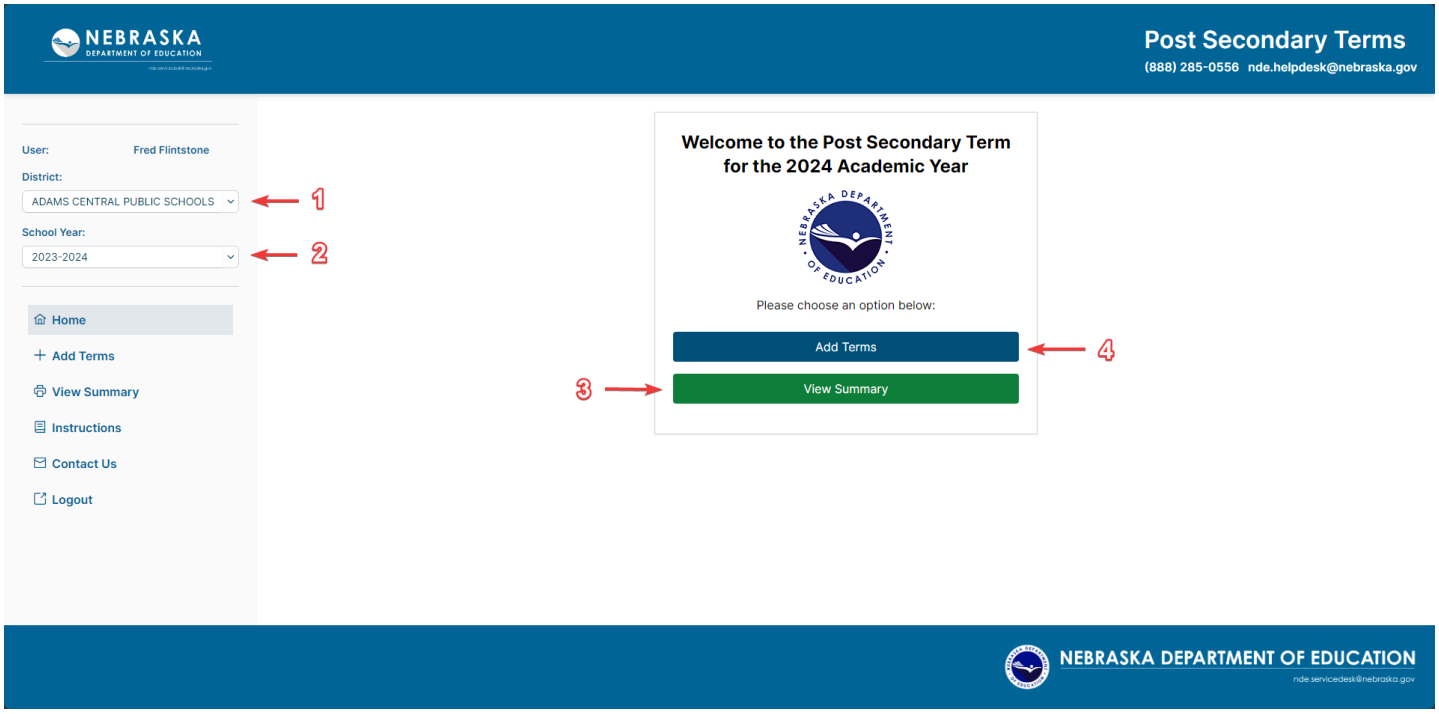
## Scope

This report is designed to collect Postsecondary Terms that will be used when Postsecondary Institutions report Enrollment through the NSSRS. This report will need to be completed before uploading enrollment information through NSSRS. The Term will be representative of when the student was enrolled and will be used in Postsecondary Enrollment: Term (5) on the NSSRS Template.

## Reporting: Home Page

When you arrive at the home screen you will be greeted with the following page:




1. **District Select List:** Use this dropdown to select the district you want to create terms for.

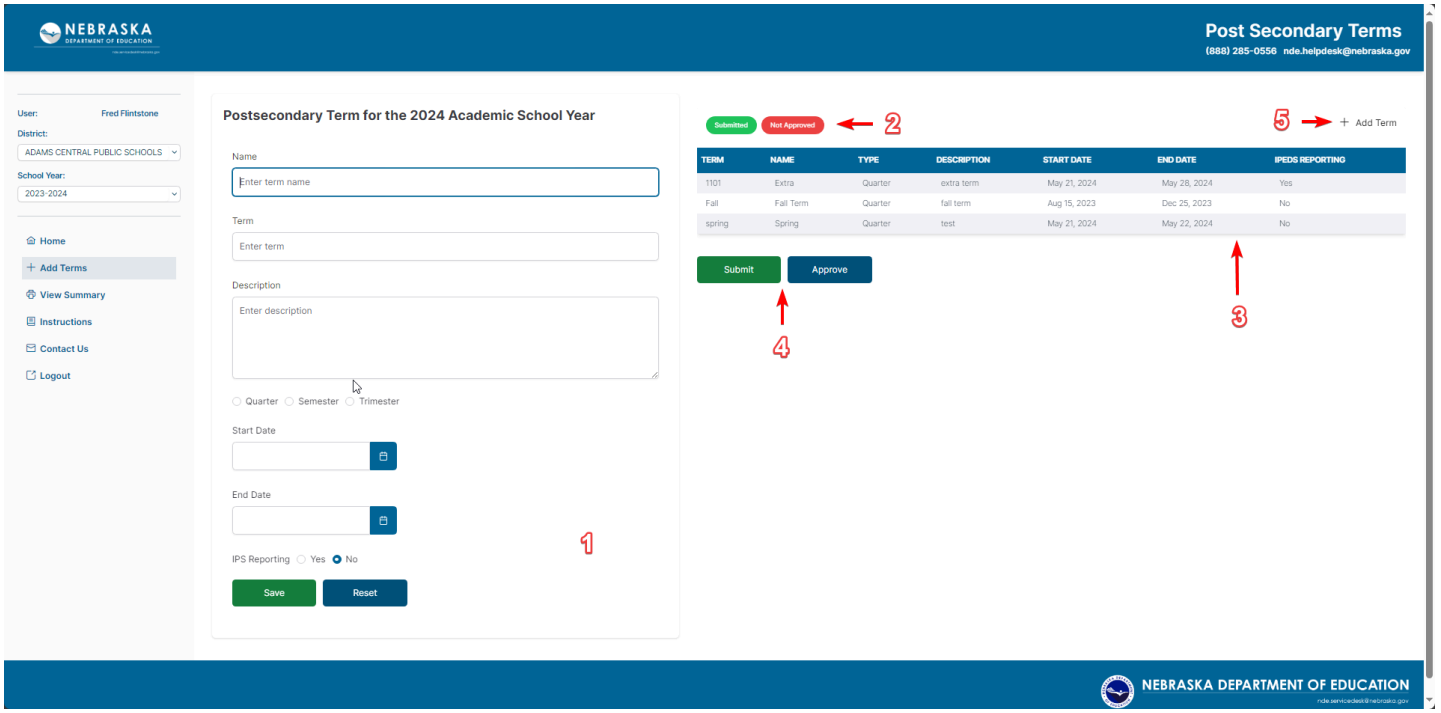
2. **School Year Select List:** Use this dropdown to switch between available school years

3. **View Summary Button:** takes you to a page to see the current terms submitted.

4. **Add Terms Button:** If the collection is open, you will be able to use this button to take you to the page to create/edit terms

# Reporting: Add Terms Page

When you arrive at the add terms page you will be greeted with the following page:




1. **Add/Edit Terms Form:** This form is used to add/edit terms. The following are requirements for adding/editing a term.

   - All fields of the form are required.

   - Only one term can be designated for IPS reporting.

   - If you would like to return the form to the starting state, hit the reset button. This will reset the form to a blank form if you are adding a term. If editing a term, this will return the form to the terms original values

   - Once you are finished filling out the form, hit the save button. If there are any errors, fix the errors and hit the save button again.

   - The form will be available to add/edit terms as long as the collection is open and the terms have not been approved.

   - If you would like the collection to be reopened after it has been approved, please contact the NDE help desk.

2. **Status Badges:** These badges show the status of the term submission.

   - You will see the following status combinations; not submitted, submitted/unapproved, and submitted/approved.

   - Once the collection has been approved, you won't be able to add/edit terms. Please contact the NDE help desk if you would like the collection reopened

3. **Current Terms Table:** This table contains the list of terms that have been saved and/or submitted.

   - If the collection has not been approved, you can edit/delete any of the terms. Click on the term you would like to edit/delete, a pop-up will be displayed allowing you to edit or delete the term. If you choose to edit the term, it will be loaded into the form. If you choose to delete the term it will be deleted and the table will be updated

4. **Submit/Approve Buttons:** Use these buttons to submit/approve the terms.

   - The submit button will be enabled once you have added a minimum of two terms.

   - Once the terms have been submitted, the approve button will be enabled.

   - Once the terms have been approved, both buttons will be disabled. Please contact the NDE help desk if you would like to reopen the collection.

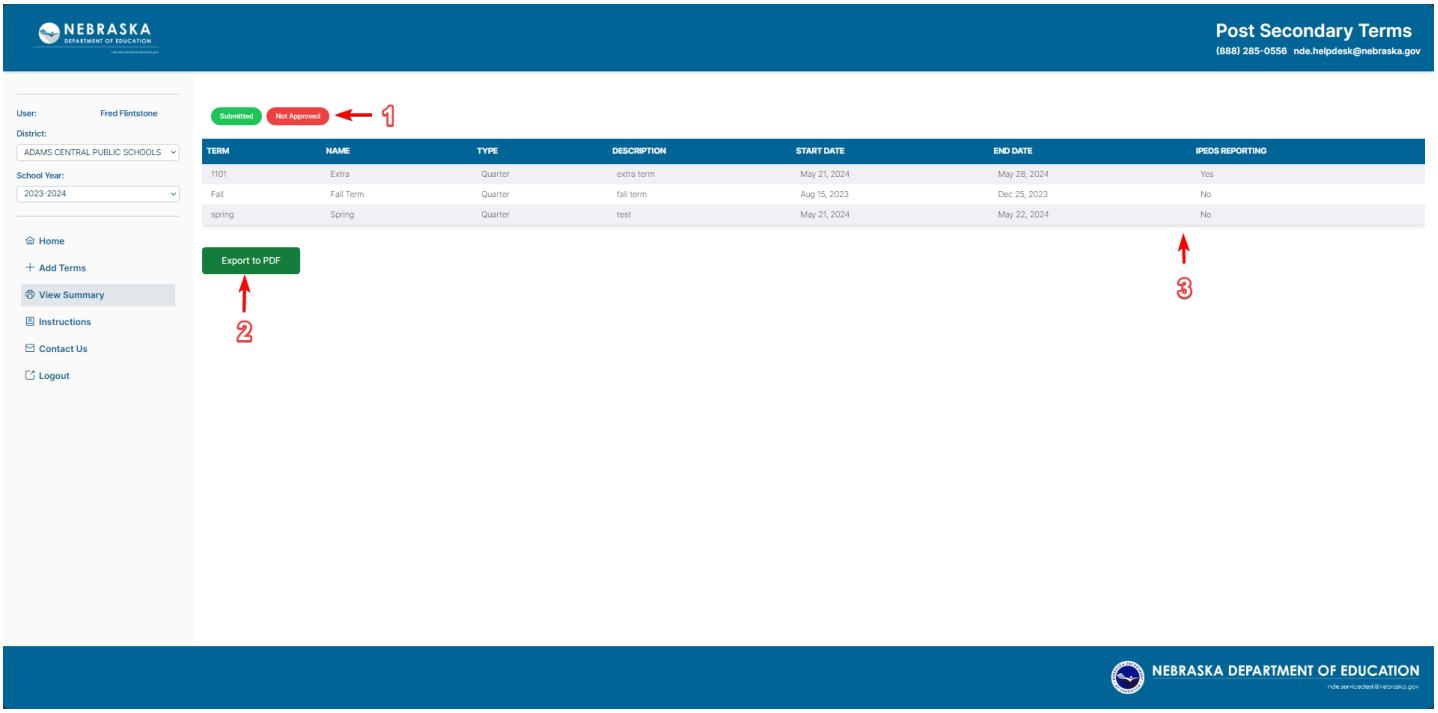
5. **Add Term Button:** Use this button to add a new term.

   - The add term button will be enabled as long as the collection has not been approved.

   - Once the terms have been approved, the add term button will be disabled. Please contact the NDE help desk if you would like to reopen the collection.

## Reporting: View Summary Page

When you arrive at the view summary page, you will find a list of terms submitted for the current school year.




1. **Status Badges:** These badges show the status of the term submission.

   - You will see the following status combinations; not submitted, submitted/unapproved, and submitted/approved.

2. **Export Button:** Use this button to export the current list of terms to a pdf.

3. **Current Terms Table:** This table contains the list of terms that have been saved and/or submitted.