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# Community College User Guide

## V 2009.1



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A partnership of the  
Grossmont-Cuyamaca Community  
College District and the California  
Community Colleges Chancellor's Office

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 Encinitas, CA 92024

**Phone:** 619-933-7489  
**Fax:** 760-632-1854

# 2.0 Introduction to the User Guide

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## 2.1 Overview

The California Partnership for Achieving Student Success (*Cal-PASS*) is an initiative that collects, analyzes and shares student data in order to track performance and provide data for informed decision making for the improvement of curriculum alignment and the resulting student success from elementary school through university. Cal-PASS represents a new approach to improving education. The program began in the San Diego/ Imperial county area and has expanded with the development of multiple consortia throughout the state. Cal-PASS consortia members are from the K-12 system, community colleges and universities.

The Cal-PASS data system consists of a number of tables designed to collect and organize information on students, their enrollments, assessments and their achievement. This information is used to give faculty and others specifics on how well prepared their students are for the next level of instruction, to better align inter-segmental curriculum, to increase the communication between and among segments, to give a clearer picture of transfer students and more.

This is a companion document to the *Cal-PASS Community College Database Design and Data Element Dictionary*. Both documents are intended to be used together while using and researching data with Cal-PASS. The User Guide details the standard technical processes used while:

- Downloading Cal-PASS Data
- Running standard report queries from the Cal-PASS Database

The Database Design and Data Element Dictionary defines the data files, their fields, and a description of error values. To request a copy of the Data Element Dictionary, please contact [help@calpass.org](mailto:help@calpass.org).

## 2.2 Database Design

The database design consists of a set of related tables/files (student file, course enrollment file, award file, and assessment file). A separate set of tables exists for each segment (K–12, Community College and University) in the Cal-PASS database and each table contains clearly defined data elements and formats for each element. These tables contain the “core” Cal-PASS dataset. Additional elements may be collected and are titled “Custom files”.

## **2.3 Cal-PASS Implementation**

Through Legislative funding via a grant from the California Community Colleges Chancellors Office, Cal-PASS is now being implemented statewide with all data stored on a secure, central server and using a standardized set of data elements. This provides:

- Standardization
- Accountability and outcome information
- Data integration
- Consolidated data collection
- Flexibility to answer ad hoc requests
- Ability to provide longitudinal tracking.

## **2.4 Data Submission**

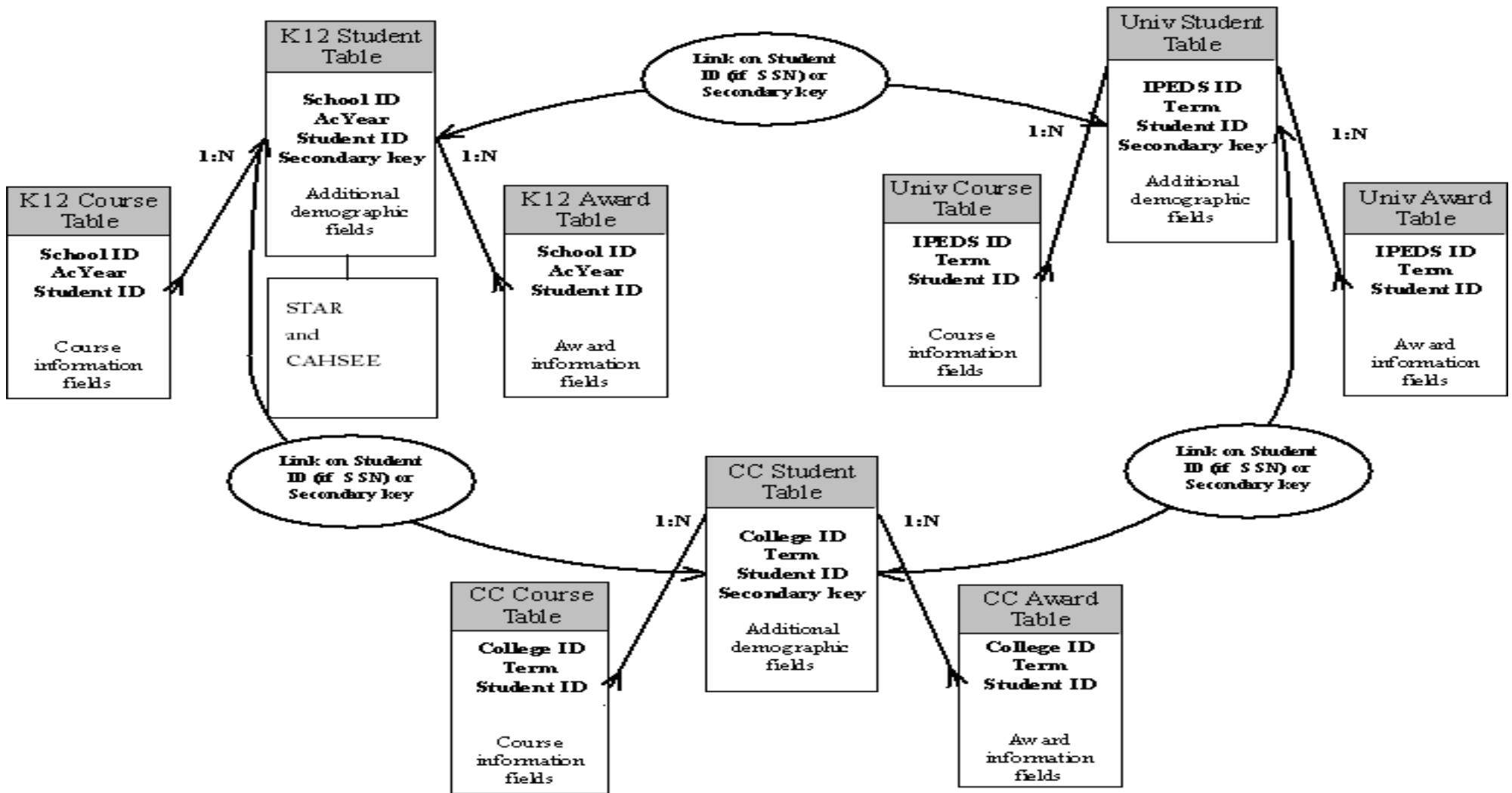
All community college data for participating districts is submitted annually by the Management Information Systems (MIS) Department of the California Community College Chancellor's Office.

## **2.5 Cal-PASS Entity Relationships**

On the next page, you can see a flowchart, illustrating how the data submissions are connected for inter-segmental analysis.

# Cal-PASS Entity Relationships

Primary Tables Only



# 3.0 Where do I begin?

## 3.1 Cal-PASS.org

General membership information can be found at our public website, <http://www.calpass.org/>. Please follow the link on the left hand margin to find helpful information about the Cal-PASS initiative.

**Cal-PASS**  
"Success at Every Level"

Informed by data, powered by inspiration and developed through collaboration—Cal-PASS partners identify problems, develop local solutions and scale them across regions and the state to achieve Student Success at every level.

**ABOUT US**

Welcome to Cal-PASS, the only system that collects data about student success and transition from every segment of education, K-16. Informed by data, powered by inspiration and developed through collaboration—Cal-PASS partners identify problems, develop local solutions, and bring them to scale across regions and throughout California to achieve Success at Every Level.

What teachers are saying about us: "The biggest thing has been how much the data have contributed to my awareness of where students come from and where they are going in terms of skills, development, different assignments and expectations. Our Professional Learning Council has energized my teaching, something that always happens when teachers come together and talk about teaching. Having teachers with so much expertise working together from all the different segments of education has improved my teaching and my students' performance. I won't be surprised if this is happening in every classroom where a teacher is involved with a PLC." PLC Faculty Member

**NEWS & EVENTS**

**From the Executive Director:**  
Statewide Collaboration  
Cal-PASS believes it is now time for the synergy of a cross-PLC collaboration that uses and showcases the expertise and talent of Professional Learning Council (PLC) faculty in a statewide project. Now that 66 PLCs with more than 1,200 faculty and other educators meet monthly across the state, there is an opportunity to leverage PLC work to create a joint product.

As a first step, Cal-PASS PLCs are working on the Aligning Curricula and Career Education for Student Success (ACCESS) grant, funded by the Hewlett, Irvine and Hass Jr. Foundations, to align curricula outcomes in English and math from 11th grade through transfer level at community colleges. The grant also is working to embed contextualized assignments from career/technical education courses into math and English courses, and to embed in career/technical education courses the English and math elements that are basic to all curricula.

The process will create aligned curricula outcomes so that students will be prepared for the next level course and for postsecondary work once they leave high school. Aligned curricula should lead to increased student transition and reduced remediation as they move from one grade level to the next and when they move from secondary to postsecondary institutions.

Read the whole story in the [Spring Newsletter](#).

**Cal-PASS Study Receives Award**  
The Research and Planning Group for the California Community Colleges recently selected the Cal-PASS research study "An Early Alert System for Remediation Needs of Entering Community College Students: Leveraging the California Standards Test" for the Excellence in Research—Regional/Statewide Project award. This study was funded by the William and Flora Hewlett Foundation and conducted by the Cal-PASS research staff. Congratulations to everyone who worked on this extensive research study.

**Spotlight on Data:**  
**Making a Difference in Sweetwater**  
Cal-PASS data have played a crucial role in science curriculum decisions within the 43,000 student Sweetwater Union High School District (SUHSD) over the last four years. It all began with the Cal-PASS South Bay Science Professional Learning Council (PLC) asking questions regarding student transition and success in science from seventh grade through community college. As the data resulting from these questions were reviewed and discussed, the following actions were taken to address specific instructional needs and assist in district decision-making regarding science curricula.  
*Guest Writer: Steve Rodecker, Science Specialist, Sweetwater Union High School District*

Read the whole story in the [Spring Newsletter](#).

**Funding Sources:**  
The Carnegie Foundation for the Advancement of Teaching

Mailing Address: 2236 Encinitas Blvd., Suite G Encinitas, CA 92024 Phone: 619.933.7489

### 3.2 myCal-PASS.org registration

For detailed information and access that is only available to our authorized users, you will need to access our members-only website, <https://my.calpass.org/>. This site will allow you to access the Cal-PASS database for both submission and query, check your region's calendar of events, or access other areas only available to authorized users.



To begin, you will need to register your account. Click the Registration button on the main login page to register your account.



Fill out the requested information for your account. Once you have entered your information, click Register to save the account. You will receive an automated email confirming your account has been saved. You will receive a second automated email confirming once your account has been activated and you can begin using it.

**Your Profile Information** ?

I work for:

Enter at least one letter of your district/institution name in the box below.  
Example: Enter gro to search for Grossmont-Cuyamaca Community College District.

User Name:

Password:  (6-15 characters, must have at least 1 number)

Verify Password:

First Name:

Last Name:

Job Title:

Email Address:

Alternate Email Address:

Phone Number: (  )  -

Phone Extension:

### 3.3 Overview of options

Once you have successfully logged into your account for the first time, you may begin exploring your new options.

The menu bar across the top of the page shows the options available to you based on your allowed access. Simply move the mouse pointer over the menu you wish to see, and then click the option you wish to browse.

[my profile](#) :: [admin](#) :: [logout](#)

**myCal-PASS**  
SUCCESS AT EVERY LEVEL

Home   Data   Documents   Calendars   Forums

**A VOTE OF CONFIDENCE**  
A Vote of Confidence  
Given the harsh reality of the time, it is gratifying to Cal-PASS that the Walter S. Johnson Foundation and the Rosalinde and Arthur P. Gilbert Foundation have chosen to continue funding Cal-PASS' effort..  
[▶MORE](#)

**ON GROWTH & PERKINS IV**  
From our humble beginnings in 1998, Cal-PASS has grown to more than 4,000 K-16 institutions in 46 counties and houses more than 195 million records. There are currently 55 Professional Learning Councils (PLCs) across the state with more than 1,000 K-16 faculty meeting monthly in English, math, EL/ES...  
[▶MORE](#)

**AUGUST'S EVENTS**  
There are no events planned for this month.

General Cal-PASS

August 2009						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**POPULAR DOCUMENTS**

Title	Category
<a href="#">Research Summary 2006-2007</a>	Reports
<a href="#">Pre-Calculus Deconstruction V1.0</a>	Innovations
<a href="#">Algebra Deconstruction I Version 2.0</a>	Innovations
<a href="#">Brad's Cal-PASS intro June 20</a>	Long Beach PLC - June 2007
<a href="#">CC to Univ Transition Sample Report</a>	Reports
<a href="#">Algebra Deconstruction II Version 2.0</a>	Innovations
<a href="#">Mini-grant application process</a>	Long Beach PLC - June 2007

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If you experience any problems with this website, please contact: [websupport@calpass.org](mailto:websupport@calpass.org)

# 4.0 Accessing Data Reports

Reports are available from the Cal-PASS database for authorized members. These reports are pre-generated and limited in scope, but certain parameters can be set by the user. For more detailed reports using the Cal-PASS database, please contact [help@calpass.org](mailto:help@calpass.org).

## 4.1 Log In

Once at the main screen, move your mouse pointer over the Data option, and then click Reports. The options available to you on this menu may vary depending on your access.

[my profile](#) :: [admin](#) :: [logout](#)

Home   **Data**   Documents   Calendars   Forums

- Submit Data
- Download Data
- Reports**
- Dashboard
- Custom File
- PR Cube Demo
- CAA Evaluator

**A VOTE OF**  
A Vote of Cor...  
Given the har...  
it is gratifyi...  
Walter S. Joh...  
the Rosalind...  
Foundation have chosen to...  
continue funding Cal-PASS' effort...  
▶ **MORE**

**ON GROWTH & PERKINS IV**  
From our humble beginnings in...  
1998, Cal-PASS has grown to...  
more than 4,000 K-16 institutions...  
in 46 counties and houses more...  
than 195 million records. There...  
are currently 55 Professional...  
Learning Councils (PLCs) across...  
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16 faculty meeting monthly in...  
English, math, EL/ES...  
▶ **MORE**

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## 4.2 Select Report and Parameters

This is the Data Reports screen. Your options will vary depending on your district, your level of access, and the different projects you are associated with.



The screenshot displays the myCal-PASS website interface. At the top right, there are links for [my profile](#), [admin](#), and [logout](#). The myCal-PASS logo is prominently displayed on the left, with the tagline "SUCCESS AT EVERY LEVEL". Below the logo is a navigation menu with buttons for Home, Data, Documents, Calendars, and Forums. A large banner image on the right shows a group of diverse students in graduation gowns and caps, holding diplomas. Below the navigation menu, a blue-bordered box titled "Standard Queries" contains two options: "Get reports on Special Projects your district is involved in. (i.e. SSPIRE, CAA, etc)" and "Demonstration (Cubes, Custom File Application)". At the bottom of the page, a dark blue footer contains the following text: "© 2006 CalPASS :: All rights reserved.", "Legal Information :: Privacy Policy :: Terms and Conditions", and "If you experience any problems with this website, please contact: [websupport@calpass.org](mailto:websupport@calpass.org)".

First, click the blue bar containing the category.

Then, select the query subject you wish to study and click "I would like to know..."

Then, select the query you wish to run.

Some reports will prompt you to input report parameters. Follow the on-screen prompts and then click Run Query.

**Search Parameters**

**Beginning Criteria**

Segment:  K-12  Community College

District/Institution:

Academic Year:

**Ending Criteria**

Segment:  Community College  University

District/Institution:

Academic Year:

**Report Columns**

Column #1:

Column #2:

Column #3:

# 5.0 Data Download

The raw data files are available from the Cal-PASS database for authorized members. The encryption keys generated prior to submission are maintained to insure security and anonymity.

## 5.1 Log In

Once at the main screen, move your mouse pointer over the Data option, and then click Download Data. The options available to you on this menu may vary depending on your access.

myCal-PASS  
SUCCESS AT EVERY LEVEL

my profile :: admin :: logout

Home Data Documents Calendars Forums

- Submit Data
- Download Data
- Reports
- Dashboard
- Custom File
- PR Cube Demo
- CAA Evaluator

**A VOTE OF CONFIDENCE**  
A Vote of Confidence Given the hard work it is gratifying to see that Walter S. Johnson the Rosalind Franklin Foundation have chosen to continue funding Cal-PASS' effort...  
◆MORE

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## 5.2 Request and Save Data

First, name the request in the top blank

Then, use the menu to select the files you desire. The menu is organized by segment -> district-> academic year -> file.

When you have finished selecting files, click Submit.

You will receive an automated email message from the server informing you that the request has been received and is in progress. Once the files are ready and available for download, you will receive another automated email message informing you.

Log back into the Data Download screen.

This time, click Files in the left margin.

These are the files that are available for download. Click Download to save each file. The files are comma delimited text files.

Request	Requested Datetime	User Name	Job Name	File Name	
	8/20/2008 4:23:24 PM	William Duvic	Long Beach CC 98 97	87.117645 Student.TXT	Download
	8/20/2008 4:23:24 PM	William Duvic	Long Beach CC 98 97	87.117645 Course.TXT	Download
	8/20/2008 4:23:24 PM	William Duvic	Long Beach CC 98 97	87.117645 Award.TXT	Download

Please see the *Community College Database Design and Data Element Dictionary* for details about these files.