

Admission Tracker™

User's Guide

Sample

Measuring Success *with*

Partnership for Excellence in Jewish Education



PEJE Day School
Peer Yardstick™
Suite of Tools

 Measuring Success, LLC

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I. Introduction

a. Benefits of Using the Admission Tracker

Welcome to the Admission Tracker, a recently upgraded and revised product in the growing Day School Peer Yardstick™ Suite of Tools, created and implemented by Measuring Success in partnership with PEJE. The guide is designed to help you learn to use the Admission Tracker to follow prospective students throughout the admission process.

The Admission Tracker will help your school organize your admission process and reach your enrollment goals. The Tracker manages data on all prospective students and families, from inquiry to enrollment, using simple software that is designed to support best practices in admission. The software is user-friendly and accessed online, helping your admissions staff easily collect and report data throughout the year.

This tool will help you:

- Track all prospective students quickly and accurately.
- Ensure timely progression of prospective students through the admission process.
- Easily access standard reports, graphs, and charts that present the data in a simple and easy-to-understand format so that you can track progress throughout the year.
- Generate custom reports tailored to meet your individual school needs.
- Generate historical comparisons to plan strategically and align your strategic goals with your current admission activities.

b. Supporting the Day School Peer Yardstick Benchmark Data Collection Form and Report

The updated online version of the Admission Tracker allows you to easily download your admission data into the Benchmark Data Collection Form and Report (formerly known as the Yardstick Report), a highly strategic tool that is part of the Yardstick Suite of Tools. Please visit www.peje.org for further information or email benchmarkreport@yardsticksuite.org.

c. Benefits of the Online Interface

Unlike previous versions of the Admission Tracker that utilized a software platform that was installed and resided on your personal computer, the new Admission Tracker features an online interface with the following benefits:

- One central location of the database with access for all authorized users eliminates multiple versions in different locations. Perfect for schools that do not have a central file server or those that have multiple campus locations.
- Online storage of the Admission Tracker protects your data against personal computer failures.
- Your data is available anywhere you have Internet access.
- System eliminates duplication in data entry and allows all users access to the most current information on each student.
- Licensed users have immediate access to changes or updates from Measuring Success, without having to wait for a future version of the Tool to be released.

d. Previous Versions of the Tracker

If you've used an Excel-based version of the Admission Tracker in the past, you may have questions about how to import your old data. As a courtesy, when upgrading to the new online version, Measuring Success will import your data from the older version to the new version. If you are interested in having your data imported to the new online version, please email admissiontracker@yardsticksuite.org.

e. Testimonials

Here is what some schools are saying about the new online Admission Tracker:

"I'm very excited. I feel the Admission Tracker will make my life easier. I'll be using it everyday." ~ Hannah Senesh Community Day School, Brooklyn, NY

"Reporting was quick, easy and user friendly." ~ Jewish Community Day School of Rhode Island, Providence, RI

II. Getting Started

Please refer to your Software License Agreement, to which you agreed upon purchasing this product, if you have any questions about terms.

a. Introduction to Concepts

The Admission Tracker was built in a graphical online database. A database is like a filing cabinet with categories to help you find information faster. In this case, the information is *records*, where each record represents a prospective student. Each record has a number of *fields* that store information about each student – their name, address, parents' names, application process, and so on. Everything you see in the tracker can be displayed in report format (tables or charts) and you can define the groups and information you want to see (e.g., a table of all student names and addresses, or # of personal tours in May).

Record

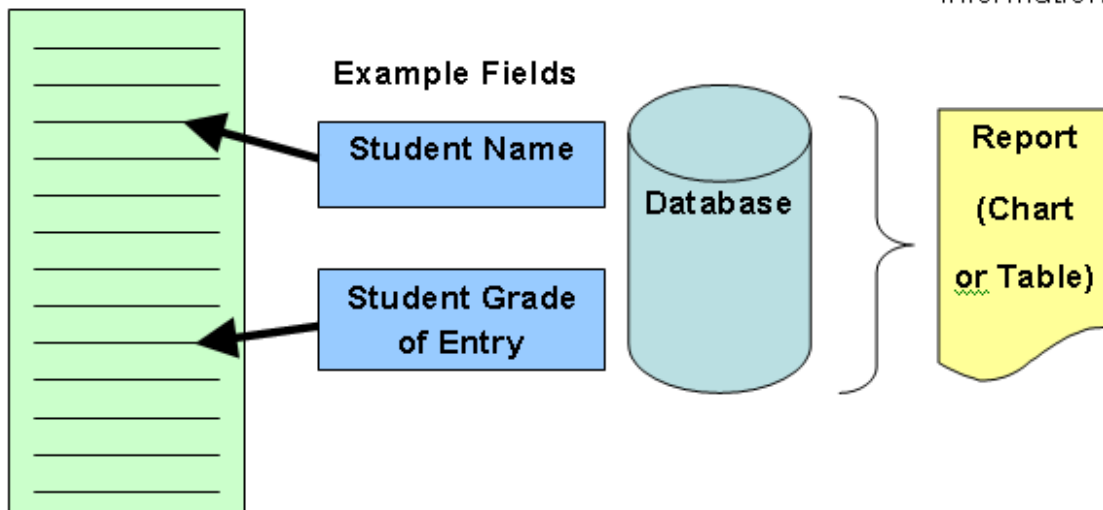
- One record for each student
- Stores information in "Fields"

Database – Where

Your School's
Information Is Stored

Report -

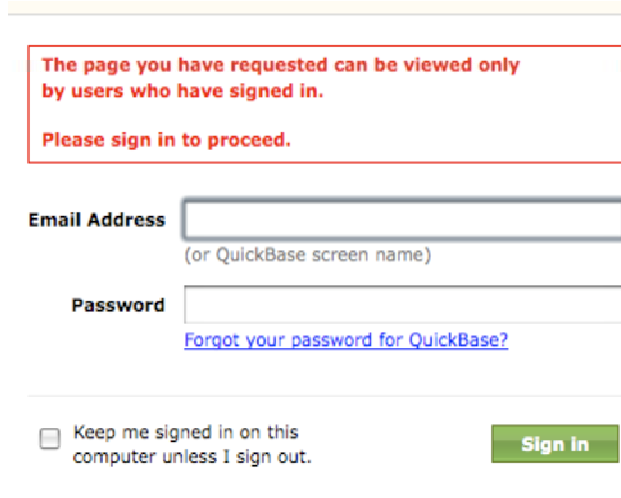
Calculates,
Filters, Sorts and
displays your
information



You will be entering your prospective students' information into fields in each record, and then pulling reports to view the data in different ways.

b. Signing In

- Enter the link <https://yardsticksuite.org/admissiontracker> in your web browser. **NOTE:** You can save this link in your “Favorites” for easy reference. You should see the login screen below:



- Measuring Success will send you login information via email after you purchase the tool. Type the information that was emailed to you by Measuring Success into the Email Address and Password boxes. Click “Sign in.” You may opt to change your password after your first login. **NOTE:** Make sure to document any changed passwords and notify the other members of your school who may be using the tool.
- After you log in successfully, you should see the home screen for the Admission Tracker, also known as the Dashboard.
- **NOTE:** Upon purchasing the tool, you may have identified multiple people who will be using the tool. Each school is given one login that is shared among all people using the tool. If you need to add additional users that were not on the original list to access the tool, please contact admissiontracker@yardsticksuite.org.

c. Security Settings

- Some versions of Internet Explorer cause a security screen to appear each time you switch screens within the program. If you are encountering this problem, there are a few options to solve the issue:
 - Download a newer version of your browser.
 - Utilize a different Internet browser, like Mozilla Firefox.
 - Decrease your security settings for this application.

NOTE: You should check with your school's technology administrator before changing any of these options.

d. The Dashboard/ Home Screen

The home screen for the Admission Tracker also serves as a Dashboard with useful at-a-glance summary tables and charts for the current application cycle. These tables remain continuously up to date so you always know your progress and next steps. The Dashboard features three reports:

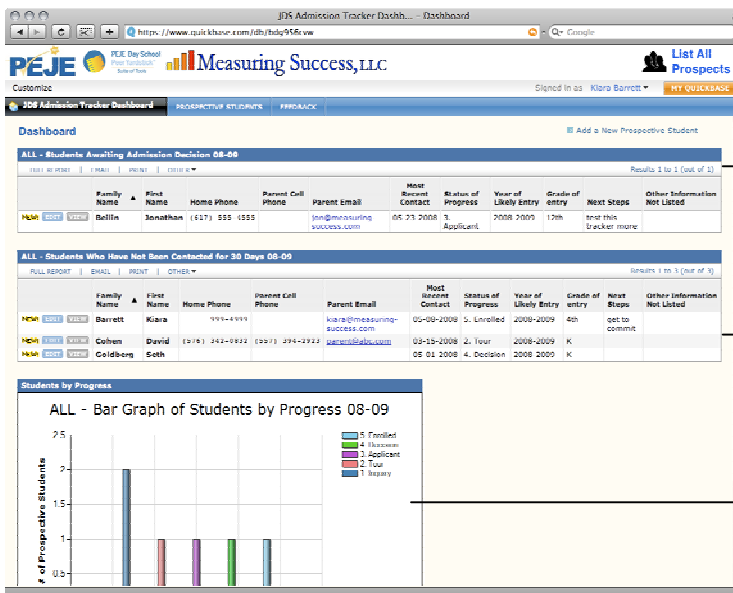
- **Students Awaiting Admission Decision** – Moving students through the decision process in a timely manner is critical to your prospective families. This chart serves as an automatic reminder to you of those applicants who have completed the full application process but have not yet received their admission decision.
- **Students Who Have Not Been Contacted for 30 Days** – This table identifies prospective students for the current application cycle who have not been contacted for 30 days. Maintaining ongoing contact is critical to building personal relationships between school and family. This table also helps remind you to enter all communications with prospective students so that you can access an up-to-date summary of all prior communications when you make future contact. You can click on the edit tab next to any student record in this table to access their record and log a new communication.
- **Students by Progress** – An easy to read bar graph identifies the number of students currently at each stage of the application process – inquiry, tour, application, decision, and enrolled.

Navigating the Dashboard Screen

- The black tab in the upper left-hand corner is the link to the 'home' screen or dashboard for the application.



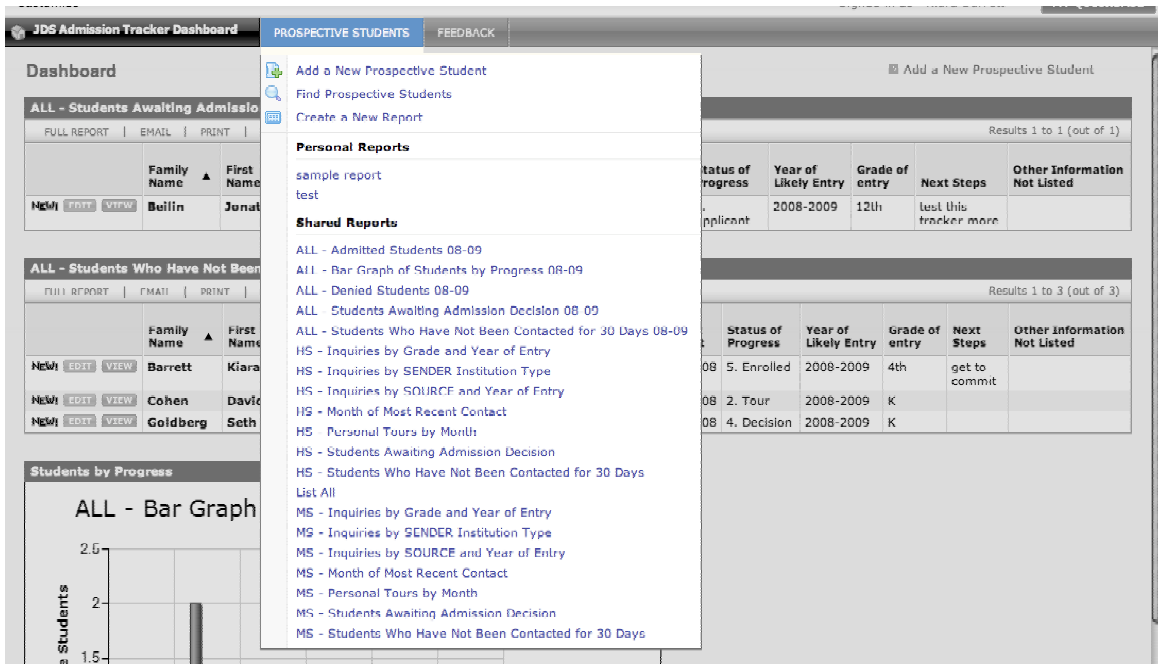
- The tab to the right of the black home screen tab, "Prospective Students," provides your primary menu of options.



“Tickler” report listing students awaiting an admission decision

“Tickler” report listing students who have not been contacted for 30 days or more

Graph showing number of students in each stage of the recruiting/admissions process



The screenshot shows the 'JDS Admission Tracker Dashboard' with the 'PROSPECTIVE STUDENTS' tab selected. A dropdown menu is open, listing various actions and reports. The dashboard includes sections for 'ALL - Students Awaiting Admission', 'ALL - Students Who Have Not Been Contacted for 30 Days', and 'Students by Progress' with a bar graph. Two data tables are visible on the right side of the dashboard.

Status of Progress	Year of Likely Entry	Grade of entry	Next Steps	Other Information Not Listed
applicant	2008-2009	12th	test this tracker more	

Status of Progress	Year of Likely Entry	Grade of entry	Next Steps	Other Information Not Listed
08 5. Enrolled	2008-2009	4th	get to commit	
08 2. Tour	2008-2009	K		
08 4. Decision	2008-2009	K		

- Menu items under the Prospective Students tab include:
 - Add a new record (“Add a New Prospective Student”)
 - Search for a record (“Find Prospective Students”)
 - Create a new report
 - Run reports
 - Personal (Custom) reports - reports you have created and saved
 - Shared Reports – default reports that Measuring Success has created for you
- The last tab is labeled Feedback and is where you click to give Measuring Success comments regarding the tool.



- In the upper right corner of every screen, there is a tab called “List all Prospects.” Clicking on this tab will take you to a screen that shows all of the prospective students you’ve entered into the Tracker.

