

Title II IPRC Training Series: IPRC Reporting System Features [Transcript]

Hello. This training video, IPRC Reporting System Features, is part of the Title II IPRC Training Series to support teacher preparation providers during the 2021 IPRC data collection.

The first video in the series provided an introduction to Title II reporting. Today, we are going to review the IPRC reporting system and the features that are built in to support you as you complete your report.

First, let's log in. The U.S. Department of Education has implemented increased security measures over the past several years. One of those security measures is requiring multi-factor authentication. You have two options for this; you can download a free app, like Google Authenticator, and use the app to retrieve your verification code. Or, if you prefer, you can request your verification code via email. If you choose to get your verification code via email, make sure you enter it right away, as the code will expire after 5 minutes.

Once you log in, you come to your dashboard. Your dashboard provides you with a status box for your report – you will have a status box for each report you are responsible for completing. Those status boxes give you a quick at-a-glance view of your progress on the report, and how many more days until it is due.

As you scroll down on your dashboard, you will also see your account information – you can click edit to review and/or update your username, your password, your security questions, or your contact information.

And the last item on your dashboard is the Send Mail feature. You can use this feature to send an email to us at the Title II Support Center, to your state coordinator, or both.

Now let's get in to a report to see some more features. To get into a report, I can use the tabs in my dashboard menu – that allows me to go directly to a specific section or

page of the report if I know exactly what I want to work on today. Or, I can click Start Report or Continue Report from the status boxes – that will bring me to the Report Home Page.

On the Report Home Page, there is a banner towards the top that tells me the name of the teacher preparation provider, the program type and academic year for the report I currently have open, and the state. This banner is particularly helpful if you are someone who is completing multiple reports, so this is your very clear reminder which report you currently have open. To the right of that banner is another status box showing your progress on the report, and down the right side is your Report Menu to navigate through the pages of your report.

One thing I want to point out in the menu is General Guidance, where you can find the glossary if you aren't sure how any of the key terms are defined, and these trainings videos are also available on the General Guidance page.

As you look at the sections of the report, notice that the menu items are expandable; some sections have multiple page. Also notice that the pages and sections of the report have color-coded indicators. As you complete pages of your report, those dots will turn green, so the red dots help you hone in on the pages that still need your attention.

I see that in Section I, the Program Assurances page still needs my attention, so I am going to go ahead and click into that page of the report.

Once I am in a page of the report, there is a floating Save bar at the bottom of the page. No matter where you are on the page, that floating Save bar is available to you so you can quickly and easily save your work.

There are two options for saving a page: in progress or complete. Saving the page as "in progress" will keep the color-coded indicator red, so you know it still needs your attention. You might choose this option if you have entered data that you need to save, but you still need to come back and complete more, or do a final review before saving as complete. When you save as "in progress" the system will confirm that the page has been saved in a green box, and will also let you know what else needs to be resolved or completed on this page, in a red box. If there are no issues with the page as-is, the only item you will see in the red box is a reminder that you will need to save the page as complete before the full report can be certified.

So now I am going to quickly review my responses here (scroll down), of course this is one of the sections that is pre-loaded from my prior year's report, so I am mainly

reviewing to ensure everything is still accurate. Everything looks good, so I am going to go ahead and save this page as complete.

After saving as complete, I can see the green box confirming it has been saved, and there is no longer a red box, because nothing else needs to be done on this page. I can also see my status box in the corner has updated, and the indicator in the menu has turned green as well. So next time I log in to work on my report, I will know that this page is done and no longer needs my attention.

You do still have editing rights to all pages of your report, even after you have saved a page as complete, so if you realize you need to make a change to a page that you have already saved as complete, that is not a problem at all. For example – I have already saved my List of Programs page as complete, but if I need to come in and make a change, everything is still open for editing, I can still add a new program, or edit the existing programs on my list if I need to.

Another feature I'd like to point out is the hotlinks to key terms. On each page of the report, if there are applicable key terms relevant to that page, those key terms are listed towards the top of the page. So on this List of Programs page, I can see Teacher Preparation Program is a key term that has a definition. I can click on that key term, and it will open the glossary in a new tab, so I can review that definition without losing my spot on the page.

The last feature we will review together is the Certification page. This page has a Certification Checklist that lists each individual item that still needs to be completed or resolved in your report before you are able to certify the report. This checklist tell you the specific section and page, and provides a hotlink so you can jump right to it if it is something you want to resolve immediately, and it also provides a description of the error or issue that needs to be resolved. As you make progress on your report and save pages as complete, this list will keep getting smaller and smaller, and it does serve as a nice to-do list so you can see all in one place what items you still need to complete.

That wraps up our IPRC Reporting System Features training video. We'll see you again soon in our next training video.