

Exporting Data

This tipsheet was created for users of the CALP database.

Use this tipsheet to learn about:

- [Exporting Data for Organizational Purposes](#)
- [Database Exports by Tab](#)
- [Exporting a Final Report](#)

Exporting Data for Organizational Purposes

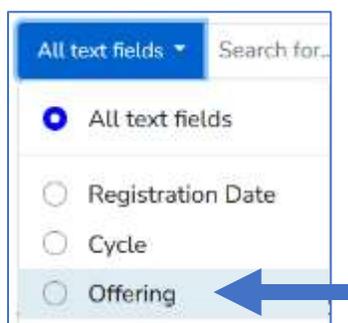
From time to time it can be helpful to export data in order to see trends, find information, or check for errors in your organization's database. All database tabs have an export feature you may find helpful in checking your data. To export data from any tab:

Select the tab you want from the database menu (we'll use Registrations in this example):

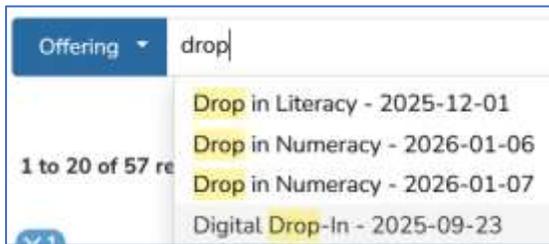


If there is specific data you want to export (i.e. courses during a certain timeframe or one course in particular), use the filter function to sort **before** you export.

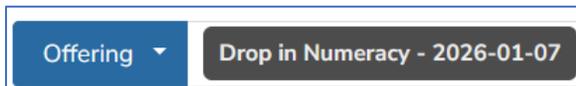
Choose one of the sort options from the All text fields dropdown menu (i.e. Offering)



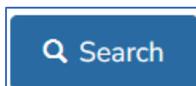
Start typing to find the offering you want



Click the offering you're looking for



Click Search



The database will show all registrations in that offering

Click the Export button at the top of the page

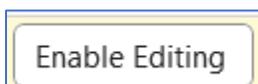


Type a name in the Save As field that makes sense for your records

Click Download

The file will open or save (based on your browser settings) as an Excel document

Note: Excel often opens in protected mode. If you want to work with the data in Excel, be sure to click the Enable Editing button



Data Exports by Tab

Each database tab exports a set of data into one Excel spreadsheet. Check the list below to find the page(s) that will be most helpful for your purposes.

Learning Opportunities

- UID (unique database ID)
- Cycle
- Learning Opportunity Name
- Facility
- Location
- Learning Outcome
- Programming Area
- Program Category
- Mode of Delivery
- Registration Fee
- Early Registration Fee
- Projected # of Learners
- Projected # of Offerings
- Length of Program
- Admin Comments

Learners

- UID (unique database ID)
- Name (First, Middle, Last)
- Company Name
- Birthdate
- Gender Identity
- Email
- Alternate Phone
- Communication Consent
- Photo Consent
- Dietary Restrictions
- Address Details (street, city, province, postal code)
- Previous Schooling
- Barriered (and Barriered Comment)
- Travel Distance (and Travel Comment)
- Learner Profile
- Referral In Data (Date, Cycle, Programming Area, Organization, Description)
- CCB Referral
- How did you hear about us?
- Active (yes/no)

Registrations

Registration #
Registration Date
Learning Opportunity
Cycle
Offering
Programming Area
Invoice #
Purchase Order #
Learner
Learner Demographics (Gender, Previous Schooling, Birthdate)
Referral Info (Referral Intake Cycle, Referring Organization, CCB Referral)
Company
Email
Main Phone #
Barriered (and Barriered Comment)
Travel Distance (and Travel Comment)
Communication Consent
How did you hear about us?
Registration Fee
Subsidy (and Subsidy Comment)
Discount (and Discount Comment)
Total # of Parents
Total # of Children
Status (Paid/Unpaid, etc.)
Registered?
Paid (Yes/No)
Wait List (Yes/No) – is this learner currently on a wait list?
Comments

Instructors

Name (First Name, Last Name)
Organization
Date Joined
Address Info (Street, City, Province, Postal Code)
Email
Phone Number (Main, Alternate, Fax)
Communication Preference
Paid? (Yes/No)
Hourly Rate
Gender
Subject Areas

Tutoring Preference
Preferred Days/Times
Willing to Travel?
Active (Yes/No)
Comments

Timesheet

UID (unique database ID)
Date
Cycle
Instructor/Tutor
Offering
Learning Opportunity
Programming Area
Program Category
Description
Hours Worked
Type (Tutoring-Instructional, Tutor/Instructor - Other, etc.)
Paid? (Yes/No)

Programs of Interest

UID (unique database ID)
Program Name
Date Requested
Requested By
Program Request Comments

Learner Support Services

UID (unique database ID)
Programming Cycle
CALP (Yes/No) – is this a CALP-related support service?
Date
Learner
Contact Info
Type of Learner Support
Description
Time Spent

Facilities

UID (unique database ID)
Name
Address Info (and additional Address, Town, Postal Code)
Email

Phone Number (and Fax Number)

Contact Person

Facility Notes

Community Partners

UID (unique database ID)

Organization Info (Name, Address, City, Province Postal Code, Phone/Fax #)

Contact Name

Primary email

Active (Yes/No)

Referring Organizations

UID (unique database ID)

Organization Name

Referrals Out

UID (unique database ID)

Cycle

Referral Date

Learner

Description – description of the learner need

Result

Heard Back – the learner told you about their experience

Value Received – was this a positive experience?

In-Kind Contributions

UID (unique database ID)

Programming Cycle

CALP (Yes/No) – is this contribution supporting the CALP activities?

Contributor

Learning Opportunity

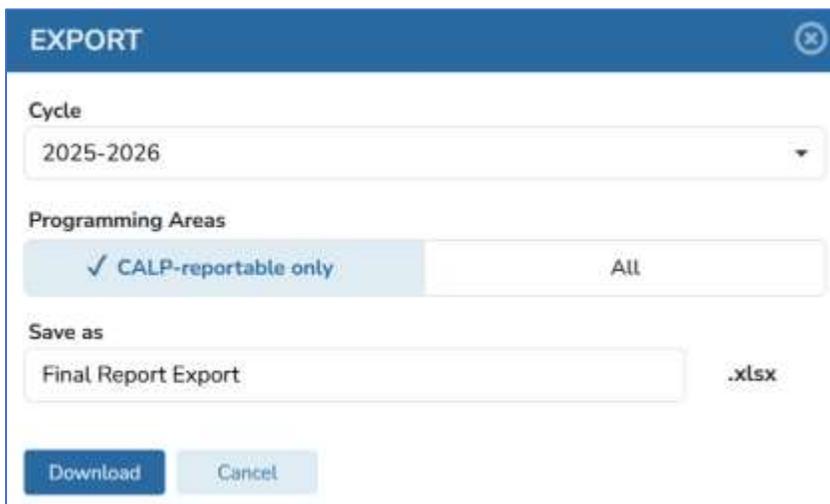
Description – description of the contribution

Dollar Value

Exporting a Final Report

Each year, CALPs complete a final report to the funder, Advanced Education. The database is designed to export a report that matches the Excel portion of the CALP Annual Report. A final report can be generated at any time, but any updates to your database require a **NEW** final report. To generate a final report:

Click the Final Report button in the Quick Links section of the Dashboard



Select the correct cycle year
(default is the current cycle)

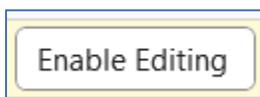
Choose a CALP-only report or
export all of your data

Name the file something that
makes sense for your organization

Click Download

The database exports the final report data to an Excel spreadsheet

Note: If the spreadsheet opens in protected mode, click Enable Editing to work with the document



All final report tabs are included in the download, as well as an additional tab that contains information for the Word portion of the annual report

