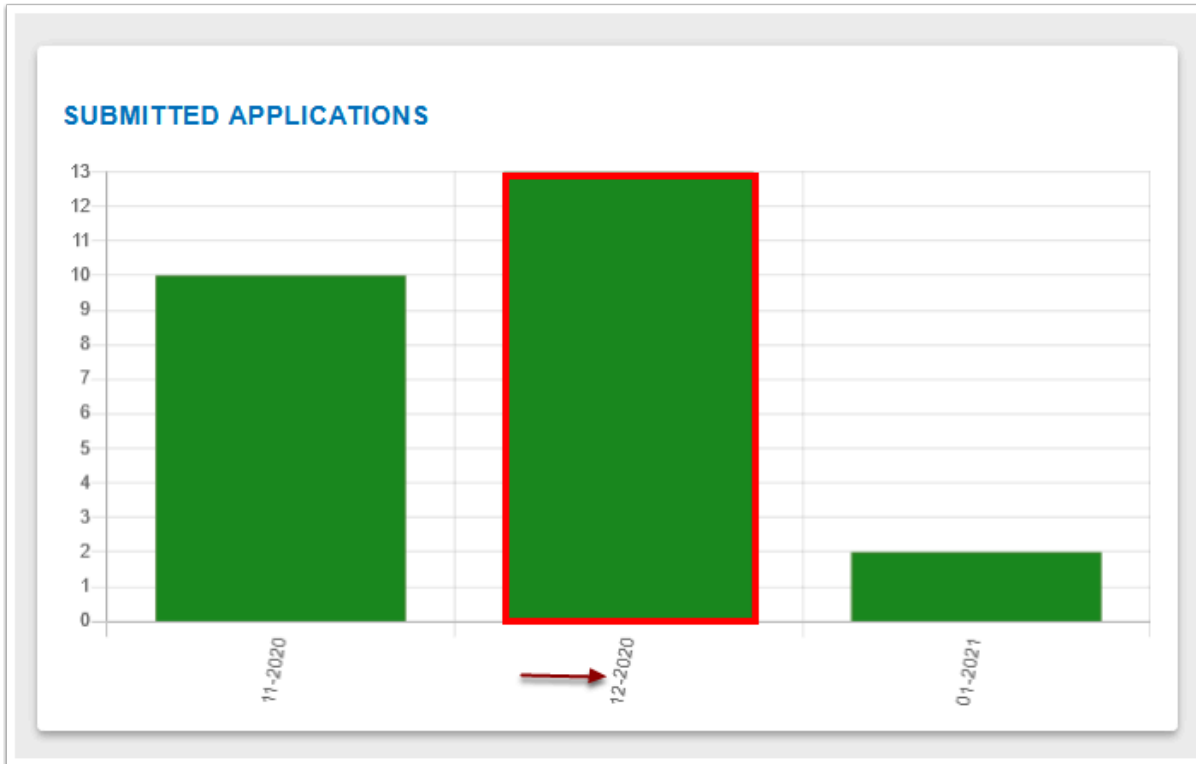
Submitted Applications							
Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00202922	Tacoma CC		Undergraduate	Non-Award Seeking	Non-degree - Other	02/10/2021	Submitted
00202913	Tacoma CC		Undergraduate	Academic	Business DTA/MRP	02/10/2021	Submitted
00202910	Tacoma 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

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.

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)

Submission Date: 12/21/2020

Admission Information

Admit Type : Academic Plan :

First Year Biology CDA

Academic Program : Academic Sub-Plan :

Academic None

Admit Term :

WINTER 2021

Personal Information Details

Personal Details

Name Prefix :

Last Name :

Date Of Birth :

National ID :

First Name :

Preferred First Name :

Name Suffix :

Sex :

Middle Name :

Preferred Last Name :

Sex :

Email Address

Email Type :

Home

Email Address :

sno11111@spokane.edu

Preferred Email :

Y

Citizenship Information

Country :

United States

Citizenship Status :

US Citizen

Address

Address type :

Home

Country :

United States

Address Line 1 :

123 Test Lane

Address Line 2 :

Address Line 3 :

Postal code :

99202

State :

Washington

City :

Spokane

County :

Education

Country :

United States

School/Collage Name :

Central Valley High School

Address Line 2 :

State :

Washington

County :

Spokane Valley

City :

From Date :

01/01/2000

Ethnicity

Ethnic Group :

White

Ethnic Race :

White

Residency

Are you a U.S. Citizen?

No

Do you have a driver's license or state ID?

No

Do you have a registered vehicle?

No

Are you under the age of 21 years old?

Yes

Are you getting financial assistance from another state?

No

Are you the spouse or dependent of an active duty military person stationed in Washington or a spouse or dependent of an active duty member of the Washington National Guard?

No

Have you lived in the State of Washington for the past 12 consecutive months?

No

For the current or past calendar year, will/did your mother, father, legal court-appointed guardian claim you as a dependent for federal income tax purposes?

Yes

Have you supported from active duty in the last 12 months?

No

Has your mother, father, legal court-appointed guardian lived continuously in Washington the past 12 months?

No

Are you an active duty member of the U.S. Armed Forces or Washington National Guard?

No

Do you understand your responses to residency questions will not affect your consideration for admissions?

No

Supplemental Questions

Are you currently employed?

Prefer not to answer

Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information.

Prefer not to answer

Has either of your parents earned a High School Diploma?

Prefer not to answer

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services.

Prefer not to answer

18. Process complete.

9.2 OAAP Dashboard

Page 8