

9.2 QARS Reports (Fluid)

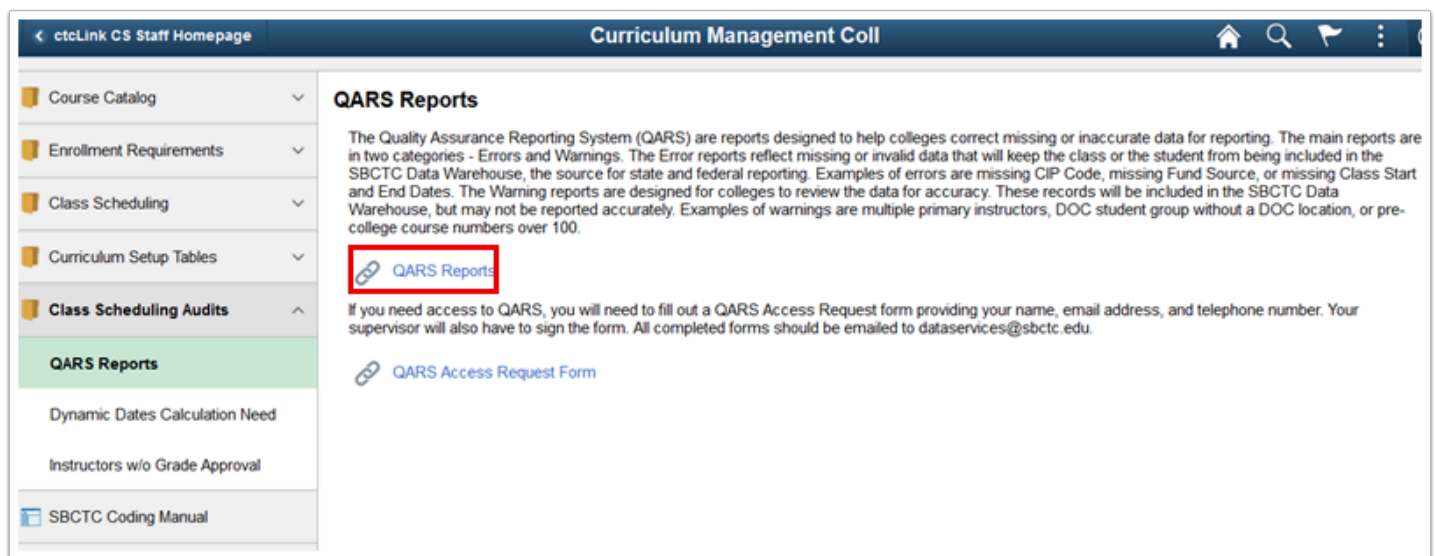
Purpose: Use this document as a reference for gaining access to the Quality Assurance Reporting System (QARS) tools via Fluid navigation in ctcLink.

Audience: Curriculum Management staff.

QARS Reports

Navigation: ctcLink CS Staff Homepage > Curriculum Management Tile

1. The **Curriculum Management** page displays.
2. Expand **Class Scheduling Audits** menu on the left.
3. Select the **QARS Reports** sub-menu list item.
4. The **QARS Reports** page displays.
5. Select the **QARS Reports** link.



6. The **Quality Assurance Reporting System** homepage displays in a new window.
7. Review and close the new window.

Quality Assurance Reporting System
Washington State Board for Community and Technical Colleges

Home My Account My Reports Login

The Quality Assurance Reporting System

It allows colleges a way of preventing coding mistakes that affect state and federal level reporting. The source of the data is the SBCTC Master Data Views built using PeopleSoft application data.

The current quarter data in this system is refreshed nightly. Any coding changes you make today will not be reflected until tomorrow. The source of any historical data is the SBCTC Data Warehouse.

There are two categories of reports: summary and detail. The summary data contains aggregate headcount or FTE values. The detail data will contain lists of classes and or students who are found to have coding issues. Only registrars will have access to detailed listings of students.

There are two levels of quality assurance: errors and warnings. It is critical that you resolve any errors as any classes or students shown with errors will not be included in the SBCTC Data Warehouse. Any classes or students shown with warnings will be included in the SBCTC Data Warehouse, though the quality of that record may affect reporting.

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8. The **QARS Reports** page displays.
9. Select the **QARS Access Request Form** link.

ctcLink CS Staff Homepage Curriculum Management Coll

Course Catalog Enrollment Requirements Class Scheduling Curriculum Setup Tables Class Scheduling Audits **QARS Reports** Dynamic Dates Calculation Need Instructors w/o Grade Approval SBCTC Coding Manual

QARS Reports

The Quality Assurance Reporting System (QARS) are reports designed to help colleges correct missing or inaccurate data for reporting. The main reports are in two categories - Errors and Warnings. The Error reports reflect missing or invalid data that will keep the class or the student from being included in the SBCTC Data Warehouse, the source for state and federal reporting. Examples of errors are missing CIP Code, missing Fund Source, or missing Class Start and End Dates. The Warning reports are designed for colleges to review the data for accuracy. These records will be included in the SBCTC Data Warehouse, but may not be reported accurately. Examples of warnings are multiple primary instructors, DOC student group without a DOC location, or pre-college course numbers over 100.

[QARS Reports](#)

If you need access to QARS, you will need to fill out a QARS Access Request form providing your name, email address, and telephone number. Your supervisor will also have to sign the form. All completed forms should be emailed to dataservices@sbctc.edu.

[QARS Access Request Form](#)

10. The **ctcLink PeopleSoft Reporting** page displays in a new window.
11. Select the **QARS Access Request Form (PDF)** link.

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ctcLink PeopleSoft Reporting

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The following resources, trainings, and materials are available for colleges using PeopleSoft.

- + State Reporting Training
- + ctcLink PeopleSoft Query Supporting Documentation
- + ctcLink PeopleSoft Query Training Documents
- + ctcLink PeopleSoft Query Online Course Links
- ctcLink PeopleSoft Reporting Tools

Quality Assurance Reporting System (QARS)

- QARS Access Request Form [PDF]**
- QARS QRG [PDF]


In This Section

- Data Alerts
- Coding and Reporting Guidelines
- Legacy MIS Reporting
- ctcLink PeopleSoft Reporting
- Data Warehouse Documentation
- dataLink
- Integrated Postsecondary Education Data System (IPEDS) Reporting
- Mutual Research Transcript Exchange (MRTE)

Resource Links

- SBCTC Student & Course Coding Manual
- Data Governance Committee
- ctcLink Project
- PeopleSoft ERP Support
- ctcLink PeopleSoft Tickler
- MetaLink

- The **QARS Access Request Form (PDF)** displays in a new window.
- Save** it and close the new window.
- Close the **ctcLink PeopleSoft Reporting** new window.



QUALITY ASSURANCE REPORTING SYSTEM (QARS)

QARS allows colleges a way of preventing coding mistakes that affect state and federal level reporting. The source of the data is the SBCTC Master Data Views built using PeopleSoft application data. The current quarter data in this system is refreshed nightly. Any coding changes you make today will not be reflected until tomorrow.

There are various types of reports being added to QARS, and all users will have general access. The student reports will contain detailed data, including EMPL ID, for students with coding issues. Only designated staff should have access to these detailed student reports that include PII data. Please mark the box at the bottom of this form and provide your supervisor's signature if you need this type of detailed access.

Please provide the following information to be added to QARS:

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Phone #: | |
| College: | |

If you are requesting access for all the colleges in a district, please list the additional colleges.

| | |
|----------------------|--|
| Additional Colleges: | |
| | |
| | |

Type of Access: ☐ Detail (includes PII data)

Supervisor Signature: _____ Date: _____

Once new users are entered into the system, they will receive an email to set up a password. If you have questions, please contact Data Services at dataservices@sbctc.edu.

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- Process complete.