

## Action Items and Dates

1	Save NRS Core Performance Population	Jan. 1-31
2	Send Employment and Earnings Survey Invitations	Feb. 1 – Mar. 31
3	Make direct contact with non-respondents	Mar. 1-31

### 1. Save NRS Core Performance Population

This essential step establishes who has exited during the first quarter and determines who must be followed up. When you save the NRS Core Performance population it becomes the permanent base record in NRS Table 5 of students who have exited. Therefore, it's important to finish entering all first quarter data before running this wizard. See below for information on running the wizard and cleaning your data.

### 2. Send Employment and Earnings Survey Invitations

Beginning in February and until the end of March you can send survey invitations through TE. When students click a link in the invitation, they will be taken to the Student Portal, where they can complete the survey. Either a smart phone or computer is required. CASAS will send more information about all of this via Letter #3 in early February, including how to monitor who has and has not responded.

### 3. Make direct contact with non-respondents

Not all students will respond to the survey invitations. You will be able to use TE to resend survey invitations to just those students who haven't responded. For those who still do not respond you'll need to contact directly whomever you can. You will probably want to begin this activity in early March.

## How to Save NRS Core Performance Population

Before saving your first quarter population of student exiters it's critical that you've finished entering and editing your data for first quarter.

- Enter all instructional hours for all students
- Enter through second quarter as well since this effects PoP
- Enter SSN for all students who have provided one and given consent

Once you save your exit population it permanently establishes the base population for NRS Tables 5, 5A, 8, 9, 10 and 11. This is the same population that will not only be followed up on for Employment and Earnings, but also for Secondary and Postsecondary achievement. CASAS is responsible for running a data match for Postsecondary achievement.

Please note that any student with an enrollment status of Retained will not be considered exited. Retained should only be used in the special situation wherein a student is leaving but has in some way indicated that he or she will return in a number of weeks or months.

The NRS Core Performance Wizard can only be run by the TE Data Manager. The Data Manager, however, can assign other persons to also have this ability. See below under Tips for all the necessary steps. You can also contact Tech Support for assistance.

When you're ready to save the population go to Tools → NRS Core Performance Wizard. In the first screen select PY 18-19. In the second screen select Quarter 1. In the third screen you can preview the students selected for exit. In the fourth screen you finish the wizard, and in the fifth screen you can save an export file of the selected students, if you like (not necessary).

For smaller agencies, it's possible to have no students who exit in first quarter. If this is the case, then the wizard will indicate there are no matching criteria. If you get stuck at any point with the wizard please contact Tech Support.

## Tips

1. After you have saved your population you can view these students in the Records → NRS Core Performance Students lister. Click the Filter dropdown for various default filters.



2. Here are the steps for DM to assign rights for saving population to another user.
  - a) Access Organization → Users or Organization → Access Groups (it is recommended to manage rights via access groups instead of individual users)
  - b) Locate the User or Access Group record you want to grant rights to and edit it.
  - c) Edit the Menu Rights section
  - d) Under Organization check Survey Administrations
  - e) Under Records check Surveys and NRS Core Performance Students
  - f) Under Tools check NRS Core Performance Wizard
  - g) Edit the Data Access Rights section
  - h) Under Supplemental Data Access Rights, click Add Access Right and choose Enable Survey Administration; if the right is already selected, but unchecked in the list, then check it.
  - i) Under Record Type Rights, check List Records and View Record rights for the following record types: Survey Administrations, Surveys and NRS Core Performance Students; you can, although not recommended, check also Delete Record right for Survey Administrations and Surveys
  - j) Save the record