



SARA Source Operational Handbook for Institutions

(Date: 2/10/2022)



Table of Contents

OVERVIEW.....	3
INSTITUTIONAL OPERATIONS ADMINISTRATOR.....	4
LOGGING INTO THE SYSTEM AND VIEWING YOUR DASHBOARD.....	4
MANAGING YOUR ACCOUNT.....	6
ACCOUNT MANAGEMENT.....	9
SEARCHING FOR ACCOUNTS.....	10
ADDING ACCOUNTS AND ASSIGNING ROLES.....	10
EDITING ACCOUNTS.....	11
DISABLE ACCOUNTS.....	12
ENABLE USERS.....	13
PROGRAM MANAGEMENT.....	15
ADD PROGRAM MANUALLY.....	15
UPLOAD PROGRAMS.....	19
MANAGE PROGRAM DEFAULTS.....	22
REPORTS.....	24
REPORT DESCRIPTIONS.....	24
INSTITUTIONAL PROGRAM ADMINISTATOR.....	25
INSTITUTIONAL REPORT VIEWER.....	26

OVERVIEW

Welcome to the *SARA Source Operational Handbook for Institutions*. This handbook will provide you with important information about navigating through the system so that you can perform administrative functions and operational functions and access reports.

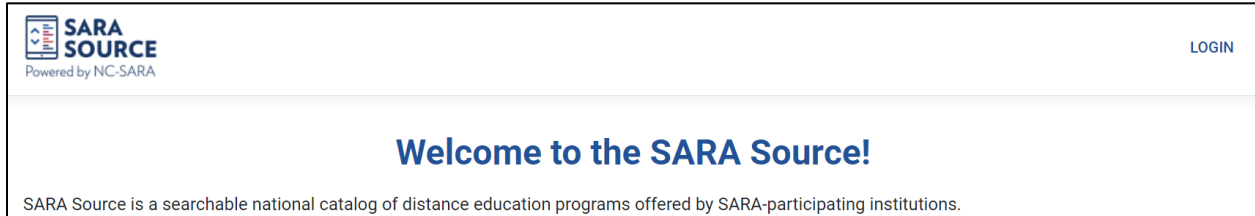
This guide is divided into sections for the different Institutional level roles that are available in SARA Source, namely:

- Institutional Operation Administrator
- Institutional Program Administrator
- Institutional Report Viewer

INSTITUTIONAL OPERATIONS ADMINISTRATOR

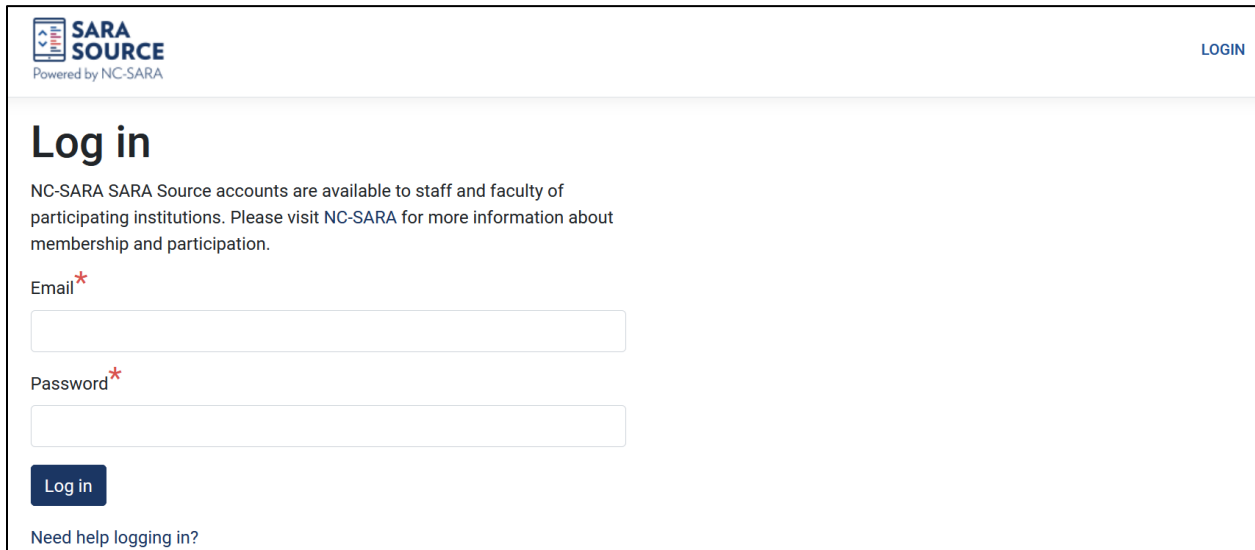
LOGGING INTO THE SYSTEM AND VIEWING YOUR DASHBOARD

As an Institutional Operations Administrator, you are initially directed to the following screen where you will login by clicking the **Login** link located in the header.



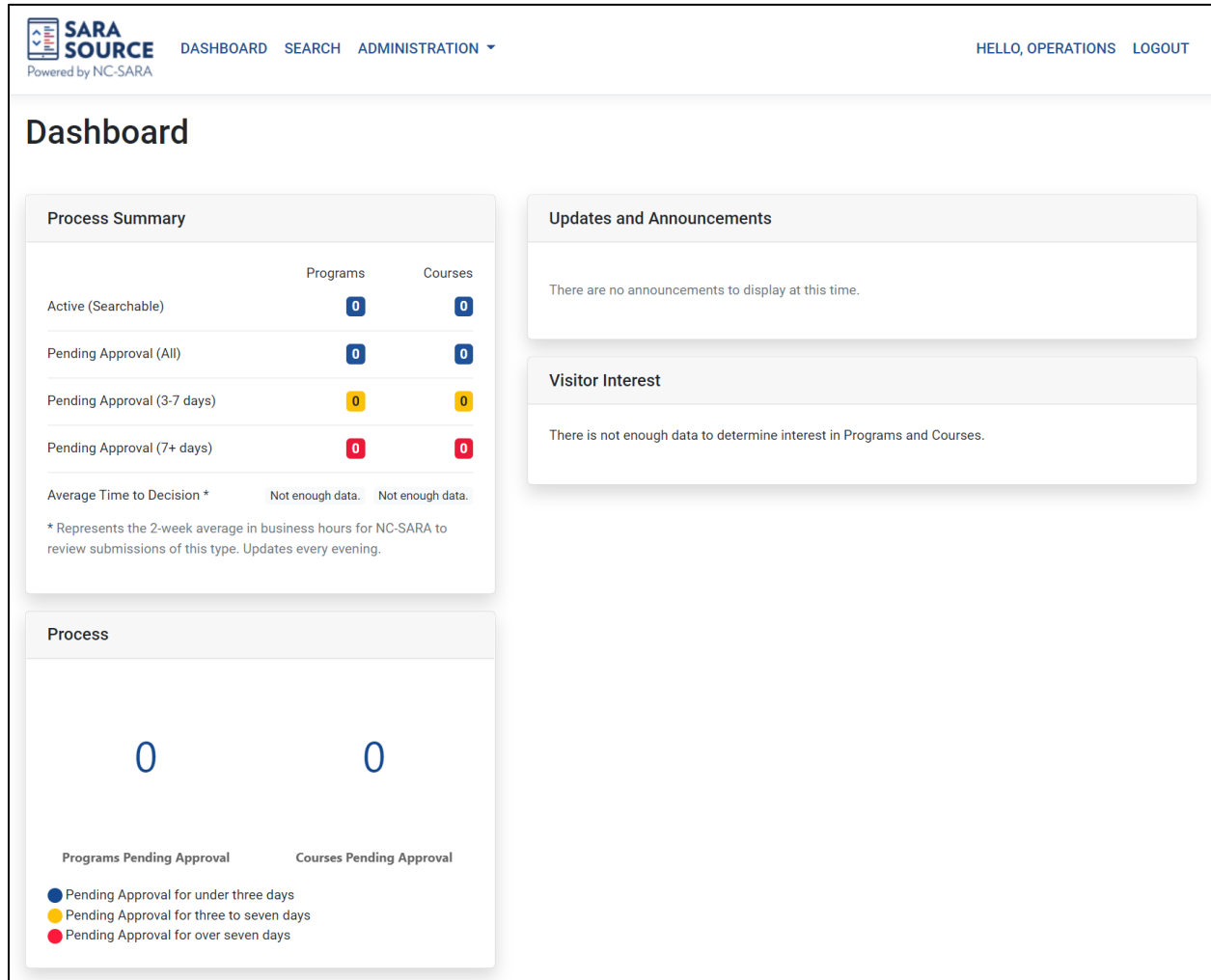
The screenshot shows the SARA Source login page. At the top left is the SARA SOURCE logo with the text "Powered by NC-SARA". At the top right is a "LOGIN" link. The main content area has a large heading "Welcome to the SARA Source!" and a paragraph below it stating "SARA Source is a searchable national catalog of distance education programs offered by SARA-participating institutions."

After clicking the link, the following screen appears where you are asked to provide your username and password:



The screenshot shows the SARA Source login page. At the top left is the SARA SOURCE logo with the text "Powered by NC-SARA". At the top right is a "LOGIN" link. The main content area has a heading "Log in" and a paragraph stating "NC-SARA SARA Source accounts are available to staff and faculty of participating institutions. Please visit NC-SARA for more information about membership and participation." Below this are two input fields: "Email" and "Password", both with red asterisks indicating they are required. A "Log in" button is located below the password field. At the bottom left, there is a link "Need help logging in?".

After logging in, you are brought to the home screen which displays the Operation Administrative Dashboard. Here you will see important summary information for your institution. At the top of the page, you will see your username which confirms that you are logged in. At this time only programs are included in the SARA Source.



You will be able to manage accounts and determine institution settings.

The dashboard includes the Process Summary, Process, Updates and Announcements and Visitor Interest sections.

In the **Process Summary** section, you will see metrics related to each category. Details for each of the Programs categories can be accessed by clicking on that line.

The **Process** section will show the total number of programs currently in process and visually represent values in three time ranges.

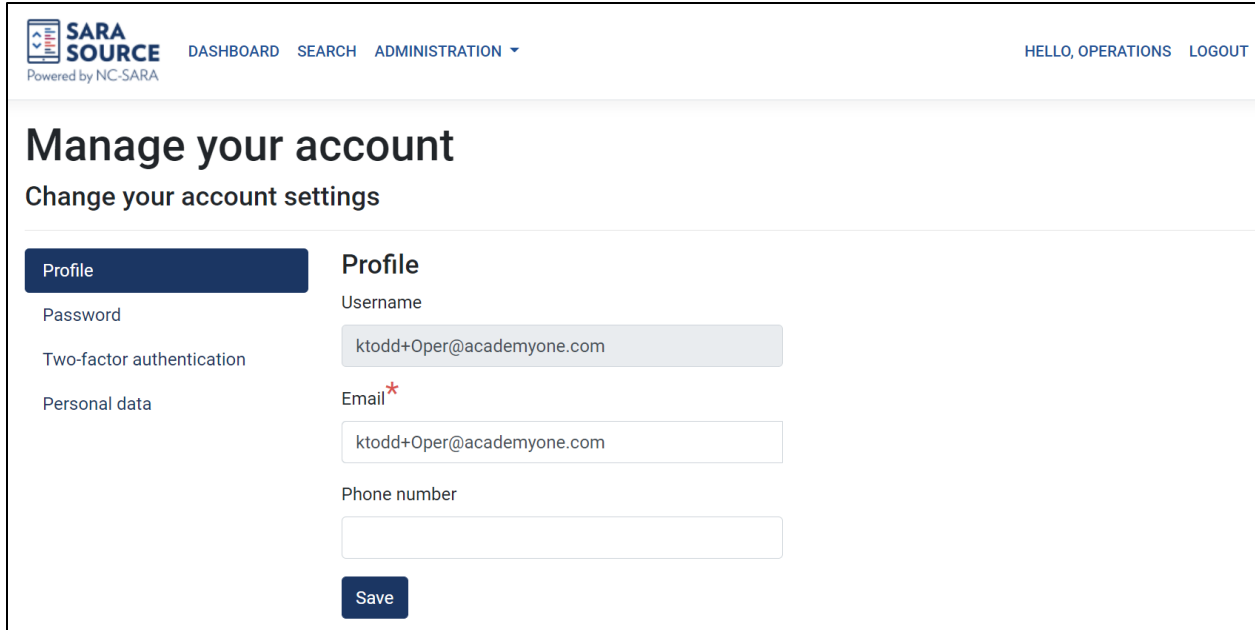
The **Updates and Announcements** section will alert you to new information about SARA Source.

The **Visitor Interest** section will alert you to data on programs visited on the public site.

MANAGING YOUR ACCOUNT

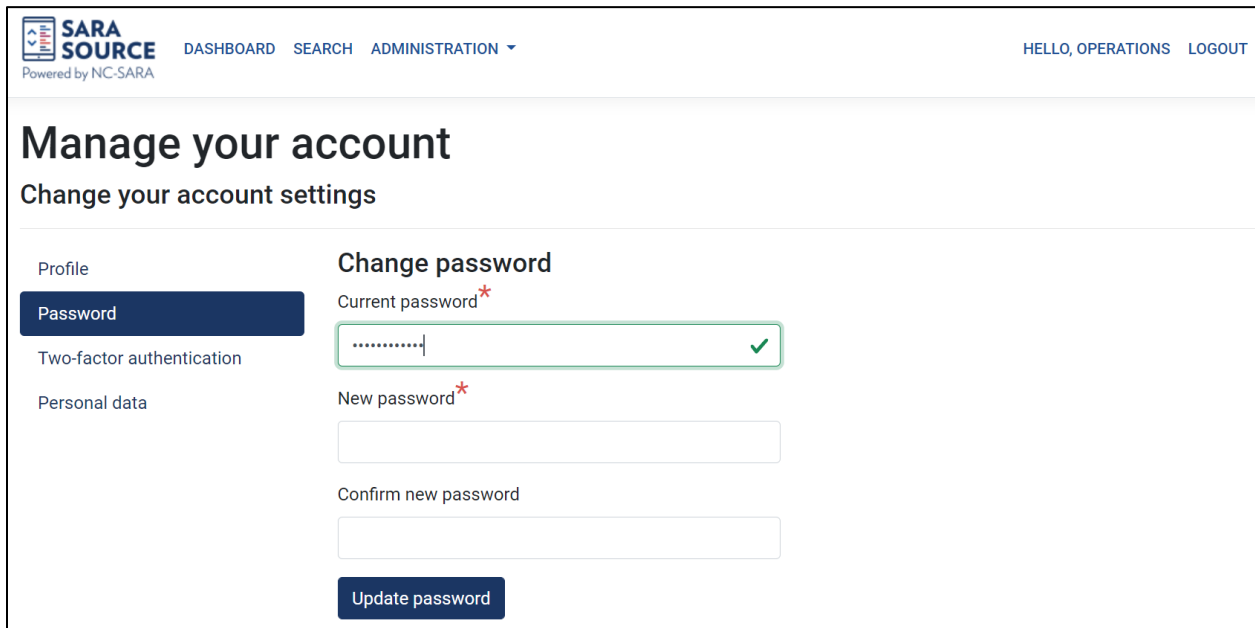
Clicking your username in the top menu bar provides you with the option to manage your account.

By clicking on **Manage My Account** under your username, you will be brought to the following page where you can modify your Profile information and access Password information, Two-factor authentication and Personal data pages. Required fields are marked with a red asterisk. You are not required to supply updated password information every time you update your account.



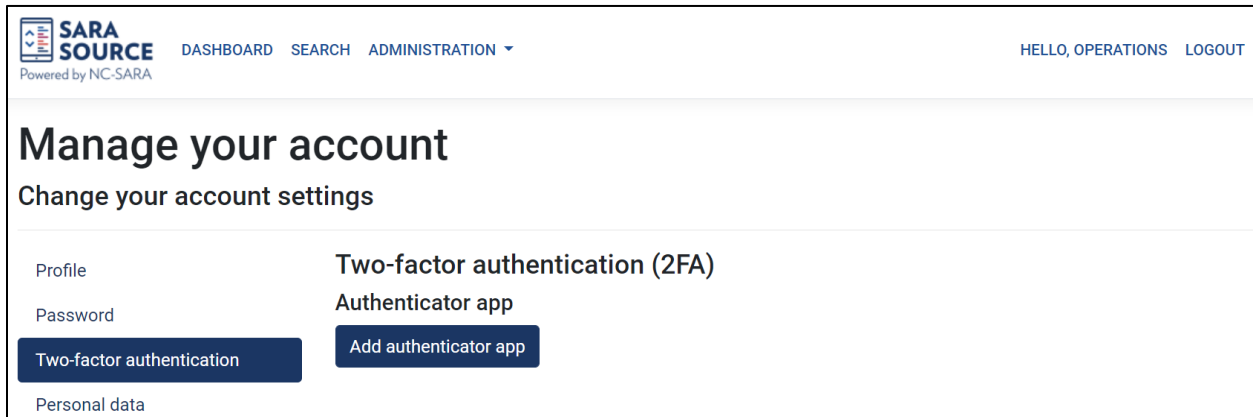
The screenshot shows the 'Manage your account' page with the 'Profile' tab selected. The page header includes the SARA SOURCE logo, navigation links (DASHBOARD, SEARCH, ADMINISTRATION), and user information (HELLO, OPERATIONS, LOGOUT). The main heading is 'Manage your account' with a sub-heading 'Change your account settings'. On the left, there are tabs for Profile, Password, Two-factor authentication, and Personal data. The Profile section contains fields for Username (ktodd+Oper@academyone.com), Email (ktodd+Oper@academyone.com, marked with a red asterisk), and Phone number. A 'Save' button is at the bottom.

Once you have made your changes, click the **Save** button to save them.



The screenshot shows the 'Manage your account' page with the 'Password' tab selected. The page header is identical to the previous screenshot. The main heading is 'Manage your account' with a sub-heading 'Change your account settings'. On the left, the tabs are the same. The Password section contains fields for Current password (marked with a red asterisk), New password (marked with a red asterisk), and Confirm new password. A green checkmark is visible next to the Current password field. An 'Update password' button is at the bottom.

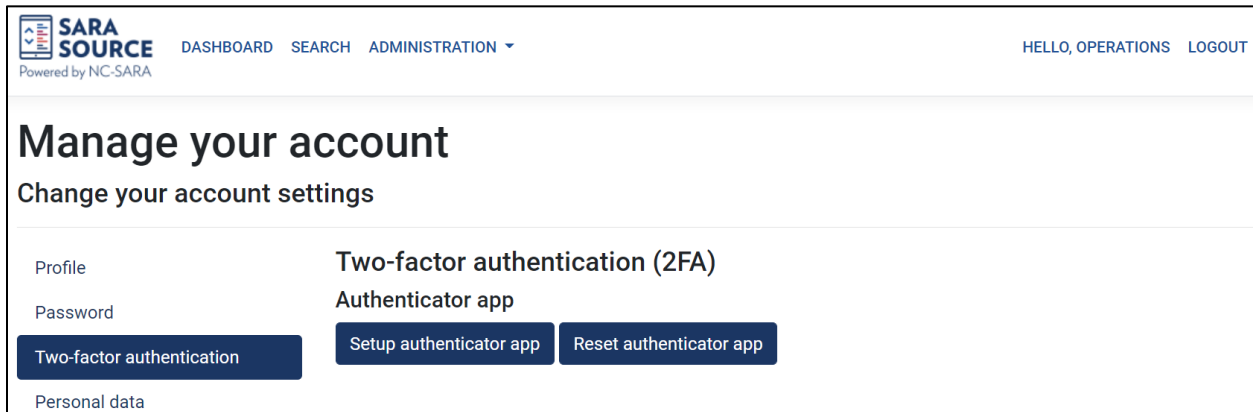
Once you have made your changes, click the **Update password** button to save the new password.



The screenshot shows the 'Manage your account' page. The left sidebar contains links for Profile, Password, Two-factor authentication (highlighted), and Personal data. The main content area is titled 'Change your account settings' and features the 'Two-factor authentication (2FA)' section. Under this section, there is a link for 'Authenticator app' and a blue button labeled 'Add authenticator app'.

If you desire to have a two-factor authentication to access your user account, you must first add authenticator app.


Subsequent visits to this page will show you options to setup authenticator app (if you haven't done so) or reset authenticator app.



This screenshot shows the 'Manage your account' page after a user has added an authenticator app. The 'Two-factor authentication (2FA)' section now includes two blue buttons: 'Setup authenticator app' and 'Reset authenticator app', in addition to the 'Authenticator app' link.

Follow the multi-step directions on the Setup authenticator app page or the reset authenticator app page.

For the Personal data page of Managing your account, you can either download or delete the personal data. **NOTE: Deleting this data will permanently remove your account, with no recovery.**



**SARA
SOURCE**
Powered by NC-SARA

DASHBOARD SEARCH ADMINISTRATION ▾

HELLO, OPERATIONS LOGOUT

Manage your account

Change your account settings

Profile

Password

Two-factor authentication

Personal data

Personal Data

Your account contains personal data that you have given us. This page allows you to download or delete that data.

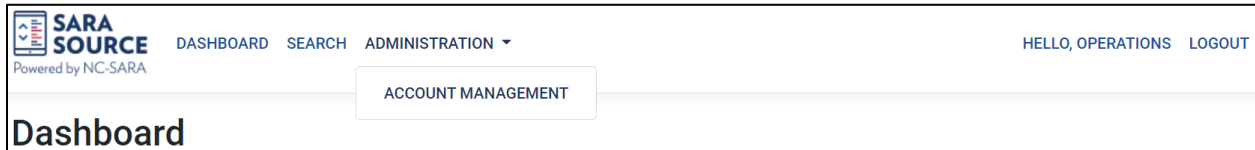
Deleting this data will permanently remove your account, and this cannot be recovered.

Download

Delete

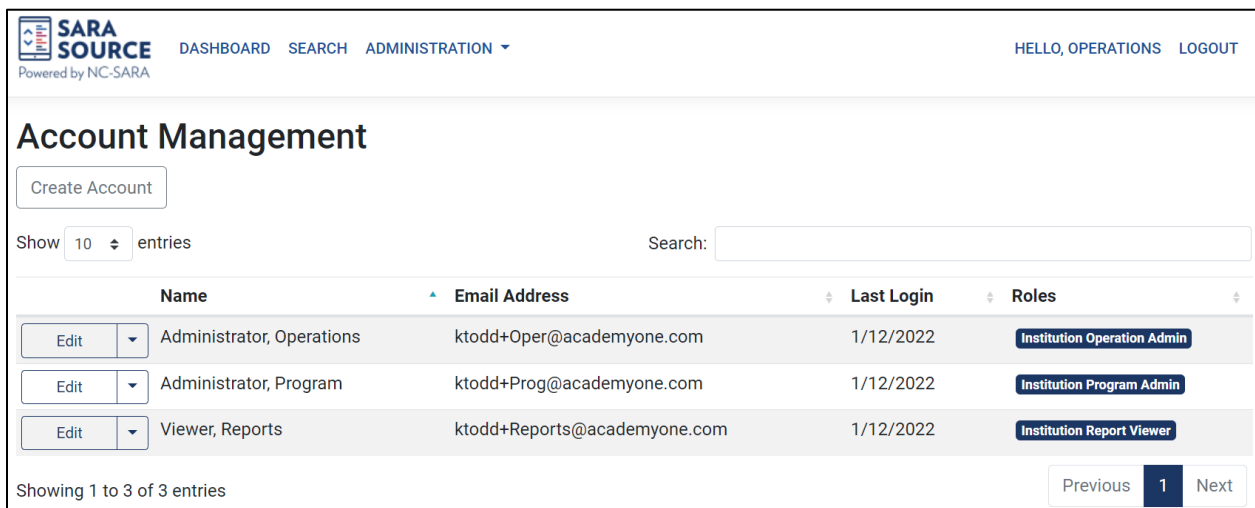
ACCOUNT MANAGEMENT

As an Institutional Operation Administrator, you are able to manage all users for your Institution. To do so, select **Account Management** by clicking on the **Administration** tab.



The **Account Management** screen lists existing account profiles for your Institution. Here, you are able to:

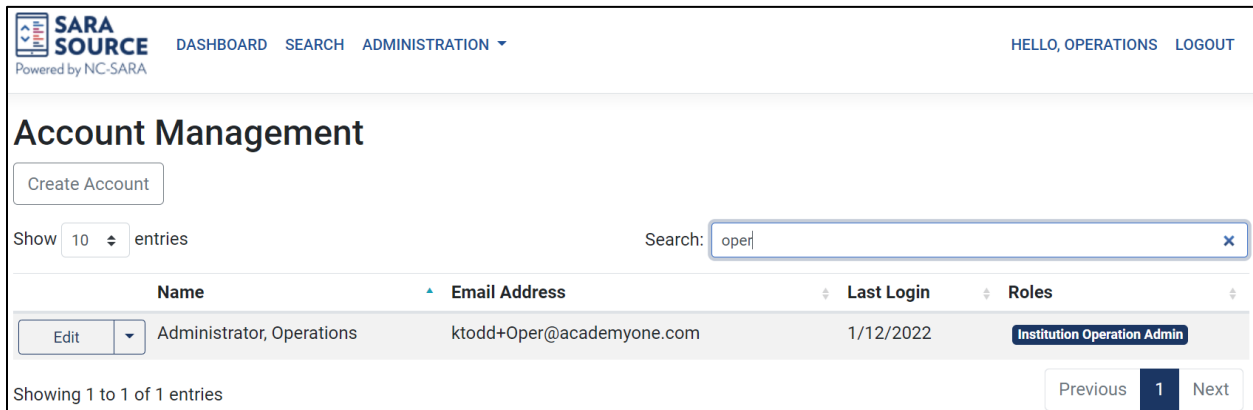
- Search for accounts and sort by column headers
- Add new accounts and assign them roles
- Edit accounts
- Deactivate and activate accounts
- Delete accounts
- Resend or revoke the email for a new account



SEARCHING FOR ACCOUNTS

You may use the **Search** box to find existing account profiles. Key letters typed in the search box will pull matches for users from all the columns displayed on this screen (Name, Email, Last Login and Roles).

In the example below, “oper” was entered to search for an account with a name with “oper” in it or the role containing “oper” in it.

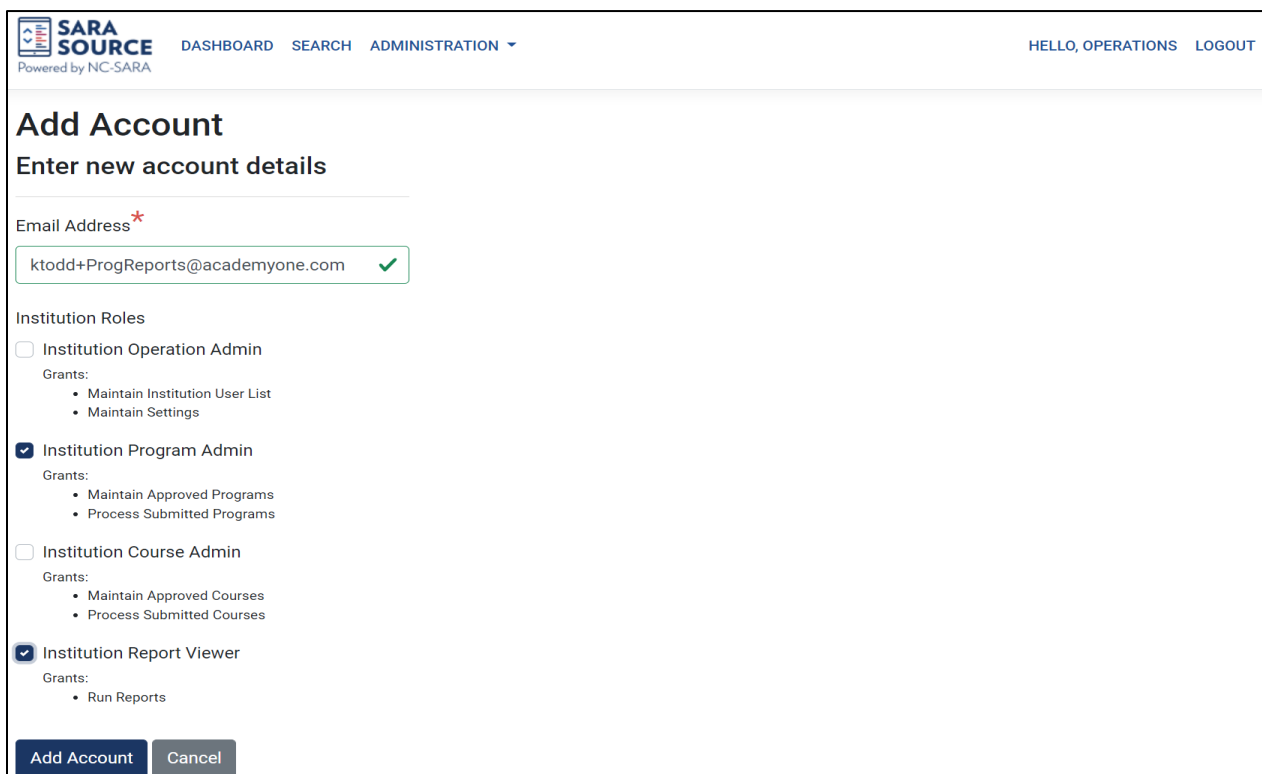


The screenshot shows the 'Account Management' interface. At the top, there's a navigation bar with 'SARA SOURCE' logo, 'DASHBOARD', 'SEARCH', and 'ADMINISTRATION'. On the right, it says 'HELLO, OPERATIONS' and 'LOGOUT'. Below the navigation bar, the title 'Account Management' is displayed. There's a 'Create Account' button. A 'Show' dropdown is set to '10' entries. A search box contains the text 'oper'. Below the search box is a table with columns: Name, Email Address, Last Login, and Roles. The table has one entry: 'Administrator, Operations' with email 'ktodd+Oper@academyone.com' and last login '1/12/2022'. The role is 'Institution Operation Admin'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

ADDING ACCOUNTS AND ASSIGNING ROLES

You may add new accounts for your Institution and assign them specific roles. To do so:

- Click the **Add Account** button on the **Account Management** screen.
- Enter the account’s email address and role details. It is required that all information on this screen be provided.



The screenshot shows the 'Add Account' interface. At the top, there's a navigation bar with 'SARA SOURCE' logo, 'DASHBOARD', 'SEARCH', and 'ADMINISTRATION'. On the right, it says 'HELLO, OPERATIONS' and 'LOGOUT'. Below the navigation bar, the title 'Add Account' is displayed. Underneath is the heading 'Enter new account details'. There's a form with a label 'Email Address' and a red asterisk. The email address 'ktodd+ProgReports@academyone.com' is entered, and a green checkmark is visible. Below the email field, there's a section for 'Institution Roles'. There are four roles listed with checkboxes and their respective grants:

- ☐ Institution Operation Admin
 - Grants:
 - Maintain Institution User List
 - Maintain Settings
- ☒ Institution Program Admin
 - Grants:
 - Maintain Approved Programs
 - Process Submitted Programs
- ☐ Institution Course Admin
 - Grants:
 - Maintain Approved Courses
 - Process Submitted Courses
- ☒ Institution Report Viewer
 - Grants:
 - Run Reports

 At the bottom, there are 'Add Account' and 'Cancel' buttons.

Under permissions, you may assign appropriate roles to each user. More than one role can be assigned, which include the following:

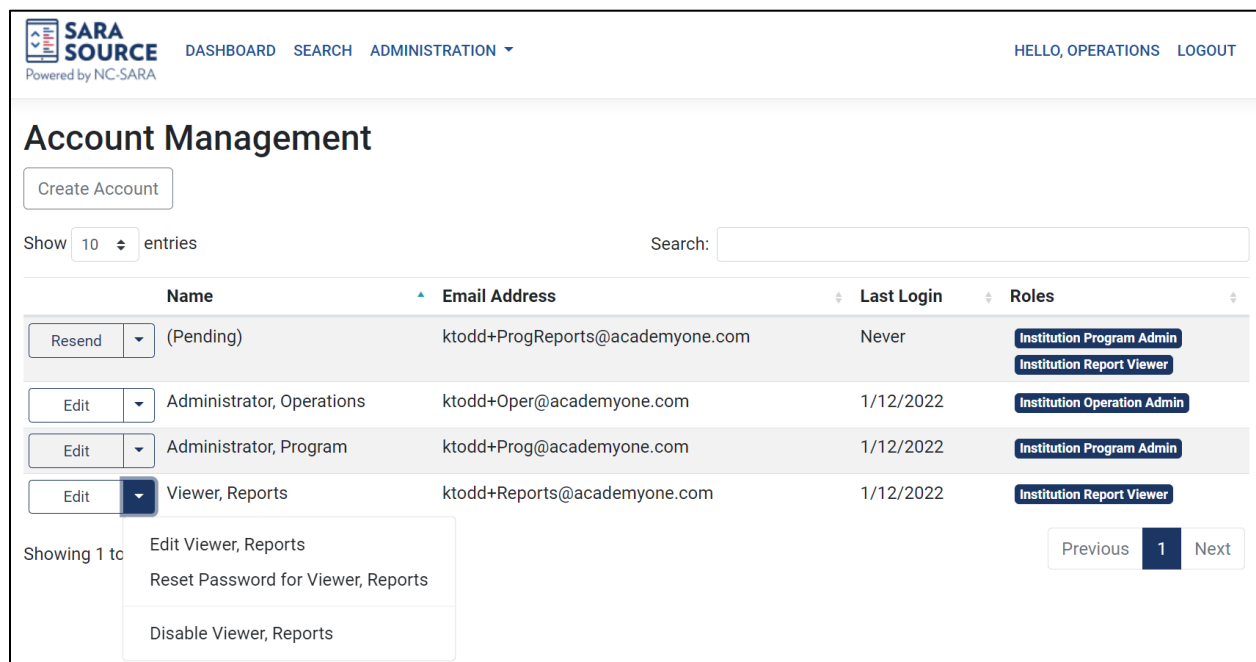
- **Institution Operation Administrator** allows the user to maintain institution user list and maintain settings.
- **Institution Program Administrator** allows the user to maintain approved programs and process submitted programs.
- **Institution Course Administrator** allows the user to maintain approved courses and process submitted courses. [\[Course Administration is for a future phase.\]](#)
- **Report Viewer** allows users to run reports specific to their Institution.

Once the user's information has been provided, click the **Add Account** button. After the user has been added, you will be returned to the **Account Management** screen. Alternately, the **Cancel** button can be clicked to cancel the add user request. This will navigate you back to the **Account Management** page without saving the user profile.

EDITING ACCOUNTS

You may edit either your own or existing user profiles. To do so:

- Click **Edit** located next to the **Name**.

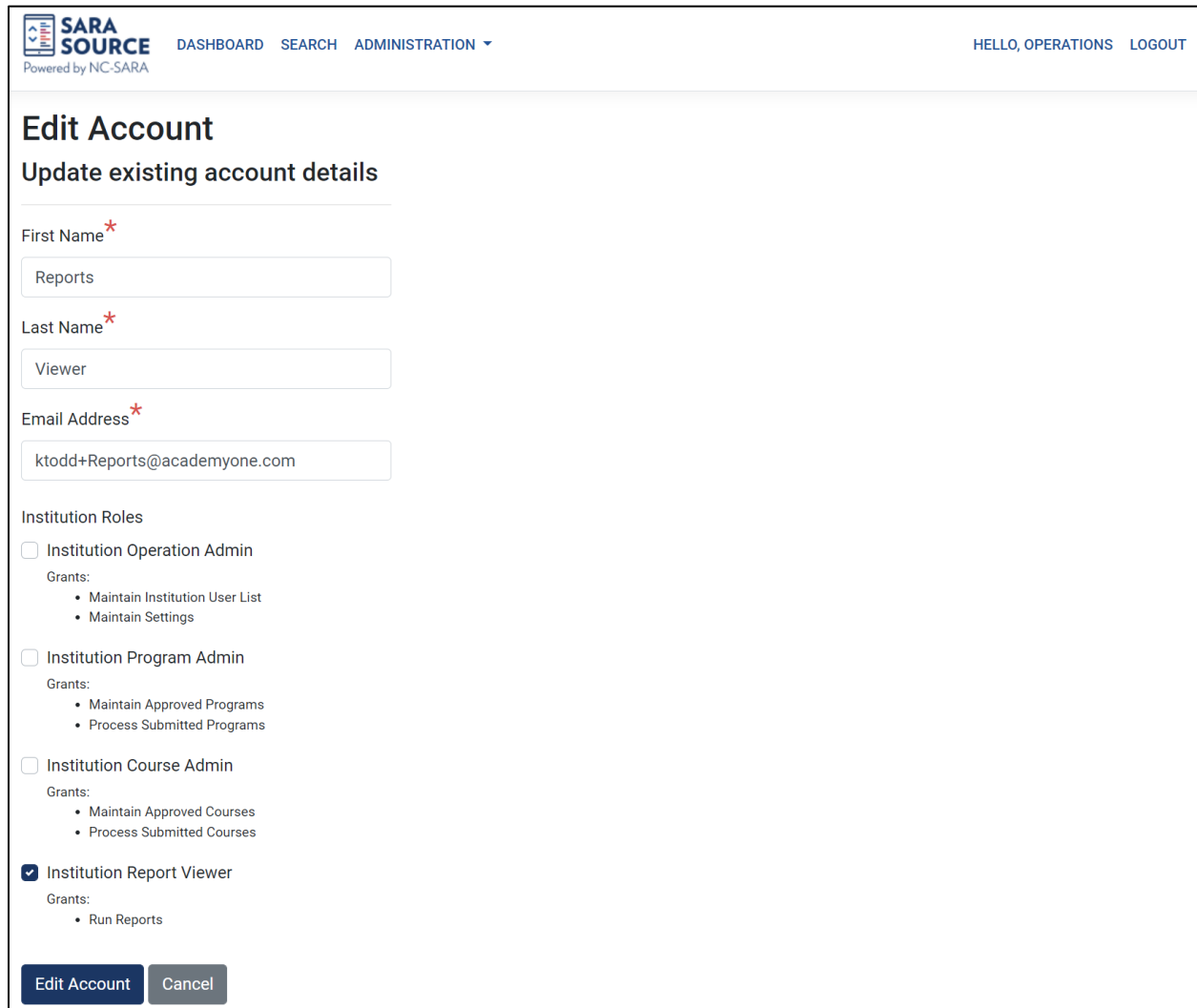


The screenshot shows the SARA SOURCE 'Account Management' page. At the top, there's a navigation bar with 'DASHBOARD', 'SEARCH', and 'ADMINISTRATION'. A 'Create Account' button is visible. Below the header, there's a table with columns: Name, Email Address, Last Login, and Roles. The table lists four users, with the first one in a 'Pending' state. The 'Edit' button for the first user is highlighted, and a dropdown menu is open showing options: 'Edit Viewer, Reports', 'Reset Password for Viewer, Reports', and 'Disable Viewer, Reports'. Pagination controls at the bottom show 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Name	Email Address	Last Login	Roles
(Pending)	ktodd+ProgReports@academyone.com	Never	Institution Program Admin Institution Report Viewer
Administrator, Operations	ktodd+Oper@academyone.com	1/12/2022	Institution Operation Admin
Administrator, Program	ktodd+Prog@academyone.com	1/12/2022	Institution Program Admin
Viewer, Reports	ktodd+Reports@academyone.com	1/12/2022	Institution Report Viewer

The **Edit Account** screen appears and is where you can update existing account details. To do this:

- Make your desired changes and click the **Edit Account** button to save them, or
- Click the **Cancel** button to cancel the edit account request. You will be navigated back to the **Account Management** screen page without saving the changes.



SARA SOURCE DASHBOARD SEARCH ADMINISTRATION ▾ HELLO, OPERATIONS LOGOUT
Powered by NC-SARA

Edit Account

Update existing account details

First Name*
Reports

Last Name*
Viewer

Email Address*
ktodd+Reports@academyone.com

Institution Roles

☐ Institution Operation Admin
Grants:
• Maintain Institution User List
• Maintain Settings

☐ Institution Program Admin
Grants:
• Maintain Approved Programs
• Process Submitted Programs

☐ Institution Course Admin
Grants:
• Maintain Approved Courses
• Process Submitted Courses

☒ Institution Report Viewer
Grants:
• Run Reports

Edit Account Cancel

DISABLE ACCOUNTS

You are able to disable a user account. A disabled account can no longer access the system, but they can be re-activated. This will allow a user to log into the SARA Source again. This may be helpful if, for example, a user has gone on vacation for a long period of time. To do so:

- Click **Disable** under the **Edit** dropdown list located next to the **Name**.

Account Management

Create Account

Show 10 entries Search:

	Name	Email Address	Last Login	Roles
Resend	(Pending)	ktodd+ProgReports@academyone.com	Never	Institution Program Admin Institution Report Viewer
Edit	Administrator, Operations	ktodd+Oper@academyone.com	1/12/2022	Institution Operation Admin
Edit	Administrator, Program	ktodd+Prog@academyone.com	1/12/2022	Institution Program Admin
Edit	Viewer, Reports	ktodd+Reports@academyone.com	1/12/2022	Institution Report Viewer

Showing 1 to 1 of 1 entries

Previous 1 Next

Dropdown menu for 'Viewer, Reports':

- Edit Viewer, Reports
- Reset Password for Viewer, Reports
- Disable Viewer, Reports

A confirmation screen appears to confirm you want to disable the user:

Account Management

Create Account

Show 10 entries

Dialog Box: Disable Viewer, Reports

Are you sure you want to disable account access for user Viewer, Reports?

Cancel Confirm

- Click the **Confirm** button to complete your transaction.
- Click the **Cancel** button to cancel the disable account request. This will navigate you back to the **Account Management** screen without disabling the user.

ENABLE USERS

You can activate a disabled user in the system. This will allow the user to be able to access the system again. To do so:

- Click **Enable** under the **Edit** dropdown list located next to the **Name**.

DASHBOARD
SEARCH
ADMINISTRATION

HELLO, OPERATIONS LOGOUT

Account Management

Create Account

Show 10 entries
Search:

	Name	Email Address	Last Login	Roles
Resend	(Pending)	ktodd+ProgReports@academyone.com	Never	Institution Program Admin Institution Report Viewer
Edit	Administrator, Operations	ktodd+Oper@academyone.com	1/12/2022	Institution Operation Admin
Edit	Administrator, Program	ktodd+Prog@academyone.com	1/12/2022	Institution Program Admin
Edit	Viewer, Reports disabled	ktodd+Reports@academyone.com	1/12/2022	Institution Report Viewer

Showing 1 to

Edit Viewer, Reports
Reset Password for Viewer, Reports
Enable Viewer, Reports

Previous
1
Next

A message will be displayed near the top of the screen indicating that the user is now active.

DASHBOARD
SEARCH
ADMINISTRATION

HELLO, OPERATIONS LOGOUT

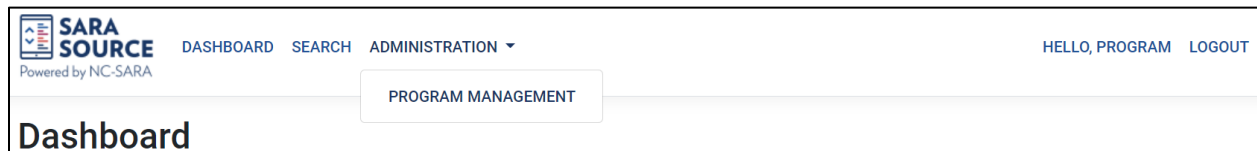
Account Management

Create Account

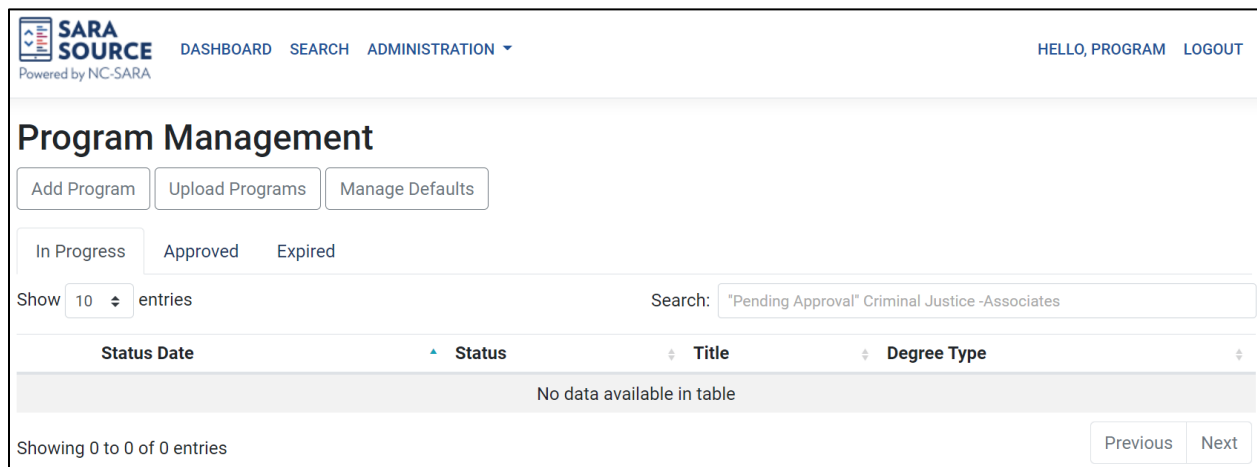
Account Viewer, Reports (ktodd+Reports@academyone.com) enabled.

PROGRAM MANAGEMENT

From the Home page, select **Program Management** in the Administration dropdown.




From Program Management screen, you will be able to Add and Upload Programs in addition to Manage Defaults. Two tabs are shown for In Progress programs and Approved programs.



ADD PROGRAM MANUALLY

To add a program manually, choose Add Program button. Multiple sections are filled out for each program: Basic Information, Classification, Tuition and Fees, Requirements, Delivery, and Communication. Informational guidance is provided under each field. All required fields are marked with an asterisk (*).



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[DASHBOARD](#)
[SEARCH](#)
[ADMINISTRATION](#)

[HELLO, PROGRAM](#)
[LOGOUT](#)

Add Program for Chester College of New England

Program Management / Add Program for Chester College of New England

Enter new program details

[Basic Info](#)
[Classification](#)
[Tuition and Fees](#)
[Requirements](#)
[Delivery](#)
[Communication](#)

Basic Info

Program Id*

Enter no more than 25 characters. Program Id should be a recognizable identifier (e.g., FIRE-CERT, BSACCT) for the program. It must be unique within your institution's set of programs. It is strongly suggested that you use an id from a campus system (e.g., Banner, Datatel, or PowerCAMPUS) so that you can more easily cross-check data between systems.

Title*

Enter between 5 and 250 characters. The title should be specific to the program's subject and exclude level or degree information. For example, enter "Nursing" instead of "Bachelor of Science in Nursing" or "Mathematics" instead of "Graduate Certificate in Mathematics."

Description*

Enter between 20 and 5000 characters.

Classification

Program Level*

Once all required fields and any additional fields are completed, choose the **Submit** button. If you do not want to submit this program, choose the **Cancel** button and you will be returned to **Program Management** page. It is important not to abbreviate words in the Title or Description fields as it will affect searching results.

Delivery Language*
English ✓

Communication
Request for Information Email*
ktodd+Prog@academyone.com ✓

Transitional Page URL*
https:// myfabpage.ccne.edu ✓
Enter a url of a web page hosted on your institution's website that will allow a student searching for programs in this application to get more information about your institution. The page would include information such as distance learning requirements, admissions, financial aid and tuition information, advising, and student services. Contact a representative from NC-SARA for the full set of requirements for a transitional page.

Submit Cancel

After submitting a program, a message will be displayed near the top of the screen indicating that the program was successfully added, and the program will appear within the “In Progress” tab until its status changes.

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DASHBOARD SEARCH ADMINISTRATION

HELLO, PROGRAM LOGOUT

Program Management

Add Program Upload Programs Manage Defaults

'Accounting' program successfully added.

In Progress Approved Expired

Show 10 entries Search: "Pending Approval" Criminal Justice -Associates

	Status Date	Status	Title	Degree Type
View	01/12/2022 4:53 PM	Pending Approval	Accounting	Bachelor of Science

Showing 1 to 1 of 1 entries

Previous 1 Next

In Progress programs may be Viewed or Recalled. Choose **View** to see details of the program. Choose **Recall** to edit details before submitting again. When you **Recall** a program, you prevent NC-SARA from processing the program.

SARA SOURCE DASHBOARD SEARCH ADMINISTRATION ▾ HELLO, PROGRAM LOGOUT
Powered by NC-SARA

Program Management

Add Program Upload Programs Manage Defaults

'Accounting' program successfully added. ✕

In Progress Approved Expired

Show 10 entries Search: "Pending Approval" Criminal Justice -Associates

	Status	Date	Title	Degree Type
View	Pending Approval	01/12/2022 4:53 PM	Accounting	Bachelor of Science

Showing 1 to 1 of 1 entries

View Details of 'Accounting'

Recall 'Accounting'

Previous 1 Next

Tips to improve your program

Recall 'Accounting' ✕

Are you sure you want to recall the revision submitted for the 'Accounting' program?

Recalling the 'Accounting' program revision will result in the revision not being available for review.

Cancel Confirm

A Recalled program is assigned **Draft** Status and available to be edited and viewed.

SARA SOURCE DASHBOARD SEARCH ADMINISTRATION ▾ HELLO, PROGRAM LOGOUT
Powered by NC-SARA

Program Management

Add Program Upload Programs Manage Defaults

'Accounting' program revision has been successfully recalled. ✕

In Progress Approved Expired

Show 10 entries Search: "Pending Approval" Criminal Justice -Associates

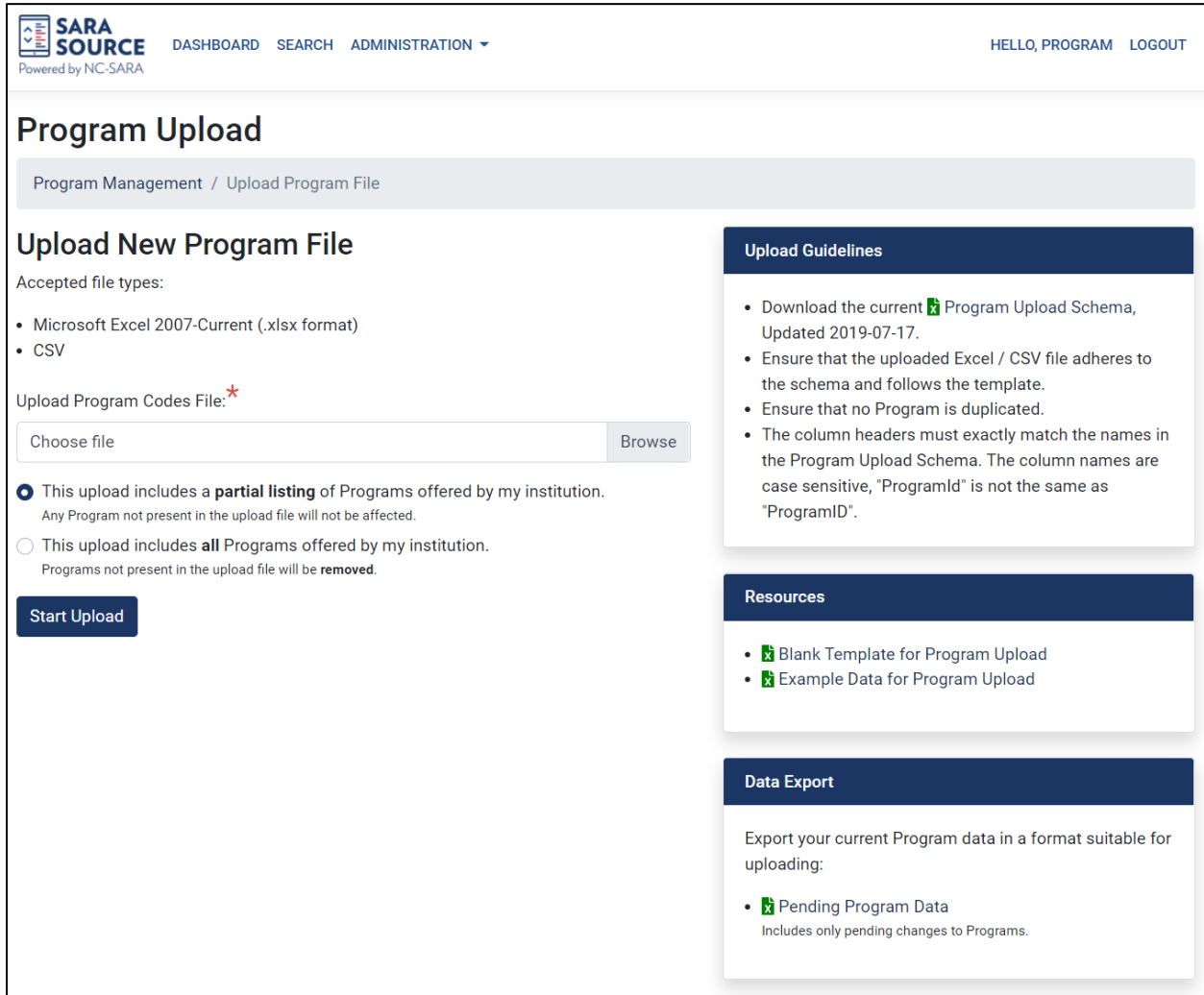
	Status	Date	Title	Degree Type
Edit	Draft	01/12/2022 4:57 PM	Accounting	Bachelor of Science

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PROGRAMS

To submit program information in bulk, you may use the **Program Upload** option in **Program Management**. **Upload Guidelines**, including the required Program Upload schema, is found on the right side of the page. In addition, **Resources** are also provided. You also have the ability to export (Data Export) your institution's program data in SARA SOURCE which will show you the format that is suitable for uploading.



The screenshot shows the SARA SOURCE web application interface for uploading programs. The header includes the SARA SOURCE logo, navigation links (DASHBOARD, SEARCH, ADMINISTRATION), and user information (HELLO, PROGRAM, LOGOUT). The main heading is "Program Upload". Below it, a breadcrumb trail shows "Program Management / Upload Program File".

The main content area is titled "Upload New Program File". It lists accepted file types: Microsoft Excel 2007-Current (.xlsx format) and CSV. There is a section for "Upload Program Codes File" with a "Choose file" button and a "Browse" button. Below this, there are two radio button options: "This upload includes a **partial listing** of Programs offered by my institution. Any Program not present in the upload file will not be affected." (selected) and "This upload includes **all** Programs offered by my institution. Programs not present in the upload file will be **removed**." A "Start Upload" button is at the bottom left.

On the right side, there are three panels: "Upload Guidelines" with a list of instructions (Download the current Program Upload Schema, Updated 2019-07-17; Ensure that the uploaded Excel / CSV file adheres to the schema and follows the template; Ensure that no Program is duplicated; The column headers must exactly match the names in the Program Upload Schema. The column names are case sensitive, "ProgramId" is not the same as "ProgramID".), "Resources" with links to "Blank Template for Program Upload" and "Example Data for Program Upload", and "Data Export" with a description "Export your current Program data in a format suitable for uploading:" and a link to "Pending Program Data" which includes only pending changes to Programs.

Upload File Requirements: The data upload files are required to be in Excel or CSV format.

Partial Listing Upload versus All Upload: To only add **new?** programs, choose **Partial** Listing Upload. To replace all Program data, choose **All**, with the understanding that any programs NOT included in the file will be **removed**.

File Validation: Upload files are subject to validation and any errors must be corrected before the upload is successful. Once errors are identified, you will have the ability to correct the file on screen

without having to re-upload. Alternatively, you may alter the file outside of the application and then upload it again. Examples of error messages are below.

[DASHBOARD](#)
[SEARCH](#)
[ADMINISTRATION](#)

HELLO, PROGRAM [LOGOUT](#)

Program Upload

Program Management / Upload Program File / Program Validation

Show 10 entries

Row #	ProgramId	DegreeTypeCode	DegreeTypeOther	Title	Description	InStateTuition	OutOfStateTuition	Fees	TuitionAndFees	IsAccelerated	LengthOfProgram	UnitForLengthOfProgram	AverageTimeTo
2	1	error		Criminal Justice	The criminal justice undergraduate program offers both a Bachelor of Arts and a ...	\$30,000	\$30,000	\$0	No data available	True	120	CreditHour	The majority of students receive degree within 4
3	10	bachelor-arts		Latin American Studies	Latin American Studies, B.A. is an interdisciplinary program, including the field ...	\$30,000	\$30,000	\$0	No data available	False	120	CreditHour	The majority of students receive degree within 4
4	11	bachelor-arts		Political Science	The political science major offers three distinct track options: American Politics ...	\$30,000	\$30,000	\$0	No data available	True	120	CreditHour	The majority of students receive degree within 4
5	23	doctorate	Doctor of Nursing Practice	Nursing Practice	The Executive D.N.P. track extends and enhances the knowledge, skill and perform ...	\$45,000	\$45,000	\$0	No data available	False	90	ClockHour	Most doctoral students will receive their degree within 4
6	24	doctor-philosophy		Nursing Practice	The Doctor of Philosophy program in Nursing is designed to prepare students for ...	\$45,000	\$45,000	\$0	No data available	False	90	ClockHour	Most doctoral students will receive their degree within 4

Validation Summary

Errors

2

DegreeTypeCode is required.
Rows 2
[Show only rows with this issue >](#)

Not a recognized Degree Type.
Rows 2
[Show only rows with this issue >](#)

The data you uploaded has issues that must be resolved before it may be submitted. Please review and correct any errors to complete this import.

[Complete Upload](#)
[Start Over](#)

Program Validation Guidelines

- Hover over any cell and click the [Edit](#) link to edit the value for that field.
- A cell marked with **error** indicates issues which must be fixed prior to completing the upload.
- A cell marked with **warning** indicates issues which you may choose to address to improve the quality of your data.
- Your upload session is saved automatically as you edit. You may choose to complete the upload at a later time.

Row #	ProgramId	DegreeTypeCode
2	1	Edit error

Errors

DegreeTypeCode is required.
Rows 2

Update the value of DegreeTypeCode

DegreeTypeCode

bachelor-arts

Your update should address the following issues:

- required** DegreeTypeCode is required.
- error** Not a recognized Degree Type.

Cancel

Submit

After making all corrections, you may **Complete Upload** or **Start Over**.

Validation Summary

✓ No issues detected with your Program Upload. You may complete the upload when ready.

Complete Upload

Start Over

If you choose **Complete Upload**, a confirmation with a summary and **Submit** option is presented. If you choose **Cancel**, no upload will take place.

Complete Upload ×

i When you click "Submit", your Program Upload will complete and your Program data will be submitted to NC-SARA for approval. Upon submission, the following actions will be performed:

- 6 Programs will be submitted as new.
- 0 Programs will be submitted as updates to existing Programs.
- 0 Programs will be removed.

note Any previously submitted Programs not included in your upload will not be changed.


Please click "Submit" to complete your Program Upload and submit your Program data.

Cancel Submit

The above message is an example of a “partial” upload.

MANAGE PROGRAM DEFAULTS

You may set default values for the Transitional Page URL and/or the Request for information email. Setting a **Program Default** will cause the associated field to auto-populate with the defined value when creating or uploading Programs. Changing a Program Default will have no effect on existing Programs.



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[HELLO, PROGRAM](#)
[LOGOUT](#)

Program Defaults

Program Management / Program Defaults


Available Program Defaults

Program Field	Default Value
<div>Edit ▾</div> Transitional Page URL	
<div>Edit ▾</div> Request for Information Email	

Program Defaults Guidelines

- Setting a Program Default value will cause the associated field to auto-populate with the defined value when creating or uploading Programs.
- Changing a Program Default value will have no effect on existing Programs.

You may Edit or Clear default values.



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Program Defaults

Program Management / Program Defaults / Edit Default

Edit Program Default Request for Information Email

Default Request for Information Email

Save Default Value

Cancel

Program Defaults Guidelines

- Setting a Program Default value will cause the associated field to auto-populate with the defined value when creating or uploading Programs.
- Changing a Program Default value will have no effect on existing Programs.

REPORTS

As an Institutional Administrator (or Report Viewer), you will have the ability to access and view reports. On the home page, select **Reports** under the **Administration** tab.

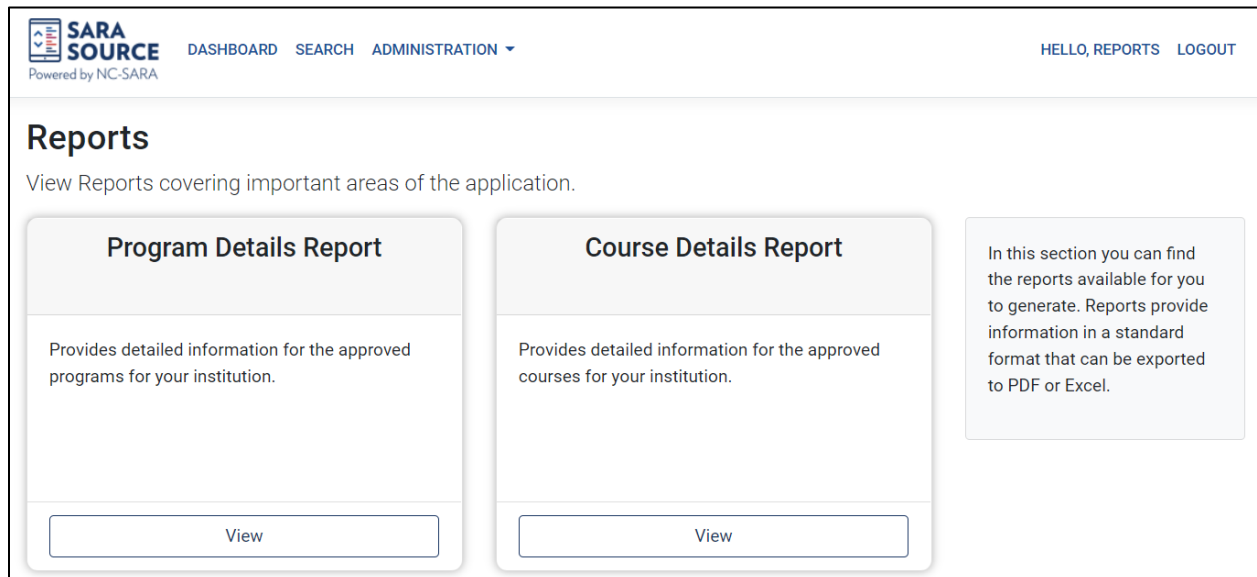


REPORT DESCRIPTIONS

Here you will see a list of reports available to you. To access a report, click **View** under the desired report.

The following reports are currently available to institutions and only contain data relevant to them:

- **Program Details Report** – Provides summary statistics for the programs in the application based on different aspects.
- **Course Details Reports** – *Provides summary statistics for the courses in the application based on different aspects. (Not available at this time)*



INSTITUTIONAL PROGRAM ADMINISTATOR

Users with this role will have access to program uploads, the landing screen and the help pages that the Institutional Administrator can access. Please refer to the [LOGGING INTO THE SYSTEM AND VIEWING YOUR DASHBOARD, MANAGING YOUR ACCOUNT](#), and pages 15 through 22 in this guide.

INSTITUTIONAL REPORT VIEWER

Users with this role will have access to view reports and to the landing screen. Please refer to the [REPORTS](#) section of this user guide.