Quality Assurance Reporting System (QARS)

Quick Reference Guide

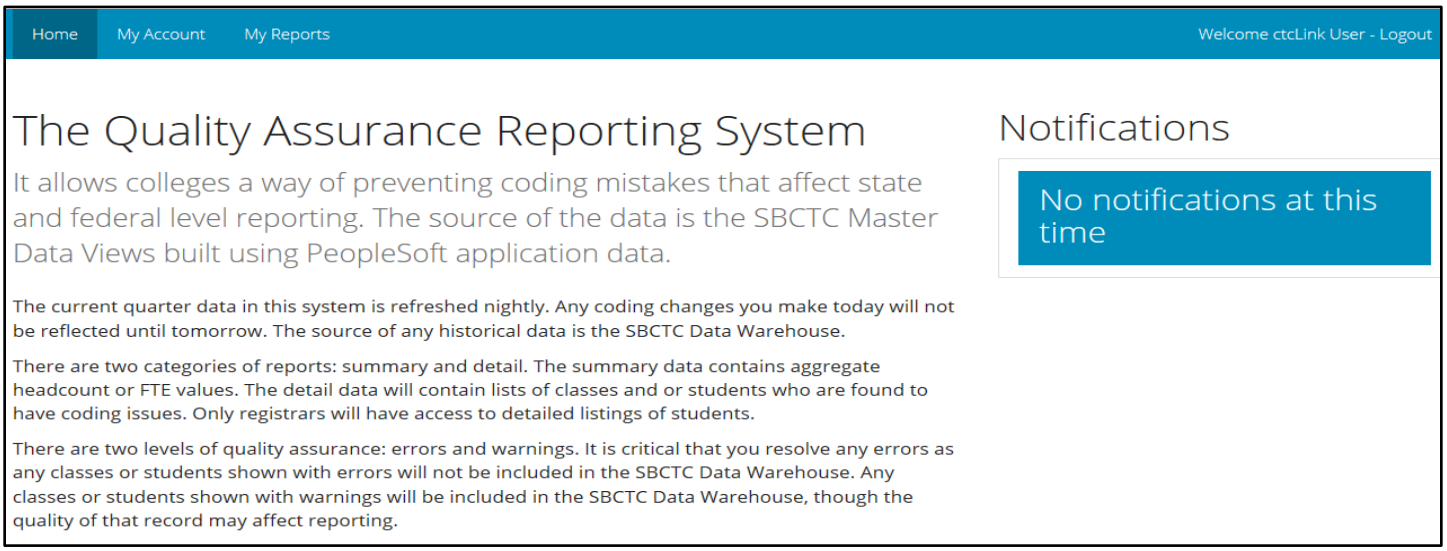
Purpose: Use this document as a reference to access quality assurance reports and coding edit checks for PeopleSoft
Audience: All College Staff responsible for course and student coding

How do I access QARS?

a. Fill out the **QARS Access Request Form** and return it to dataservices@sbctc.edu
b. Once you receive your welcome email, click on the link in the email
c. Create your password and verify (compare) it
d. Read and accept the Notice of Non-disclosure
e. Return to https://qars.sbctc.edu/Home as often as you need to view reports

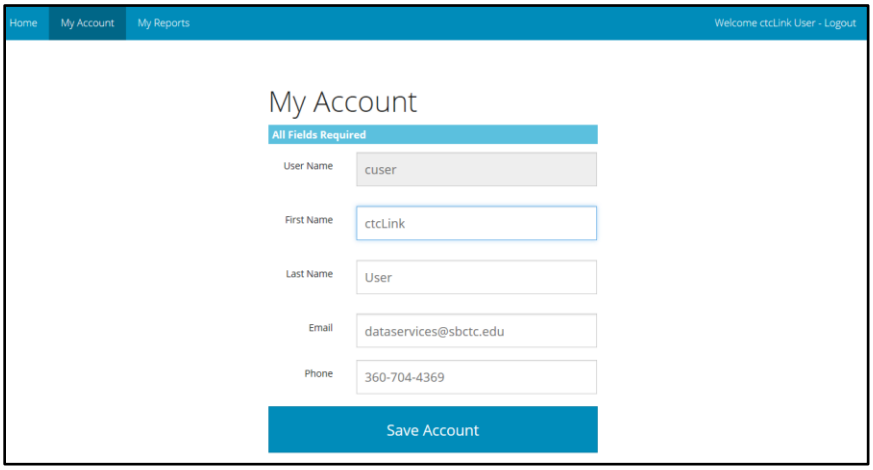
Home

Visit the home page to view any new notifications.



My Account

Use this page to update your account information if your email or phone number changes.



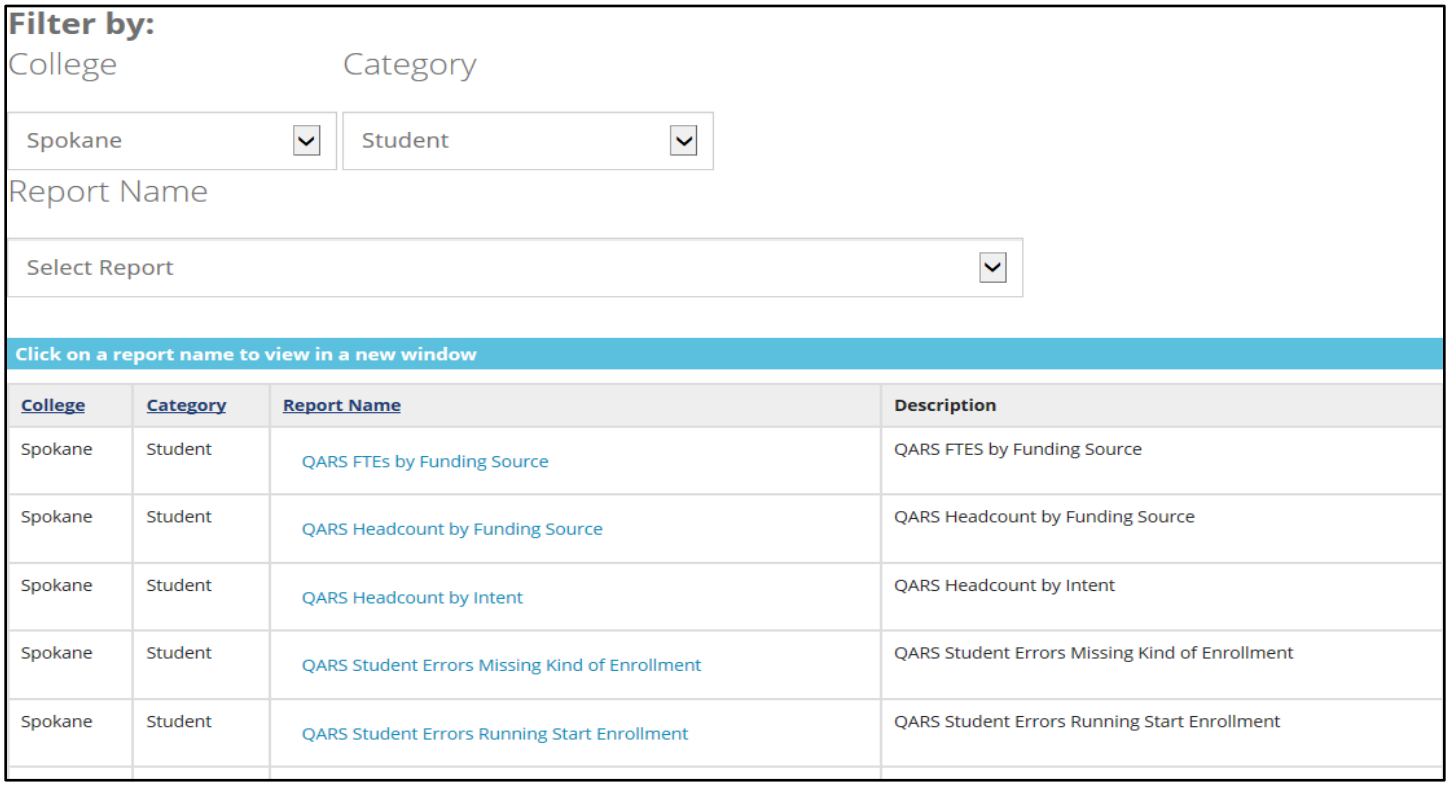
My Reports

Use this page to access Reports

a. Select a college from the College drop-down to view a full list of reports for that college.
b. Select Category to narrow the list of reports by category, OR
c. Select a Report Name to narrow the list to a specific report.
d. Click on the Report Name showing in blue to view in a new window.

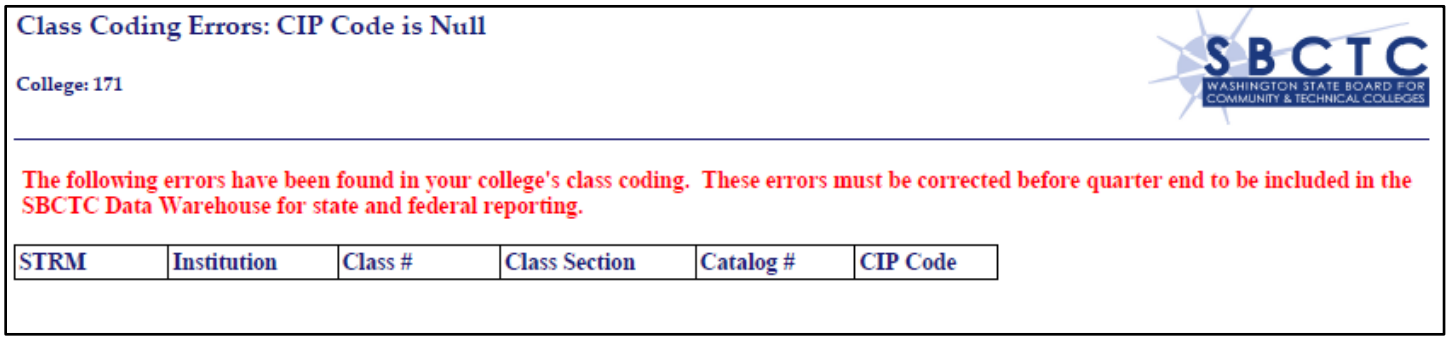
Note: Reports that have personally identifiable information (PII) will only be viewable by users that have been granted PII access to view student information.

Filtered by Category:



College	Category	Report Name	Description
Spokane	Student	QARS FTEs by Funding Source	QARS FTES by Funding Source
Spokane	Student	QARS Headcount by Funding Source	QARS Headcount by Funding Source
Spokane	Student	QARS Headcount by Intent	QARS Headcount by Intent
Spokane	Student	QARS Student Errors Missing Kind of Enrollment	QARS Student Errors Missing Kind of Enrollment
Spokane	Student	QARS Student Errors Running Start Enrollment	QARS Student Errors Running Start Enrollment

Example Report:



Class Coding Errors: CIP Code is Null

College: 171

SBCTC WASHINGTON STATE BOARD FOR COMMUNITY & TECHNICAL COLLEGES

The following errors have been found in your college's class coding. These errors must be corrected before quarter end to be included in the SBCTC Data Warehouse for state and federal reporting.

STRM	Institution	Class #	Class Section	Catalog #	CIP Code

For questions or additional assistance, please contact Data Services at dataservices@sbctc.edu