

Hype of Swipe: Card Swiping Training

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Our Agenda

- **Introductions – who is with us?**
- **To swipe or not to swipe that is the question**
- **The evolution of swiping at UNT**
- **Swiping landscape nationally**
- **Opportunity at UNT**
- **Going through the Eagle Access How To Packet**
- **Going through the UNT Computing Policy**

To Swipe or Not

- How many males use your service? How do these males compare to the overall male population?
- How many students attending your event have been involved in at least 2 other DSA programs? Involved in Athletics or went to the Learning Center?
- How do GPAs of DSA involved students compare to non-DSA involved students?
- How many Hispanic Females used your service/attended your event?
- What percentage of students overall took advantage of “x”?
- Other questions?

Evolution of Swiping

- Libraries pioneered swiping at most higher education institutions
- Dining quickly followed as a convenient way to track diners and meal usage
- Recreation centers thus came aboard and either swiped or scanned bar-codes on the back of IDs
- IRE thus began to ask the question about other patterns of usage
- Eagle Access first event swiped in Spring 2008 (career center)
- RAP began rolling out swiping in 2008/09 with mixed usage across units
- 2009/10 Decision Support builds out dashboard to view data

Swiping Nationally

- Relatively few (if any) DSA units have comprehensive swiping plans in place
- Swiping has remained relatively limited to Career Center, Recreation Sports, Health and Dining
- Swiping has raised some concerns at some campuses and caught staff off-guard and delayed progress
- UNT has a chance to be a national leader in this area **WHEN** we all get on board...



DSA Strategic Plan Links to Swiping

- **Goal 1.1** Develop and maintain high-quality, nationally-recognized student centered programs and services that remove barriers to academic success and graduation
- **Goal 1.4** Succeed in Closing the Gaps in participation and success
- **Goal 1.5** Increase undergraduate student engagement
- **Goal 3.4** Increase academic affairs and student development collaborations
- **Goal 4.1** Improve alignment of investments with strategic goals and priorities
- **Goal 4.3** Require ongoing performance evaluation and continual improvement using institutional effectiveness tools

Why UNT needs Card Swiping?

- **Allows us to partner with IRE to build a retention model to help:**
 - **Confirm impact of programming**
 - **Provide direct evidence linkage**
 - **Help us have a deeper understanding of our students**
 - **Break down barriers and promote collaboration**
- **Because our students are already used to it and it should not be a burden!!**
- **Ultimately, it will help ensure our students have an excellent experience!**

How it will work going forward

Step 1

- Staff member gets trained at Hype of Swipe

Step 2

- Staff member EmplID sent to area's ACE for role creation and permission level set.

Step 3

- ACE adds permissions and roles for user to create events
- ACE notifies Decision Support for user access to reports

Step 4

- User creates events, swipes and downloads reports

SECURITY ZONE: Only approved and authorized users see events and reports thus ensuring student privacy!

3 Other Important Users

- **Work Station Configurators: emailed training materials in Spring**
- **Data analysts – ACEs and authorized staff who will look for statistical patterns**
- **Data Consumers – Senior leadership and external reaccreditation staff who will look at data in aggregate form**

EIS Vocabulary

- **Department – your N number**
- **Service/Event Description – think as parent. True reflection of service or event being created (Visit Dean of Students as ongoing or DLS speaker as a one time event)**
- **Name of event – think of it as the child. Should be descriptive enough to help (2010/2011 Academic Year or January 13, 2011)**
- **Kiosk-only Checked: Public event – self service**
- **Kiosk-only Un-Checked: Back office event – card is handed over to desk attendant ***

Important Websites

- To setup events visit:
<https://myls.unt.edu>
- To setup the swipe station for created events:
The password authorized person should go to:
[https://myls.unt.edu/psc/lspd01/EMPLOYEE/HRMS/s/WEBLIB_GBGB_UTL.WEBLIB_FUNCTION.FieldFormul
a.IScript_AutoLogin?KEY=GBCD_EAGACC](https://myls.unt.edu/psc/lspd01/EMPLOYEE/HRMS/s/WEBLIB_GBGB_UTL.WEBLIB_FUNCTION.FieldFormul
a.IScript_AutoLogin?KEY=GBCD_EAGACC)
- To see data in Decision Support visit:
<http://my.unt.edu>

You Swiped – Now What?

Getting Data*

- **STEP ONE:**
In DSA email RAP staff with a request for access to Decision Support data. Email should come from Supervisor (Director or above) and indicate EUIDs, Names and Positions of Staff.
- **STEP TWO:**
RAP will email Decision Support with request documentation for Decision Support Staff to execute after reviewing nature of request. Decision Support will notify RAP when request is completed/authorized.
- **STEP THREE:**
RAP will email staff with access with a reminder about data privacy and security and this document.

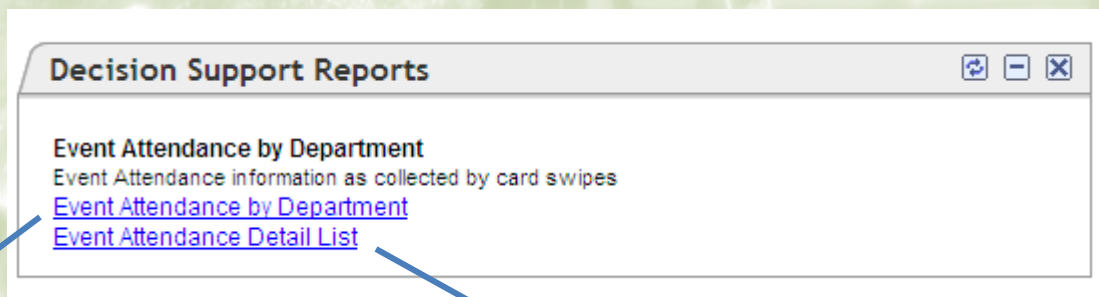
*NOTE: If you are not in DSA your process may be slightly different as this process unfolds.

Getting Data (continued)*

- **STEP FOUR:**
Staff should login to their my.UNT.edu account at <http://my.unt.edu> to access reports.
- **STEP FIVE:**
Once there please click on the “Add Content” link which will allow you to personalize the content.
- **STEP SIX:**
Click on either of these links to access the data. Scroll through the various choices to find your department and event.

***NOTE:** If you are not in DSA your process may be slightly different as this process unfolds.

What the Pagelet Looks Like in myUNT...for now.



- Department – master list
- Detail – attendee by attendee list

Current Report: By Department

Event Attendance by Department											
SSF - DSA MASTER DEPARTMENT											
DSA Department											
Program	Demographics			Classification			Ethnicity				
<u>Fictitious</u>	College / School	Attendees	Percent		Attendees	Percent		Attendees	Percent		
	Col Public Affairs & Comm Srv	7	2.0%	Freshman	4	1.1%	African-Amer.	69	19.7%		
	College of Arts and Sciences	25	7.1%	Sophomore	4	1.1%	Amer. Indian	1	0.3%		
	College of Business	235	67.0%	Junior	57	16.2%	Asian/Pacific Isl.	32	9.1%		
	College of Education	3	0.9%	Senior	198	56.4%	Hispanic	34	9.7%		
	College of Engineering	37	10.5%	Post-Bac	8	2.3%	Non-Res	26	7.4%		
	Graduate School	4	1.1%	Masters	79	22.5%	Other	8	2.3%		
	Mayborn School of Journalism	6	1.7%	Doctoral	1	0.3%	White	181	51.6%		
	Merchandng & Hospitality Mgmt	34	9.7%	Total	351	100.0%	Total	351	100.0%		
	Total	351	100.0%								
	GPA Bands			FullPart	Attendees	Percent	Age Bands	Attendees	Percent		
	0	351	100.0%	FULL-TIME	282	80.3%	Under 19	4	1.1%		
	Total	351	100.0%	PART-TIME	69	19.7%	19-24	253	72.1%		
				Total	351	100.0%	25-34	67	19.1%		
							35 & Older	27	7.7%		
				Admit Type	Attendees	Percent	Total	351	100.0%		
				FTIC	0	0%					
				Continuing	337	96.0%					
				New GRAD	13	3.7%	Gender	Attendees	Percent		
				New UG Trans.	1	0.3%	F	183	52.1%		
				Total	351	100.0%	M	168	47.9%		
							Total	351	100.0%		

Please know the GPA bands appear in future events.

What Do These Buttons Do?



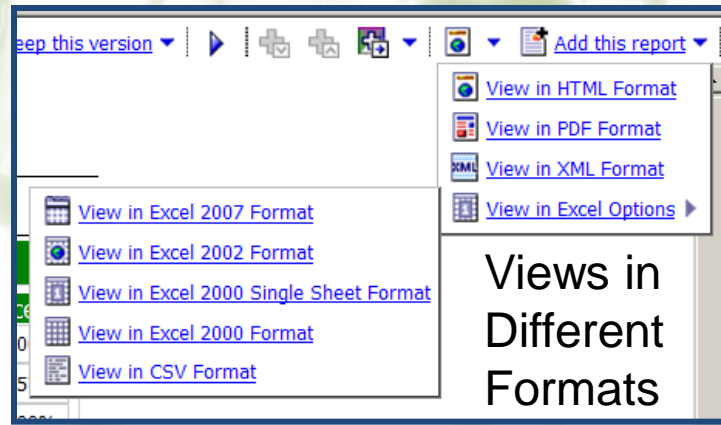
Email Report
Save Report

Runs
Report

Goes to
Related
Reports

Drills
Down
Level

Drills
Up
Level



Current Report: Detailed Report

#	EMPLID	Name	Email Address	Gender	Ethnicity	Address1	Address2	Address3	City	State	Postal	Card Swipe Time
1	Department: N60617 - SSF - CAREER CENTER											
2	Event: Career Center											
3	Program: Alumni Advising											
4												
6	1	Shaded Out For Privacy of Alumni		Male	Asian	Shaded Out For Privacy of Alumni						59 Sep 23, 2010 9:31:48 A
7	2			Male	Hispanic				77 Sep 27, 2010 5:15:52 P			
8	3			Female	White				8 Sep 23, 2010 10:10:26 A			
9	4			Female	White				9 Sep 23, 2010 10:11:05 A			
10	5			Female	White				10 Sep 23, 2010 9:49:35 A			
11	6			Female	Black				11 Sep 23, 2010 9:56:25 A			
12	7			Male	White				12 Oct 12, 2009 10:08:51 A			
13	8			Female	White				13 Sep 23, 2010 10:13:17 A			
14	9			Female	Hispanic				14 Sep 23, 2010 10:27:46 A			
15	10			Male	Hispanic				15 Sep 23, 2010 9:39:02 A			
16	11			Female	White				16 Sep 29, 2010 4:20:27 P			
17	12			Female	White				17 Aug 31, 2010 11:31:53 A			
18	13			Female	White				18 Sep 23, 2010 10:18:09 A			
19	14			Female	White				19 Jan 22, 2010 4:02:00 P			
20	15			Male	White				20 Sep 23, 2010 9:39:13 A			
21	16			Female	White				21 Sep 28, 2010 11:20:51 A			
22	17			Female	White				22 Sep 23, 2010 10:12:38 A			
23	18			Male	White				23 Sep 30, 2010 3:00:47 P			
24	19			Male	White				24 Jul 30, 2010 12:23:54 P			
25	20			Female	Hispanic				25 Jun 22, 2010 1:45:06 P			
26	21			Female	White				26 Sep 23, 2010 10:18:42 A			
27	22			Male	Hispanic				27 Sep 29, 2010 5:31:04 P			
28	23			Female	Asian				28 Sep 23, 2010 9:53:41 A			
29	24			Female	Black				29 Sep 23, 2010 9:58:34 A			
30	25			Female	White				30 Jun 22, 2010 2:58:35 P			
31	26			Female	White				31 Mar 11, 2010 8:43:12 A			
32	27			Male	Hispanic				32 Aug 31, 2010 10:07:59 A			
33	28			Female	Black				33 Sep 23, 2010 9:57:55 A			
34	29			Female	Black				34 Sep 28, 2010 11:18:17 A			
35	30			Female	White				35 Jan 6, 2010 10:05:38 A			
36	31			Female	White				36 Aug 11, 2010 3:52:20 P			
37	32			Female	White				37 Sep 28, 2010 12:56:15 P			
38	33			Female	Black				38 Sep 28, 2010 10:34:52 A			
39	34			Male	White				39 Sep 23, 2010 10:00:59 A			
40	35	Female	Hispanic	40 Jun 22, 2010 2:52:47 P								
41	36	Female	Hispanic	41 Sep 28, 2010 11:20:00 A								
42	37	Male	White	42 Sep 23, 2010 9:33:17 A								
43	38	Male	White	43 Sep 23, 2010 9:32:07 A								
44	39	Female	Black	44 Jun 22, 2010 3:51:02 P								

A Word About Security

- At no time should reports be saved to laptops or other unsecure storage devices
- At no time should detailed reports be stored or kept in non-secure vessels (out on desk, non-lockable file cabinet, etc.).
- At no time should reports be left on a computer screen unattended.
- Each user is responsible for following to the letter the [UNT computing policy](#) regarding privacy and appropriate data management.

A large, blurred crowd of students walking on a campus path, overlaid with a semi-transparent green filter. The students are in various poses, some carrying backpacks, creating a sense of movement and activity.

Let's Go Into The System

Get Stuck? Have a Question?

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