



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?

- Fill out the **QARS Access Request Form** and return it to dataservices@sbctc.edu
- Once you receive your welcome email, click on the link in the email
- Create your password and verify (compare) it
- Read and accept the Notice of Non-disclosure
- 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.

Home My Account My Reports Welcome ctcLink User - Logout

The Quality Assurance Reporting System

It allows colleges a way of preventing coding mistakes that affect state and federal level reporting. The source of the data is the SBCTC Master Data Views built using PeopleSoft application data.

The current quarter data in this system is refreshed nightly. Any coding changes you make today will not be reflected until tomorrow. The source of any historical data is the SBCTC Data Warehouse.

There are two categories of reports: summary and detail. The summary data contains aggregate headcount or FTE values. The detail data will contain lists of classes and or students who are found to have coding issues. Only registrars will have access to detailed listings of students.

There are two levels of quality assurance: errors and warnings. It is critical that you resolve any errors as any classes or students shown with errors will not be included in the SBCTC Data Warehouse. Any classes or students shown with warnings will be included in the SBCTC Data Warehouse, though the quality of that record may affect reporting.

Notifications

No notifications at this time

My Account

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

Home My Account My Reports Welcome ctcLink User - Logout

My Account

All Fields Required

User Name

First Name

Last Name

Email

Phone

My Reports

Use this page to access Reports

- Select a college from the College drop-down to view a full list of reports for that college.
- Select Category to narrow the list of reports by category, OR
- Select a Report Name to narrow the list to a specific report.
- 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:

Filter by:

College Category

Report Name


Click on a report name to view in a new window

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



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