CCCApply

The Administrator

Contents

Administrator Basics

The Administrator is a configuration tool for the OpenCCCApply Standard, International, and BOG Fee Waiver applications. The Administrator allows you to manage:

- Terms, majors, and college- and district-level information
- Custom supplemental questions for student applications
- Details of the English proficiency section on the International application
- Automation rules for application submissions
- Student application downloads

Note:

The Administrator also allows you to manage user accounts for staff that need to access to the Standard, BOG Fee Waiver, and International application configuration. Although not directly related to managing student applications, the Administrator also allows you to manage user accounts for the separate Report Center tool. See *Users Tab* for details.

Logging in to the Administrator

The Administrator is available to you in both Pilot and Production environments. You will only be able to access administration tasks for your college or district colleges.

1. Navigate to the URL provided by your IT staff for either the Pilot or Production environment.
2. At the login screen, enter your college credentials for the username and password.
3. Click the Sign In button.

Note:

The OpenCCCApply Pilot environment is meant to be a carbon copy of the Production environment to allow colleges to stage changes in their configurations and test implementations prior to an update or product roll-out. While the Pilot environment is a clone of Production, it is not actively monitored for errors and issues in the same way that the Production environment is. Thus, there is no support team in place to respond to Pilot environment issues. For those colleges currently implementing OpenCCCApply, reporting issues to your project team may not be effective.

Our recommendation is that college staff personnel use the CCCTechnology.info support site to communicate issues, ask questions, and request assistance. CCCTC support staff review incoming posts and endeavor to respond within 48 hours to issues posted about the Pilot environment. Depending on the nature of the issue, resolution time will vary; however the intent is to provide updates on progress towards implementation every 24 hours.

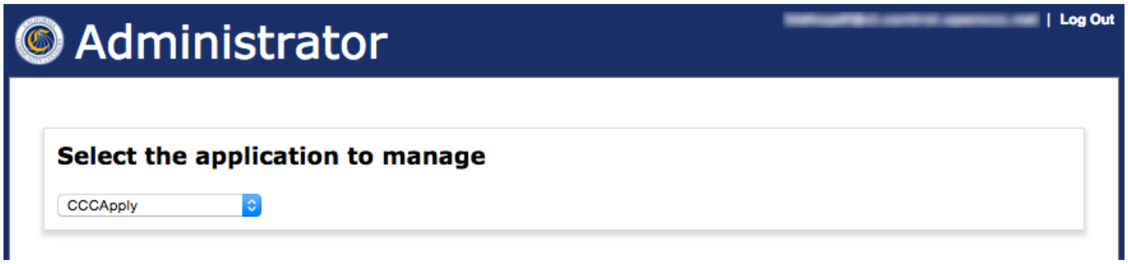
Navigating The Administrator Tool

Log in to the Administrator and select an application from the drop-down menu:

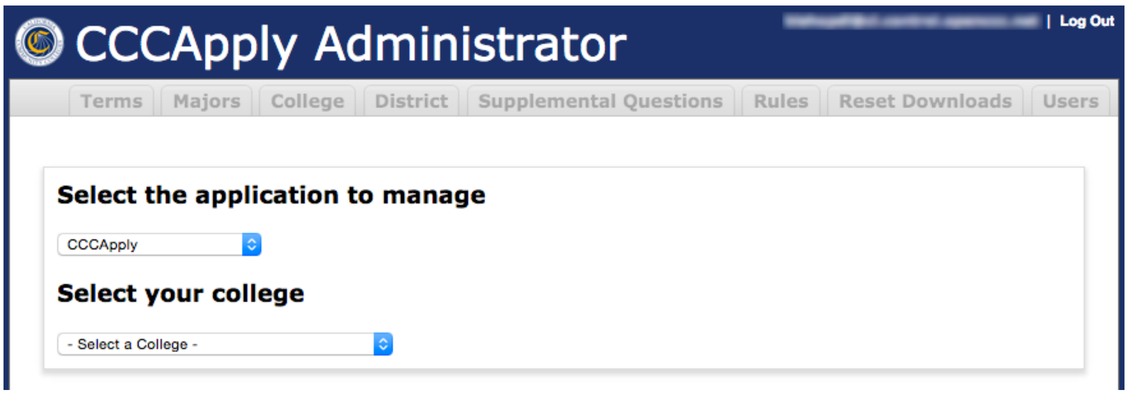
- BOG Fee Waiver
- CCCApply (the standard application)
- International Application

Note:

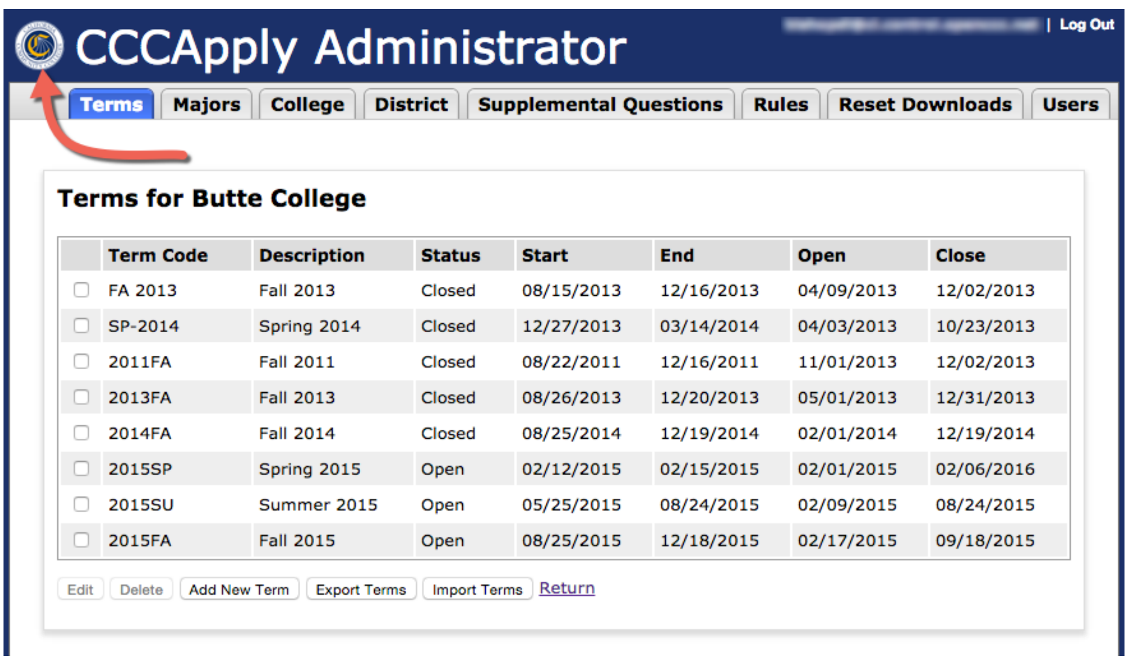
There is a fourth item in the drop-down menu labeled *Report Center*, which allows you to access the *Users* tab for only the Report Center so you can manage Report Center user access.



Disabled tabs display across the top of the page that correspond to your drop-down menu selection, and a new drop-down menu appears that allows you to select your college. Depending on your level of authorization (college or district), one or more colleges may be available.

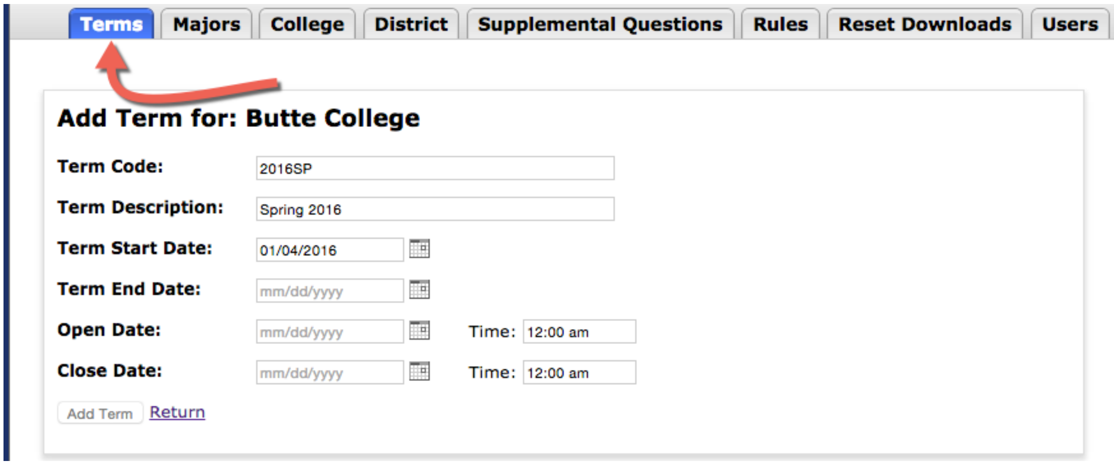


After you have selected a college, the tabs become enabled. To return to the Administrator starting page from any tab, click the California Community Colleges logo.



	Term Code	Description	Status	Start	End	Open	Close
☐	FA 2013	Fall 2013	Closed	08/15/2013	12/16/2013	04/09/2013	12/02/2013
☐	SP-2014	Spring 2014	Closed	12/27/2013	03/14/2014	04/03/2013	10/23/2013
☐	2011FA	Fall 2011	Closed	08/22/2011	12/16/2011	11/01/2013	12/02/2013
☐	2013FA	Fall 2013	Closed	08/26/2013	12/20/2013	05/01/2013	12/31/2013
☐	2014FA	Fall 2014	Closed	08/25/2014	12/19/2014	02/01/2014	12/19/2014
☐	2015SP	Spring 2015	Open	02/12/2015	02/15/2015	02/01/2015	02/06/2016
☐	2015SU	Summer 2015	Open	05/25/2015	08/24/2015	02/09/2015	08/24/2015
☐	2015FA	Fall 2015	Open	08/25/2015	12/18/2015	02/17/2015	09/18/2015

Some tabs provide various input forms for managing your data. If you have begun filling out a form and decide that you don't want to submit the data, you can cancel the operation by clicking the tab itself.



Managing User Accounts

User accounts for both the Administrator tool (for Standard, BOG Fee Waiver, and International application configuration) and the Report Center (for running and creating reports) are accessed and managed in the *Users* tab that displays after you select your application and college to manage, if you have Add User authority.

Exporting Data from The Administrator

Several Administrator tabs include an **Export** button. The details of the export operation depend on the configuration of your browser, which might automatically download the exported data to its default downloads folder, or prompt you to supply a folder and file name for the exported data.

Sorting Table Columns

Many Administrator tabs present data in tables. You can sort these tables by clicking on the label of the column you want to sort on. The first click on a column label will sort the rows in ascending order by that column; a down-arrow will appear next to the label to indicate that another click will sort the table in descending order by that column. When the table is sorted in descending order, an up-arrow appears to indicate that a click will result in an ascending sort.

	Major Name ↓	Award Type	Program Control Number	TOP Code	Start Date	End Date
☐	Accounting	Certificate			08/01/1970	(None)
☐	Accounting Degree	AS degree			08/01/1970	(None)
☐	Addiction Studies	Certificate			08/01/1988	(None)

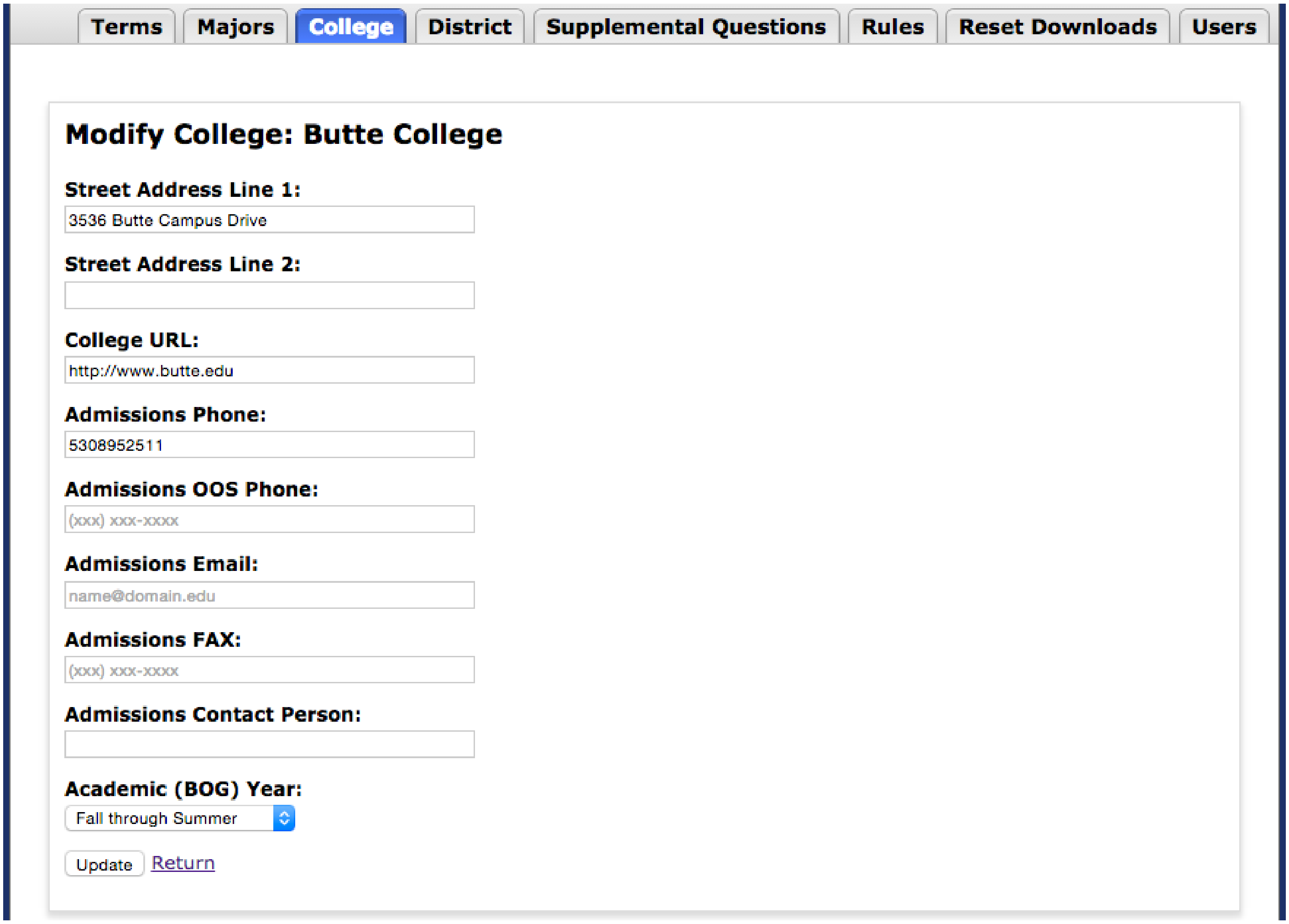
Terms of Use and Support

The OpenCCCApply Pilot environment is meant to be a carbon copy of the Production environment to allow colleges to stage changes in their configurations and test implementations prior to an update or product roll-out. While the Pilot environment is a clone of Production, it is not actively monitored for errors and issues in the same way that the Production environment is. Thus, there is no support team in place to respond to Pilot environment issues. For those colleges currently implementing OpenCCCApply, reporting issues to your project team may not be effective.

Our recommendation is that college staff personnel use the CCCTechnology.info support site to communicate issues, ask questions, and request assistance. CCCTC support staff review incoming posts and endeavor to respond within 48 hours to issues posted about the Pilot environment. Depending on the nature of the issue, resolution time will vary; however the intent is to provide updates on progress towards implementation every 24 hours.

The *College* Tab

On the *College* tab you can maintain various contact details for your college.

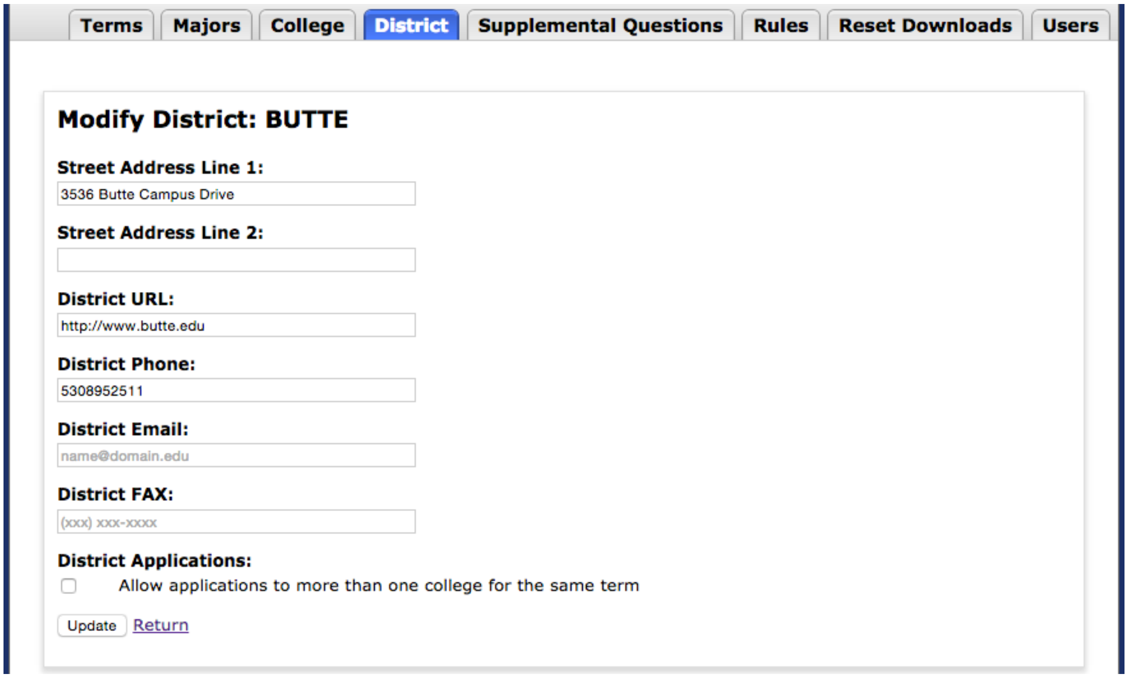


Note:

The *Academic (BOG) Year* drop-down list allows you to separately configure the academic year for the BOG Fee Waiver, as it may differ from the academic year for the Standard or International applications.

The *District* Tab

The *District* tab allows you to update the details for your district.



District Applications

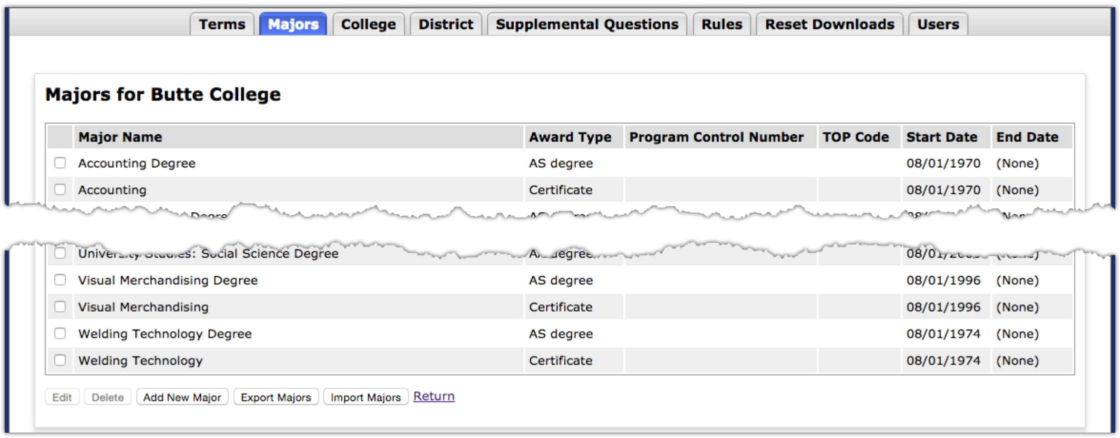
If yours is a multi-college district, you can specify whether an applicant is allowed to apply to more than one college for the same term. If your district permits this, select the "Allow applications to more than one college for the same term" check box.

The *Majors* Tab

On the *Majors* tab you can add, edit, delete, import, and export majors. This tab is available only for the CCCApply (Standard) and International applications.

Important:

The majors you define for the International application are not the same as the majors for CCCApply. That is, if you choose CCCApply from the Administrator Home page and define a major, then go back out to the Administrator Home and choose *International Application*, the major you just defined will not appear in the *Majors* tab. If you want a given major to be available on both applications, you must create it in both places (or create it in once place, export the majors, and then import those majors into the other).

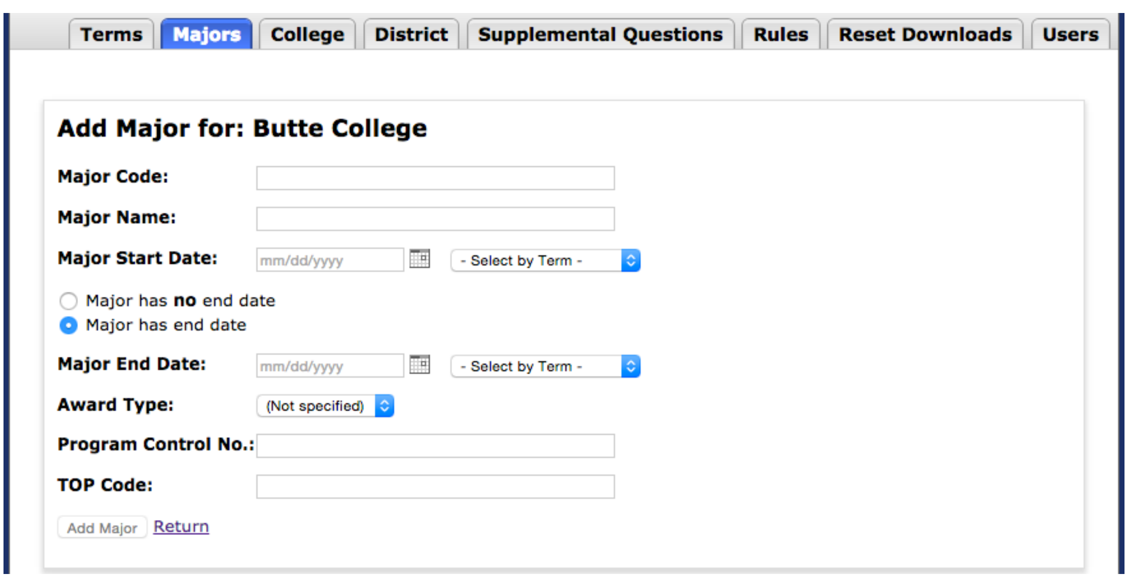


Adding A Major

1. Click **Add New Major**; this displays the *Add Major for* form that allows you to describe the major.
2. Complete the form and click **Add Major**. The majors table will redisplay, now including your new major.

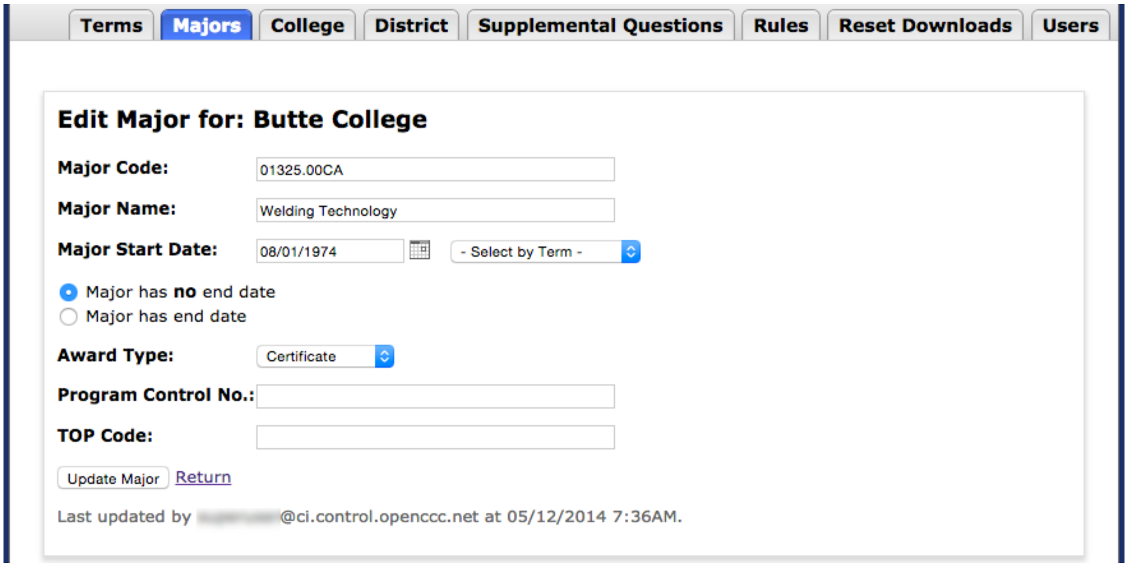
Note:

The major code you enter here will not display in the majors table, although it will be saved by the system. The major code will appear in the *Edit Major* form when you edit the major.



Editing A Major

1. Select the check box for the major you want to change and click **Edit**. This displays the *Edit Major for* form that allows you to change the details of the major.
2. When you are satisfied with your edits, click **Update Major**. The majors table will redisplay, now reflecting your changes.



Deleting A Major

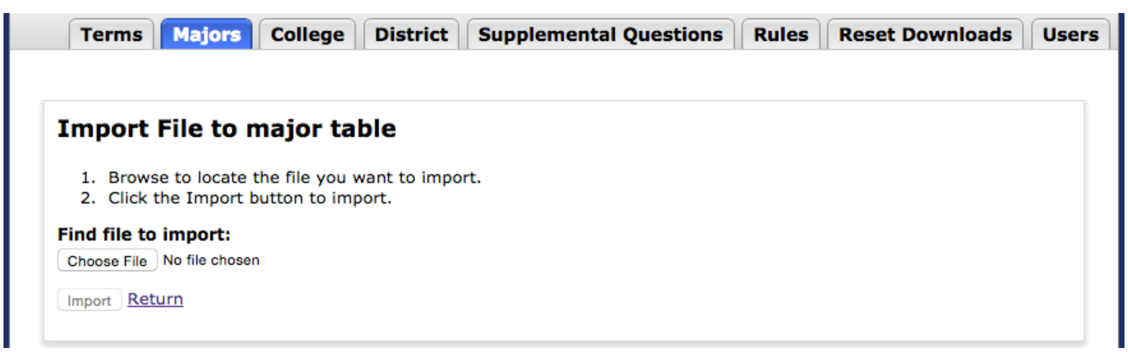
1. Select the check box for the major you want to delete. More than one major can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the majors table will redisplay, now without the major(s) you deleted.

Importing Majors

1. Click **Import Majors**. This displays the *Import File to major table* form for importing your data.
2. Click **Choose File** and select the CSV file from your local file system to import.
3. Click **Import**.
4. All rows are **replaced** in the majors table and the list is refreshed.

Warning:

Your import file must contain all of your majors, not only those you want to add. Do not import a file that contains only the majors you wish to add. This will cause all of your existing majors to be deleted. Instead, export your existing majors to a CSV file, add your new majors to that file, and then import it.



Exporting Majors

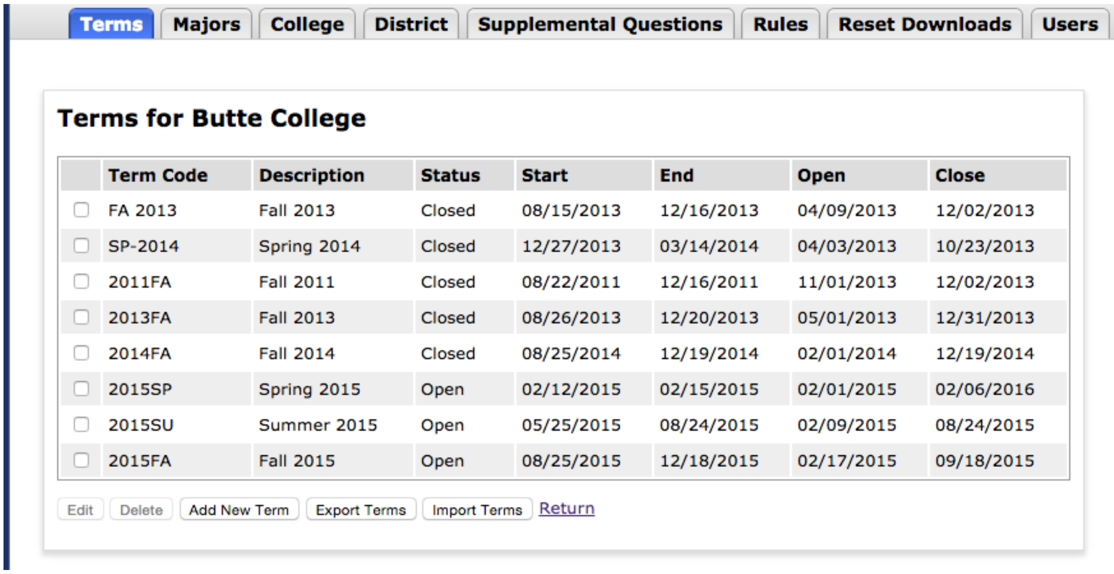
To export your majors to a CSV file, click **Export Majors**. See *Exporting Data from The Administrator* for details on exporting.

Editing The CSV File

The export function produces a CSV file describing the majors, and the import function requires a CSV file in the same format. Unless you have experience with text editors and CSV files, the best way to edit your CSV file is with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. Remember to save the file in CSV format when you are finished editing it.

The *Terms* Tab

On the *Terms* tab you can add, edit, delete, import, and export terms. This tab is available only for the CCCApply and International applications. The following is an example of the *Terms* tab display.



	Term Code	Description	Status	Start	End	Open	Close
☐	FA 2013	Fall 2013	Closed	08/15/2013	12/16/2013	04/09/2013	12/02/2013
☐	SP-2014	Spring 2014	Closed	12/27/2013	03/14/2014	04/03/2013	10/23/2013
☐	2011FA	Fall 2011	Closed	08/22/2011	12/16/2011	11/01/2013	12/02/2013
☐	2013FA	Fall 2013	Closed	08/26/2013	12/20/2013	05/01/2013	12/31/2013
☐	2014FA	Fall 2014	Closed	08/25/2014	12/19/2014	02/01/2014	12/19/2014
☐	2015SP	Spring 2015	Open	02/12/2015	02/15/2015	02/01/2015	02/06/2016
☐	2015SU	Summer 2015	Open	05/25/2015	08/24/2015	02/09/2015	08/24/2015
☐	2015FA	Fall 2015	Open	08/25/2015	12/18/2015	02/17/2015	09/18/2015

Important:

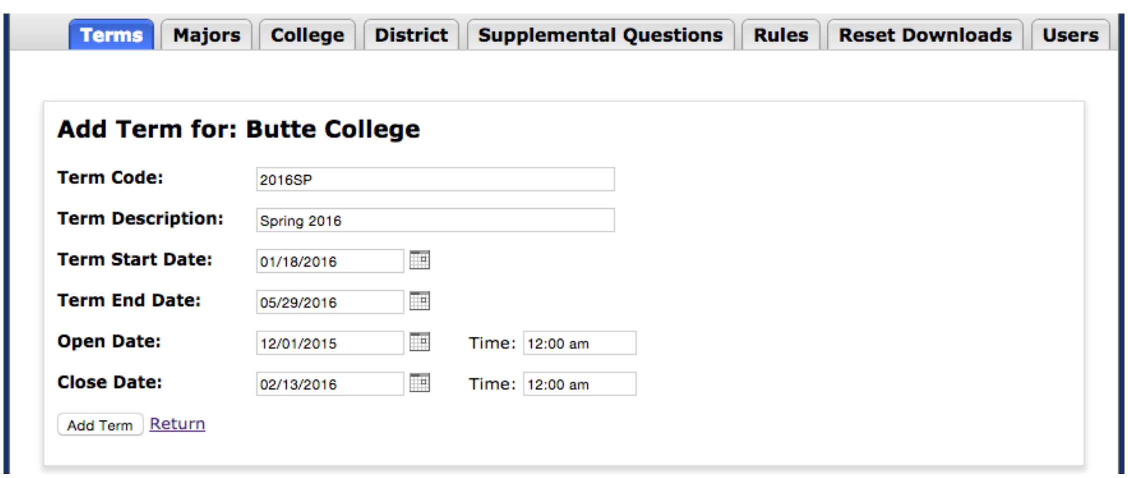
The terms you define for the International application are not the same as the terms for CCCApply. That is, if you choose CCCApply from the Administrator Home page and define a term, then go back out to the Administrator Home and choose *International Application*, the term you just defined will not appear in the *Terms* tab. If you want a given term to be available on both applications, you must create it in both places (or export it from one and import it into the other).

Adding A Term

1. Click **Add New Term**to display the *Add Term* form that allows you to describe the term.
2. Complete the form and click **Add Term**. The terms table will redisplay now including your new term.

Note:

While the length of the term description is effectively unlimited, the term code may not be longer than 15 characters.

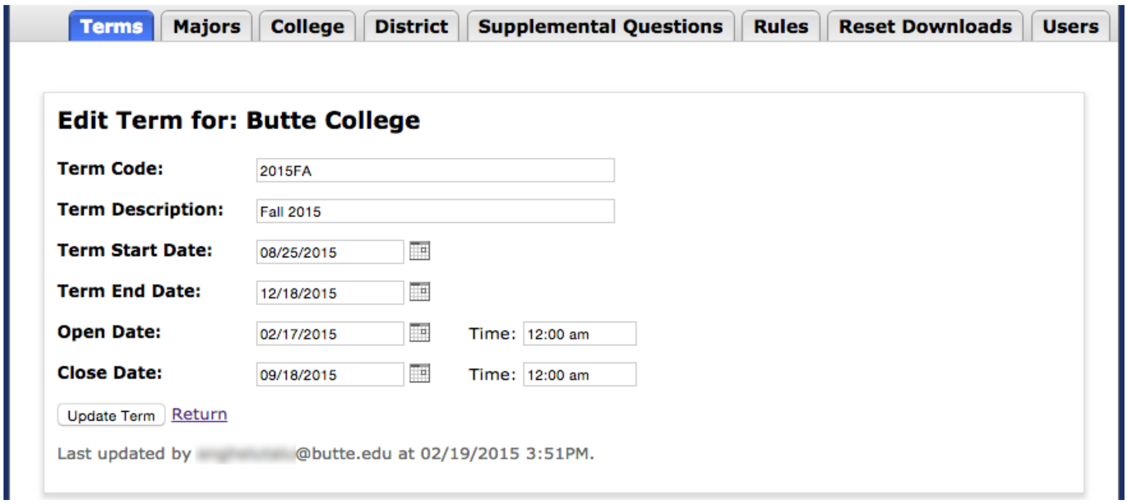


Editing A Term

Warning:

When creating a new term, you may be tempted to edit an existing term and simply change some of the fields. Never do this, as it will affect submitted student applications. Always use **Add New Term** or **Import Terms** to create a new term.

1. Select the check box for the term you want to change and click **Edit**; this will display the form that allows you to change the details of the term.
2. When you are satisfied with your edits, click **Update Term**. The terms table will redisplay, now reflecting your changes.



Deleting a Term

Warning:

Never delete a term on the production server.

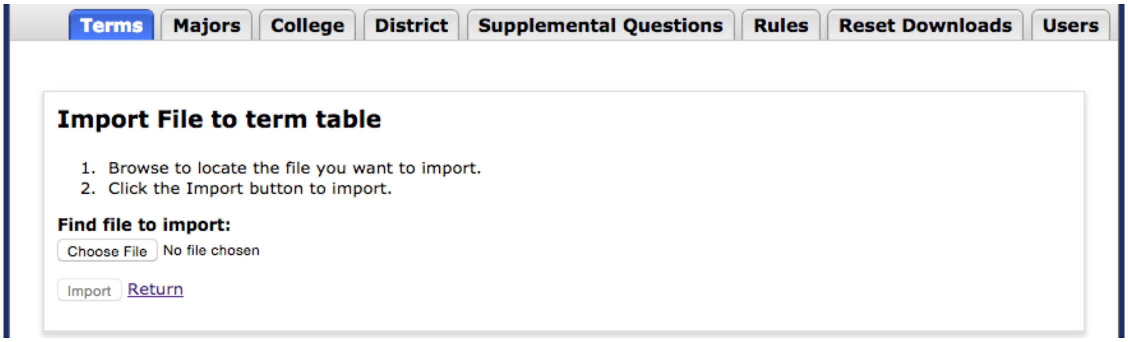
1. Select the check box for the term you want to delete. More than one term can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the terms table will be redisplayed, now without the term(s) you deleted.

Importing Terms

1. Click **Import Terms** to display the *Import File to term table* form for importing your data.
2. Click **Choose File** and select the file from your local file system to import.
3. Click **Import**.
4. All rows are **replaced** in the terms table and the list is refreshed.

Warning:

Your import file <u>must</u> contain all of your terms, not only those you want to add. Do not import a file that contains only the terms you want to add. This will cause all of your existing terms to be deleted. Instead, export your existing terms to a file, add your new terms to that file, and then re-import it.



Exporting Terms

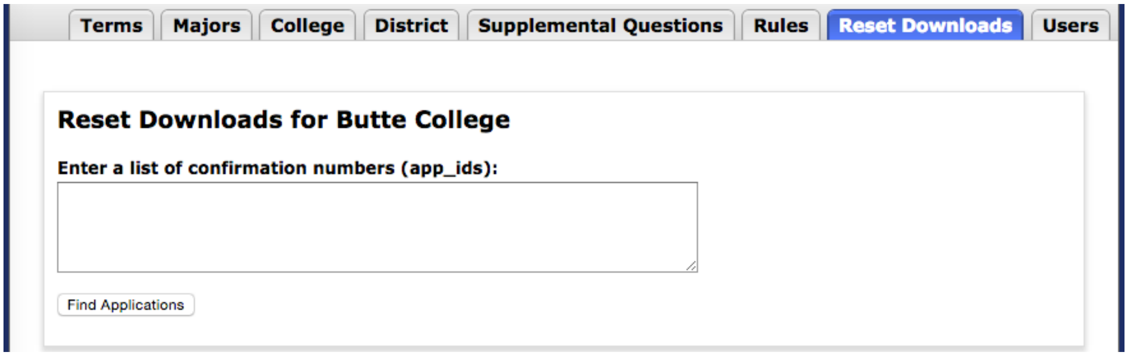
To export your terms to a CSV file, click **Export Terms**. See *Exporting Data from The Administrator* for details on exporting.

Editing The CSV File

The export function produces a CSV file describing the terms, and the import function requires a CSV file in the same format. Unless you have experience with text editors and CSV files, the best way to edit your CSV file is with a spreadsheet application such as Microsoft Excel or OpenOffice Calc. Remember to save the file in CSV format when you are finished editing it.

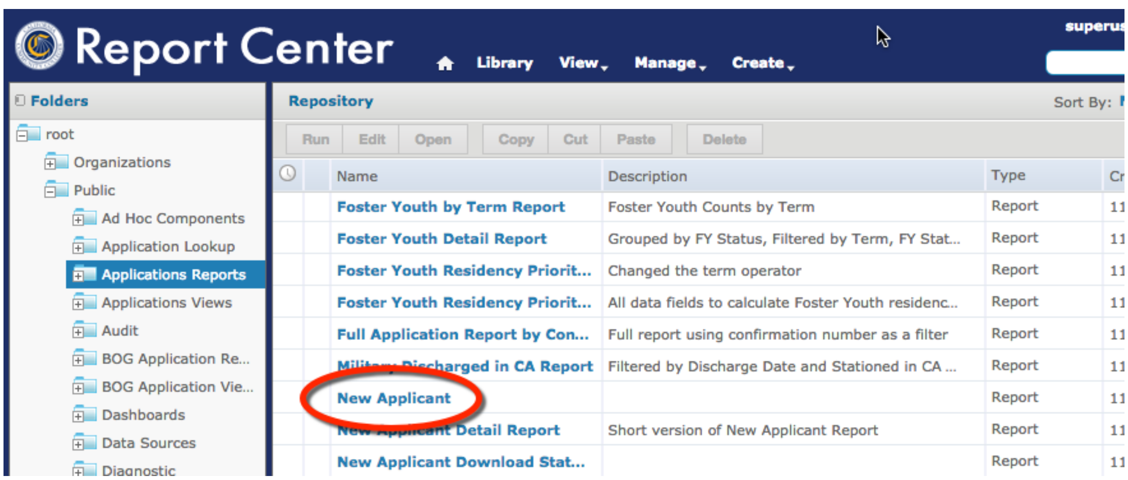
The *Reset Downloads* Tab

By default, the Download tool downloads only those student applications that have not already been downloaded. When you run the tool, it only delivers new applications that have been submitted since the last time it was run. If for some reason the need arises to re-download applications, the *Reset Downloads* tab allows you to reset previously downloaded applications to enable the Download tool to deliver them.

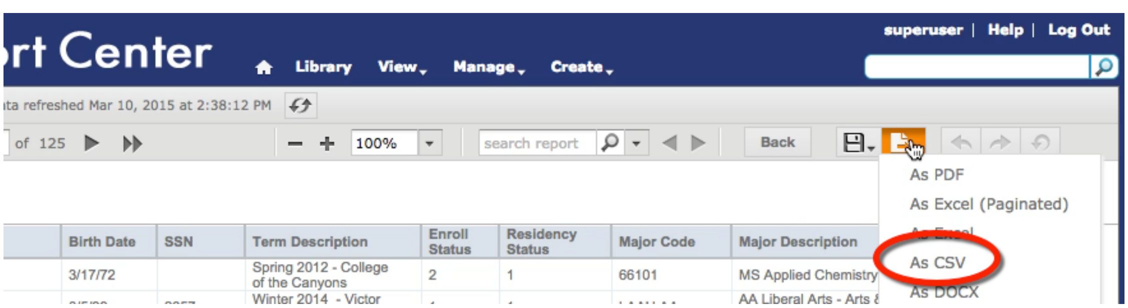


You can identify which student applications you want to reset by entering the confirmation number for each one. Follow these steps if you need to reset many applications at once.

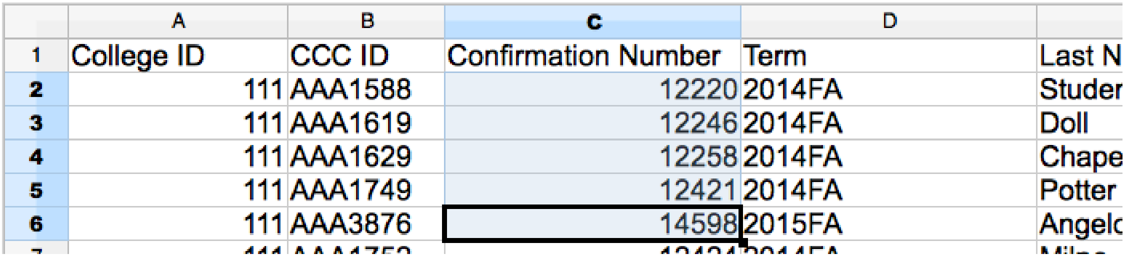
1. Go to the Report Center and run the *New Applicant* report.



2. Export the report to a CSV file.

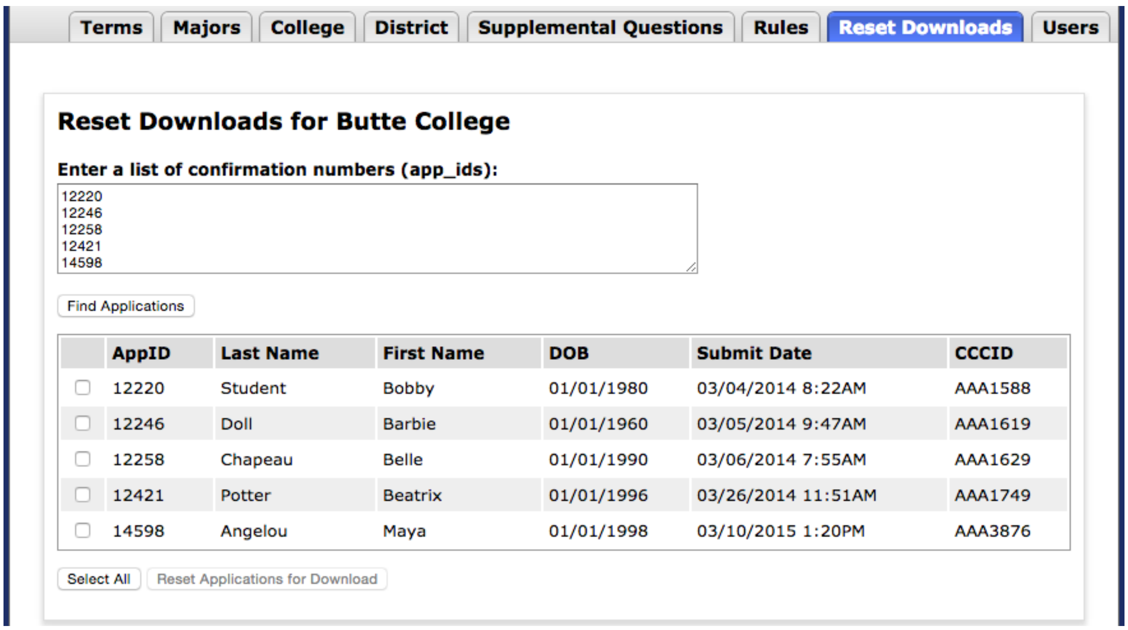


3. Open the CSV file with a spreadsheet application.



	A	B	C	D	
1	College ID	CCC ID	Confirmation Number	Term	Last N
2	111	AAA1588	12220	2014FA	Studer
3	111	AAA1619	12246	2014FA	Doll
4	111	AAA1629	12258	2014FA	Chape
5	111	AAA1749	12421	2014FA	Potter
6	111	AAA3876	14598	2015FA	Angelc

4. Copy confirmation numbers from the spreadsheet and paste them into the *Reset Downloads* tab input field. You can do this one confirmation number at a time, or you can modify the spreadsheet to bring them all together so you can copy/paste all of them at once. You will not need this file after you have copied the confirmation numbers you want, so there is no need to be particularly careful with it.
5. Click **Find Applications** to display a list of the student applications associated with the app_ids.
6. Click **Select All**, or manually select the check box(es) for the applications you want to reset, and click **Reset Applications for Download**. When you next run the Download tool, these applications will be included in the download file.



	AppID	Last Name	First Name	DOB	Submit Date	CCCID
☐	12220	Student	Bobby	01/01/1980	03/04/2014 8:22AM	AAA1588
☐	12246	Doll	Barbie	01/01/1960	03/05/2014 9:47AM	AAA1619
☐	12258	Chapeau	Belle	01/01/1990	03/06/2014 7:55AM	AAA1629
☐	12421	Potter	Beatrix	01/01/1996	03/26/2014 11:51AM	AAA1749
☐	14598	Angelou	Maya	01/01/1998	03/10/2015 1:20PM	AAA3876

The *Rules* Tab

On the *Rules* tab you can create and configure automatic actions that run when a student submits an application.

When you have an active rule in place for the CCCApply application, any built-in application field calculations occur prior to the rule running, so that the rule can validate correctly against accurate data.

Two types of rule actions are available:

- A customizable email can be sent to the student and/or to a college staff member.
- The application can be pre-checked for errors, and a message can be displayed immediately to the student to indicate that the application cannot be submitted until the errors are corrected.

Note:

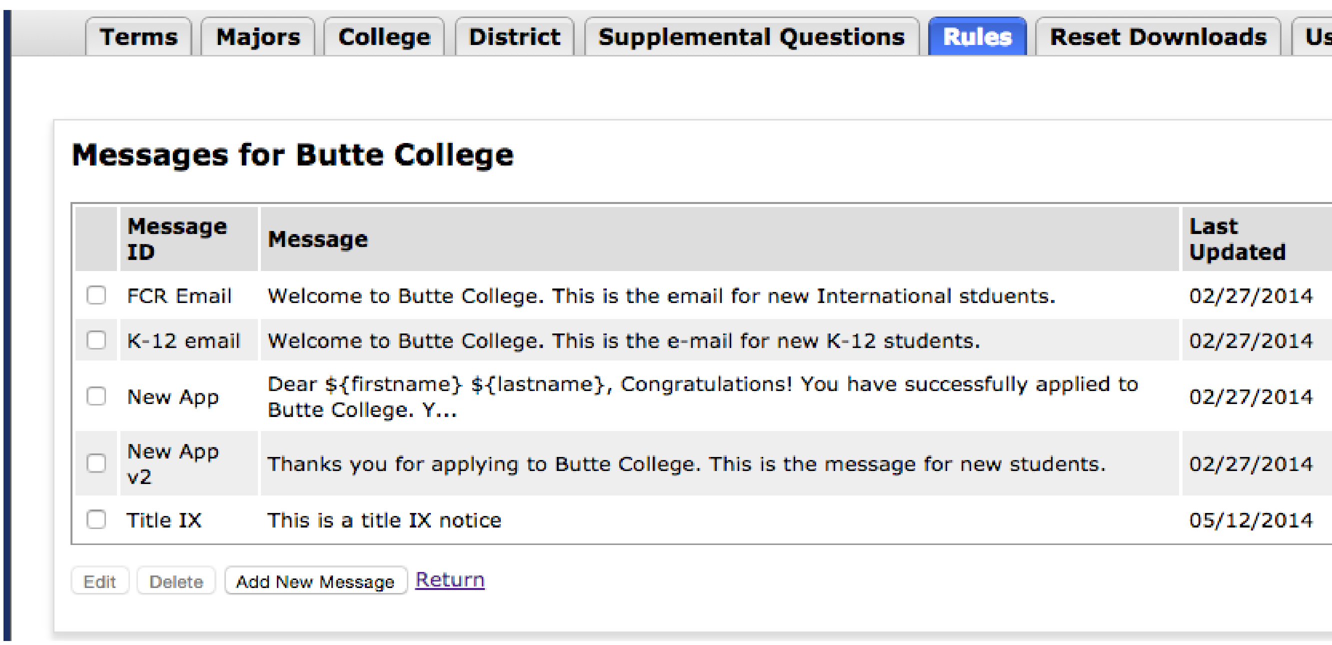
Creating and maintaining rules and their associated messages can be rather complex; a basic proficiency in writing computer software will be very helpful, especially in a programming language similar to C or JavaScript.

Message Manager for Email Messages

Before you create a rule for sending an e-mail, we recommend that you first write the text for the body of the e-mail using the message manager. Click *Manage Messages* to display the *Add Message* form that allows you to add, edit, and delete the messages to be used by the rules you create.

Note:

This step is not necessary for creating rules that report an error to the user. Messages for error rules are entered directly in the rule definition itself.


Terms | Majors | College | District | Supplemental Questions | Rules | Reset Downloads | Us

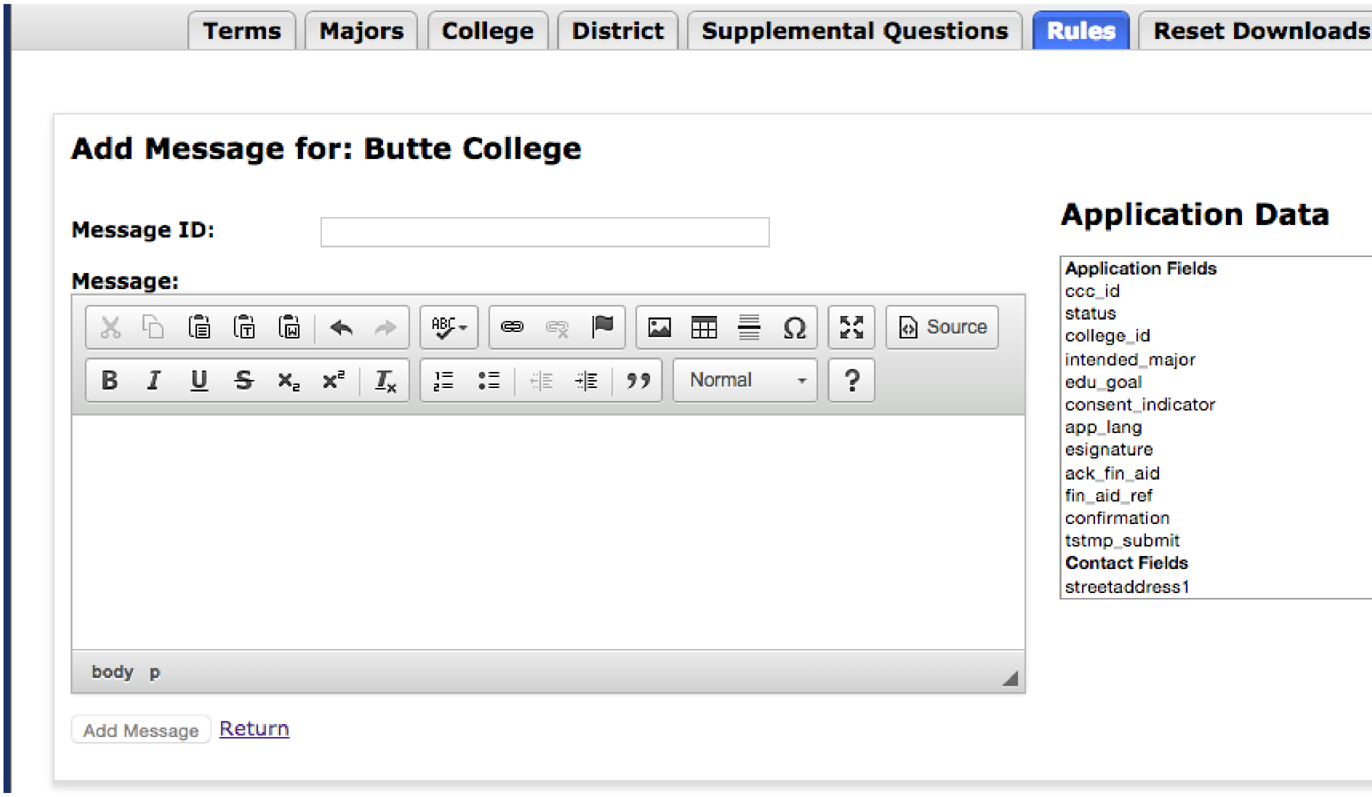
Messages for Butte College

	Message ID	Message	Last Updated
☐	FCR Email	Welcome to Butte College. This is the email for new International stduents.	02/27/2014
☐	K-12 email	Welcome to Butte College. This is the e-mail for new K-12 students.	02/27/2014
☐	New App	Dear ${firstname} ${lastname}, Congratulations! You have successfully applied to Butte College. Y...	02/27/2014
☐	New App v2	Thanks you for applying to Butte College. This is the message for new students.	02/27/2014
☐	Title IX	This is a title IX notice	05/12/2014

Edit | Delete | Add New Message | Return

Adding A Message

1. Click **Add New Message** to display the *Add Message* form that allows you to add and configure new messages.



2. Enter a message name in the *Message ID* field. You will use this name to associate the message with its corresponding rule. The name must be unique among the other messages you have created. The maximum name length is 10 characters: letters, numbers, spaces, and any special symbols available on a typical computer keyboard are allowed.

3. Write your message body in the large *Message* field. The controls for this field are similar to the controls for common word processors. The *Application Data* field is a scrollable list of field names from the student application that allow you to include the student's responses in your email. When you click a field in this list, a special symbol appear in the *Message* field (the e-mail body). This is a placeholder that indicates the position where the corresponding input from the student will appear. To create the sample message in the image below, follow these steps:

a. In the *Message* field, type:

"Congratulations, "

Then click "firstname" in the *Application Data* field. You may have to scroll to find "firstname".

b. In the *Message* field, type:

"! You are now enrolled at "

Then click "college_name" in the *Application Data* field (again, scrolling as necessary).

c. In the *Message* field, type:

" for the "

Then click "term_description" in the *Application Data* field.

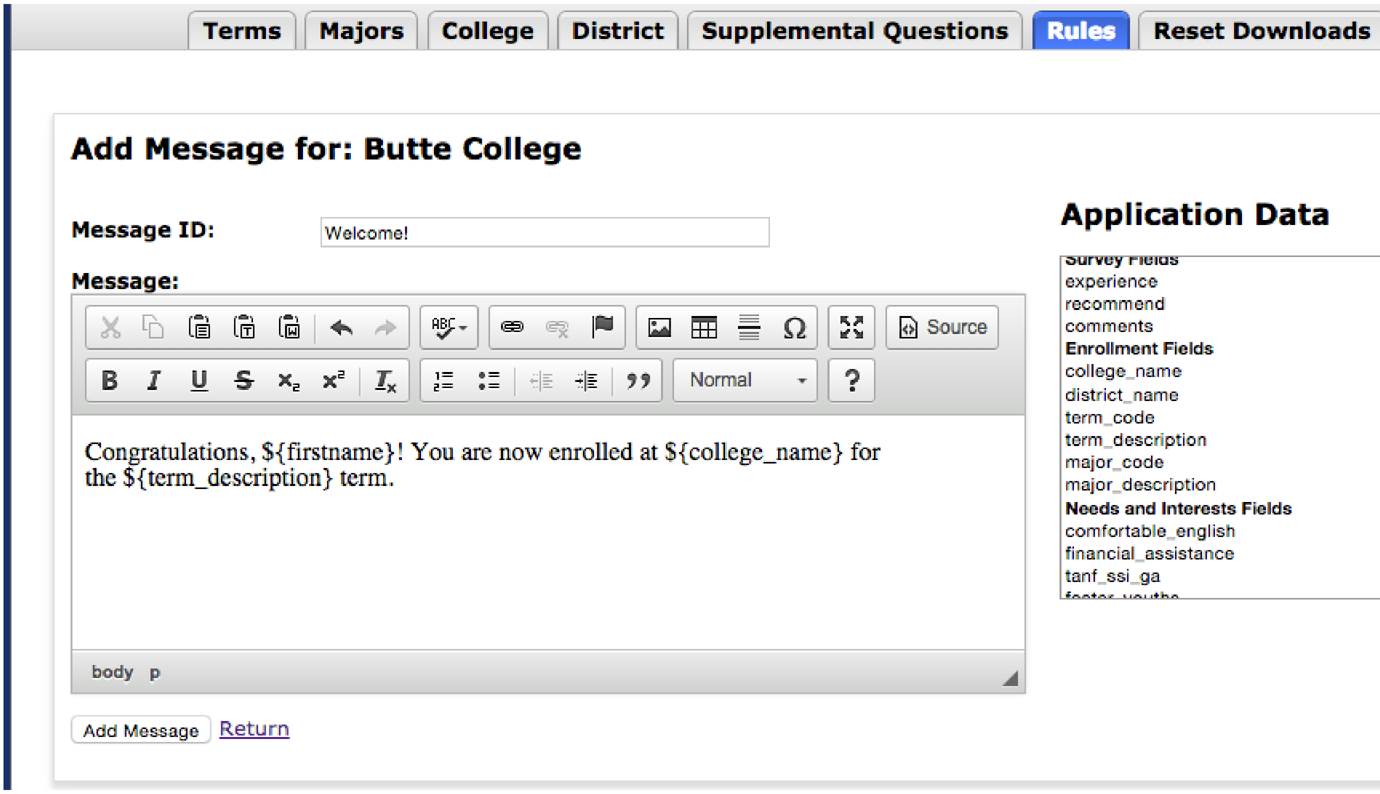
d. In the *Message* field, type:

"term."

Note:

If you prefer typing to clicking, you can type the placeholders manually. Use the same format, "${*field name*}", as shown below.

With this message in place, consider an example student named Diana who has applied to Butte College for the Fall 2015 term. A rule that uses this message will e-mail Diana with this body text: "Congratulations, Diana! You are now enrolled at Butte College for the Fall 2015 Term."



4. When you are satisfied with the contents of your e-mail, click **Add Message**. The messages table redisplays, now including your new message.

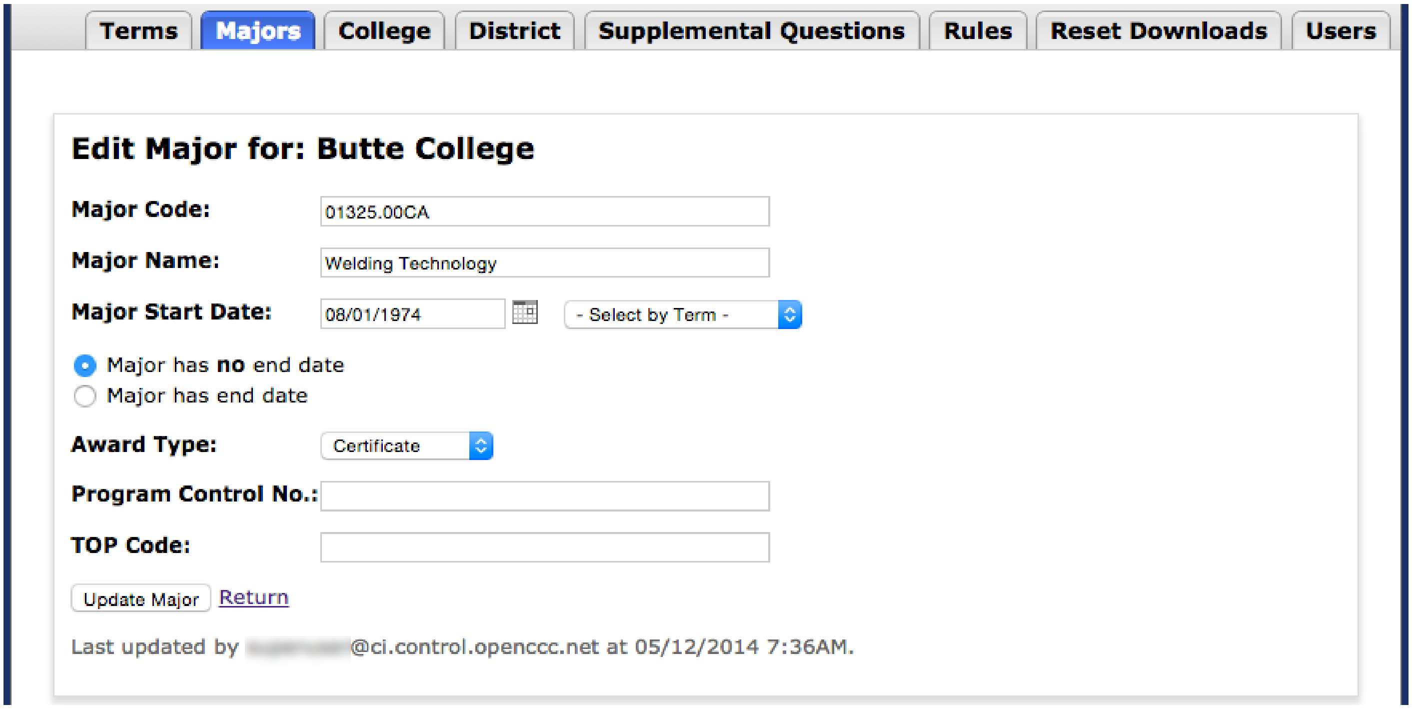
Editing A Message

1. Select the check box for the message you want to change and click **Edit**. This displays the same form you used for creating the message.

Note:

You can change the message ID on this form, but remember that you must also update your rules to use the new ID.

2. Make your changes and click **Update Message**. The messages table redisplays, now reflecting your changes.



Deleting A Message

1. Select the check box for the message you want to delete. More than one message can be selected.
2. Click **Delete**. Your browser will prompt you for confirmation.
3. When you confirm the deletion, the messages table redisplays, now without the message(s) you deleted.

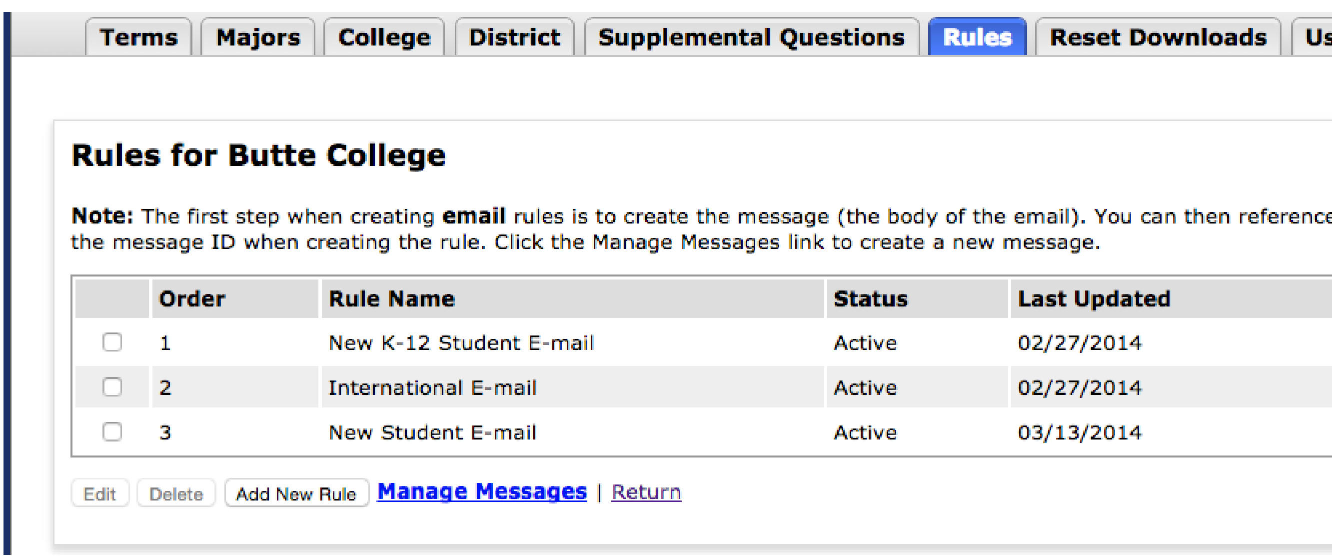
Note:

Remember to update your rules such that they won't attempt to use any messages you have deleted.

Managing Rules

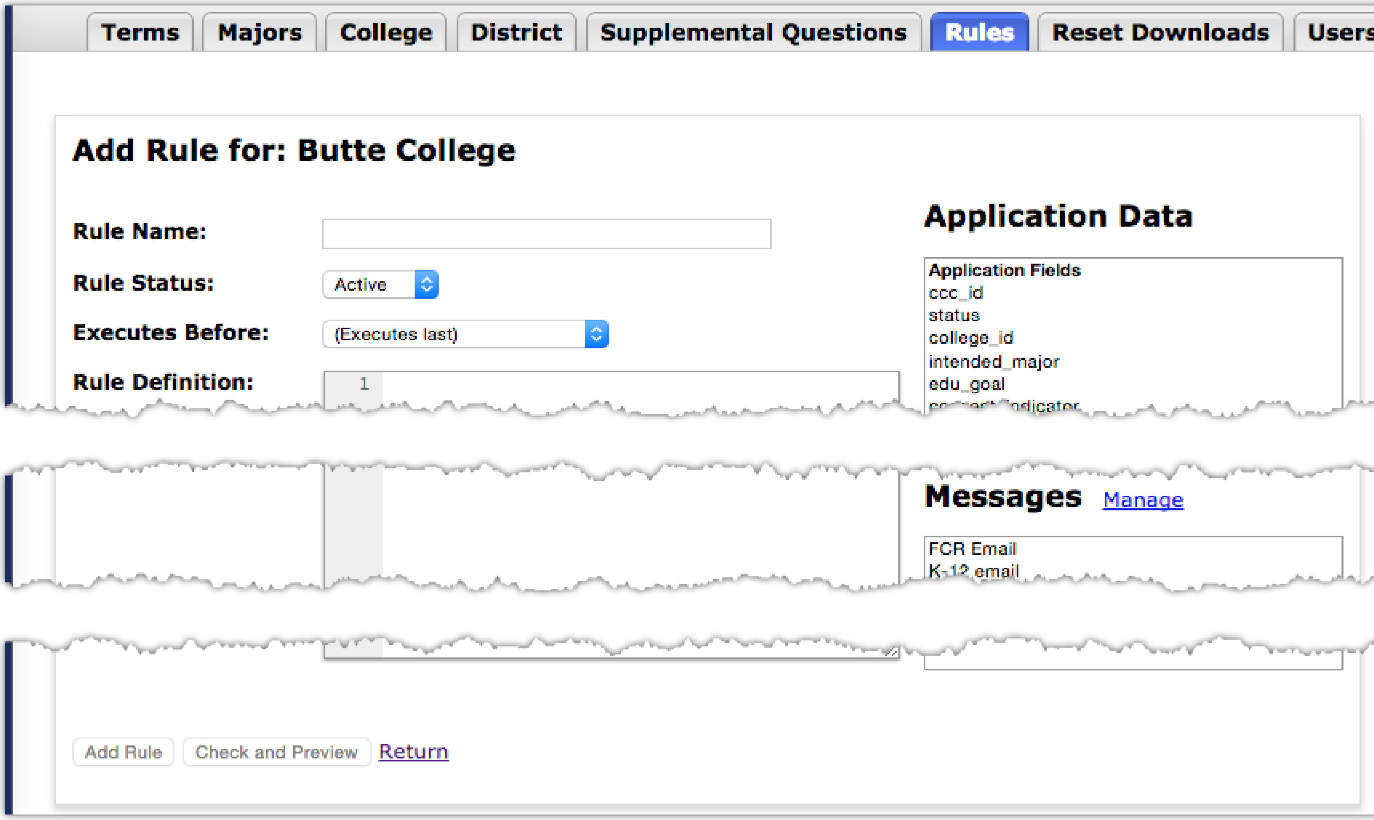
Note:

If you have been managing messages, the messages table may be in focus. If this is the case, click the *Rules* tab to display the rules table and begin managing rules.



Adding A Rule

1. Click **Add New Rule**. This displays the form that allows you to create and configure the new rule.



2. Enter a name for your rule in the *Rule Name* field. The name must be unique among the other rules you have created.
3. Set the status of your rule. *Active* means that it should run every time a student submits an application. *Inactive* means that the rule should not run.
4. Use the *Executes Before* drop-down menu to set the execution order for your rule relative to your other rules. If your new rule should execute after all other rules, select *(Executes last)*.
5. Define your rule in the *Rule Definition* box. It is at this point that a proficiency in writing computer software will be most helpful, as rules are written in a computer programming language similar to C or JavaScript.

   A rule can be used for sending an e-mail to the applying student and/or college staff, depending on how the student filled out the application. Another use for rules is to validate the student's application before it is actually submitted to the college, to prevent the submission and immediately report the error to the student, to allow for correction and re-submission.

   Creating a rule involves:

   - specifying the conditions that should cause the rule to perform an action
   - specifying the action to be performed

   For example, you might wish to send an e-mail to applicants who are currently active in the military. In the OpenCCCApply Standard application, the field for military status is called "military_status". The value that indicates active status in the military is "2". So you would write your rule to check the "military_status" field, and send the e-mail when the field contains the value "2". Say, for example, that the message ID for your e-mail is "Act Mil" (remember, message IDs are limited to 10 characters). Your rule would look something like this:

```
if(military_status == "2")
{
  mail("Act Mil", "admissions@butte.edu", "Welcome to Butte College!")
}
```

For a student who indicates active military status, this rule will send him/her an e-mail with the subject line of "Welcome to Butte College!" and a "from" address of "admissions@butte.edu". The body of the e-mail will be the content of the "Act Mil" message.

Note:

The *Application Data* field is a scrollable list of field names from the student application. When you click on one of these fields, it appears in the Rule Definition box at the cursor. You can also simply type the name of the field you wish to check. The field names are only used in the "if" part of your rule.

Similarly, the *Messages* field is a scrollable list of the available message IDs that you have defined in the Messages Manager. Message IDs are used only in the "mail" or "staffMail" part of your rule, as it indicates the name of the message that should be sent.

Detailed descriptions and examples of the rule syntax can be found on the *Rules* tab below the *Rule Definition* box.

When you enter a rule in the *Rule Definition* box, it is automatically checked for syntax errors. If there are errors, they will be reported just below the *Rule Definition* box in red-colored text as in the example below.

Rule Definition:

```
1 if(military_status == "2") {
2   mail("Act Mil" "admissions@butte.edu", "Welcome to Butte College!")
3 }
4
```

Error at line 2, character 18 of the rule text: Unexpected character """. Expected ",".

If there are no syntax errors, the a Rule Preview displays the results of your rule. For each field your rule checks, the preview will allow you to enter test values. For each test value you enter, the preview will show the result of the rule. In the example below, the rule would do nothing if "military_status" contained a value other than "2".

Rule Preview

Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.

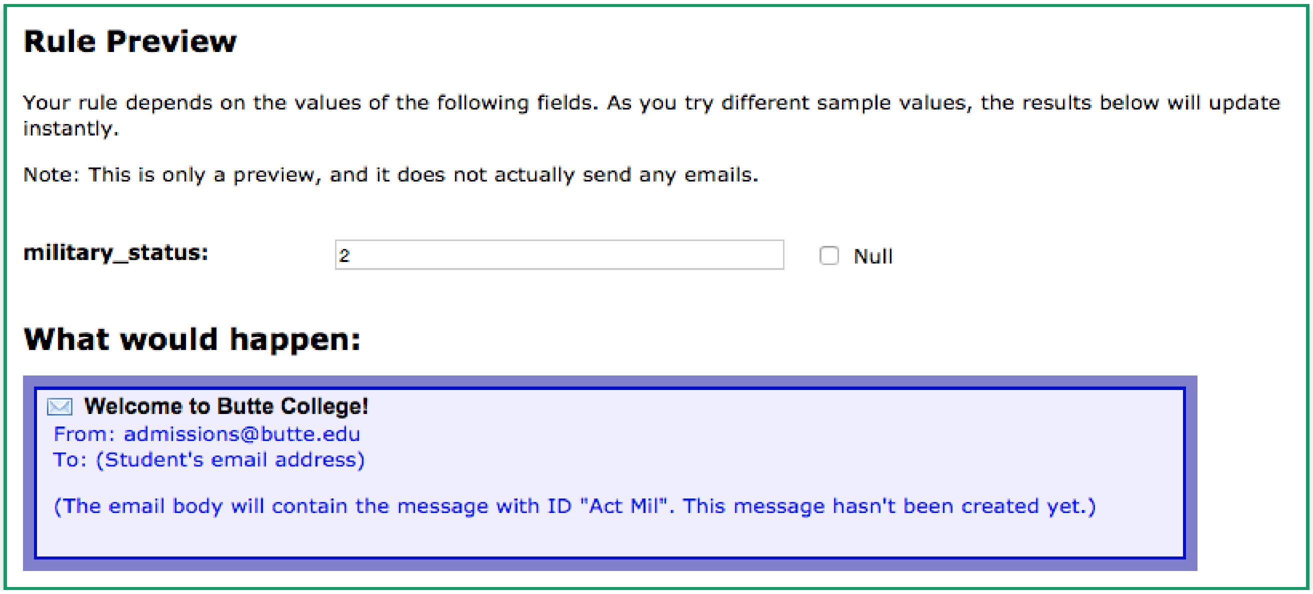
Note: This is only a preview, and it does not actually send any emails.

military_status: 3 ☐ Null

What would happen:

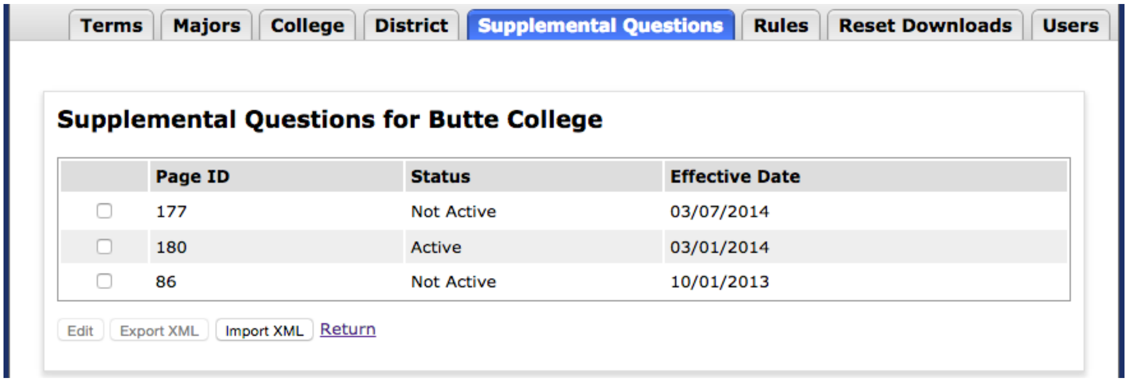
(Nothing)

Changing the "military_status" field to a value of "2" causes the preview to change, presenting the details of the action that will be taken. (Note that the e-mail message has not been created yet in this example, and is stated as such in the Rule Preview.)


Rule Preview
Your rule depends on the values of the following fields. As you try different sample values, the results below will update instantly.
Note: This is only a preview, and it does not actually send any emails.
military_status:
2
Null
What would happen:
Welcome to Butte College!
From: admissions@butte.edu
To: (Student's email address)
(The email body will contain the message with ID "Act Mil". This message hasn't been created yet.)

The *Supplemental Questions* Tab

On the *Supplemental Questions* tab you can add supplemental questions to the OpenCCCApply Standard and International applications. See *Working with Supplemental Questions* for details on the contents of the questions file and how they relate to your student application.



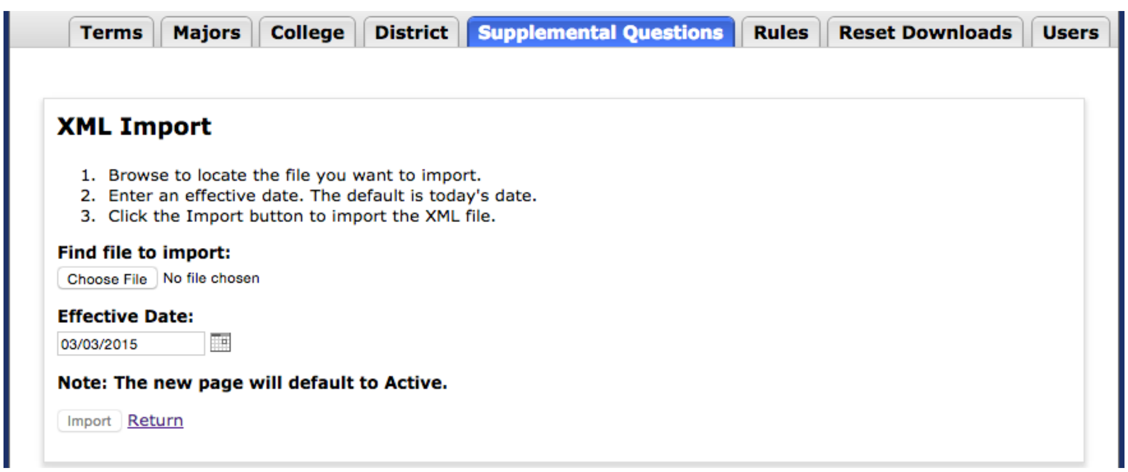
	Page ID	Status	Effective Date
☐	177	Not Active	03/07/2014
☐	180	Active	03/01/2014
☐	86	Not Active	10/01/2013

Importing Supplemental Questions

1. Click **Import XML** to display the *XML Import* form for importing your data.
2. In the *XML Import* form, click **Choose File** and select the XML file from your local file system to import.
3. Change the *Effective Date* value if necessary.
4. Click **Import**. The supplemental questions table will redisplayed, now including an entry for your newly-imported questions. A page ID will be assigned to your uploaded file. If you later export this set of questions, this page ID will be part of the output file name.

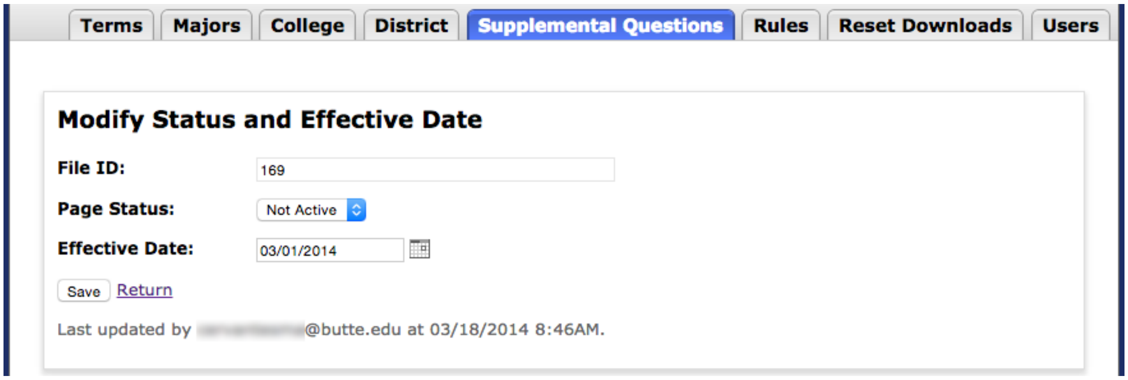
Warning:

Your import file must contain all of your supplemental questions, not only those you want to add. Do not import a file that contains only the questions you wish to add. This will cause all of your existing supplemental questions to be deleted. Instead, export your existing supplemental questions to a file, add your new questions to that file, and then import it.



Updating Status And Effective Date

1. Select an existing page from the list and click **Edit**.
2. Edit the status and/or effective date and click **Update**.



Exporting XML

To export supplemental questions to an XML file:

1. Select the desired page (only one page can be exported at a time).
2. Click **Export XML**. The default name of the downloaded file will indicate supp-111-439-20150317.xml.

The *Users* Tab

Note:

If you are not authorized to maintain user accounts, this tab will be unavailable.

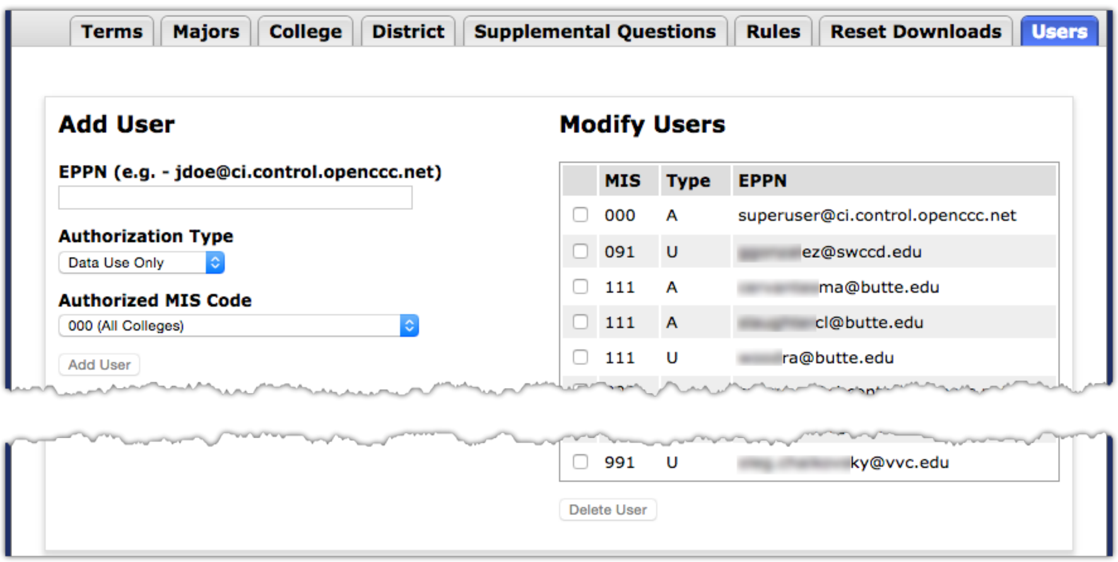
On the *Users* tab you can add, edit, and delete user accounts for the Administrator and the Report Center.

Note:

A CCCApply user can have district-level permissions and access to multiple colleges in the district. A Report Center user can access only one college, even in a multi-college district.

Note:

Your authorization level will determine which user accounts you will see in the list. If you are authorized for your district, the list will show all users in your district. If you are authorized only for a single college, you will see only the users for that college.



Adding A User

1. Enter the user's *eduPersonPrincipleName* (EPPN) from Shibboleth.
2. Select the authorization type from the drop-down menu. *Data Use Only* allows the new user full read and write access to all the Administrator tabs except the *Users* tab. *Add User Authority* allows the user full access to all Administrator tabs, including the *Users* tab.
3. From the *Authorized MIS Code* drop-down menu, select the MIS code that corresponds to the college or district that the new user should be authorized to manage.

   Note:

   If your user permissions allow you access to only a college, you will not see district-level MIS codes in the *Authorized MIS Code* list.
4. Click **Add User** to display the new user in the users list on the right.

Editing A User

1. Select the check box for the user account you want to modify. The details for that account will appear in the *EPPN* input field and the *Authorization Type* and *Authorized MIS Code* drop-down menus.
2. Make your changes and click **Update User**. The users list will redisplay, now reflecting your changes.

Deleting A User

1. Select the check box(es) for the user(s) you want to delete.
2. Click **Delete User**. The users list will redisplay, now without the user(s) you deleted.