# New Keyholder - Getting Ready for Data Submission Tutorial Script
# 2023-24 Data Collection Cycle

There are four steps in getting ready for each data collection cycle.

First, become familiar with the data collection calendar for the entire cycle. Remember, there are no reporting extensions for late data submission, so be sure to complete your survey components by the due date.

Second, review the reporting requirements, by looking at the survey materials, especially the blank forms and instructions, and by consulting the glossary.  It is also important to review how each survey component has changed from the previous year.

Third, determine any areas where you feel you need additional training.  Use the AIR/IPEDS web tutorials for additional training.

Finally, communicate with others on campus who will need guidance when gathering data for submission.

You can access information to help you complete IPEDS components on the home page of the Data Collection System. Access this page by clicking on the Report Your Data link at the top of the page.

The menu on the Report Your Data Page of the Data Collection System provides links to information about IPEDS data collection, including the data collection schedule, survey materials, and survey changes.

Click on the link for the data collection schedule. You will be able to view the full data collection schedule, including when the collection period opens, when it closes for keyholders and coordinators, and the components included in each collection period.

Registration opens in early August. At this time, UserIDs and passwords for the upcoming data collection period are sent to all institutions, and all survey materials (blank forms, instructions, frequently asked questions, import specifications, and narrative edits) for all survey components are available.

Institution CEOs who have not yet designated keyholders receive letters containing

registration information.

If by late August, an institution has not designated a keyholder, or the former keyholder has not registered, NCES will send a letter to the CEO requesting appointment of a new keyholder.

NCES will continue to send reminders until a keyholder has registered. All keyholders must register at the beginning of every data collection cycle.

In addition, institutions may complete Institutional Identification, Report Mapping, and the IC Header component during the registration period.

Registration and Institutional Identification must be completed before IC Header can be started. IC Header must be locked before the Fall components can be started.

IPEDS survey components are collected in three collection periods: Fall, Winter, and Spring.

The Fall data collection includes the following components:
> Institutional Characteristics
> Completions, and
> 12-month Enrollment.

The Winter data collection includes the following survey components:
> Student Financial Aid,
> Admissions,
> Outcome Measures,
> Graduation Rates, and
> 200% Graduation Rates.

 The Spring data collection includes the following survey components:
> Fall Enrollment,
> Finance,
> Human Resources, and
> Academic Libraries.

If your UserID starts with a P, you are a keyholder. If your user ID begins with 88G, you are a keyholder for multiple campuses. The Data Collection System uses these numbers and letters to determine when to close the submission system for each data reporter.

Coordinator UserIDs start with anything else. You may be called the "IPEDS coordinator" at your institution, but that does not necessarily mean that you are considered a coordinator by IPEDS. Knowing if you are an IPEDS coordinator is important, because coordinators have different reporting deadlines than keyholders.

Again, there are no reporting extensions, so it is important to submit the data by the correct closing

date.

Keyholders should get their data entered as early as possible to avoid the last week submission rush. During the last week, the collection system becomes overloaded, which causes delays when entering data. In addition, the call volume to the IPEDS Help Desk increases during the last week, which causes a delay in response time.

It is particularly important not to wait until the last day, when the average wait on hold for Help Desk assistance is 30 minutes or more.

The Report Your Data website provides access to blank forms and other survey materials. These resources are available under the Survey Schedule and Materials section. Click Current under Survey Materials to view the current survey forms.

A screen will appear prompting you to select the level (4-year and above, 2-year, or less than 2-year) and control (public, private not-for-profit, or private for-profit) along with some additional institutional information. These filtering questions will provide you with the survey materials appropriate for your institution.

Once the questions have been answered, a list of survey components appears. From this list, you can choose Form (a blank survey form), Instructions, Frequently Asked Questions, and Import Specifications by clicking on the appropriate icon. You can also get the complete package in PDF form by clicking on the icon in the Package column.
These survey materials can also be accessed from the Help menu in the IPEDS Data Collection System.

Blank forms are available so you can gather the information needed for submission before you enter the system. You can also distribute blank forms and instructions to other offices that will submit survey component data.

Instructions for completing IPEDS survey components are very detailed, but if you have questions you can contact the IPEDS Help Desk.

Frequently asked questions have been assembled from calls to the IPEDS Help Desk. Someone may have already asked your question.

Import specifications outline the file specs for importing or uploading files to the Data Collection System instead of keying in the data.

By the beginning of each collection year, changes to the IPEDS survey components are posted. Keyholders are notified by email when these are available. You can access them from the Report Your Data website under the Updates to the Data Collection section and from the Data Collection System Help menu.

The IPEDS Glossary is also available from the Data Provider Center, and from the Help menu. All terms used for IPEDS data submission are defined in the glossary.

You can search for terms or definitions, or download a complete glossary.

Besides equipping other offices on campus with the needed materials, resources, and information, you might consider developing an internal reporting calendar, to ensure that all survey components are submitted and locked by the due dates. Communicate the importance of timely and accurate IPEDS reporting to all data providers on campus. These steps can make your job as a keyholder easier in the long run.