

KSU Foundation K-State Scholarship Network Downloading Reports

kns@ksufoundation.org

Anani Eble, Donor Compliance Manager 532-7555

Katy Walradt, Compliance Services Coordinator 532-3797

Pam Collins, Assistant Director of Donor Compliance 532-7543

KANSAS STATE UNIVERSITY
FOUNDATION

BOLDLY ADVANCING **K-STATE** FAMILY

These are the types of reports available for download in the software.

- **Applications Report** – can be downloaded from the application tab in each fund (opportunity). It will provide all students that qualify for that award. Instructions to download this report is on the following pages. *Tip*- to get a list of all students in your program/department choose a fund that is the least restrictive and download report.
- **Encumbered Funds** – provides the names of students that you have selected to receive an award. The report includes the fund name and number, award period, amount awarded, students name and EMPID, and how much remains to award.
- **Funds Disbursements** – shows all applications selected for an award as they move through the disburseable categories, which are tied to post-acceptance and renewals. (This feature is not currently being used)
- **Opportunities** – provides all program/department funds that are built in KSN within your assigned scope. Excellence funds are not typically built in the system but can be by request if they are used to award students per the use of funds section of the MOU.
- **Post-Acceptance Applications** – contains all applications in the post-acceptance process across of the opportunities within the user's scope

The screenshot displays the software's navigation bar with tabs for 'Site', 'Opportunity', and 'Stewardship', and a user role of 'Administrator'. Below the navigation bar, a 'Portfolios' dropdown menu is open, showing a list of reports and bulk actions. The reports listed are 'Encumbered Funds', 'Fund Disbursements', and 'Opportunities'. The bulk actions listed are 'Auto-Match Applications', 'Apply-To Applications', 'Flexible Applications', and 'Post-Acceptance Applications'. A purple box highlights the 'Portfolios' dropdown menu, and a purple box highlights the 'Reports' section of the dropdown. A purple box highlights the 'Encumbered Funds', 'Fund Disbursements', and 'Opportunities' reports. A purple box highlights the 'Post-Acceptance Applications' bulk action. A purple box highlights the 'Reports available in the drop down box.' text. A purple box highlights the 'Hover over Portfolios to get the drop down box.' text.

Dashboard ▾ Portfolios ▾ General Applications ▾ Evaluators Administrator

Search Search Show Filters

282 Portfolios • Statuses: Not Archived • Remove Filters

Auto-Match Applications Apply-To Applications Flexible Applications Post-Acceptance Applications

Deadline: No Date Given 1 Award
175 Applications \$2,000.00 Total

Portfolio Details • College of Human Ecology Donor: None Given

Hover over Portfolios to get the drop down box.

Reports available in the drop down box.

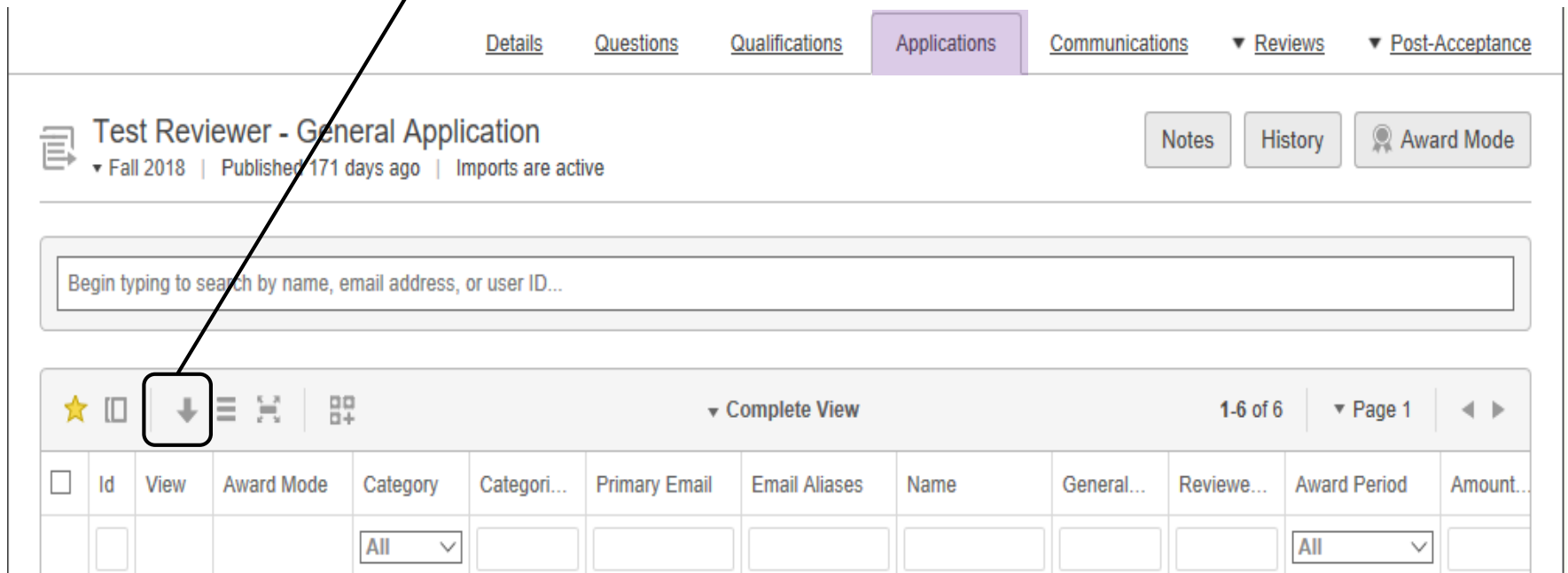
Applications Report

Download reports from the applications grid by clicking on the “download report arrow.”

Reports can be downloaded from any grid as long as it has the download report arrow.



The following instructions are the same for downloading all reports.

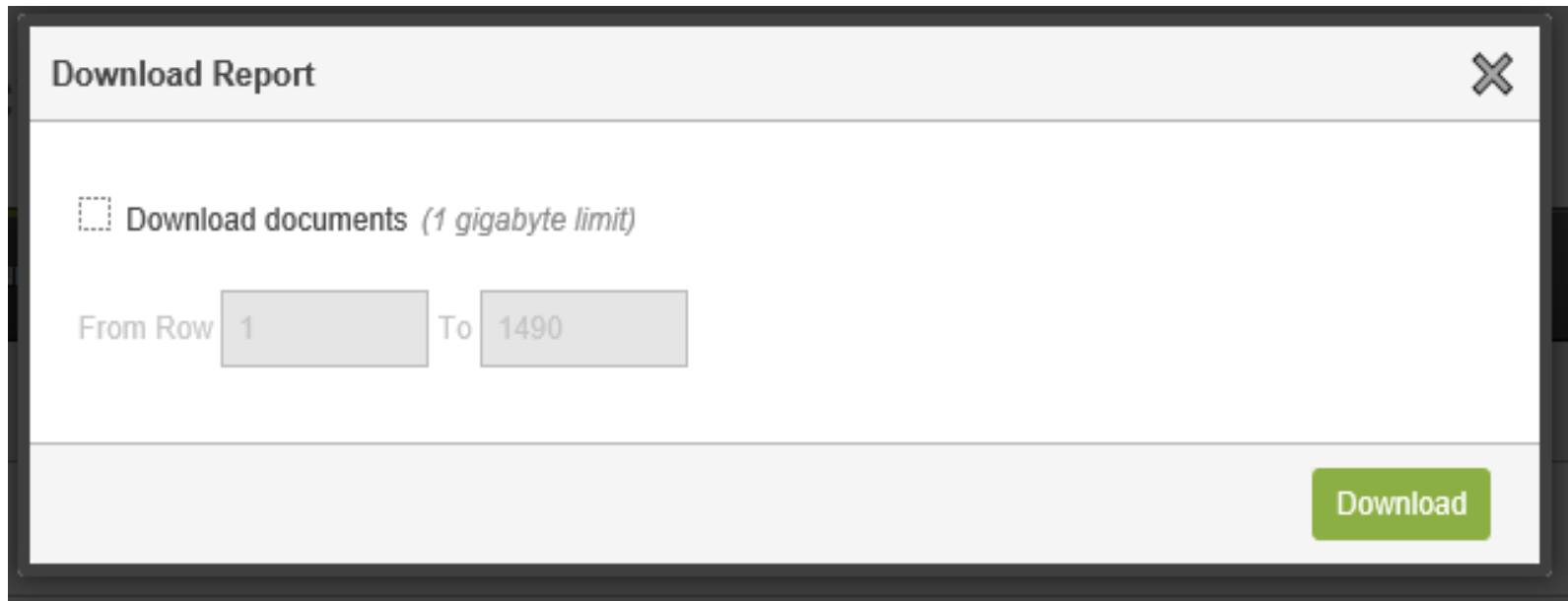


The screenshot shows the 'Applications' tab of a system interface. At the top, there are navigation tabs: 'Details', 'Questions', 'Qualifications', 'Applications' (highlighted), 'Communications', 'Reviews', and 'Post-Acceptance'. Below the tabs, the page title is 'Test Reviewer - General Application' with subtext 'Fall 2018 | Published 171 days ago | Imports are active'. To the right are buttons for 'Notes', 'History', and 'Award Mode'. A search bar contains the placeholder text 'Begin typing to search by name, email address, or user ID...'. Below the search bar is a toolbar with icons for star, list, download (circled), menu, and grid. The main area is a table with columns: 'Id', 'View', 'Award Mode', 'Category', 'Categori...', 'Primary Email', 'Email Aliases', 'Name', 'General...', 'Reviewe...', 'Award Period', and 'Amount...'. The 'Category' and 'Award Period' columns have dropdown menus set to 'All'. The table shows 1-6 of 6 items on Page 1.

A pop up screen appears once the “download report arrow is selected.

You have 2 options on the Download Report popup.

1. You can select the box Download documents and choose a range of rows to download and then select the green Download button.
2. Most likely you'll want to download all of the applicants in your pool in which case you can just click the green Download button.



The screenshot shows a 'Download Report' popup window. At the top left is the title 'Download Report' and at the top right is a close button (X). Below the title bar, there is a checkbox labeled 'Download documents (1 gigabyte limit)'. Underneath this, there are two input fields: 'From Row' with the value '1' and 'To' with the value '1490'. At the bottom right of the popup is a green button labeled 'Download'.

Once you've selected to download your report, you'll see a banner appear on the page stating "your report is being generated, and you'll be notified when it's completed".

The screenshot shows a web application interface with a dark grey top navigation bar containing 'Site', 'Opportunity', 'Stewardship', and 'Administrator'. Below this is a light grey breadcrumb trail with 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. A light blue banner with a purple border contains the text: "Your report is being generated, and you'll be notified when it's completed." Below the banner are tabs for 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. The main content area features a document icon and the title 'Test Reviewer - General Application', with subtext 'Fall 2018 | Published 171 days ago | Imports are active' and buttons for 'Notes', 'History', and 'Award Mode'. A search bar with the placeholder 'Begin typing to search by name, email address, or user ID...' is present. At the bottom, there is a table with columns: Id, View, Award Mode, Category, Categori..., Primary Email, Email Aliases, Name, General..., Reviewe..., Award Period, and Amount... The table shows a single row with a dropdown menu set to 'All' in the Category column and another 'All' dropdown in the Award Period column. The table is part of a 'Complete View' showing '1-6 of 6' items on 'Page 1'.

The notification will be delivered to your inbox and you can select the link and save as an excel file on your KSU approved laptop or computer temporarily.



Fri 7/20/2018 3:44 PM

Kansas State University Scholarships <ksn@ksufoundation.org>

Your opportunities report is ready for download!

To KSUadmin@ksu.edu

Hi KSUadmin@ksu.edu

The opportunities report you requested is now available for download at the following link:

http://k-state.academicworks.com/reports?email_id=KSUadmin%40ksu.edu&key=reports%2Fopportunities%2Fall%2FFund%2520and%2520scope-1532119441.zip

Thanks!

We are bound by FERPA and the Higher Education Act (HEA) to protect the sensitive data of our students.

Best practices are as follows:

- Never download reports on a laptop or computer that was not issued by Kansas State University.
- Minimize the amount of time you store the reports on your laptop or desktop. If you need the reports for a longer period of time, please save them on your OneDrive or your personal network drive.
- Never use thumb drives, flash drives, CD's, or other transportable media to store **ANY** student data.
- Minimize sharing of these reports, individuals accessing the data on these reports **MUST** have been through FERPA training and have a legitimate business need to see the data.