**May is the time to capture the progress that your students have made on CollegeInColorado.org by running your end of the year reports. Each student’s grade level will be updated in the system on July 1st.**

Sign into your Professional Center account [http://procenter.collegeincolorado.org].

If you do not have a professional center account, please click on **Create a Professional Center Account**. To obtain a Professional Account Access Key (PAAK) or Administrator Code, contact Twyla Esquibel at Twyla.Esquibel@cic.state.co.us

1. **ENSURE REPORT ACCURACY**

**Review and update any student groups you have created (in this example, we use the concurrent enrollment student group I created):**

* 1. Click on the **Students & Groups** tab
	2. Click on the group name you wish to review in the **Groups** panel



* 1. Review the list of students for accuracy; who is missing; who is obsolete?
	2. To *remove* names from the group, click the check box next to student name(s), click the **Remove From Group** button



* 1. To *add* names to the group, click on **Students & Groups** tab; use the **Search** box, **Browse by Class or Last Name** in the Students panel to find student(s)



* 1. Click the check box next to student name(s), click the arrow in the **Add selected to group box**, click on your group name, click **Add** button



**Review and update system-defined groups:**

1. Click on **Students & Groups** tab
2. Click on the class list you wish to review in the **Students** panel
3. To *remove* a student from a class list:
* If the student’s graduation year is incorrect, *the student* must correct it by signing in to their CollegeInColorado.org account, clicking Your Portfolio > Your Profile > The Basics > Edit > Year of Graduation
* If the student has graduated or left your school, click on **Students & Groups** tab, then **Release Student Accounts** in the **Manage Student Accounts** panel

To *add* a student to a class list:

* If the student’s graduation year is incorrect, *the student* must correct it by signing in to their CollegeInColorado.org account, clicking Your Portfolio > Your Profile > The Basics > Edit > Year of Graduation
* If the student does not have a CollegeInColorado.org account, \**the student* must create an account, entering the correct graduation year during the process. If the student has an account but is not listed in the system at your school, *the student* must connect their account to your school (Your Portfolio > Your Profile > The Basics)

\*Except in Customized Portfolio districts new students will have an account created for them during the next processing cycle.

1. **DETERMINE THE REPORTS MOST SUITED TO YOUR SCHOOL**

|  |  |
| --- | --- |
| **IMPLEMENTED SITE SET UP** | **REPORT TO RUN** |
| **Individual Career and Academic Planning Page** (ICAP)You set up the system so that students see an ICAP in their portfolio  | **ICAP Tracking Report** |
| **Milestones** You set up the system so that students see milestones in their portfolio | **Milestone Tracking Reports** |

|  |  |
| --- | --- |
| **Online Coursework Planning**Students complete their coursework plan online | **Tracking Plans of Study** |
| **Guideways**You have students using grade level or ICAP Guideways | **Guideways Tracking Report** |
| **Single Activity**You expect student to complete specific activities but may not have set up the system with an ICAP page, Milestones or Guideways | **Dozens of single activity usage and outcome pre-formatted reports** |

1. **CREATE AND RUN REPORTS**

Sign into your Professional Center account [http://procenter.collegeincolorado.org] for student record-level reports or Report Central [www.ReportCentral.XAP.com] for aggregated, district-level reports.

**Click on the Reports tab**

**Click on Create a New Report then click on the report title of interest**



Note that you may roll over the icons next to the report name to receive a description and, if available, detailed documentation about the report

**Choose criteria for your report as well as time frame and graphic display elements as applicable**

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Note that in many cases, a graduation year or group filter will be most effective to really understand report results sets. This is why it is critical to ensure your groups are accurate.

Be sure to explore output options fully

Many reports will allow you to select a timeline



And many have a Display Graphs option



**Be sure to print, save or export your report results.**



Note: The **Export** to Excel feature includes a data sheet that displays student ID information with detailed data for sorting, matching, analyzing and saving at the record level. This will allow you to add data as necessary for each student as they move through each grade.

**For Example, the ICAP Tracking Report has three levels of summary and detailed student data…**

**First Level for 9th graders in my Colorado Training School summary for the whole ICAP:**



Click the ICAP name to navigate to the Second Level of detail.

Click the section name to navigate to the Third Level of detail.

**Second Level for 9th graders for each section of their ICAP:**



**Third Level for 9th graders for each activity in the selected section of their ICAP:**



And the export to Excel presents this information in several worksheets to give you the most flexibility.



**For further questions and clarification please contact an** [**Outreach and Access Coordinator in your region**](https://secure.collegeincolorado.org/Home/What_s_New/Training__Outreach_and_Resources.aspx) **or access the assistance** [**order form**](http://sp1.actemarketing.com/bblack.lfraser/SurveyCICOutreachOpportunities/Survey.aspx)**.**