

How to Build an Online Data Request Form

Jessica Guillory
Senior Research Analyst
DCCCD



Dallas County
Community College District

SMART STARTS HERE.

- **Need for Data Request Form**
- **Request Process**
- **Overview of form-**
 - **Best Practices and Lessons Learned**
- **Online form applications**
 - **Qualtrics**
 - **Sharepoint in MS Office**



Great demand is placed on the IR office:

People call, email, come by asking for analysis.

Trouble keeping track of all the request.

People don't fully explain all they need.

You have mounds of emails about a request and you still don't know what they want.



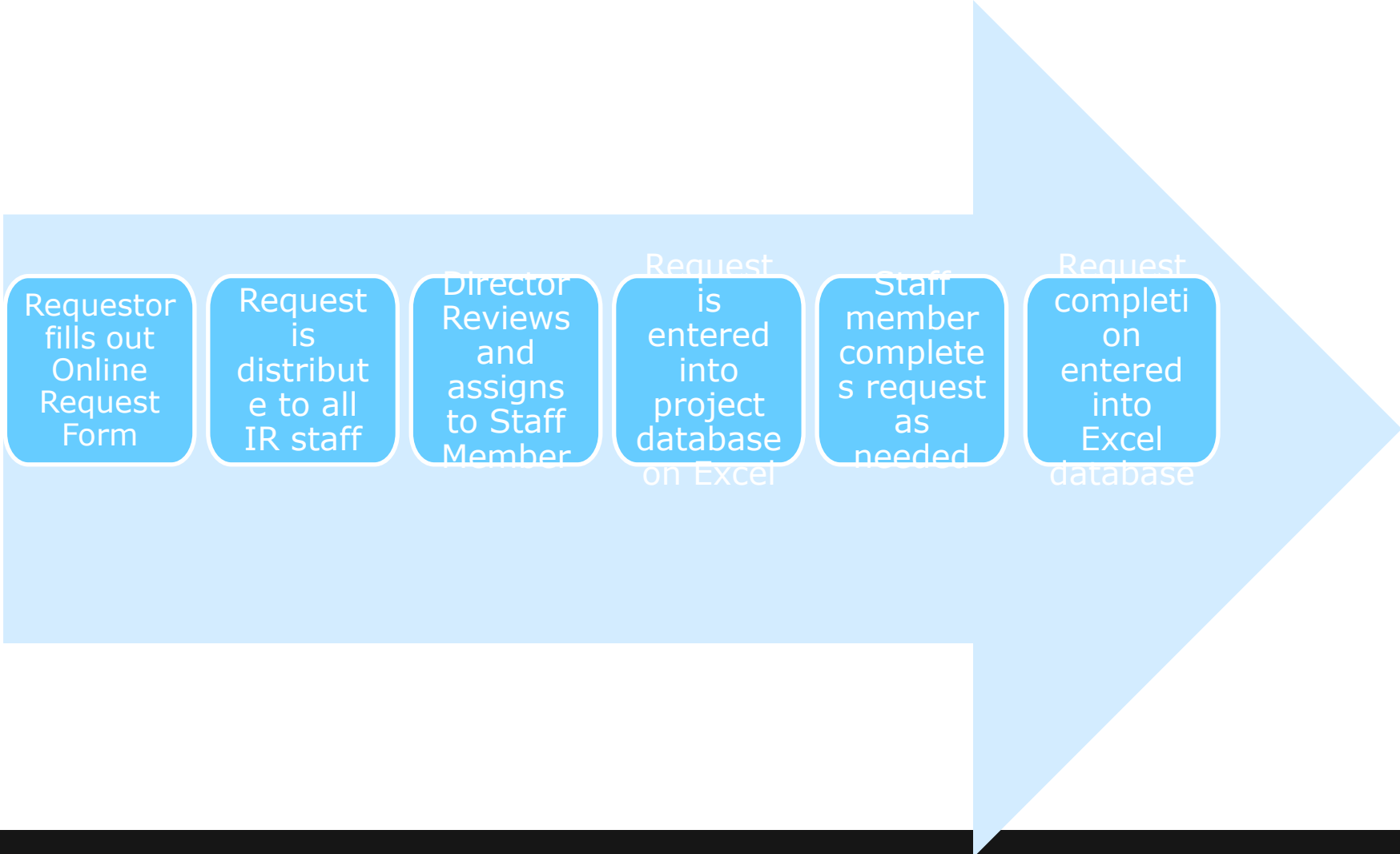
Redundant work



Inconsistent reporting

Dubious processes







[Why Our Colleges?](#) [About DCCCD](#) [Classes & Degrees](#) [Paying for College](#) [Schedules](#) [Student Services](#)

Departments

[Chancellor's Office](#)

[Business Affairs - District Service Center](#)

[Development Office](#)

[Educational Affairs](#)

[Institutional Research](#)

[Enrollment Trend Data](#)

[Facts Briefs](#)

[Credit Students](#)

[Continuing Education](#)

[From External](#)

[Sources](#)

[Institutional Research](#)

[Glossary Index](#)

[Data Analysis Request](#)

[Form - Policies and Procedures](#)

[Legal Counsel](#)

[Public and Governmental Affairs](#)

[1601 South Lamar - District Office](#)

[Home](#) » [Employees](#) » [Departments](#) » [Institutional Research](#)

Institutional Research



The District Office of Institutional Research (DOIR) provides information to support:

- fact-based decision making
- assessment of student outcomes
- institutional effectiveness
- external reporting

If you have questions about the reports available on this page, please [contact us](#). Can't find the information you need on our site? Then please fill out a [Data Analysis Request](#)

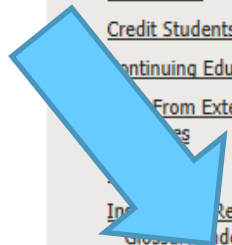
[Form](#). Have questions on how to complete the form? Review our [Policies and Procedures](#).

[Enrollment Trend Data](#) — These reports show trends in enrollment, retention and completion among credit students within different demographic categories. Credit student segments in these reports include ethnicity, gender and first time in college (FTIC).

[Facts Briefs: Student Statistics](#) — These reports provide data on credit student characteristics in tabular format. Breakdowns are by categories such as college, ethnicity, gender and full-time, part-time and full-time equivalent (FTE) status.

[Credit Students Research](#) — See data on students enrolled in credit courses at DCCCD colleges, including Core Curriculum completion statistics, our Facts Briefs "snapshot" reports and districtwide data on grade distributions.

[Continuing Education Student Statistics](#) — See statistics on continuing education students who enroll during a particular



Office of Institutional Research Analysis Request Form



Dallas County
Community College District

Please visit the [DCCCD Institutional Research](#) home page to get common statistics about our enrollment trends and students and various external source data prior to completing the form. If you are unable to find the data you are looking for, please fill out the request form below.

**Indicates a required field*

Contact Information

*First Name

*Last Name

*Requester Capacity

All requests must adhere to guidelines set forth by the Family Educational Rights and Privacy Act ([FERPA](#)).

- External Client
- Administrator
- Faculty/Adjunct Faculty
- Professional Support Staff



Location

Department

Preferred contact method

*Email

*Phone

Fax

Address 1

Address 2

City/State

Zip Code



Analysis Request Information

Please provide as much detail as possible so that our office can help determine the best method to fulfill your request. All requesters must complete a form, although you may contact our office prior to submission for advisement.

Please select the type of analysis you are requesting from the list below:

- | | |
|--|--|
| <input type="checkbox"/> Open Records Request | <input type="checkbox"/> Survey Design |
| <input type="checkbox"/> Data Report/ Descriptive Statistics | <input type="checkbox"/> Trend Analysis/ Longitudinal Modeling |
| <input type="checkbox"/> Validation Study | <input type="checkbox"/> Advanced Statistical Analytics |
| <input type="checkbox"/> Focus Group/ Qualitative Interview | <input type="checkbox"/> Other |

Describe the type of request in detail. Please include variable descriptions such as academic year, term, demographical representation (race, gender, age, etc.) or designated college.

If you would like this to be a recurring request, please indicate the frequency you would like to receive information:

- Weekly Monthly Yearly Semester Quarterly Other



*How will this request change decision-making for your group and/or college?

Request Required By:

Please note that some requests require more time than others.

Depending on the nature of your request, it may take 2-4 weeks for completion.

*MM/DD/YYYY

Submit



Dallas County
Community College District

SMART STARTS HERE.

Request Form



Dallas County
Community College District

SMART STARTS HERE.

Not tied to “extra” vendor

Most people have MS office suite

Form is designed with help of IT for publishing online.

Microsoft Office InfoPath is a software application for designing, distributing, filling and submitting electronic forms containing structured data

Layout changes more robust

~~Coming in Fall 2014~~ (It's here!)



**Dallas County
Community College District**

SMART STARTS HERE.

New Form

- <http://forms.dcccd.edu/DOIR/AnalysisRequest/>



- <http://admin.forms.dcccd.edu/DOIR/AnalysisRequest/Lists/AnalysisRequestFormData/AllItems.aspx>



Questions?

Comments?



Thank You!

Jessica Guillory
jjguillory@dcccd.edu



Dallas County
Community College District

SMART STARTS HERE.