



Module 3 - CIP Wizard

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Welcome to a demonstration of the CIP Wizard. This presentation will walk you through the many features of this useful tool and help you take advantage of its different options.

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The CIP Wizard was designed to help users easily find out what happened to the CIP codes of interest to their institution. Users can view a list of CIP codes used by an institution for their last three years of IPEDS Completions data, and see how they map on to the 2010 CIP. Users can also generate custom reports that include specified CIP codes of their choice.

To access this tool, click on the “CIP Wizard” box on the homepage or on “CIP Wizard” in the top navigation bar on any page.

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You are looking at the CIP Wizard homepage. To begin, you must identify your institution by either UnitID or name. Non-institutional users may select any school to begin. In this example, you choose the “Enter UnitID” option, and enter the UnitID number for James Madison University. The UnitID number for James Madison University is 232423. Click on “Go” to continue.

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Alternatively, you could have decided to search on the institution name. Entering four characters begins the search, and a list of matching institutions is shown as you type. Entering more characters helps narrow down the search. Click on “Select” to choose JMU. For faster search results, be sure to omit common words like “university” in your search.

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By either typing in an institution’s UnitID or searching on its name, you can reach the CIP Wizard Main Menu and can choose between the two available types of summary reports. The first option, “Get My CIP Code Report,” generates a report based on the CIP codes JMU submitted for the last three IPEDS Completions Surveys. The second option, “Create Custom CIP Code Summary Report,” allows greater flexibility in which CIP codes are used to generate the report. Let’s start with the first option.

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Here is the result of choosing “My CIP Code Summary Report.” Note the Summary section in the top half of the page and the four tabs at the bottom.

Every page of the report shows this summary. It begins with the total number of unique CIP codes used by your institution on the last three Completions Surveys. In JMU’s case, there were 60 such codes. This number is then broken out into three categories that tell you what happened to these codes in CIP 2010: “no substantive changes,” “moved,” and “deleted.” There is a corresponding tab for each of these actions. The last sentence in the summary lists the number of

“suggested new codes” identified by the CIP Wizard. These are listed under the last tab. Let’s briefly review the information contained on each tab.

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The first tab - “No Substantive Changes” - lists all CIP codes that have not been moved or deleted. The check mark alerts you to the fact that the CIP title or definition has been modified. You find 55 of your 60 codes listed here, just a few with check marks. You make a mental note that you need to review these changes to verify whether each of these codes still best fits the corresponding program offered by your institution.

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The second tab lists all codes that have moved. The two left-hand columns list the code number and title from CIP 2000. To the right of this, you will find the 2010 code number and current title, along with checkmarks next to codes that have had their title or definition changed. For the five moved codes, you will need to update your records to reflect the new CIP code numbers. You will also want to review the codes with text changes.

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The third tab lists all codes that have been deleted. In your case, there were no deleted codes. In fact, this will be the case for many institutions since so few codes were deleted overall.

If there had been deleted codes, a grid would list the 2000 CIP code and title, along with a “Report Under” column listing codes where you might want to report these programs. In some cases, you would see exactly one 6-digit program code where the program should be reported. In other cases, you would see a 4-digit series code, or more than one series, where the program might fit. You need to review the codes provided to determine the one that best describes your program.

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There were 354 new codes added to CIP 2010 - a lot of new material to study. You will be pleased that the CIP Wizard has a feature designed to help you narrow down those codes to those that may be of most interest to you. The fourth tab - “Suggested New Codes” - provides a customized list of CIP codes that is based on the completions you have reported over the last three years.

Any new codes that are a 4-digit match to your institution’s codes are listed first. It is possible that a program that more specifically describes your program was added to the CIP 2010. For example, your institution offers a program to train physical fitness technicians, and until now, you were coding it as 31.0599 “Health and Physical Education/Fitness, Other.” Because you have reported completions under series 31.05, the CIP Wizard informs you that two new programs have been added to this series - programs that might provide a better match. In this case, you would want to report your program under the new “Physical Fitness Technician” code.

Any new codes that are only a 2-digit match to your institution’s codes are listed next. It is possible that the 2-digit series had additional 4-digit series codes and 6-digit program codes added that more accurately describe your programs.

We recommend that you review the entire list of suggested new codes, read the descriptions of those of potential interest to you, and make changes accordingly.

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The “My CIP Code Summary Report” may be downloaded, printed, or saved. Note the highlighted section here. Let’s walk through each of these options.

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Click on the first option - “Download/Print Report” - to download the entire summary report in Word format. All sections, including the summary information and information found under the four tabs, are included. The segment shown here illustrates what the “moved” section looks like in Word format. Note that both old and new code numbers are given.

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Click on the second option - “Download Report Data” - to download in Excel format the data used to create this report. The data are presented in crosswalk format and can be imported into other programs. The Excel file contains the following columns: CIP Code 2000, CIP Code 2000 without the period, Action, CIP Code 2010, CIP Code 2010 without the period, Text Change - yes or no, and CIP Title 2010. The segment shown here illustrates a portion of the “no substantive changes” section of the file.

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Click on the third option - “Save Codes for Upload” - to save the list of codes to be uploaded later into the CIP Wizard. This file will contain the 60 codes corresponding to the completions you have reported over the past three years, and it will consist of three columns only: CIP Code 2000, CIP Code 2000 with no dot, and CIP 2000 Title. One of the potential uses of this file is for uploading to create a custom CIP report, the next feature we will describe. This file was designed specifically for use within the CIP Wizard.

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Now let’s return to the CIP Wizard Main Menu and examine how to create a customized report. Unlike the “My CIP Code Summary Report,” the “Custom CIP Code Summary Report” enables you to specify exactly which CIP codes you’d like to include in your report. There are several ways to specify the CIP codes to be included - two basic options and three advanced options. After you have specified the codes, the CIP Wizard produces the same kind of summary report that was generated by the “My CIP Code” option.

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Here is the result of choosing “Create a Custom CIP Code Summary Report.” Instead of going directly to a summary report, you must first select the codes you wish to include. Let’s start with the “By Code” option presented as the first tab. This is the default screen that we are looking at now, showing an expandable list of all 2-digit codes from CIP 2000.

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To select codes one-by-one, expand the desired series by clicking on the plus icon (+) next to that series. Then select the boxes next to the codes you want to be shown on the report. In this example, the user has expanded series 01 - “AGRICULTURE, AGRICULTURAL OPERATIONS, AND RELATED SCIENCES, and then expanded series 01.01 “Agricultural Business and Management.” The user then selected three specific 6-digit codes of interest. From here, the user can continue to expand additional 2-digit and 4-digit series until all desired codes have been selected. Click on “Next” to view the report.

Note that you can click on “Expand All” to expand all series, or click on “Collapse All” to collapse all series. If you change your mind, you can click on “Clear Selected” to remove the checkmarks you have placed next to the 6-digit codes. If you wish to save the selections you have made, click on “Save Codes for Upload.”

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If you prefer to view the codes in alphabetical order rather than numerical order, click on the “By Title” tab. Notice how the 4-digit series within series 01 are now in alphabetical order, and the 6-digit series within series 01.01 are in alphabetical order. Also note that the code number, in parentheses, now follows each title instead of appearing first. The user goes through the same process here as was done for the “By Code” option, selecting codes one-by-one. When you are finished, click on “Next” to view the report.

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Before we do that, let’s look at the three “Advanced Options” for selecting 6-digit codes for custom reports. Highlighted in the top illustration, these links are found just beneath the two tabs. Let’s start with “Enter/Paste Codes.” When you click on this link, an “Enter/Paste Codes” window will open. If you already have a list of 6-digit program codes in electronic format, you can paste them into this box instead of selecting them one-by-one. You can also type them in if desired.

There are several acceptable formats for entering codes. In this example, they are separated by commas. You can also enter or paste codes separated by spaces, or separated by line breaks so that they form a column. Although all of these methods are acceptable, you cannot mix them in a single window. After entering codes, click on “Submit.”

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Note the confirmation/error message that appears at the bottom of this window. Be sure to read this message to determine what you need to do next. Let’s examine some possible messages.

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The first message reads “all codes are selected below” and confirms that you have not made any mistakes in entering code numbers. You should “Close” the “Enter/Paste Codes” window and review the code list that appears below. The codes you have selected are highlighted in bold blue text and checked. Make any changes as necessary, and click on “Next” to view your report.

The second message tells you that only some of your code numbers were found, and lists any that could not be found in the CIP 2000 list. Again, “Close” the window and review the code list below. Even though one or more codes were not found, you can still proceed as before. Click on “Next” to view your report. In a moment, we will show you what happens to the codes that are not found.

The third message informs you that none of the codes you entered were found, and reminds you to check the format of your codes. Some common types of errors include entering 2-digit or 4 digit codes which are not allowed, entering an invalid 6-digit code, and mixing the types of separators.

Finally, if no codes were entered and you clicked on “submit,” you will be told that you must enter at least one code to continue. You can simply close this window and begin to enter or paste your codes.

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Let’s turn to the second advanced option for entering codes for a custom report - “Upload Saved File.” This option allows you to select codes by uploading a correctly formatted file you previously saved within the CIP Wizard or through some other means. You might want to use this option if you previously ran a “My CIP Code Summary Report” and saved your codes for uploading. Now you wish to review that set of codes and perhaps make some changes because you are interested in different set of codes than those that you previously selected.

Click on the “Upload Saved File” link, highlighted in the top illustration. The result is shown in the bottom picture. Users are informed that “This feature is available for Power Users only. You may become a Power User by clicking “Login” and following the link to ‘Become a Power User’.” Click on “Login” and see what comes next.

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A “Power User Login” window opens up. If you are an IPEDS keyholder or coordinator, you are already a Power User and should use your existing UserID and password to log in. Others should click on “Become a Power User” and follow the instructions.

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After a successful login, this screen appears with instructions on how to upload your file. If you created an upload file through the CIP Wizard “Save codes for upload” feature, you are ready to go. Any other file may be uploaded provided that it has the required format - a “.txt” file extension and three tab-delimited columns: CIPCODE, CIPCODENODOT, and CIPTITLE. The only actual data you need is the first column CIPCODE. The other columns must exist, but need not be populated.

Click “Browse” to select your file, and then click “Upload.” After your file is uploaded, you will have an opportunity to review the list and add or subtract codes. Click on “Next” to generate your custom report.

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The final “Advanced Option” is “Select My School’s Codes,” which is highlighted in the top illustration. Selecting this option, takes you to the bottom illustration which informs you that this option will produce a report that includes all codes your institution submitted over the last three IPEDS Completions Surveys. This results in exactly the same output as if you had selected “Get My CIP Code Summary Report”.

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Again, you will be shown a list of CIP codes with your codes in bold blue text and checked. You are looking at a segment of this list. Feel free to make changes before generating your report.

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Let’s review. We have examined five distinct options for selecting codes for the Custom CIP Summary Report. In each case, no matter what list of codes you started with, you were given a chance to review the list and make changes. And since this is likely a work in progress, you can save your file for future use, uploading and modifying selections as you please. But let’s not lose sight of what this effort is all leading up to - the creation of a summary report. We’ve completed the hard part - the rest is easy.

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Let’s take a look at the “Custom CIP Code Summary Report” you have created. It should look familiar because it is nearly identical in format to the “My CIP Code Summary Report” described earlier. Note the summary section at the top and the tabs at the bottom.

Since we have already reviewed the earlier report, we need only point out the differences. First, in the summary section, the custom report indicates how many 2000 CIP Codes were “uploaded, entered, or selected” while the “My CIP Code” report lists the total codes reported by the institution over the past three years. Second, the summary section in the custom report contains an additional piece of information - the number of codes you submitted that the CIP Wizard could not find. The final difference is that the custom report contains a fifth tab listing the codes that were “Not Found.”

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Before wrapping up, let’s take a quick look at the “Not Found” tab. This contains a list of all codes that you submitted that the CIP Wizard could not find. For each of these, you can click on “View Suggested Codes” for some possible ideas. For example, the CIP Wizard might suggest a code where the first four digits match, but the last two are transposed. You might be able to correct your errors by reviewing these suggestions. If you have re-checked your list and the cause of the problem is not a typographical error, you might search for the code in earlier versions of the CIP, found on the “Resources” page.

We have reached the end of the CIP Wizard demonstration. We suggest you try out the Wizard for yourself to get a good picture of what’s happened to your familiar codes from CIP 2000. The “My CIP Code Summary Report” will give you the necessary information to update your codes so that you can report completions most accurately in the future. We’re sure you’ll want to take advantage of the updated content in CIP 2010, and the CIP Wizard will help get you there faster.

