# School Part 2: Exam, Staff, and Retention

# Table of Contents

**School Part 2: Exam, Staff, and Retention** ..... i
**School Part 2: Exam, Staff, and Retention** ..... 1

# School Part 2: Exam, Staff, and Retention

***OCR > Maintenance > School Part 2 > Exam, Staff, and Retention***

This page allows you to view and update data for the submission. Questions on the OCR Maintenance pages exactly match the questions in the CRDC survey forms, making it easy for you to find additional information for each question.

For more information, visit the OCR Civil Rights Data Collection website at crdc.ed.gov.

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| **Campus ID** | Using the dropdown menu, select the campus for which to retrieve data.<br><br>Or, to add data for a campus that is not currently listed, type the three-digit campus ID. |

❑ Click **Retrieve**.

- If you selected an existing campus ID, the questions for the selected campus are listed on the left side of the page.
- Or, if you typed a campus ID, a message is displayed indicating that the campus does not exist.

  ❑ Click **New Campus**. You are prompted to confirm that you want to create the campus.

  ❑ Click **OK**. The maintenance page for the new campus is displayed.

  **NOTE:** If you add the campus for one Part 1, it is automatically added to Part 2 as well.

❑ Click a link on the left side of the page. The associated question(s) are retrieved to the right side of the page.

The **School Information** link displays the data from the Options page for the selected campus.

Below the **School Information** link, tables are listed in the MMMM-XY format, where:

- MMMM is the four-character module acronym
- X is the table number within the module
- Y is the question number within the table

For example, the first question in the first table in the Courses & Classes module is labeled COUR-1a.

**NOTE:** Any table marked with an * is not extracted from ASCENDER.

A question may have multiple parts. By default, the first part is displayed (i.e., expanded), and additional parts are collapsed.

- The (down-pointing) arrow indicates that the question is expanded (i.e., displayed). Click the arrow to hide that question.
- The (right-pointing) arrow indicates that the question is collapsed (i.e., hidden). Click the arrow to view that question.

❑ For each question and its tables, add data as needed.

**NOTES:**

- Data for extracted and non-extracted questions can be edited and saved. However, once a new extract is run, data for the extracted questions is replaced with new data, and data for the non-extracted questions remains the same.
- If you click a question link, and the question is not displayed on the right side of the page, be aware that the question may be at the bottom of the page, and scrolling is necessary. You can adjust this by maximizing your browser window, or reducing the zoom setting.

❑ Click **Save**.

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| **Delete Campus** | Click **Delete Campus** if you need to delete all extracted and/or updated records (all parts) for the displayed campus.<br><br>You are prompted to confirm that you want to delete the campus and its associated data. Click **OK**. |