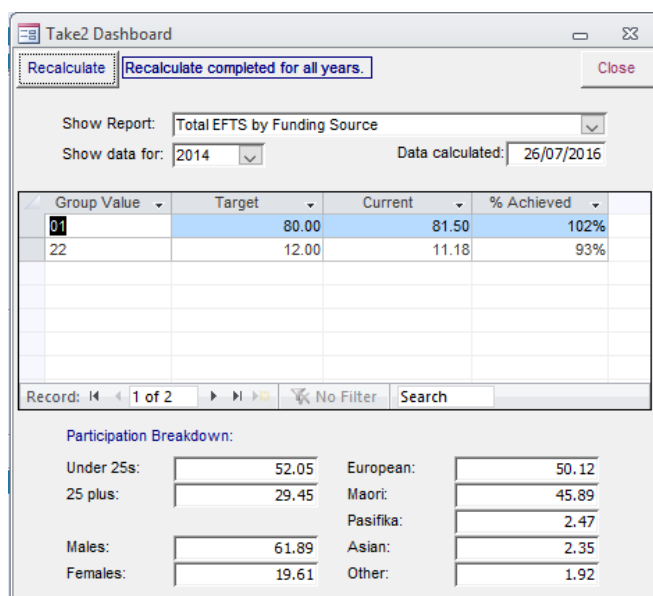


Tip Sheet No.65

Using the Take2 Dashboard

The Take2 Dashboard provides a quick summary of your organisation’s progress and performance for a range of measures over a defined number of years, and for each measure the results can be grouped in one of three ways. A demographic (“participation”) breakdown for each group total is also provided. The Dashboard is opened from the Main Menu in the Take2 Main Module.



Available Measures

There are currently ten available measures.

Measure	Allocation to a Year on this Basis	Criteria and Grouping Method
Count of Course Enrolments	Course enrolment start date	Includes enrolment status ‘E’ but excludes RPL where course completion code is ‘8’. Funding source grouping based on course enrolments.
Count of Enrolment Events	Enrolment event start date	Funding source grouping based on qualification enrolment. Site code grouping is based on the related course enrolment site code with the most recent start date. If there is more than one such record, the record with the lowest site code value is used.
Count of Students	Enrolment event start date	Funding source grouping based on qualification enrolment. Site code grouping is based on the related course enrolment site code with the most recent start date. If there is more than one such record, the record with the lowest site code value is used.

Count of Qualification Enrolments	Qualificaiton enrolment start date	Funding source grouping based on qualification enrolment. Site code grouping is based on the related course enrolment site code with the most recent start date. If there is more than one such record, the record with the lowest site code value is used.
Count of Qualifications Completions	Qualification completion date	Funding source grouping based on qualification enrolment. Site code grouping is based on the related course enrolment site code with the most recent start date. If there is more than one such record, the record with the lowest site code value is used.
Successful Course Completion Rate	Course enrolment finish date	Uses SCC rate logic. Funding source grouping based on course enrolment.
Total Credits Achieved	Course enrolment completion date	Includes enrolment status 'E' but excludes RPL where course completion code is '8'. Funding source grouping based on course enrolments.
Total Credits Enrolled	Course enrolment start date	Includes enrolment status 'E' but excludes RPL where course completion code is '8'. Funding source grouping based on course enrolments.
Total EFTS	Single Data Return year	Uses Single Data Return logic
Total Income	Single Data Return year	Uses Single Data Return logic

Grouping Options

Select one option for each measure from each of the three grouping options available.

The grouping options are:

- Funding Source
- TEC Qualification Code
- Course enrolment Site Code

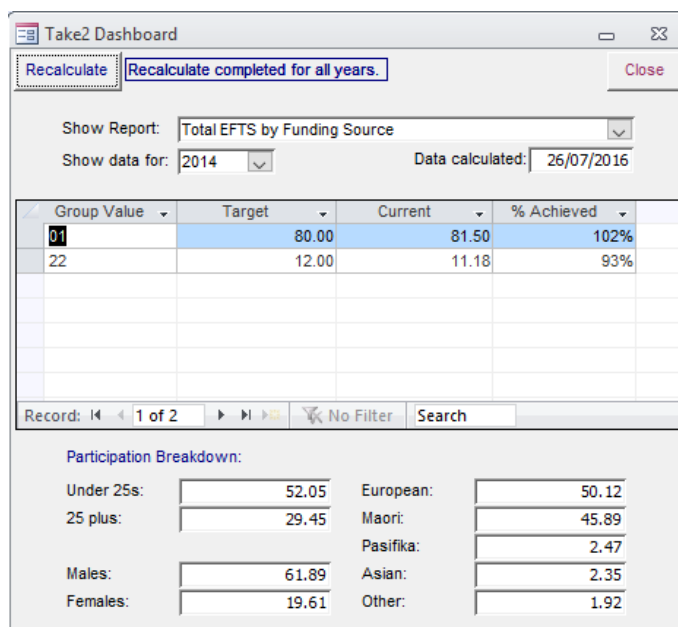
Each measure can be set up with each grouping option providing a maximum of 30 measures.

Using the Dashboard

1. Open the Dashboard from the Main Menu in the Take2 Main Module. When the form first opens it will display the default measure for the current year.
2. Select a different measure and/or year if required.
3. If records used for calculating the measure have changed since the date last calculated,

you must Recalculate. Recalculation processes only the currently selected measure and recalculates for all years for that measure. If you move to a different measure you need to recalculate that also. The duration of the recalculation process will depend on how many prior years you have selected and the volume of data in your Take2 database.

- Once it is complete a message appears to confirm the recalculation.



The screenshot shows the 'Take2 Dashboard' window. At the top, there is a 'Recalculate' button and a message box that says 'Recalculate completed for all years.' with a 'Close' button. Below this, there are dropdown menus for 'Show Report: Total EFTS by Funding Source' and 'Show data for: 2014'. The 'Data calculated:' field shows '26/07/2016'. A table displays performance data for two groups:

Group Value	Target	Current	% Achieved
01	80.00	81.50	102%
22	12.00	11.18	93%

Below the table, there is a 'Record: 1 of 2' indicator and a 'No Filter' button. At the bottom, a 'Participation Breakdown' section shows the following values:

Under 25s:	52.05	European:	50.12
25 plus:	29.45	Maori:	45.89
Males:	61.89	Pasifika:	2.47
Females:	19.61	Asian:	2.35
		Other:	1.92

- You will see your performance against the target for all items in your group. Click on an individual record in the group to see a participation breakdown for that measure.

Notes:

- The age and gender participation values sum to the relevant total. In the example above there are 81.50 EFTS for funding source 01. Add 52.05 and 29.25, or 61.89 and 19.61, and the total is 81.5.
- The sum of the values for the various ethnic groups will often exceed the group total. In the example above they add up to 102.75 because some students belong to more than one ethnic group. This is the way that TEC, NZQA, and the Ministry of Education calculate ethnic participation.