PRE-COLLEGE PROGRAMS DATABASE USER GUIDE

V 2018.1

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About the Pre-College Programs Database

The Pre-College Programs Database tracks program applicants for both credit-bearing and non-credit-bearing programs. This database tracks student applications, supplemental documentation, acceptances, and student payments.
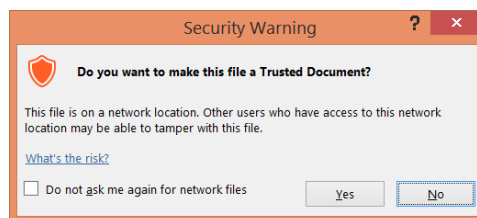
Accessing the Database

1. Open the **Pre-College Programs** folder. Then, open the **Pre-College Database** subfolder to access the database.

2. Double-click the **PreCollegeProgramsDatabase.accdb** file.

   Note: You must click **Enable Content,** on the top of the screen, to access the database (see Figure 1). Additionally, click **Yes** when asked if you want to make the database a Trusted Document (see Figure 2).
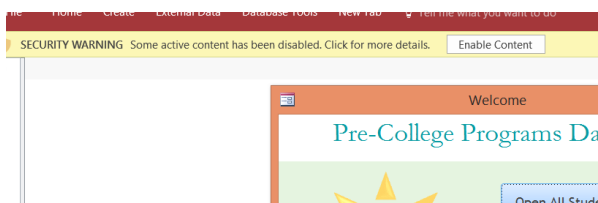
Figure 1. Enable Content   **Figure 2.** Trusted Document

3. The Welcome screen displays (see Figure 3). You can either view all student records or enter a new student record. You can also access reports from this screen. See Accessing and Exporting Reports for more information.
   a. If you previously entered student information, and need to update a student record, click the **Open All Student Records** button. See Viewing Student Records for the next steps.
   b. If you need to add a new student record, click the **Add New Student** button. See Entering Student Details for the next steps.

      Caution: Before adding a new record, make sure that a student record does not already exist in the database for that student.
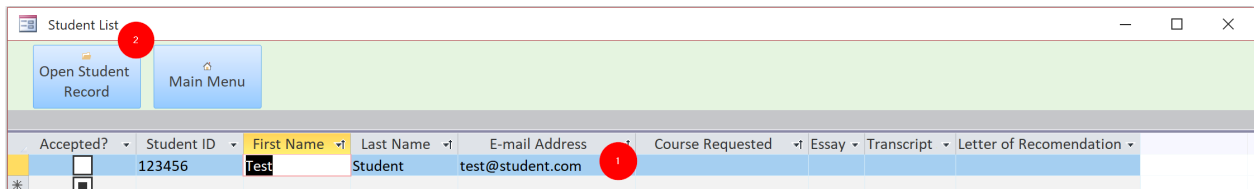

Figure 3. Welcome Screen

Viewing Student Records

1. After clicking the **Open All Student Records** button on the Welcome screen, the Student List screen displays.

2. You can filter or sort the columns on the Student List screen by selecting the down arrow (▼) next to any column name. Then, click **Sort A to Z** or the checkboxes under Text Filters to sort of filter that column (see Figure 4).
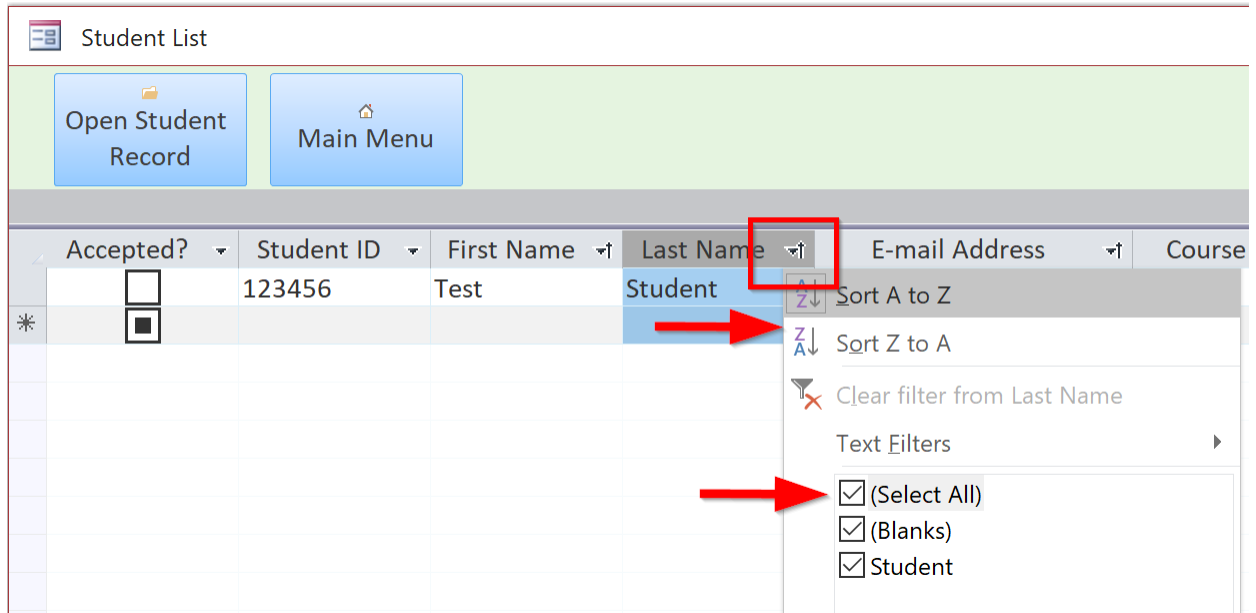
Figure 4. Student List Filters

3. Select a student from the list and then click the **Open Student Record** button to edit the student's details (see Figure 5).

Figure 5. Select Student From Student List

Entering Student Details

1. You can access the Student Details screen (see Figure 6) by completing one of the following actions:
   a. Click the **Add New Student** button on the Welcome screen. A blank record displays.
   b. Click the **Open Student Record** button after selecting a student on the Student List screen. A record with the selected student's information displays.

2. The Student Details screen has two main tabs: Application Information and Acceptance Information. Click the **Application Information** tab to enter or edit a student's demographic data, course requests, dates that their supplemental documents were received, and any additional notes. Click the **Acceptance Information** tab to enter a student's acceptance status. For more information, see Entering Student Acceptances.

   Caution: The Student ID field is the only mandatory field on the Student Details screen. This unique ID field prevents duplicate student records. When creating a new record, you must enter a Student ID in order to save the student's record. You can obtain the Student ID from a student's application.

Figure 6. Student Details Screen

3. Once you have entered the student's information, you can click the following options:
   a. Click the **Select Another Student** drop-down menu to view another, existing student's record. Students are displayed alphabetically, by last name. Your changes to the current student's record automatically save.
   b. Click the **New Student** button if you need to create a record for another student. Your changes to the current student's record automatically save.
   c. Click the **Save and Close** button if you want to save and close the Student Details screen. The Welcome screen displays when the Student Details screen closes.

Entering Student Acceptances

1. Click the **Acceptance Information** tab (see Figure 7).

2. Click the checkbox next to the **Accepted?** field to indicate that a student is accepted to the program.

3. Enter the student's permission and waiver form status by clicking the drop-down menu next to each field.

4. If a student withdraws from the program, click the **Withdrawn** field and enter **Yes**. Then, click the **Withdrawal Date** field and enter the date the student withdrew.

Figure 7. Acceptance Information Tab

Accessing and Exporting Reports

1. You can view reports to see current student applicant status and view acceptance numbers. Reports are exportable, which allows you to further manipulate the report outside of the database. To access reports, click the **Reports** button on the Welcome screen.

2. The **Pre-College Reports** screen displays various report options. Each report option has a description (see Figure 8).

   Note: Some reports are exportable as PDF Reports and some are exportable as *Microsoft Access* datasheets. PDF reports can be printed directly from the database. *Access* datasheets can be exported to *Microsoft Excel* for further manipulation and analysis.
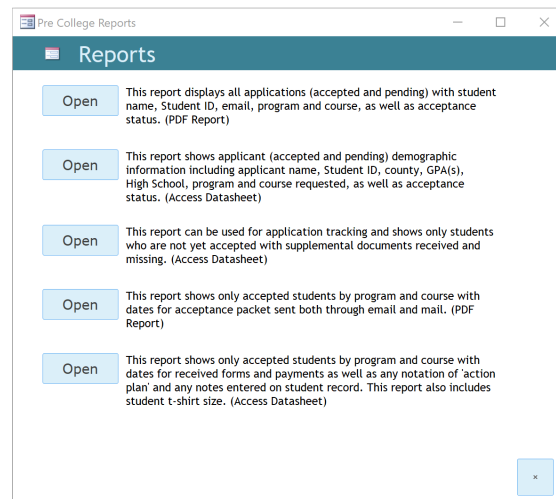

Figure 8. Reports Menu

3. Click the **Open** button next to a report name.

4. To print a PDF Report, click the **Print** button on the top-left of the screen (see Figure 9).

Note: You can minimize the Pre-College Reports screen. Once minimized, the menu remains on the bottom-left of the screen, and can be maximized if you need to access it again.
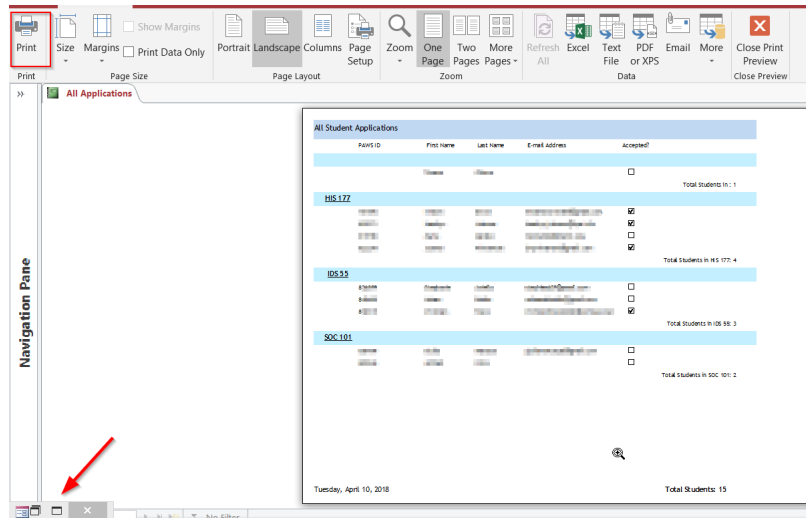
Figure 9. PDF Report Screen

5. To export an *Access* datasheet to *Excel*, click **External Data** on the top menu bar. Then, click the **Excel** button (see Figure 10).
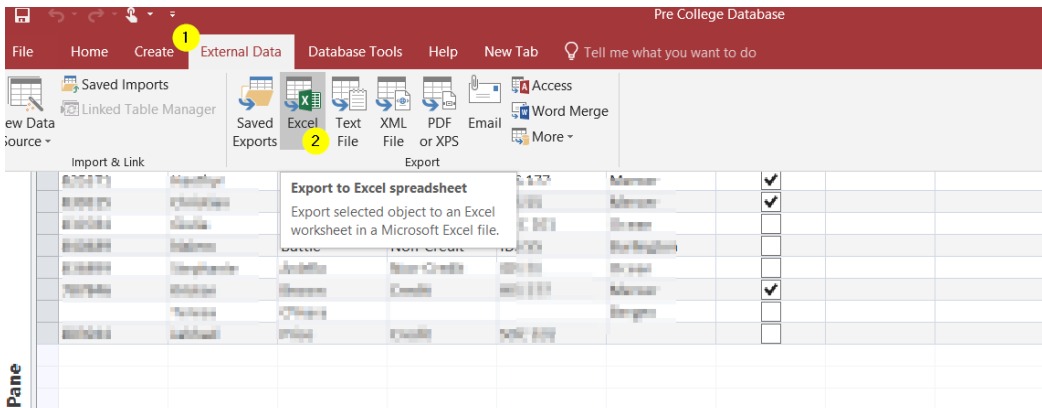
Figure 10. *Access* Datasheet Export

6. Follow the prompts on the Export screen to export the datasheet to your file system (see Figure 11):
   a. Select both options on the bottom of the exporter.
   b. Click **OK**.

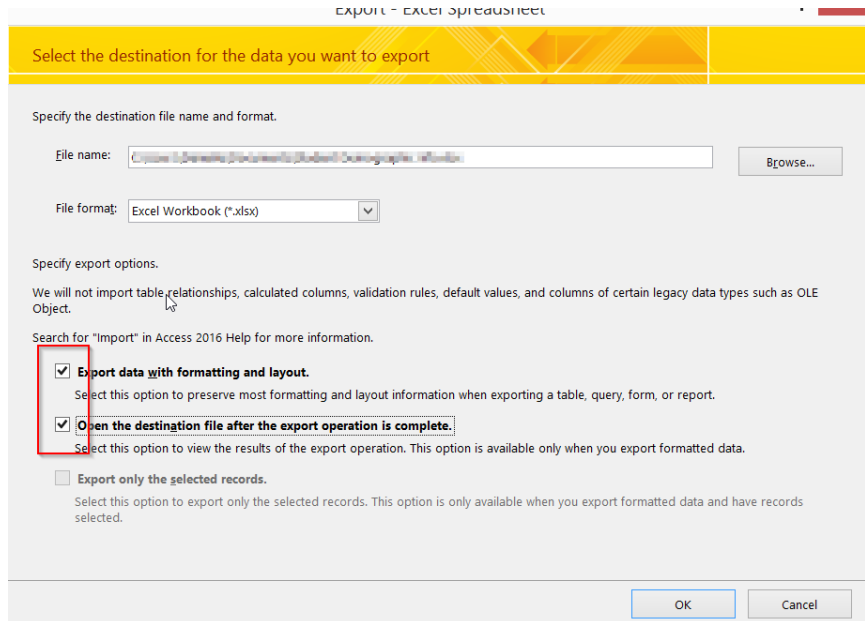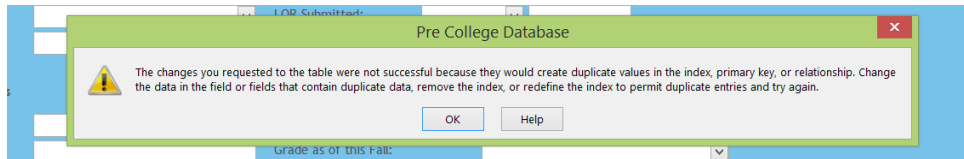c. The report automatically opens in *Excel* for any further manipulation.

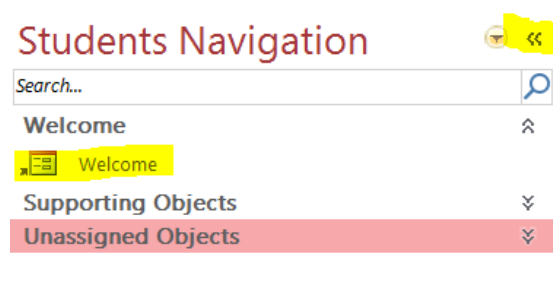
Figure 11. *Excel* Export Screen

Troubleshooting

- Only one record can exist per Student ID. If you try to create a new record for a student who already exists in the database with the same Student ID, the following error message displays:

Figure 12. Duplicate Error

Click **OK** and open the student's record from the Welcome screen to make your updates.

- If the Welcome screen does not display when you open the database, you can access the Welcome screen by completing the following actions:

    1. Click the double left arrow (**<<**) on the top-left of the database to open the Navigation Pane (see Figure 13).
    2. Select the Welcome form from the list and double-click to open.

Figure 13. Navigation Panel