NCWIT Tracking Tool User Guide

NCWIT TRACKING TOOL

The NCWIT Tracking Tool is an online evaluation tool to help academic departments evaluate efforts for recruiting and retaining undergraduate students, by collecting and charting enrollment (i.e., applicants, acceptances, new enrollments, declared majors) and outcome data (i.e., attrition, retention, completions) by major. As an Extension Services client, Pacesetter, or Academic Alliance member organization, you may submit data, view reports, and create charts showing your individual data. You will also be able to compare each of your majors to comparison data from 1) the overall average of Extension Services clients, 2) the overall average of Academic Alliance members, and 3) national data sources such as IPEDS and Taulbee. You can log in at any time to export these charts for grant proposals or other university work.

GETTING STARTED WITH THE TRACKING TOOL

Go To http://trackingtool.ncwit.org
– Visit http://trackingtool.ncwit.org to get started with the Tracking Tool

Request an Account
– Before you can submit and access your institution’s Tracking Tool data, you will need to request an account.
– If you have an existing account on the main ncwit.org website, you must create a separate account for the NCWIT Tracking Tool.
– To do this, go to http://trackingtool.ncwit.org, click “Request an Account” to gain access to the NCWIT Tracking Tool.

How to Get Started:

• Click Log In if you already have an account set up.
  Note: This is not the same account as the NCWIT.org account. If you have not already done so, you must create a specific Tracking Tool account.

• Click Request an Account to gain access to the Tracking Tool.
• Click User Guide for more information on how to use the Tracking Tool.
• Click Information for ES Clients for requirements on the data to request from your departmental administrators and/or your Institutional Research department.
• Click Information for AA Members for requirements on the data to request from your departmental administrators and/or your Institutional Research department.
• Click NCWIT AA Tracking Tool Data Form Template to organize your data for entry as an AA member.
• Click NCWIT ES Tracking Tool Data Form Template to organize your data for entry as an ES client.
– Fill out the following form and complete all of the required information indicated by the asterisk (*) symbol, but be sure to leave the “Are You Human?” box blank.
  - Note: If you need to select more than one Institution-major Combination, you can use the “Ctrl” or “Command” key.

– Be sure to submit your request by clicking “Request Account”

– Once you have requested your account, it needs to be approved by administration. You will receive an email confirmation within 48 hours. The email will also contain information to set up your password.
NCWIT Tracking Tool User Guide

Logging In

– Once you have requested an account, been approved, and set up your password, you may log in by clicking “Log In”

– Your username is the e-mail address you provided when you requested your account and your password is the one you created.

– Be sure to complete your log in by clicking “Log In”

– If you forget your password, click the “Request new password” and enter either your username or e-mail.

– Enter the email that you used when you requested your account.
NCWIT Tracking Tool User Guide

- Be sure to request a new password by clicking “E-Mail New Password”

- Go to your e-mail and follow the instructions to create a new password to log in.

**Checking How Much Data is in the NCWIT Tracking Tool**
Many organizations have already provided data to NCWIT. We suggest that you login to the Tracking Tool prior to compiling your data so you know which years of data are needed for your institution.

- To check how much data is already in the Tracking Tool, click the “My Data” tab.

  - In the right menu column, click “All Institution/Major Data”

  - There should be a list of all the majors and years of data that has been submitted and entered into the NCWIT Tracking Tool
  - If there are no years listed, no data has been submitted or entered into the NCWIT Tracking Tool
To view data for a specific year, select the year (i.e., 2016)
• This will bring up the data entry form and you should update or enter any new data in the existing data set. For more information, please read the “Submitting Data” section of this User Guide.

If there are no years listed, no data has been submitted or entered into the NCWIT Tracking Tool
• To enter data a new school year, click “+Add new data set”
  • Note: This should only be selected once, the first time you want to enter data for a new school year. When you want to update or add data to an existing year, click “All Institution/Major Data” and select the appropriate year.

Submitting Data
– To submit data, click on the “My Data” tab.
  • Extension Services clients and Pacesetters are asked to report on their applicants, acceptances, and new enrollments (Section 1), their declared majors (Section 2 or Section 3), and their declared minors (Section 4), if available.
  • Academic Alliance members are only asked to report on their declared majors (Section 3). However, you can complete the other sections if you would like to gain a better understanding of your student demographics, such as applicants, acceptances, new enrollments, attrition from the major, and graduations.

Institutional Information: This should produce a prepopulated Institutional Information form filled with some basic information. Please complete the second half of the form (below Contact Phone).
NCWIT Tracking Tool User Guide

**Title:** The title should show the exact Institution-Major as listed in the Institution drop-down with the school year for data you want to enter.

- Example: **Generic C University-Computer Science (2016)**
- If you want to enter data for more than one major, you will need to select the Institution drop-down menu and select a different major and later select the appropriate school year.

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- **Section 1:** Full Time Applicants, Acceptances, New Enrollments
  - This section is for the number of undergraduates who applied, were accepted, and actually enrolled for this program for the given year
  - Complete the Applicants tab, the Acceptances tab, and the New Enrollments tab for both Female and Male

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ncwit.org National Center for Women & Information Technology
303.735.6671 | www.ncwit.org | info@ncwit.org
Create NCWIT Tracking Tool Survey

Use this form to enter annual data. We recommend you click "Save" (at the bottom) after completing each section.

NCWIT requests that all Academic Alliance member organizations provide enrollment data from at least your first year of NCWIT membership to the current year. NCWIT requests that all Extension Services client organizations provide a minimum of four years of complete data (the current year and three previous years). NCWIT will ask you to update your data each academic year. However, you are welcome to return to the Tracking Tool at any time to update your data.

Academic Alliance members are only asked to report on their declared majors (Section 3). However, you can complete the other sections if you would like to gain a better understanding of your student demographics, such as attrition, applicants, and acceptances.

You should only fill in total declared majors for department(s) affiliated with NCWIT. If there are multiple departments/majors working with NCWIT, please do not combine their enrollment numbers.

* Indicates a required field.

This section is only requested for Extension Services clients. Please enter numerical data for the 2015-2016 academic school year.

Please enter Full Time Applicants data, for both Female and Male students for the 2015-2016 academic school year. If the answer to a field is zero, you must input the number 0. If you do not have an answer, please leave it blank.

- Female
- Male

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Section 1: Full Time Applicants, Acceptances, NEW Enrollments

- Applicants
- Acceptances
- New Enrollments

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Section 2: Full Time Student Trend Data by Year

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Section 3: Full Time Student Trend Data Totals

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Section 4: Total Declared Minors
**Section 2:** Full Time Student Trend Data by Year

- This section is for the number of undergraduates who have declared the department’s major. Information is collected for each academic level.
- Complete information for each academic level: Freshman, Sophomore, Junior, Senior, and 5th Year Senior (if applicable) for both Female and Male.
- **If you completed Section 2, you do not need to complete Section 3, but be sure to still verify Section 3’s data**
- If you do not have student data split by academic level, skip to Section 3.
NCWIT Tracking Tool User Guide

Section 3: Full Time Student Trend Data Totals
- This section is for the total number of undergraduates who have declared the department’s major
- If you do not have student data split by academic level, complete this section
- Complete information for both Female and Male
- **If you completed Section 2, your Totals will appear in Section 3, however still verify Section 3’s data**
Section 4: Total Declared Minors
- This section is for the total number of undergraduates who have declared the department’s minor
- Complete information for both Female and Male
NCWIT Tracking Tool User Guide

Viewing Reports

- To view reports, click on the “Reports” tab.

- This tab displays all of the data collected from your reporting institution in a table format.

Use the left sidebar to select different reports.

- **Applicants** - Displays a table of the number and percentage of students who applied for this program for each year of data submitted.

- **Acceptances** - Displays a table of the number and percentage of students who were offered admission, or were accepted as candidates into the program for each year of data submitted.

- **New Enrollments** - Displays a table of the number and percentage of students who enrolled in the program for each year of data submitted.

- **Declare Majors** - Displays a table of the number and percentage of students who have declared the program’s major for each year of data submitted.

- **Female Attrition/Retention** - Displays a table of the number and percentage of female students who enrolled in the same major and enrolled in a different major for each year of data submitted.
NCWIT Tracking Tool User Guide

- **Male Attrition/Retention** - Displays a table of the number and percentage of male students who enrolled in the same major and enrolled in a different major for each year of data submitted.

- **Graduating Students** - Displays a table of the number and percentage of students who graduated from the program for each year of data submitted.

- **Non-Graduating Students** - Displays a table of the number and percentage of students who left the institution without graduating from the program for each year of data submitted.

- **Declared Minor Students** - Displays a table of the number and percentage of students who have declared a minor for each year of data submitted.
NCWIT Tracking Tool User Guide

Creating Charts

- To create charts, click the “Charts” tab. This tab contains a graphical representation of all the data collected from your reporting institution.

- You may customize the data by selecting or deselecting the categories on the right-side bar to change what is displayed.

Below the chart are options that allow you to customize the Y-axis.

- Below the chart are options that allow you to customize the Y-axis.
Below the chart are options that allow you to customize the Start Year and End Year that you want displayed.

After you have created the appropriate charts, you may download each chart in your choice of PNG, JPEG, PDF, or SVG format. To download the displayed chart, click the upper right box on the graph.
Exporting Data

- To export data, click the “CSV Export” tab. This tab allows you to download all of the data for your reporting institution into a .csv file.

- Under “NCWIT Participant,” select “Any”

- Under “Institution,” select which institution data you wish to download.
  - Note: If you need to select more than one Institution, you can use the “Ctrl” key.
Once you have selected which criteria you wish to download, click “Apply”.

Logging Out

Be sure to log out at the end of your session to protect your information. To log out, select “Log Out” in the upper right corner of the screen.