



CampusVue

Managing Career Services

User Guide



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Preface

This document contains information about the Career Services activities carried out in CampusVue.

Related References

Refer to the following references for more information about topics frequently discussed in this document.

Related Reference	Description
Help System	Describes how to use the CampusVue product.

Document Conventions

The following conventions are used throughout the documentation to help guide the reader in finding information quickly.

Convention	Use
BOLD	Names of files, keys, forms, paths, and program components
Italics	Titles, hyperlinks, and special terms
>	Symbol used in paths to signify a shift to the next level of options
Note:	Important information

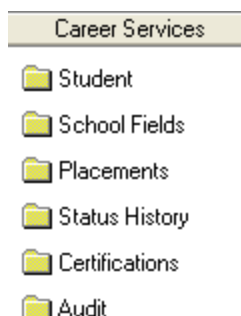
Introduction to Career Services

The Career Services module within CampusVue provides robust functionality for listing, matching, tracking, and reporting the tasks performed by Career Services personnel.

In this module, you will learn how to establish employers within the system (as well as employer contacts), enter job listings, match an available student to a job listing, record results of exit interviews, and validate jobs.

Career Services Folders

With the student name appearing in the Recent Students box, click the **Career Services** tab on the Student bar to view the Career Services folders.



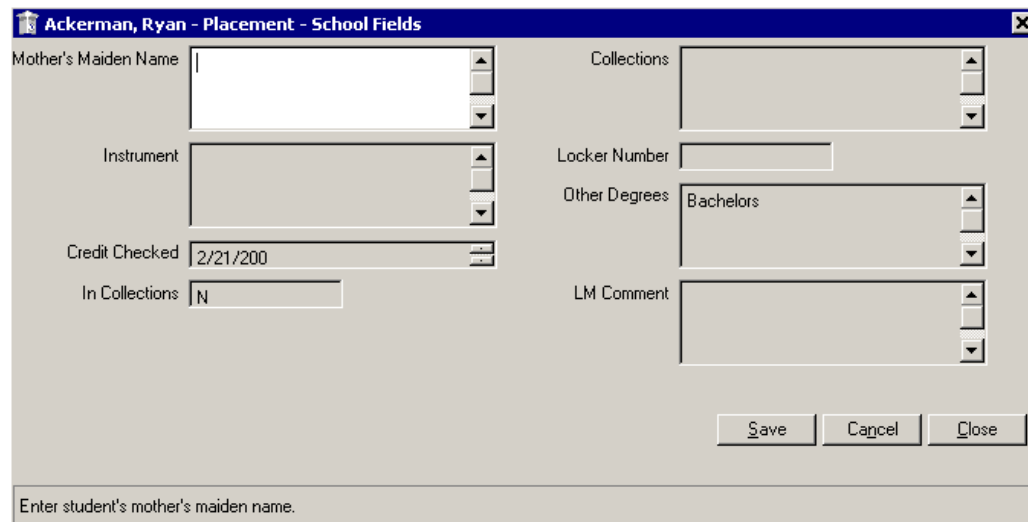
Student Folder

This folder contains the current student's Student Master form.

 A screenshot of the 'Student Master' form for a student named Ackerman, Ryan. The form is divided into several sections with various input fields and dropdown menus. The top section includes fields for 'Student Name', 'Student ID', 'Student Email', and 'Student Phone'. The middle section includes fields for 'School', 'School Address', 'School City', 'School State', 'School Zip', 'School Phone', 'School Fax', 'School Email', and 'School Website'. The bottom section includes fields for 'Student Address', 'Student City', 'Student State', 'Student Zip', 'Student Phone', 'Student Fax', 'Student Email', and 'Student Website'. The form also includes a 'Save' button and a 'Cancel' button.

School Fields

You can use this form to view or enter data in school-defined fields related to the Career Services module. You can also view public fields from other modules.



Ackerman, Ryan - Placement - School Fields

Mother's Maiden Name

Instrument

Credit Checked

In Collections

Collections

Locker Number

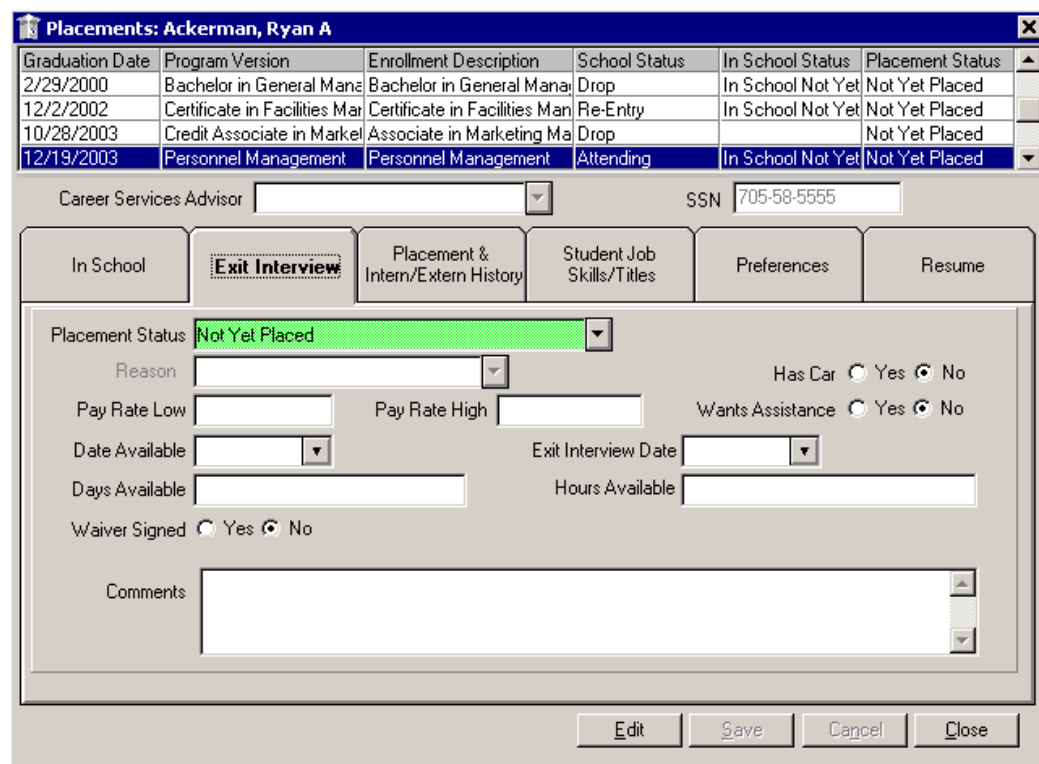
Other Degrees

LM Comment

Enter student's mother's maiden name.

Placements

Use this folder to enter data gathered in the exit interview, as well as view and maintain job placements.



Placements: Ackerman, Ryan A

Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
2/29/2000	Bachelor in General Mana	Bachelor in General Mana	Drop	In School Not Yet	Not Yet Placed
12/2/2002	Certificate in Facilities Mar	Certificate in Facilities Mar	Re-Entry	In School Not Yet	Not Yet Placed
10/28/2003	Credit Associate in Market	Associate in Marketing Ma	Drop	In School Not Yet	Not Yet Placed
12/19/2003	Personnel Management	Personnel Management	Attending	In School Not Yet	Not Yet Placed

Career Services Advisor SSN

Exit Interview

Placement Status

Reason

Pay Rate Low Pay Rate High

Date Available Exit Interview Date

Days Available Hours Available

Waiver Signed ☐ Yes ☒ No

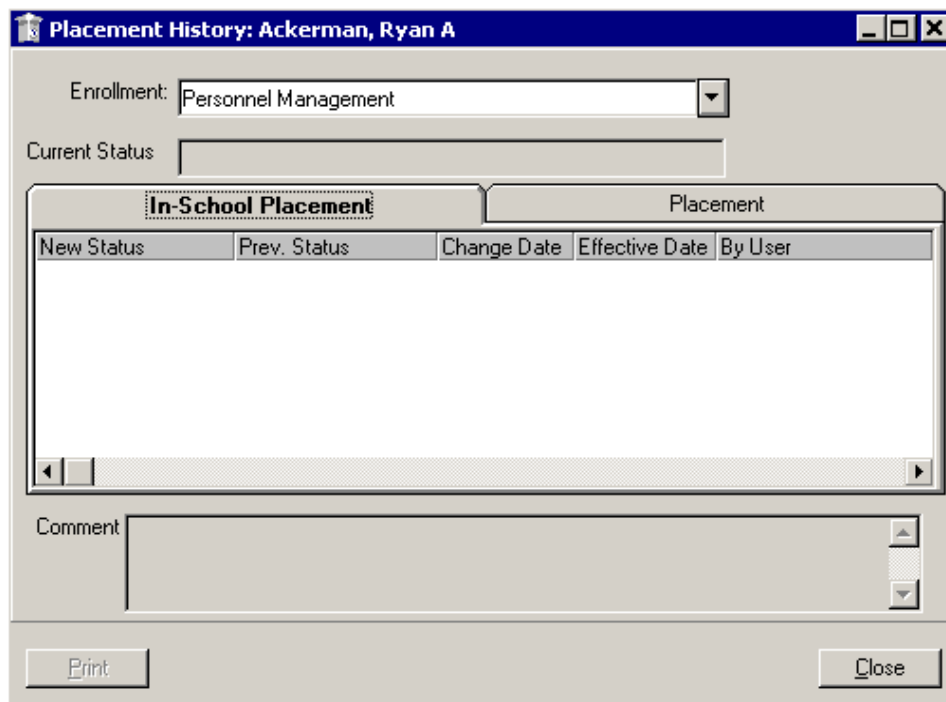
Has Car ☐ Yes ☒ No

Wants Assistance ☐ Yes ☒ No

Comments

Status History

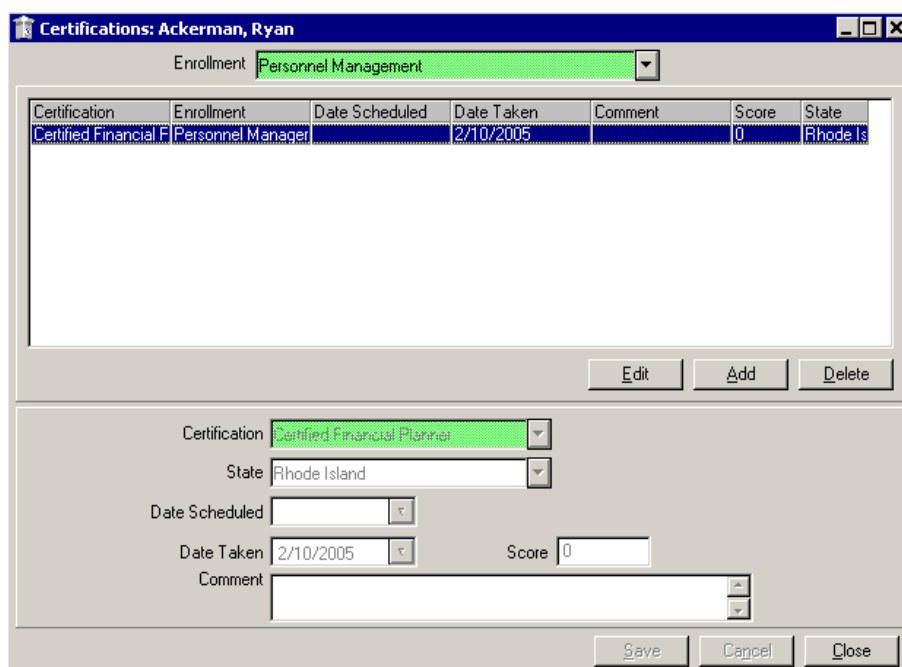
This folder displays a history of student placement status changes.



The screenshot shows a window titled "Placement History: Ackerman, Ryan A". It features a dropdown menu for "Enrollment" set to "Personnel Management" and a text field for "Current Status". Below these are two tabs: "In-School Placement" (active) and "Placement". The "In-School Placement" tab contains a table with the following headers: "New Status", "Prev. Status", "Change Date", "Effective Date", and "By User". The table is currently empty. Below the table is a "Comment" text area. At the bottom are "Print" and "Close" buttons.

Certifications

This form contains information regarding a student's professional certifications.



The screenshot shows a window titled "Certifications: Ackerman, Ryan". It features a dropdown menu for "Enrollment" set to "Personnel Management". Below this is a table with the following headers: "Certification", "Enrollment", "Date Scheduled", "Date Taken", "Comment", "Score", and "State". The table contains one row: "Certified Financial Planner", "Personnel Manager", (blank), "2/10/2005", (blank), "0", and "Rhode Is". Below the table are "Edit", "Add", and "Delete" buttons. At the bottom are input fields for "Certification" (set to "Certified Financial Planner"), "State" (set to "Rhode Island"), "Date Scheduled", "Date Taken" (set to "2/10/2005"), "Score" (set to "0"), and "Comment". At the very bottom are "Save", "Cancel", and "Close" buttons.

Audit

The Career Services Audit folder tracks updates to a student's placement record.

Student Placement: Ackerman, Ryan

Placement Record Fields Audit | Deleted Student Placement Records | Career Services Advisor Audit

Enrollment	Description	Field	Old Value	New Value	Date Changed	User ID


Comments :

Close

The Employer Database

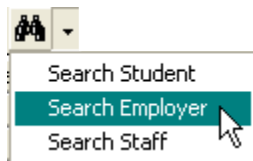
The employer database contains the employers with which your school has established relationships, whether for job placement or internship/externship opportunities. This section discusses the procedures for maintaining the employer database.

To move from working in the student database to working in the employer database, do one of the following:

Click the bi-directional arrow button  to the left of the Recent Students box to change it to a Recent Employers box, giving access to the list of recently-viewed employers.

OR

Open the Employer Search form by clicking the drop-down arrow beside the **Search** icon on the Shortcut bar, and then select **Search Employer**. This action also converts the Recent Students box to Recent Employers.



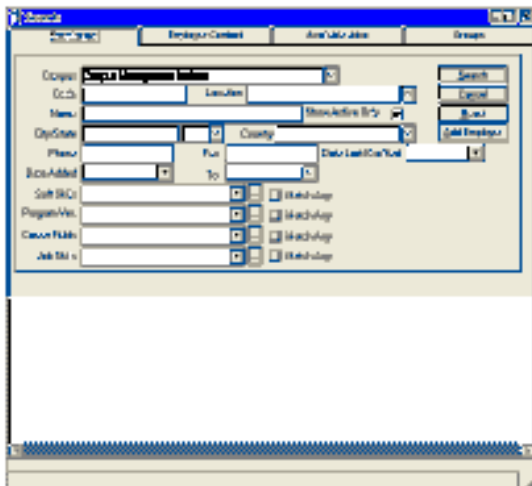
OR

Open the Employer Search Form by selecting **Daily > Career Services > Employers**.

The Employer Search Form

The Employer Search form contains four tabs:

Employer: The Employer tab allows you to perform a basic search of employers by name and other parameters.

A screenshot of the 'Employer Search' form. The form has a title bar with 'Employer Search' and a 'Close' button. Below the title bar are four tabs: 'Employer Search', 'Employer Contact', 'Employer Address', and 'Employer Details'. The 'Employer Search' tab is active. It contains several input fields: 'Company Name' (with a dropdown arrow), 'City/State', 'County', 'Phone', 'Fax', 'Data Last Contacted', 'Date Added', 'To', 'Soft Skills', 'Programs/Int', 'Career Fields', and 'Job Title'. There are also checkboxes for 'Match' and 'Match' next to 'Soft Skills', 'Programs/Int', and 'Career Fields'. A 'Search' button is located at the top right of the form.

Employer Contact: The Employer Contact tab allows you to perform a search using criteria associated with the employer contact information and not the employer directly.

The screenshot shows the 'Search' window with the 'Employer Contact' tab selected. The search criteria include:

- Last Name: [Text Field]
- First Name: [Text Field]
- Email: [Text Field]
- Country: [Dropdown Menu]
- Phone: [Text Field]
- Fax: [Text Field]
- Soft Skills: [Dropdown Menu] with a 'Match Any' checkbox.
- Program Vols: [Dropdown Menu] with a 'Match Any' checkbox.
- Career Fields: [Dropdown Menu] with a 'Match Any' checkbox.
- Job Skills: [Dropdown Menu] with a 'Match Any' checkbox.

 There are 'Search', 'Cancel', and 'Reset' buttons on the right. A checkbox labeled 'Show contacts who are also school staff' is also present. The results area is empty.

There are also fields directly associated to the employer.

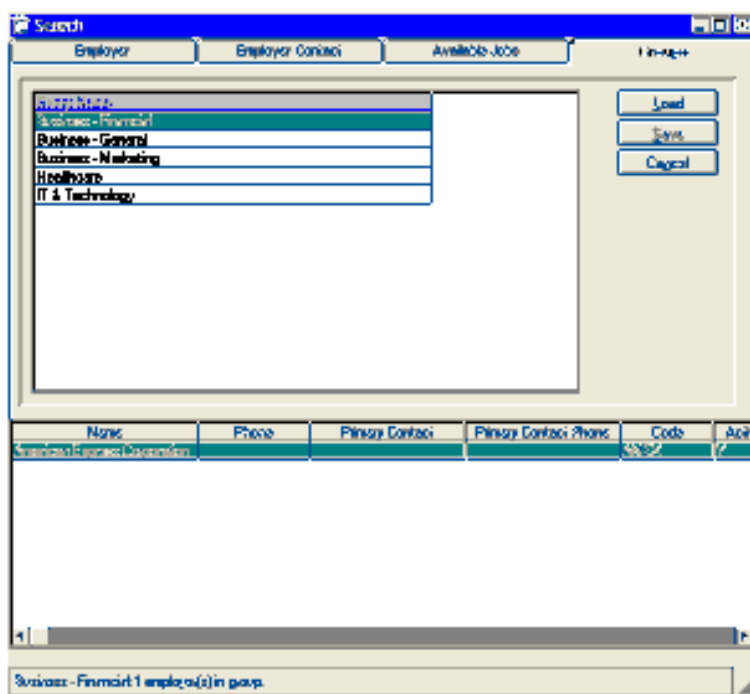
Available Jobs: The Available Jobs tab allows you to search for available jobs by employer, specified skills, and/or other parameters.


The screenshot shows the 'Search' window with the 'Available Jobs' tab selected. The search criteria include:

- Company: [Dropdown Menu, showing 'Campus Management Institute']
- Employer: [Text Field]
- Description: [Text Field]
- Area Code: [Text Field]
- State: [Dropdown Menu]
- Job Type: [Dropdown Menu]
- Job Title: [Text Field]
- Exact Job Title: [Text Field]
- Soft Skills: [Dropdown Menu] with a 'Match Any' checkbox.
- Program Vols: [Dropdown Menu] with a 'Match Any' checkbox.
- Career Fields: [Dropdown Menu] with a 'Match Any' checkbox.
- Job Skills: [Dropdown Menu] with a 'Match Any' checkbox.
- Job Status: [Dropdown Menu]
- Include Jobs with no openings: [Checkbox]
- Available Jobs Dates From: [Text Field] To: [Text Field]

 There are 'Search', 'Cancel', and 'Reset' buttons on the right. The results area is empty.

Groups: The Groups tab allows you to view lists of employers who are members of a previously-saved group.



Employer groups are maintained similarly to student groups by clicking the Manage Employer Groups icon  on the Shortcut bar.

Employer Records

Records of the employers with whom your school has a placement relationship are maintained at **Daily > Career Services > Employers**. Although each record in this list represents one employer address, an employer may have multiple contacts, multiple available jobs, and multiple placement history entries. The employer may also be related to a corporate entity that has multiple individual branches or locations.

The Employer Master Form

The **Employer Master** form is analogous to the Student Master form. It contains detailed information on the employer in the fields at the top of the form and on four tabs at the bottom of the form. In addition, several buttons give you ready access to other parts of the employer record.

The majority of the Career Services lists, located at **Lists > Career Services**, support the availability of information for the Employer Master form. The thoughtful, timely, and *ongoing* maintenance of these lists will enable you to keep your employer records as thorough as possible.

Industry	Location	Courses	Contact Type	Job Type	Job Title	Job Description	Reason	How Found	Job Type


Audit

The **Audit** button gives access to four tabs on which you can track changes to the information in the employer record.

Field	Old Value	New Value	Date Changed	User ID

Career Fields

The **Career Fields** button opens a form in which you can associate this employer with selected career fields that you have defined at **Lists > Career Services > Career Fields**.

The asterisk  marks the first (next) available line for data entry. Click in the line to make it active, and then click on the down-arrow to drop the list of career fields. Select a career field to add it to the form. Continue to add all career fields applicable to this employer.

Description	Code
Business Administration	BUSADMIN
Business - General	BUSGEN
Facilities Management	FACMGT
Financial Management	FINMGT
Financial Planning	FINPLAN
General Management	GENMGT
Marketing Management	MKTMGT

Soft Skills

The **Soft Skills** button permits you to identify those soft skills that are important to this employer. Soft skills include personality traits, personal habits, social graces, facility with language, and even friendliness and optimism. At **Lists > Career Services > Skills** you have the opportunity to define each skill as a “job” skill or a “soft” skill. Functionality is the same as for Career Fields (above).

Description	Code
Communication skills	COMMUN
Platform skills	PLATFORM
Teamwork skills	TEAMWORK

Activities

The **Activities** button opens the employer's Contact History. Functionality is the same as for a student's Contact History.

Entered By	Subject	Due Date	Time	Status
an Administrator	Employer E-Mail	1/25/2006	07:00 AM	Pending

Employer Search

The **Employer Search** button opens the Employer Search form.

Employer Groups

The **Employer Groups** button opens a form listing those employer groups to which this employer belongs. Functionality is the same as for Student Groups.

Group	Date On	User ID	Date Off	User ID
Business - Financial	5/25/2006	Administrator, an		

Remove Employer from Group Add Close

Adding/Editing an Employer

To add an employer:

1. Open the Employer Search form, either by clicking the Search icon as described above, or by selecting **Daily > Career Services > Employers**.
2. Click **Add Employer** to add a new employer.

Employer Search

Campus: Campus Management Institute Search

Code Location Cancel

Name Show Active Only Reset

City/State Country Add Employer

Phone Fax Date Last Modified

Date Added To

Soft Skills Match Any

Programs Var. Match Any

Career Fields Match Any

Job Skills Match Any

3. On the blank Employers form, specify the **Code**, **Name** and **Campus Group**. You may also choose to enter information in other fields at this time.

Note: You must enter the **Address** and **E-mail**, if you wish to send letters and/or e-mails to this employer.

4. Click **Save**.
5. To edit an employer's information, open the Employer Master form and click **Edit**. Make the required changes and click the **Save** button next to the **Edit** button.

Adding Employer Contacts

To add an employer contact:

- 1 Open the Employer Master form and click Edit.
- 2 Click the Contacts tab.

- 3 Click **Add** to change the format of the tab from a grid list to a form.

4. Enter the new employer contact information. (Note that the Title field is a job title, not a courtesy title such as Mr. or Ms.)

Note: If the address for the contact is the same as that for the employer, you can click the **Same** button and the address field will be populated from the employer information at the top of the window.

5. Click **Save Contact**. The tab returns to its original grid format, which now contains a new line item for the contact just added.
6. Repeat this process to add additional employer contacts.

Adding Job Listings

To add a job listing:

1. Open the Employer Master form and click **Edit**.
2. Click the **Available Jobs** tab.

Job ID	Job Title	Status	Location
1	Accountant	Filled	Mack, Tahoma
21	Project Manager	Filled	Bag, Sabu
28	VB Programmer	Available	Baker, Abbie
36	Executive Placement	Available	Baker, Abbie
38	Copy Of Executive Placement	Available	Baker, Abbie
47	Copy Of Accountant	Available	Baker, Abbie
48	General Cleaning Duties	Pending	Baker, Abbie

3. Click **Add** to change the format of the tab from a grid list to a form.

4. Enter as much information as possible about the available job. Information entered here will be imported into the Placement Wizard when you place a student in the job.
5. Some of the fields (e.g., job description, salary, work days and hours) are free-text fields. It may be helpful to establish departmental conventions for formatting these fields. It may also be helpful to determine what the **Comment** box will be used for: driving directions to the job, dress code, etc.

Note: You must select the job **Status** as **Available**, with at least one opening to be able to place a student in this job. In the **Job Type** field, you need to select whether this is a **Job** or an **Internship/Externship** (if the field has not defaulted to match your employer type).

6. Click Save Job.
7. Repeat this process until all job listings have been entered.

Candidate Search

Once an available job had been added to the employer record, you can perform a search for qualified candidates in your student database. This matching process focuses on attributes shared by the available job and the job seekers. These attributes can include:

- job skills**, such as “bilingual English-Spanish” or “keyboarding 80+ wpm”
- job titles**, such as “Network Engineer” or “Medical Assistant”
- industry**, such as “IT” or “Business”
- location**, such as “New England” or “North Atlanta”

The key to successful matching is to give thought to how you will format the lists of job skills, job titles, etc., so that you can have both precision and versatility. The lists are maintained at **Lists > Career Services** on the respective tabs. See the “Student Information” section of this user guide for more information.

To perform a Candidate Search:

- 1 Open the employer record to the Available Jobs tab.

The screenshot shows the 'Employer' record for 'American Express Corporation'. The 'Available Jobs' tab is selected and highlighted with a red box. The job list contains the following entries:

Job ID	Job	Status	Link
1	Accountant	Filled	Noble, Tiffane
21	Project Manager	Filled	Baig, Sabu
28	VB Programmer	Available	Baig, Sabu
36	Executive Placement	Available	Baig, Sabu
38	Copy Of Executive Placement	Available	Baig, Sabu
47	Copy Of Accountant	Available	Baig, Sabu
48	Executive Cleaning Duties	Pending	Baig, Sabu

- 2 Select an available job and click **Candidate Search** to open the Job Candidate Search wizard.

The screenshot shows the 'Job Candidate Search - Programmer' wizard. The job details are: Job ID: 28, Location: Southwest Florida, Skills: N/A. The current step is 'Step 1 of 4: Status Selection'. The instruction is 'Select one or more statuses'. The following statuses are listed with checkboxes:

- ☒ Not Yet Placed
- ☐ Part Time Placed
- ☐ Placed
- ☐ Previously Placed
- ☐ Currently Attending
- ☐ Does Not Want Assistance
- ☐ Ineligible
- ☐ Military

Buttons at the bottom include 'Select All', 'Clear All', 'Cancel', '<< Back', and 'Next >>'.

- 3 In Step 1 of the wizard, select the placement statuses that you want to include in the search.

4. Click **Next >>** to go to Step 2.

Step 2 of the wizard defines additional selection criteria that will be used in the matching process. The white box lists the job skills that were associated with the job when it was added to the employer's Available Jobs tab. All skills are selected here by default, but you can deselect any skill(s) that you do not want included in the candidate search. The check boxes at the bottom control whether the search includes the "job title" and the "location" of the employer in the candidate matching process.

Job Candidate Search - Programmer

Job ID: 28
Location: Southwest Florida
Skills: Visual Basic Programmer, Bilingual Spanish and English, Microsoft SQL

Step 2 of 4: Required Skill Selection

Select any required skills

- ☒ Visual Basic Programmer
- ☒ Bilingual Spanish and English
- ☒ Microsoft SQL

Select All Clear All

☐ Only select students who have Programmer as a preferred Job Title?

☐ Only select students who have Southwest Florida as a preferred location?

Cancel << Back Next >>

5. Click **Next >>** to go to Step 3.

Step 3 of the wizard displays the results of the candidate search.

Job Candidate Search - Programmer

Job ID: 28
Location: Southwest Florida
Skills: Visual Basic Programmer, Bilingual Spanish and English, Microsoft SQL

Step 3 of 4: Potential Candidates

Potential Job Candidates				
	Student Name	Placement Status	Hours Available	Career Services Advisor
<input checked="" type="checkbox"/>	Ryan Ackerman	Not Yet Placed		
<input checked="" type="checkbox"/>	Jason Roberts	Not Yet Placed		
<input checked="" type="checkbox"/>	Victoria Abbott	Not Yet Placed		

Please deselect any student(s) that should not be considered for this position. Print

Cancel << Back Next >>

Notice that all candidates are selected by default. In Step 4 of the wizard you will have the chance to notify selected candidates of the available job. Deselect any candidates whom you do not wish to notify of this available job.


6. Click **Print** to print a list of all identified candidates for the job:

Job Candidate Listing				
Student Name	Placement Status	Phone Number	Hours Available	Day Available
Ryan Ackema	Not Yet Placed	(555) 089-3020		
Skills:				
Comments:				
Jason Roberts	Not Yet Placed	(561) 241-8888		

7. Click **Next >>** to go to Step 4 of the wizard.

Step 4 is a “mail merge” step. Using a pre-configured message format (at **Lists > Contact Manager > Activities**), you can batch-send a notification of the available job to each of the candidates selected in the previous step of the wizard. Enable the **Send Notification to Candidates** checkbox and select the **Activity Template** from the drop-down list. This activity can be a letter, an e-mail message, or a Web alert.

Job Candidate Search - Programmer
 Job ID: 28
 Location: Southwest Florida
 Skills: Visual Basic Programmer, Bilingual Spanish and English, Microsoft SQL



Step 4 of 4: Activity Assignments

 3 student(s) will be notified of this job. Check the Send Notification checkbox, select an Activity Template, and click Finish to send out the notification activity.

☐ Send Notifications to Candidates
 Activity Template ▼

Cancel << Back Finish

8. Click **Finish** to close the wizard, send the notifications, and update the Contact History for both the students and the employer.

Employer Placement History

Click the **Placement History** tab to see a comprehensive record of all students that have been placed with this employer.

The screenshot shows the 'Employer' window with the 'Placement History' tab selected. The top section contains various fields for employer information, including Name, Address, City, State, County, Phone Number, Website, and Email. The bottom section displays a table of placement history with columns: Placement ID, Placement Description, Start Date, End Date, Job Description, and Placement Status. A red box highlights the 'Detail' button at the bottom right of the table.

Placement ID	Placement Description	Start Date	End Date	Job Description	Placement Status
BT 01, Semi	Batch of Manual Management 5/6/2005	0			5/17/2008 H

Highlight a placement in the grid and click the **Detail** button to see detailed information on the placement. Click **View Placements** to return the tab to the grid format.

The screenshot shows the 'Employer' window with the 'Detail' view of a placement selected. The top section contains various fields for employer information, including Name, Address, City, State, County, Phone Number, Website, and Email. The bottom section displays detailed information about the placement, including Job ID, Job Description, Status, Date Placed, Start Date, End Date, In Field to Date, and Total Placements. A red box highlights the 'View Placements' button at the bottom right of the detail view.

Job ID	Job Description	Status	Date Placed	Start Date	End Date	In Field to Date	Total Placements
BT 01, Semi	Batch of Manual Management 5/6/2005	0	5/17/2008				H

Student Information

The CampusVue Career Services module permits you to document the various types of information you collect from students, especially when they begin their job search. Some of this information is gathered in a formal exit interview. It can include the student's job skills, soft skills, and preferences for particular job titles or locations. This topic describes how you can record the various kinds of job search-related student information.

Exit Interview Information

To enter student exit interview information:

- 1 With the student's name in the Recent Students box, select **View > Career Services > Placements** to open the student's **Placements** folder. Alternatively, select the **Placements** folder under the **Career Services** tab on the Student bar.
- 2 Click the Exit Interview tab.

The screenshot shows the 'Placements: Brown, Alex' window. The 'Exit Interview' tab is selected and highlighted with a red box. The form contains the following fields and controls:

- Placement Status:** A dropdown menu currently set to 'Not Yet Placed'.
- Reason:** A text input field.
- Pay Rate Low:** A text input field.
- Pay Rate High:** A text input field.
- Has Car:** Radio buttons for 'Yes' and 'No' (the 'No' button is selected).
- Willing to Travel:** Radio buttons for 'Yes' and 'No' (the 'No' button is selected).
- Exit Interview Date:** A date selection field.
- Home Address:** A text input field.
- Comments:** A large text area for additional notes.
- Buttons:** 'Save' (highlighted with a red box), 'Cancel', 'Print', and 'Close'.

- 3 Click **Edit**.
- 4 Enter the information in the various fields on the form:
 - Placement Status:** Contains a default, but can be edited.
 - Reason:** Select a reason for changing the student's Placement Status.
 - Pay Rate Low/ Pay Rate High:** Enter the salary range that the student agrees to accept from an employer.
 - Has Car:** Select Yes or No to indicate if the student has a car available for traveling to and from work or not.

Wants Assistance: Select Yes or No to indicate if the student wants assistance in obtaining employment or not.

Date Available: Enter the date that the student is available to begin work.

Exit Interview Date: Enter the date that the placement exit interview occurred. (Shortcut: double-click the down-arrow to enter today's date.)

Days Available: Enter the days of the week that the student is available for work.

Hours Available: Enter the hours that the student is available for work.

Waiver Signed: Select Yes or No to indicate whether the student has signed a waiver of placement assistance from your school.

Comments: Enter any appropriate comments from the exit interview.

Click **Save**.

Student Placement Waiver

To change the student placement status to 'Waiver':

- 1 With the student's name in the Recent Students box, select **View > Career Services > Placements** to open the student's **Placements** form. Alternatively, select the **Placements** folder under the **Career Services** tab on the Student bar.
- 2 Click the Exit Interview tab.
- 3 Click **Edit**.
- 4 Change the Placement Status to Waiver.

The screenshot shows a web-based form titled "Placements: Brown, Aron". At the top, there are several tabs: "In School", "Exit Interview", "Placement & Intern/Extern History", "Student Job Skills/Titles", "Preferences", and "Records". The "Exit Interview" tab is currently active. Below the tabs, there is a "Recent Status" dropdown menu set to "Waiver". To the right of this is a "Effective Date" dropdown set to "1/1/2010". Below these are several input fields: "Reason" (a text box), "Pay Rate Low" and "Pay Rate High" (numeric input boxes), "Date Available" (a date picker), "Days Available" (a text box), "Exit Interview Date" (a date picker), and "Hours Available" (a text box). There are also radio buttons for "Waiver Signed" (Yes/No) and "Wants Assistance" (Yes/No). At the bottom of the form is a large text area for "Comments". At the very bottom of the window are four buttons: "Edit", "Save", "Cancel", and "Done".

5. Select a **Reason** for the status change from the drop-down list.

6. Click **Save**.
7. The **Placement Reason Question Answer** form opens, containing pre-configured fields and questions concerning the status change and reason previously selected. Fill in the required fields to complete the status change process.

Note: The list of questions is defined at **Lists > Career Services > Reasons**.

Placement Reason Question Answer - Brown, Ann

Medical

Comments

All the questions are mandatory.

1. What is the medical condition preventing placement into full time job position?

2. Who is the attending Physician?

3. Will condition prevent work for more than 90 days?

☐ Yes
☐ No

4. How long does the student expect to be unavailable for placement?

☐ One Month
☐ Two - Three Months
☐ Four - Six Months

8. Click **Submit**. Click **OK** on the **Answer(s) submitted** confirmation box.
9. Click **Close** to close the form.

Notice that the **Placement Status** history, now changed to **Waiver**, appears at the top of the form.

Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
10/26/2001	Financial Ethics	Financial Ethics	Future Start	In School Not Yet	Waiver

Job Skills and Job Titles

The **Student Job Skills/Titles** tab supports a simple but powerful mechanism for “matching” job seekers with available jobs. The key to the matching process is to assign similar attributes to both the seeker and the job (or employer). Such attributes may include job skills, job titles, industries, and geographical locations. For example, the matching process for an available job which requires a candidate to be bilingual in English and Spanish will identify as potential candidates all those students whose job skills include that they are bilingual in English and Spanish.

Successful matching begins with careful review of the components on which you want to base the matches. These elements are maintained in **Lists > Career Services**.

To enter student job skills or desired job titles information:

- 1 With the student’s name in the Recent Students box, select **View > Career Services > Placements** to open the student’s **Placements** form. Alternatively, select the **Placements** folder under the **Career Services** tab on the Student bar.
- 2 Click the **Student Job Skills/Titles** tab. The tab contains two columns: the student’s job skills are listed on the left, and the job titles of interest to the student are listed on the right. The steps below illustrate the “Skills” column, but the processes are identical for both columns.

Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
10/26/2001	Financial Ethics	Financial Ethics	Future Start	In School Not Yet	Not Yet Placed

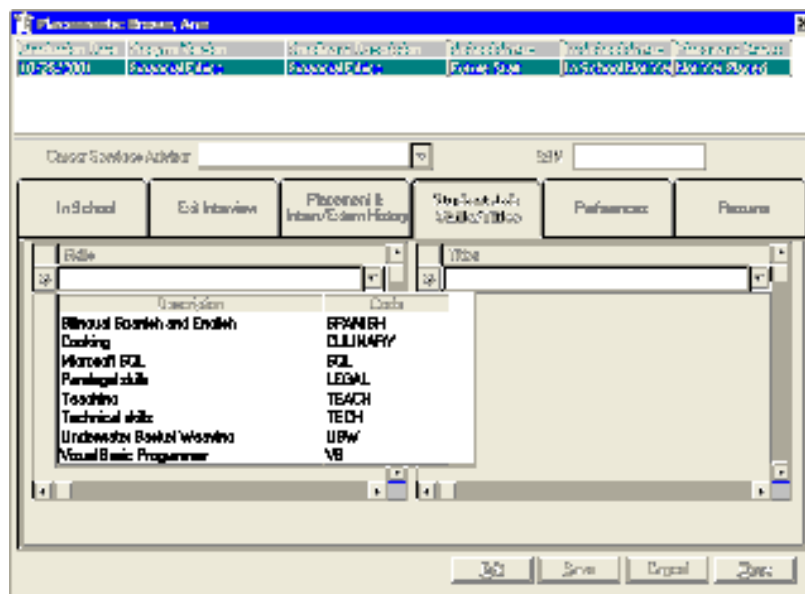
Career Services Advisor: [Dropdown] SSN: 555-55-5555

In School | Exit Interview | Placement & Intern/Extern History | **Student Job Skills/Titles** | Preferences | Resume

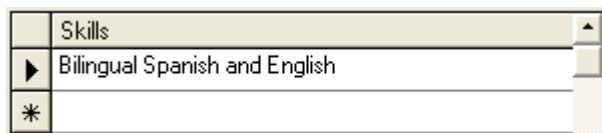
Skills: [Text Area] Titles: [Text Area]

Edit | Save | Cancel | Close

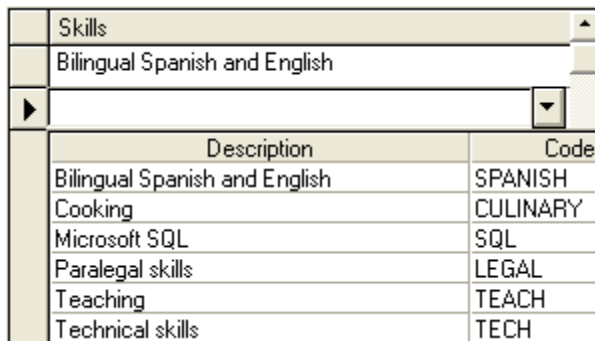
- 3 Click **Edit** to activate the tab.
- 4 Click the drop-down arrow in the field where you want to add a **Skill** or **Title**. Select the item from the drop-down menu.



- The selected job skill is added to the student's list of skills, and a new blank line is created.




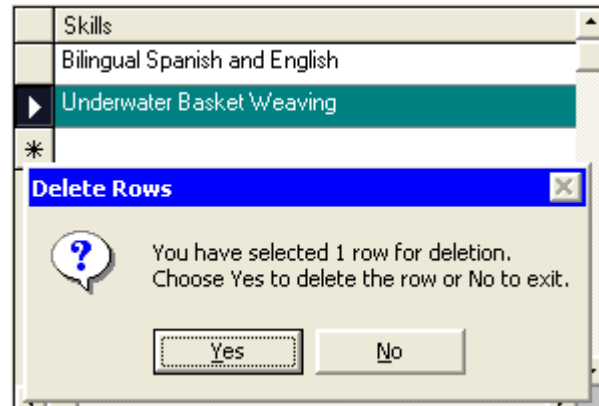
- To add another job skill, click in the new blank line and click the down-arrow that appears:




- Repeat this process to add more job skills to the list.

To remove a skill from the student's tab:

- Click the black arrow  at the beginning of the row to highlight the row, and then hit the **Delete** key on your keyboard.
- A message will ask if you wish to delete the selected row. Click **Yes** or **No** as required.

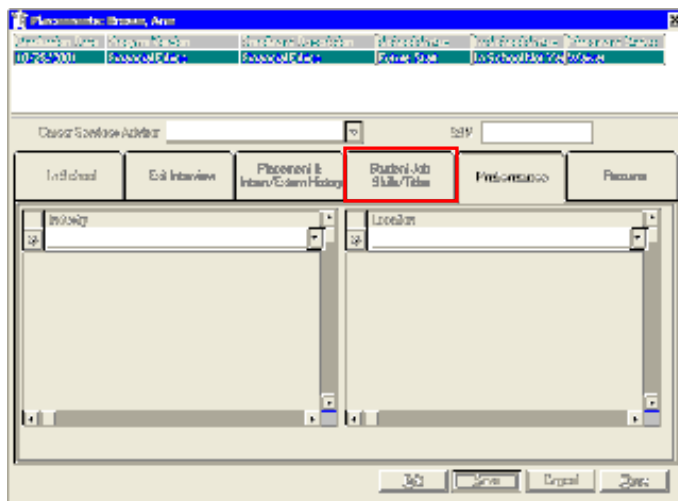


3. If a row is selected by mistake, clicking the black arrow  again will deselect it.
4. Click **Save** to save your changes to the tab.

Note: You may want to list skills “above and beyond” the student’s program of study, since it is assumed that the student possesses all the skills that would result from successful program completion.

Preferences

The **Preferences** tab provides a place to record the industries in which the student plans to concentrate the job search, and the student’s preferred geographic locations for employment. Functionality is the same as for the **Student Job Skills/Titles** tab.



Resume

The **Resume** tab is used to store electronic copies of the student's resume and, if desired, one other document. The other document is typically a work sample, drawing or other presentation

piece to demonstrate the student's proficiency in a particular field. Students can upload their documents to this page from **Campus Portal > My Career > My Resume**.

The system supports only one resume. If the student wishes to add an updated resume, the system over-writes the old one and replaces it with the new one. In this way, only the most current student resume is accessed.

Certifications

The Certifications folder records information on student credentials such as certifications, registrations, and licenses. You can store and view certifications and their details, such as test scores, dates, state, and comments. Certifications are enrollment-specific, so a student must have at least one enrollment to list certifications.

To add a certification:

- 1 Select **View > Career Services > Certifications**. Alternatively, select the **Certifications** folder under the **Career Services** tab on the Student bar. The Certifications form for the selected student opens.

- Click **Add** to activate the fields at the bottom of the form.

- Use the drop-down lists to populate the first four fields. The **Score** and **Comment** fields accept free text. (Certifications are set up under **Lists > Career Services > Certifications**).
- Click **Save** to add the new certification to the grid at the top of the form.

Student Placements

CampusVue is specifically designed to help you capture and compile all of the statistical information that is necessary to report on placement activities to fulfill regulatory requirements. This topic details how to record Student Placements and Employment Verification.

Recording a Placement

To place a student in a job:

- 1 With the student's name in the Recent Students box, select **View > Career Services > Placements**. Alternatively, select the **Placements** folder under the **Career Services** tab on the Student bar. The student's **Placements** form opens.

2. Click the **Placement & Intern/Extern History** tab.

3. Click **Add**.

Placements: Maltby, Mike

Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
07/29/2008	Credit Associate in Math	Credit Associate in Math	Being Processed	In School Not Yet	Not Yet Placed

Career Services Advisor: [] SSN: 303-58-0000

Employer	Job Type	Job ID#	Job Description	Date Placed	Verified?
[Empty Table]					

4. The Student Placement Wizard opens. The job type defaults to **Employment** and the placement status defaults to **Placed**. Click the search icon to search for and select the **Employer**. Select the **Position: Unlisted (Job not on Employer list)** or **Select From Employer Job Listing**.

Student Placement

Employers & Positions

Job Type: Employment

Placement Status: Placed

Employer: []

Position:

☒ Unlisted (Job not on employer job list)
 ☐ Select From Employer Job Listing

Enter student's mother's maiden name: []

5. Selecting the **Unlisted...** option will give you the opportunity to enter job detail information on the next page of the wizard. If you select from the employer's job listing, many fields on the next page of the wizard will already be populated using the information that you supplied when you added the position to the employer's Available Jobs tab.
6. Click **Next >**.
7. Complete the Supervisor, Supervisor Phone No., Status, Date Placed, Start Date, Salary, Salary Type, From Interview, Fee, and Benefits fields. Next, complete the Job Schedule, In Field of Study, How Placed, Career Services Rep, and Comments fields.

Student Placement

Student Placement Information

Student Name: **Malby Mike**

Job Category: [Empty]

Job Title: **Accountant**

Exact Job Title: **Accountant**

Job Description: **Accountant**

Job ID: [Empty] Job Source: [Empty]

Supervisor: **Mr J Oram**

Supervisor Phone No.: [Empty]

Status: **Employed** From Interview: **Yes**

Date Placed: **5/15/2008** Start Date: **5/15/2008**

Salary: **500.00**

☐ Estimate ☒ Actual Salary Type: **Hourly**

Fee: [Empty] Benefits: [Empty]

Job Schedule: **Full Time**

In Field Of Study: [Empty] How Placed: [Empty]

Career Services Rep: **Able Baker**

Comment: [Empty]

Enter student's mother's maiden name. [Text Box]

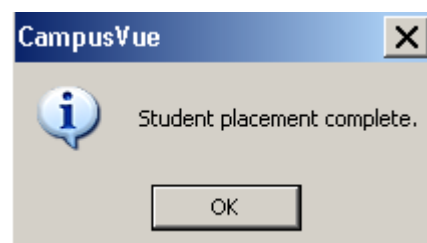
Buttons: **Cancel** **< Back** **Next >** **Finish**

7. Click **Next >**.

Note: If your campus has customized the Student Placement Wizard with school-defined fields or has enabled placement verification, you can click the Next > button to view an additional wizard form and enter the information as required.

8. Click **Next >**.
9. The optional Verification form will appear if your campus has enabled that feature in the **Lists > Career Services > Job Type** settings. Enter the information as required.

10. Click **Finish**. Click **OK** on the confirmation message.



Reviewing the Results

After you have completed the Student Placement wizard, you can review the results in two places: the Student Placement History and the Employer Placement History.

Student Placement History

To view a student's Placement History:

- 1 Select the student's name from the Recent Students box, and then select **View > Career Services > Placements** to open the Placements form.
- 2 Click the **Placement & Intern/Extern History** tab to see all placements made for that student.

Placements: Maltby, Mike

Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
2/29/2008	Credit Associate in Market	Credit Associate in Market	Being Processed	In School Not Yet	Not Yet Placed

Career Services Advisor: [Dropdown] SSN: 805-58-5555

☒ **In School**
☐ Exit Interview
 ☒ **Placement & Intern/Extern History**
☐ Student Job Skills/Titles
 ☐ Preferences
 ☐ Resume

In School Job Status: **In School Not Yet Placed**

Reason: [Dropdown]

Pay Rate Low: [Text] Pay Rate High: [Text]

Date Available: [Dropdown] Hours Available: [Text]

Days Available: [Text]

Comments: [Text Area]

Has Car: ☐ Yes ☒ No

Wants Assistance: ☐ Yes ☒ No

- 3 Double-click on a line item to open the Student Placements form. This is where you can perform **Verification**, record **Termination** information, and enter any **Comments** regarding this placement.

Note: When a user selects **Internship/Externship** from the Job Type field, the **Convert to a Job** button displays at the bottom of the Student Placement form. Similarly, if the user selects **Inschool placement** in the Job Type field, the system displays the **Convert to Placement** button.

Student Placement: Meltby, Mike

Name: Campus Management Corp Job Type: Internship/Externship

Job Category: Job ID: 0

Job Title: Accountant Job Description: Accountant

Exact Job Title: Accountant

Job Source:

Supervisor: Mr J Davis Supervisor Phone:

Status: Employed From Interview: Yes How Placed:

In Field Of Study: No

Date Placed: 5/15/2008 Start Date: 5/15/2008

Fee: No Benefits: No Career Services Rep: Able Baker

Job Schedule: Full Time

Termination Date: Termination Reason:

Comment Verification Employer Details

Comment:

Convert to a Job Activities Save Cancel Close

4. To perform **Verification**, click the **Perform Verification** button in the lower-left corner of the screen to activate the Verification tab. (The Perform Verification button does not appear if the placement has already been verified.)
5. Fill in the fields on the **Verification** tab: (the employer's) **Verification Agent, Title, Verification Date**, (your school's) **Verification Rep, Phone No**, and **Verification Comments**.
6. Click the **Adjust Salary** button to modify salary details.

Student Placement: Meltby, Mike

Name: Campus Management Corp Job Type: Employment

Job Category: Job ID: 0

Job Title: Accountant Job Description: Accountant

Exact Job Title: Accountant

Job Source:

Supervisor: Mr J Davis Supervisor Phone:

Status: Employed From Interview: Yes How Placed:

In Field Of Study: No

Date Placed: 5/15/2008 Start Date: 5/15/2008

Fee: No Benefits: No Career Services Rep: Able Baker

Job Schedule: Full Time

Termination Date: Termination Reason:

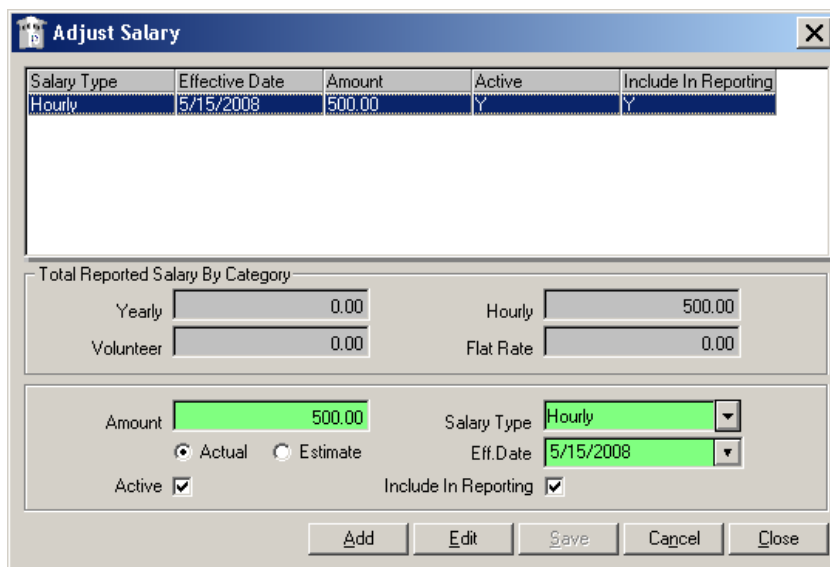
Comment Verification Employer Details Salary Details

Total Reported Salary By Category:

Yearly	0.00	Hourly	500.00
Volunteer	0.00	Flat Rate	0.00

Adjust Salary Activities Save Cancel Close

7. Click **Edit** on the **Adjust Salary** form to modify salary details. Fill out the fields in the form: Amount, Salary Type, and Eff. Date.



The **Adjust Salary** dialog box contains a table with the following data:

Salary Type	Effective Date	Amount	Active	Include In Reporting
Hourly	5/15/2008	500.00	Y	Y

Below the table is a section titled **Total Reported Salary By Category** with the following values:

Category	Amount
Yearly	0.00
Hourly	500.00
Volunteer	0.00
Flat Rate	0.00

At the bottom, there are input fields for **Amount** (500.00), **Salary Type** (Hourly), **Eff. Date** (5/15/2008), **Active** (checked), and **Include In Reporting** (checked). There are also radio buttons for **Actual** (selected) and **Estimate**. Buttons at the bottom include **Add**, **Edit**, **Save**, **Cancel**, and **Close**.

Note: You can add salary validation to the **frmPIStudentSalary** form so that if the value entered by the user is not within the defined range, a message is displayed. In this case, the **Save** button on the form is not activated until the user corrects the value. You can also add another validation to the form so that on entering a value in the **salary rate** field, the user receives a message as a warning sign. The **Save** button will, however, be activated; and the user can save the record.

8. Click **Save** and then click **Close**.
9. Click **Save** on the Student Placement form. Click **Close**.

Employer Placement History

A student placement also updates the employer record with a new line item on the employer's **Placement History** tab:

Comments		Contacts		Available Jobs		Placement History	
Student Name	Program Version Description	Grad Date	Job Id	Job Description	Date Placed	Fee	
BTok, Seni	Bach. of General Management	5/6/2005	0		5/17/2002	N	
Brown, Ann	Financial Ethics	10/26/2001	56	Staff Accountant	7/17/2006	N	
Smith, John	Associate in Financial Manager	10/30/2007	55	Network engineering assi	7/17/2006	N	

In addition, if you indicated on the **Available Jobs** tab that there were multiple openings available for, in this example, the Staff Accountant position, the **Available Jobs** tab has been updated to show that one of those openings has been filled:

Openings Filled

Career Services Documents

This topic focuses on how to perform Career Services document tracking. Tracking documents online permits all staff members, within and outside of Career Services, to review the status of Career Services-related documents in a student's Documents folder.

To view Career Services documents in a student's Documents folder:

1. Select the student, and then select **View > Contact Manager > Documents**. Alternatively, select the **Documents** folder under the **Contact Manager** tab on the Student bar. The Document Tracking form opens.

Document	Source	Status	Requested	Approved	Received	Date D
AM Application for Enrollment	AM	On File	7/17/2006	7/17/2006	7/17/2006	
Driver's License	AM	On File	7/17/2006	7/17/2006		
AM Admissions Packet	AM	On File	7/17/2006	7/17/2006		
Student Picture	AM	On File	7/17/2006	7/17/2006		
Social Security card	CM	On File	7/17/2006	7/17/2006		
CS Resume	PL	On File	7/17/2006	7/17/2006		
High School Transcript	AM	On File	7/17/2006	7/17/2006		
CS Exit Interview form	PL	Requested - Required	7/17/2006			

2. Select the Career Services module...

Description	Code
<All Modules>	
Academic Records	AD
Admissions	AM
Alumni	AL
Book Store	BS
Career Services	PL
Contact Manager	CM
Financial Aid	FA

...and the document list is filtered:

The screenshot shows the 'Document Tracking Browser, Alex' window. At the top, there are fields for 'Unique Patient ID' (20015), 'SSN' (000-00-0000), 'Document Number' (20015), and 'Document Pct' (200). Below these are dropdowns for 'App/Dept' (Physical Ethics) and 'Module' (Exam Services). A table lists documents with columns: Document, Status, Date, Requested, Approved, Received, and Date Recd. The table contains three rows: 'CS Resume' (PL, OnFile, 7/17/2006, 7/17/2006), 'CS Exit Interview form' (PL, Requested-Required, 7/17/2006), and 'CS Book copy' (PL, Required, 7/17/2006). Below the table are buttons: 'Add Document List', 'Add Document', 'Display Document', 'Open Document', 'Add', 'PDF', and 'Delete'. The 'Document Detail' tab is active, showing fields for 'Document' (CS Resume), 'Document Status' (OnFile), 'Date Requested' (7/17/2006), 'Date Recd' (7/17/2006), 'Date Approved' (7/17/2006), 'Date Recd' (7/17/2006), and 'Comments'. At the bottom are 'Save', 'Cancel', and 'Print' buttons.

Adding Documents

To add a document:

- 1 Click **Add Document** to activate the Document Detail tab in the lower part of the form.

This screenshot is similar to the previous one but highlights the 'Add Document' button in the 'Document Tracking Browser, Alex' window. The 'Document Detail' tab is active, and the 'Document' field is set to 'CS Resume'. The 'Document Status' is 'OnFile'. The 'Date Requested' and 'Date Recd' fields are both set to '7/17/2006'. The 'Date Approved' field is also set to '7/17/2006'. The 'Date Recd' field is set to '7/17/2006'. The 'Comments' field is empty. The 'Add Document' button is highlighted with a red box.

- 2 Click the down arrow by the **Document** field to drop a list of available documents. If you have selected the Career Services module at the top of the form, the list of documents will be filtered to that department.

Document	Enrollment	Date Requested	Date Due	Comments
CS Exit Interview form	EXITINT			
CS Goals essay	CSGOALS			
CS Resume	RESUME			
CS Uploaded Web Resume	WEBRES			
CS Uploaded Web Resume Addition	WEBAPD			

3. Select the document to add to the student's Documents folder.
4. Select the document status.

Code	Description	Approved
NO	Not Requested	N
NOTSENT	Not Sent	N
OK	On File	Y
REJ	Received but Rejected	N
REQNR	Requested - Not Required	Y
REQREQ	Requested - Required	N
REQ	Required	N
SENT	Sent	Y

5. A default status for this document may appear in the field; edit as necessary.
6. Enter dates as required.
7. Click **Save** to add the new document to the folder.

Editing Documents

To edit a document:

1. Click on the document to highlight it.
2. Click **Edit** to activate the Document Detail tab in the lower part of the form:

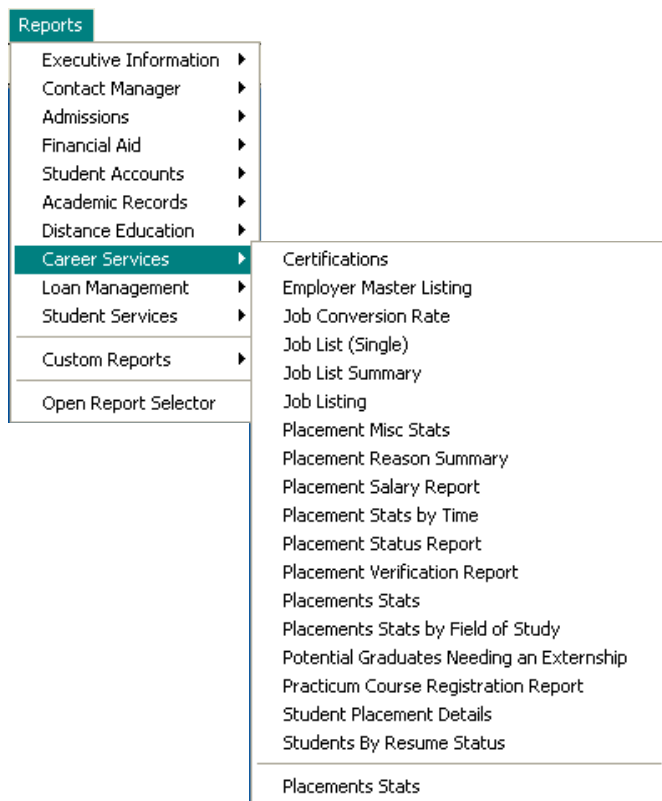
Document	Enrollment	Date Requested	Date Due	Date Approved	Comments
CS Exit Interview form	EXITINT				

3. Click the down arrow by the **Document Status** field and select the new status.
4. Enter any applicable date information and comments.
5. Click **Save**.

For more about document tracking, consult the *Contact Manager and Document Tracking* user guide, or CampusVue Help.

Career Services Reports

The **Reports** drop-down menu is organized by departments. Each department has a list of reports that are relevant to the work done there. The list of reports is alphabetically sorted for each module and varies in length as new reports are added and old reports are replaced with newer versions. You can click **Reports > Career Services** to access reports associated with the Career Services module.



The Reports menu displays the following two menu items for each module:

Custom Reports

Custom Reports, indicated by an asterisk (*), are designed especially for your campus. Such reports are developed by someone at your school who can use Crystal Reports®. These reports are created either by editing an existing CampusVue generic report or by creating a new report from scratch. Your System Administrator can use the **Setup > Report Maintenance** option to work with custom reports.

Open Report Selector

Click **Reports > Open Report Selector** to see a list of all reports (for all modules) to which you have access.

General Features of CampusVue Reports

Following are the generic features of all department-specific reports in CampusVue:

The report title is in the upper-left corner of each page.

The selection criteria are listed in the upper-left corner of the first page.

The sort order is listed in the upper left corner of the first page.

The User ID who requested the report appears in the upper-right corner of the first page.

The date and time that the report was printed is listed in the upper right corner of each page.

Column headers are shown at the top of each page.

Group headers are listed on the left side of the report as required by your sorting criteria. Note that you can sort by all the available sort variables but group totals are available only for the high-order three sort variables.

The total number of records selected will be listed at the end of the report.

The institution's name will appear in the lower-left corner of each page. (This is the "company" name from the Setup > System menu option.)

Placement Stats										rpt_gStats.rpt ADMINISTRATOR		
Employment Type: All Types												
Campus:												
Campus Management Institute												
- School Status (all)												
Sorted by: Program Version, Start Date, Student Name												
	Enrl Grade	Actual Grade	Exit Intake	Not Match	Elig Grade	Elig Grade Percent	Other Elig Percent	Comp Grade Percent	Place School Elig Gr.	Place Percent		
Associates in Financial Management												
	2	3	0	0	1	3	0	100%	100%	100%		
1301 01/01/04	1	1	1	0	0	1	1	100%	100%	100%		
1401 01/01/04	2	0	0	0	0	0	2	0%	100%	0%		
1501 01/01/07	1	0	0	0	0	0	1	0%	100%	0%		
1501 01/01/08	2	0	0	0	0	0	0	0%	0%	0%		
1601 01/01/06	0	0	0	0	0	0	0	0%	0%	0%		
2001 01/01/03	4	0	0	0	0	0	0	0%	0%	0%		
2401 01/01/20	1	0	0	0	0	0	0	0%	0%	0%		
2401 01/01/04	1	0	0	0	0	0	0	0%	0%	0%		
2501 01/01/04	11	0	4	0	0	0	0	0%	60.00	0%		
2601 01/01/04	2	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/20	1	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/07	4	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/06	1	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/07	0	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/08	0	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/02	4	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/01	1	0	0	0	0	0	0	0%	0%	0%		
	62	4	6	0	1	4	4	7.14	16.26	100.00		
Bachel of General Management												
	4	0	0	0	0	0	0	0%	0%	0%		
1301 01/01/08	3	0	0	1	1	-1	0	0%	0%	0%		
1601 01/01/06	0	0	0	0	0	0	0	0%	0%	0%		
2001 01/01/03	1	0	0	0	0	0	0	0%	0%	0%		
2501 01/01/04	4	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/07	12	0	0	0	0	0	1	0%	0%	0%		
2601 01/01/07	0	0	0	0	0	0	0	0%	0%	0%		
2601 01/01/04	10	1	0	0	1	1	0	0%	0%	100.00		
2601 01/01/01	1	0	0	0	0	0	1	0%	100.00	0%		
2601 01/01/08	2	0	0	0	0	0	0	0%	0%	0%		

Accessing Reports

To access a specific Career Services report:

1. Select **Reports > Career Services >** specific report to open the Report Selection form.
2. Select search parameters in the Report Selection form to satisfy your reporting requirements.

The following screen displays the Report Selection form for the Placement Stats report.

Report Preview

After you have selected the appropriate parameters from the Report Selection form, you can click **Preview** to open a Report Viewer window containing a preview of your report.

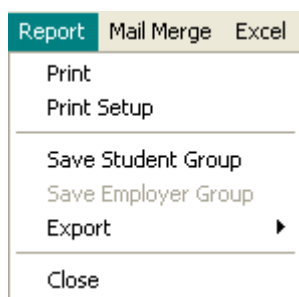
The following screen displays the Report Viewer window for the Placement Stats report.

School Grade	Actual Grade	Edit	Not Met	Met	W/ Met	Elig	Elig	Other	Camp	Place	Place
Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade
Associate in Financial Management	2	3	0	0	1	3	3	0	0.00	0.00	100.00
10000004	1	1	1	0	0	1	1	0	0.00	0.00	100.00

Report Viewer Controls

Report

The **Report** menu on the Report Viewer form provides for printing the report, printer setup, exporting the report to other applications such as Excel, and closing the viewer window.

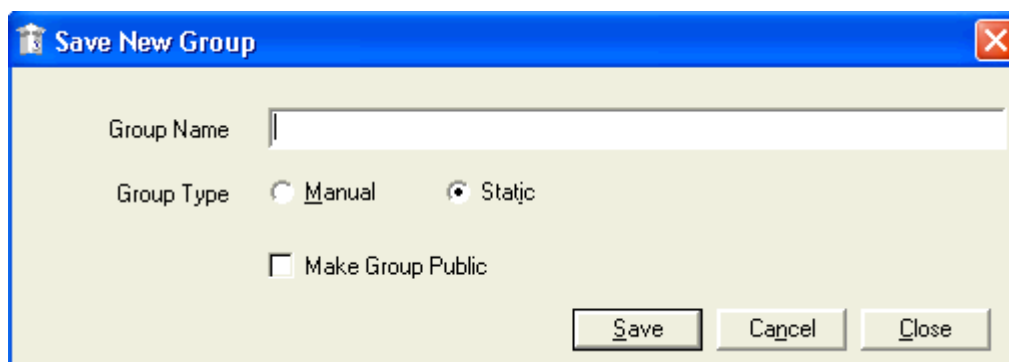


Print: You can select this option when you are ready to print the report. A Print icon is also provided at the top of the Report Viewer form.

Print Setup: This option calls the typical Windows printer setup form from which you can select a printer, set the number of copies to be printed, and access other reporting functions.

Save Student Group: If the internal Campus Id and internal Student Id are contained in the record set for the report, you can save the students listed on the report as a group. Select this option and give your group a name.

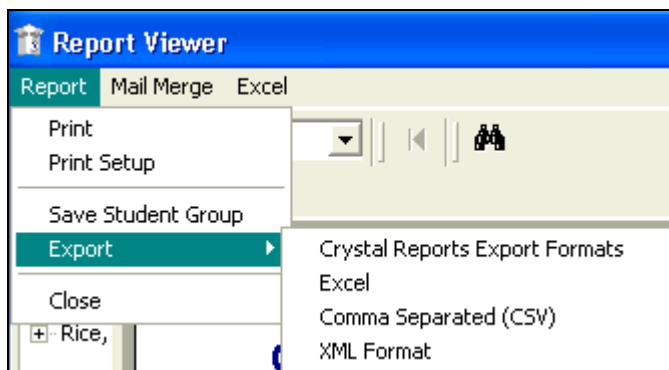
The following screen displays the **Save New Group** dialog:



In this example, the default definition for the new student group is a "Static" group, meaning that the list of names in the group can be refreshed on demand (your school can also choose manual for the default group definition). You can also open the group via View > Student Groups and change the group type to Dynamic, Frozen, or Manual. For more information on student groups, refer to *CampusVue Help*.

Save Employer Group: functionality is the same as for student groups (when active).

Export: You can select this option to view different export formats. In the example given below, users can select from the following four export formats: Crystal Reports Export Formats, Excel, Comma Separated (CSV), and XML Format.



With each report selection you can select the format and destination of your report. Several options are available for both Format and Destination. Click OK after you make your selections.



Close: You can select this option to close the Report Viewer form, either before or after you print the report. The program will return to the Report Selection form.

Mail Merge

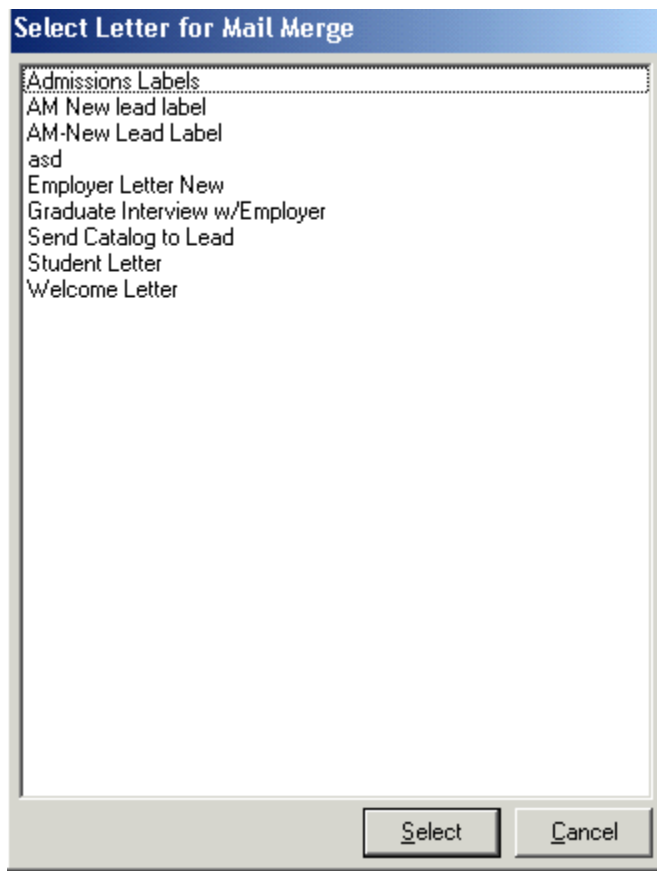
The **Mail Merge** option appears on the Report Viewer Menu Bar if the following conditions are met:

Your school has letter activities related to students.

The path to the letters is correctly designated in Setup > System.

The report being previewed lists students

When you click the Mail Merge option, you are presented with the list of all letter activities currently active. You can select the one with which to merge the data on the displayed report.



When you select to use the Mail Merge feature, you will be able to run the selected report, use the Merge tool to combine and print letters, and update the student's activity record after processing the letter. The system will prompt you with a dialog box asking if you would like to update the Placement. If you select 'Yes', then the student's Placement history will be updated after the Mail Merge is completed.

Excel

This option exports the data on the report to an Excel spreadsheet. This feature appears on every report. The export procedure uses column names for headings. A maximum of 65,000 rows can be exported. However, Sub reports are not exported.


Navigation Tools

At the top of the Report Viewer form, there is a set of navigation tools to help you maneuver in a multi-page report. By clicking the appropriate tool, you can go to the first page of the report, the next page, the previous page, and the last page.




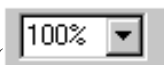
The following tools are available for selection:


Report Views: The report viewer provides a method of narrowing your view of the previewed report. By double clicking on a report heading or sub-heading, you can open a view containing only that heading and the data below it. When you open a view of a heading, the program creates a view tab at the top of the report. You can alternate between views until you get the information you require. You can also print only a selected view of the report.

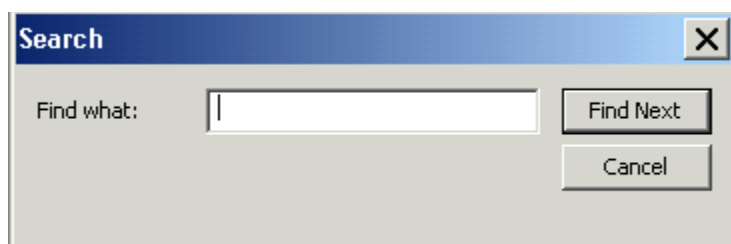
Close Current View: Click on the view to be closed and then click this control () to close it.

Group Tree: On the left side of the Report Viewer is a control known as the Group Tree. It is used to drill down to specific portions of your report. It is more significant in long reports and in those that have more than one or two groups. Click on the plus and minus boxes beside the group names to expand or contract the tree list. Click on a tree item to go to that portion of the report.

Toggle Group Tree: This tool () is used to show or hide the Group Tree. If you want to see more of the report page in your viewer window, hide the Group Tree by clicking this tool. Click it again to bring back the Group Tree.

Report Size: Use this tool () to size the image of the report to a convenient viewing size. Select one of the options from the drop down list or type in your own percentage value.


Text Search: Use this tool () to find the text you need in the report preview. A Text Search box will appear after clicking the binoculars. Type the text that you would like to find in the Text Search box and click on the Find Next button. The program will find the first occurrence of the text in the report. If you click the binoculars again, it will find the next occurrence, and so on. Your search text entries are saved in a list so that you can go back to them by clicking the arrow beside the text box. When you close the report, your search entries are discarded.



Report Printing

Report Printing is performed from the Report Viewer window after you have selected the various filtering criteria and clicked **Preview** in the Report Selection window.

To print a report in CampusVue:

In the Report Viewer window, click the **Print** icon () at the top of the window to open the **Print** dialog box. You can choose to print all of the report or selected pages. Indicate the number of copies of the report to be printed. Click **OK** to send the report to the printer.

Alternatively, select **Print** from the Report menu at the top of the Preview window. The report will be sent to your designated printer. If you want to change the destination printer, select a printer from the **Print Setup** dialog.

From the **Report** menu, select **Close** to close the Report Viewer window after the report is printed. You will return to the Report Selection window.

In the Report Selection window, you can choose to print another variation of the report by selecting different parameters. You can also save your previous selection of parameters by giving them a Preference Name and saving your preference for a later rerun.

Click **Close** on the Report Selection window to return to the CampusVue main window.

Note: Some reports will be displayed as HTML documents. You can right-click on an HTML report and select **Print** from the context-menu to print it.

Cube Reports

The term "Cube Report" refers to a multidimensional, spreadsheet-style report that you can manipulate for the purpose of extracting data from the CampusVue database. An ordinary spreadsheet is two-dimensional in nature. As the term implies, a cube report can accommodate three or more (possibly hundreds of) dimensions in a view. Each CampusVue module has one or more cube reports associated with it. Data elements for a cube reports can be manipulated as desired for a particular view. Flexibility is the key characteristic of cube reports. You can move data around on the report, adding or removing horizontal and vertical data elements to achieve the precise combination of rows and columns you need to present the results in the proper format.

The program gathers data for a cube report each time the report is opened. The data is stored in a temporary file while the cube is open. For large databases, this data gathering effort can take several minutes.

Output can be generated from cube reports in four forms:

1. On-screen displays which offer row and column display options
2. Printed spreadsheets with optional horizontal and vertical cross-footed totals
3. Charts and graphs
4. Export options, e.g., to Excel

In the Career Services module, you can find an example of the cube report. The following Placement Stats report is an example of the cube report.

To view the Cube Report:

Select **Reports > Career Services**. Reports which are listed below the horizontal line toward the bottom of the Reports menu are cube reports. Select a report title to open the Report Selection form.


Some cube reports are set up with selection criteria and others are not. If selections are available, make whatever choices you like.


Click **Preview** on the Report Selection form to start the gathering of data for the cube report. The program will gather the basic building blocks of data for the cube. Be patient, as this can take several minutes; there's a lot of work going on that you can't see.


When the program has assembled the necessary data, the cube report opens.


Program	Major	Minor	Totals
1	1	1	1
2	1	3	3
3	1	3	3
4	1	3	3
5	1	3	3
6	1	3	3
7	1	3	3
8	1	3	3
9	1	3	3
10	1	3	3
11	1	3	3
12	1	3	3
13	1	3	3
14	1	3	3
15	1	3	3
16	1	3	3
17	1	3	3
18	1	3	3
19	1	3	3
20	1	3	3
21	1	3	3
22	1	3	3
23	1	3	3
24	1	3	3
25	1	3	3
26	1	3	3
27	1	3	3
28	1	3	3
29	1	3	3
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31	1	3	3
32	1	3	3
33	1	3	3
34	1	3	3
35	1	3	3
36	1	3	3
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41	1	3	3
42	1	3	3
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89	1	3	3
90	1	3	3
91	1	3	3
92	1	3	3
93	1	3	3
94	1	3	3
95	1	3	3
96	1	3	3
97	1	3	3
98	1	3	3
99	1	3	3
100	1	3	3

Across the top of the cube window are some important controls.

Preview:  Shows you a preview of the printed report in spreadsheet format.

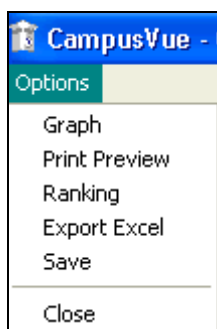
Graph:  Takes you to the graph design feature. You need to select the data elements you want in the graph before clicking Graph. Ordinarily, you would not want to graph the totals along with the data cells. To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally opposite corner of the range. All selected cells except the first one will be darkened.

Excel:  Exports the cube report to an Excel spreadsheet. You can also select the parts of the report you want to export before clicking Excel. You will also export the totals unless you take action to do otherwise.

Exit:  Closes the report and returns to the CampusVue work area.

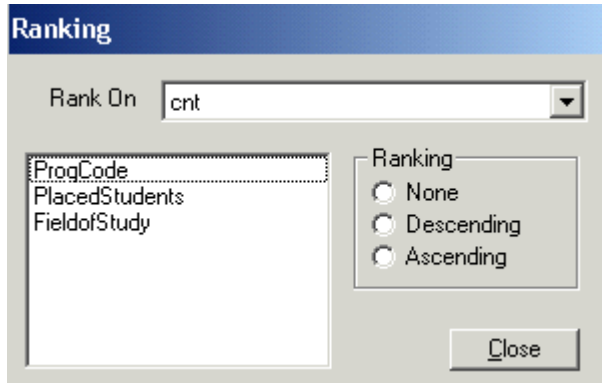
Show Totals: ☒ Show Totals You can elect to show or not show the totals on the report. If you want to export the data, you may not want to export the totals along with the data cells.

Options Menu: When the cube report is opened in your work area, a new menu bar is added to the CampusVue window right under the title bar. It has one menu on it labeled Options.



The **Graph**, **Print Preview**, **Export Excel**, and **Close** options work like the corresponding options described in step 5 above. **Save** will save data from the report to a variety of file formats.

The **Ranking** option gives you the ability to rank (sort) data elements in the cube report in ascending or descending order.



The example cube shows a three-dimensional report in a two-dimension format. Each row represents a student record. Subtotals and totals are shown for each row and column.

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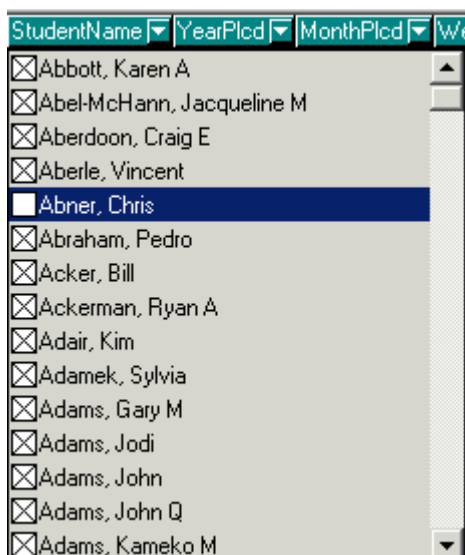
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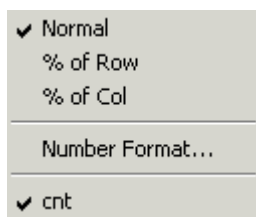
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Click on the arrow beside the data element name. The list of codes, names, and so on, will be dropped down for your selection. Click the box beside each desired code or name. Those with X in the box will be used in your report. Those with blank boxes will not be used. To select all choices or to deselect all choices hold the Ctrl (Control) key down while selecting.

Right Click Options: If you right-click anywhere in the data area of the cube report, a menu appears with some important features listed.



Normal: Causes the cube data to be displayed in its normal format. In the case of our example, it is contribution to the Placement Stats sorted by student.

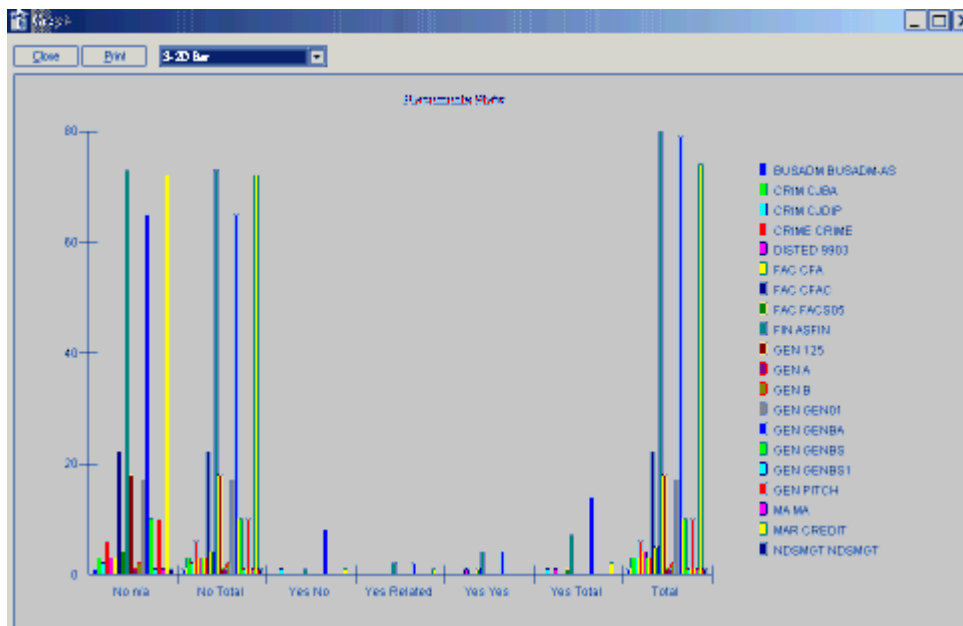
% of Row: Changes the data format to be a percentage of the row total.

% of Col: Changes the data format to be a percentage of the column total.

Number Format: Allows you to change the format of the numbers in the data cells.

cnt: This is the only option for the detailed data to be displayed. In other cubes, there may be more options listed here.

Graphing Data: For our example, we have chosen to create a three-dimensional bar graph. The illustrations show the selected data from the cube (totals have been turned off to facilitate the data selection) and the resulting graph. To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally opposite corner of the range. All selected cells except the first one will be darkened.



To change the type of graph, click the graph style list in the upper right corner of the graph screen. Select any of the listed styles. Maximize the graph screen to see the labels clearly when you are working with many elements.

Export to Excel: The same data can be exported to Excel as the example below shows. The column headers have been formatted manually after the import to improve the look of the example.

[illegible]

Preview: The Preview of the **Placement Stats** report from the cube is shown here with totals included.

Preview Controls: There are several controls on the preview form including Print, Print Setup, Margins and Columns, Page Change, and Zoom In and Out.

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