

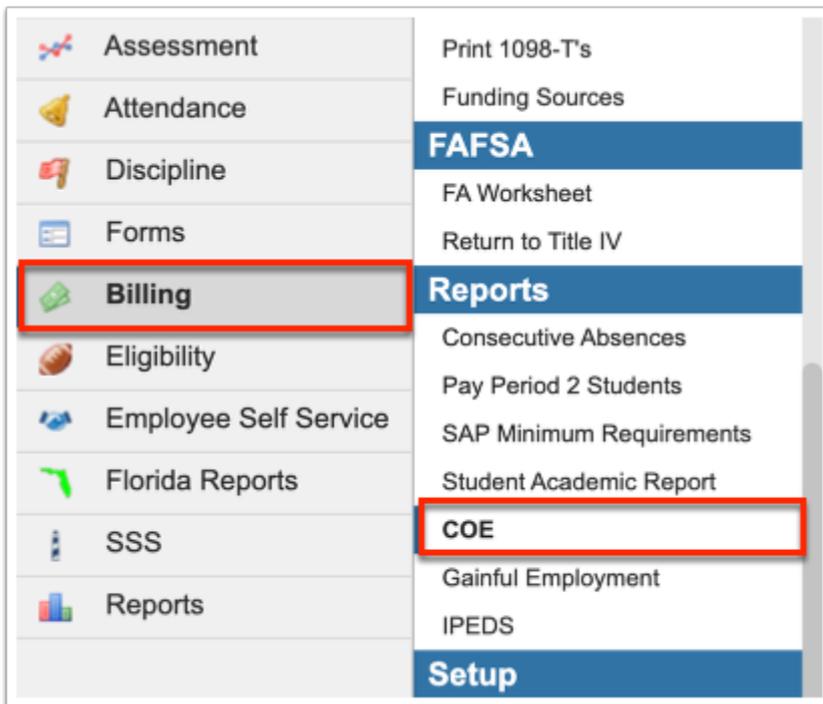
# COE

The COE report displays post secondary program statistics per program, such as Total Completers, Total Completers Employed in Position Related to Field of interest, Withdrawals, and more.

**i** Students who have a high school enrollment record in the current year are not counted on the report.

## The COE Report

1. From the **Billing** menu, click **COE**.



2. Enter the applicable **Date Range** in the provided text boxes.

Writer's current

Select Student/Staff ▾ COE

Lizette Vigil

Focus Technical College ▾ SIS  
2022-2023 ▾ Term 3 ▾ ERP

School Name: Focus Technical College    Campus ID: 0032    Date Range: 07/01/2022 to 06/30/2023    Run

Export    Filter: OFF

The **School Name** and **Campus ID** are listed by default.

3. Click **Run**.

Writer's current

Select Student/Staff ▾ COE

Lizette Vigil

Focus Technical College ▾ SIS  
2022-2023 ▾ Term 3 ▾ ERP

School Name: Focus Technical College    Campus ID: 0032    Date Range: 07/01/2022 to 06/30/2023    Run

Export    Filter: OFF

The COE report displays information based on each Program Name such as Beginning Enrollment, New Enrollees, Cumulative Enrollment, Students still enrolled, Non-Graduate Completers, Graduate Completers, etc.

Writer's current

Select Student/Staff ▾ COE

Lizette Vigil

Focus Technical College ▾ SIS  
2022-2023 ▾ Term 3 ▾ ERP

School Name: Focus Technical College    Campus ID: 0032    Date Range: 07/01/2022 to 06/30/2023    Run

Export    Filter: OFF

Program Name	1	2	3	4	5	6	7	8	9	10	11	12
	Beginning Enrollment	New Enrollees	Cumulative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp in Pos Released to Field of Interest	Grad Completers Employed in Position related to field of interest	Total Completers Employed in Position Related to Field of Interest	Grad Completers Employed in Position Unrelated to field of interest	Grad Completers Waiting to Take Licensure Exam
Air Conditioning - Refrigeration [C400410]	0	10	10	0	0	0	0	0	0	0	0	0
Applied Welding Technologies (New) [J400400]	1	15	16	0	0	0	0	0	0	0	0	0
Building Trades and Construction Design Technology [C100100]	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Class B Driving [I490251]	0	4	4	0	0	0	0	0	0	0	0	0

4. Click the number link in a column to view the corresponding students on a new screen.

Program Name	1	2	3	4	5	6	7	8	9	10	11	12
	Beginning Enrollment	New Enrollees	Cumulative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp in Pos Related to Field of Interest	Grad Completers Employed in Position related to field of Interest	Total Completers Employed in Position Related to Field of Interest	Grad Completers Employed in Position Unrelated to field of interest	Grad Completers Waiting to Take Licensure Exam
Air Conditioning - Refrigeration [C400410]	0	10	10	0	0	0	0	0	0	0	0	0
Applied Welding Technologies (New) [J400400]	1	15	16	0	0	0	0	0	0	0	0	0
Building Trades and Construction Design Technology [C100100]	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Class B Driving [I490251]	0	4	4	0	0	0	0	0	0	0	0	0

The School Name, Campus ID, Date Range, Program Number, and Report (column) are displayed, along with all corresponding students.

Writer  
scurr  
ent
Focus Technical College | SIS

Select Student/Staff | COE
Lizette Vigil | 2022-2023 | Term 3 | ERP

School Name: Focus Technical College    Campus ID: 0032    Date Range: 07/01/2022 to 06/30/2023    Program Number: J400400  
 Report: CURRENT\_ENROLLMENT

15 Records    [Export](#)

Student ID	First Name	Last Name
<a href="#">225863</a>	Eloise	Barajas
<a href="#">225937</a>	Prisca	Barreto
<a href="#">225746</a>	Raymond	Benitez
<a href="#">149756</a>	Farid	Casanova
<a href="#">225785</a>	Pompeyo	Collier
<a href="#">143412</a>	Thomas	Cunningham
<a href="#">225930</a>	Darlene	Fielder
<a href="#">130289</a>	Meris	Gaytan
<a href="#">155534</a>	Sein	Hart
<a href="#">207417</a>	Amadeus	Hawes
<a href="#">150978</a>	Nikita	Munguia
<a href="#">225776</a>	Liborio	Nicholson
<a href="#">125804</a>	Afrodasio	Ortega
<a href="#">226417</a>	Kathy	Pichardo
<a href="#">225582</a>	Meris	Whitney

5. Click the **Student ID** to open Student Info.

The screenshot shows the Focus Writer software interface. At the top, there is a navigation bar with the Focus Writer logo, a dropdown menu for 'Select Student/Staff' set to 'COE', and user information for 'Lizette Vigil' at 'Focus Technical College' for the '2022-2023' term. Below this, a summary section displays 'School Name: Focus Technical College', 'Campus ID: 0032', 'Date Range: 07/01/2022 to 06/30/2023', and 'Program Number: J400400' with a 'Report: CURRENT\_ENROLLMENT'. A table lists 15 records with columns for Student ID, First Name, and Last Name. The first record, Student ID 225863, is highlighted. A red box highlights the 'Export' icon in the table's header. Below the table, a 'Student Info' window is open for 'Barajas, Eloise connor' (Student ID 225863). The window has tabs for Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, ISP Page, SSS, Choice, and Billing. The 'Primary Info' tab is active, showing fields for First Name (Eloise), Middle Name (connor), Last Name (Barajas), Student ID (225863), Gender (M - Male), Birthdate (01/01/2000), Local Student ID (225863), Social Security (\*\*\*-\*\*-9999), Nickname, Username (devin.bonnie@focus.org), Password (\*\*\*\*\*), and Profile (Student TCTC). A red box highlights the 'Export' icon in the table header.

## Additional Features

Click the **Export** icon in the Excel section to export the listed data to an Excel spreadsheet downloaded to your computer.

This close-up screenshot shows the 'Export' and 'Filter' buttons. The 'Export' button is a blue button with a white document icon and is highlighted with a red box. To its right is a 'Filter: OFF' button. Below these buttons is a vertical scrollbar.

Click **Filters** to filter through programs.

Export  Filter: ON

Program Name	Beginning Enroll	New Enroll	Cumulative Enrollment	Students still enrolled
Law Enforcement Officer [P430105]	22	23	45	0
Practical Nursing [H170607]	11	20	31	0
Professional Culinary Arts & Hospitality [N100500]	5	8	13	0

- a. To add more than one filter to a column, click on the **green plus sign**.
- b. To delete an added filter, click on the **red minus sign**.
- c. Select the **gray arrow** for more filtering options.

 For more information, see [Filters](#).

You can also sort data by clicking on select headers. Click once for ascending results; click twice for descending results. In the example shown, data has been sorted by Cumulative Enrollment (clicked twice).

Export 

Filter: OFF

	1	2	3	4	5	6	7	8
Program Name	Beginning Enrollment	New Enrollees	Cumulative Enrollment	Students still enrolled	Non-Graduate Completers	Graduate Completers	Total Completers	Non-Grad Completers Emp. in Pos. Related to Field of Interest
Law Enforcement Officer [P430105]	22	23	45	0	0	19	19	0
Cosmetology [D500100]	11	28	39	0	0	0	0	0
Welding Technology [J400400]	11	26	37	0	0	0	0	0
Practical Nursing [H170607]	11	20	31	0	0	0	0	0