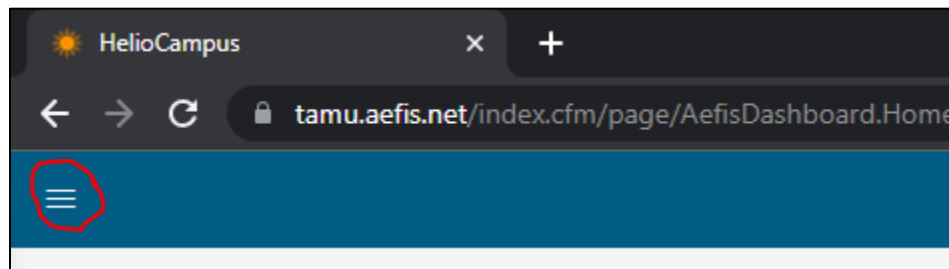# Data Collection Form Status Report

The **Data Collection Form Status Report** is a report which can be generated by Assessment Liaisons (Academic and Support) and OIEE staff, showing where assessment forms are in the workflow within a given data collection schedule (i.e., assessment cycle).

Follow the instructions below to generate the Data Collection Form Status Report.

INSTRUCTIONS

1. Log in to HelioCampus (formerly AEFIS) using your NetID and password: https://tamu.aefis.net.

2. Close the Action Items list and click on the "hamburger" menu icon in the top left corner of the screen in the blue bar.

3. Toward the bottom of the list under Analytics, select *Report Library.*

4. Scroll down to the bottom of the page to locate the *Data Collection Reports* section. Select *Data Collection Form Status Report.*

5. Select your parameters:

   o **College:** Select your college, school, or division.
     ▪ Some colleges/schools will be listed twice. The pre-Path Forward entries are denoted with as "-OLD" (e.g., Architecture – OLD. **Please select the new version of your college/school (e.g., Architecture-School).**
     ▪ If nothing shows in the College parameter list, click "Reset Parameters" at the bottom of the section.
   o **Department:** Select one, multiple, or all departments.
   o **Status:** Always select "In Progress"
   o **Data Collection Form Type:** Always select "Program"

- o **Data Collection:** Select the desired assessment cycle.
- o **Participant:** *Select All* or click individual programs/units to include in the status report.
  - ▪ Note that you can search by keyword. Selected programs/unit are indicated by a black check mark on the right side of the list.

6. Run the report.

UNDERSTANDING THE REPORT

College	Indicates the college/division under which each program/unit falls.
Department	Indicates the department under which each program/unit falls
Participant	Indicates the program/unit name and code
Current Step	Workflow step the form is currently on
Current Owner	Lists the role assigned to the current step AND the first Program Coordinator to have opened the form
Last Content Change	Date/time when the last edits were saved in the form. This may refer to changes saved by the Program Coordinator or feedback provided by Liaisons or OIEE.
Previous Step	Previous step the form was at in the workflow before it was submitted to the current step. If the Previous Step indicates a later step in the workflow (i.e., Step 6, and the form is currently at Step 5), this means the form was rejected.
Previous Owner	The last Program Coordinator to have submitted the form
Last Submitted	Date/time the form was submitted to the Current Step
Next Task	The next step in the workflow, should the form be "Approved" at the Current Step

EXPORTING THE REPORT

Above the generated report, click the Export button and select a file type.

If you wish to Print the status report, we recommend exporting to **PDF**, **Excel,** or **CSV** first. Otherwise, some of the columns may be left off the final document.