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.

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**My Account**

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

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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:

<table>
<thead>
<tr>
<th>College</th>
<th>Category</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spokane</td>
<td>Student</td>
<td>QARS FTEs by Funding Source</td>
<td></td>
</tr>
<tr>
<td>Spokane</td>
<td>Student</td>
<td>QARS Headcount by Funding Source</td>
<td></td>
</tr>
<tr>
<td>Spokane</td>
<td>Student</td>
<td>QARS Headcount by Intent</td>
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</tr>
<tr>
<td>Spokane</td>
<td>Student</td>
<td>QARS Student Errors Missing Kind of Enrollment</td>
<td></td>
</tr>
<tr>
<td>Spokane</td>
<td>Student</td>
<td>QARS Student Errors Running Start Enrollment</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>STRM</th>
<th>Institution</th>
<th>Class #</th>
<th>Class Section</th>
<th>Catalog #</th>
<th>CIP Code</th>
</tr>
</thead>
</table>

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