

Keyholder Resources Tutorial Script 2023-24 Data Collection Cycle

The Association for Institutional Research (AIR) conducts face-to-face and virtual workshops on IPEDS topics. These workshops are provided at no cost to participants.

Topics include:

- IPEDS Data as the Public Face of An Institution
- IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness
- IPEDS Finance Training for IR Professionals
- Keyholder Training
- Best Practices for Reporting and Using IPEDS Data to Improve Office Efficiencies
- IPEDS Human Resources Training,
- IPEDS Student Financial Aid Training, and
- Beyond Compliance: How to Use IPEDS Data to Examine Student and Institutional Success

And, of course, there are free web-based tutorials, developed by AIR, on data submission and data use topics. Access these through the AIR and IPEDS websites.

There are also two online keyholder courses, IPEDS Keyholder Essentials: A Beginner's Guide and IPEDS Keyholder Efficiencies: Reducing the Reporting Burden. These courses are mentor supported, self-paced courses and are designed to enhance your knowledge as an IPEDS keyholder. Courses can be taken from the comfort of your home or office and require approximately 10-12 hours to complete within a one-month period. As a reminder, all IPEDS keyholder training options are available at no cost to participants. Funding for this work comes from the U.S. Department of Education's National Center for Education Statistics (NCES).

The IPEDS Knowledge Exchange hosted by the Association for Institutional Research is a way for IPEDS practitioners to connect, share resources, and ask each other questions.

This platform allows you to Customize your communication preferences, including email frequency.

- Create a profile and connect with colleagues.
- Search existing discussion posts.
- Post files (so they don't have to be emailed to be shared)

Visit the IPEDS Knowledge Exchange. If you're not already using this free resource, you'll first be guided through creating an account, which is free and available to both non-members and members of AIR

Here is one final look at the IPEDS home page. Your task as a keyholder begins here. You can access the Data Collection System by clicking on the Report Your Data link on the top of the page

On the home page are links to access other IPEDS tools for using the data through the Use the Data portal, as well as training and outreach through the Join In link and the College Navigator tool through the Find your college link, and many other resources.

Directory, program, and student information for institutions across the nation can be found on College Navigator. As one of your first duties as an IPEDS keyholder, you might want to check out your institution's profile on College Navigator.

Don't forget about the AIR/IPEDS training resources available at www.airweb.org.

And the most important contact information for IPEDS keyholders: the IPEDS Help Desk.

This concludes the tutorial for new IPEDS keyholders.