



CALIFORNIA  
ADULT EDUCATION  
PROGRAM

# Understanding the Export Feature of the **Adult Education Pipeline (AEP) Dashboard**

Exporting data from the Adult Education Pipeline (AEP) can help you dig deeper into the data and create your own charts and graphs to disseminate to your colleagues.

# Option 1: Export Data for a Single Locale

Export data for a single locale (Statewide, Region, Consortia, CC District, Institution) from the AEP home page.

**1** Choose the locale you want to export. You can filter by institution within statewide, region, consortia, and CC District levels by using the "Institution" dropdown menu.

**2** Select the year of data that you want to export.

**3** Click the "View" button to refresh the AEP dashboard.

**4** Click the "Export Data to CSV" link that is located under the "View" button.



The screenshot shows a yellow dashboard bar with the following elements: radio buttons for 'Statewide', 'Region', 'Consortia', and 'CC District'; a dropdown menu for 'Institution' with 'ABC Adult School (ABCAS)' selected; a dropdown menu for 'Academic Year' with '2020-2021' selected; a blue 'VIEW' button; and a blue link with a download icon labeled 'Export Data to CSV'. A 'DETAILED DATA COMPARISON' link is also visible on the left.



	A	B	C	D	E	F	G	H	I	J	K	L
1	localeName	academicYear	metricID	title	description	source	categoryID	categoryLabel	programName	studentType	disagg	subgroup
2	ABC Adult Sc	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
3	ABC Adult Sc	2021	9000	Enrollment C	Among all R	CASAS TOPS	201	Students wit	All	All	Overall	Overall
4	ABC Adult Sc	2021	9000	Enrollment C	Among all R	CASAS TOPS	205	Students Wit	All	All	Overall	Overall
5	ABC Adult Sc	2021	9000	Enrollment C	Among all R	CASAS TOPS	202	Students wit	All	All	Overall	Overall
6	ABC Adult Sc	2021	9000	Enrollment C	Among all R	CASAS TOPS	210	Students wit	All	All	Overall	Overall
7	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Overall	Overall
8	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	16 to 18
9	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	19 to 24
10	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	25 to 44
11	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	45 to 54
12	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	55 to 59
13	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Age	60 and Older
14	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Gender	Female
15	ABC Adult Sc	2021	200	Reportable I	The number	CASAS TOPS	pro Enterprise, Chancellor's	All	All	All	Gender	Male

The export will include *all metrics* in the dashboard for the selected locale and year.

# Option 2: Export Consortium Data

Export data for your consortium and its institutions using the “Export Consortium Data” feature on the home page.

- 1** Navigate to the “Export Consortium Data” tile on the AEP dashboard’s home page.
- 2** Click the “View Export” button.



**Adult Education Pipeline: Export Consortium Data**

Interested in how the data is calculated? See the Metric Definition Dictionary

Consortia  CC District  
 About Students Regional Consortium- Riverside

Include Institutions  
 Yes  No

Metrics  
 All Metrics  
 All Metrics  
 Scorecard Metrics

Academic Year  
 2020-2021

**Export Data to CSV**

- 3** Select your consortium.
- 4** Select “Yes” to include your consortium’s institutions in the export.  
Select “No” if you only want to export data for your consortium overall.
- 5** Select “All Metrics” to export all metrics in the AEP dashboard.  
Select “Scorecard Metrics” to export only the Scorecard metrics.
- 6** Select the year of data that you want to export.
- 7** Click the “Export Data to CSV” button.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Consortia	localeName	academicYear	metricID	title	description	source	categoryID	categoryLabel	programName	studentType	disagg	subgroup
2	About Students	Jurupa Adult	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
3	About Students	Corona-Norco	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
4	About Students	Norco Colleg	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
5	About Students	Riverside Cit	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
6	About Students	Moreno Vall	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall
7	About Students	Moreno Vall	2021	9000	Enrollment C	Among all R	CASAS TOPS	200	Reportable I	All	All	Overall	Overall

# Interpreting the AEP Export

The export's column names align with key information from the dashboard. Understanding where the data you're looking at comes from is key to a successful analysis. **Below are brief descriptions of each export column.**

## Descriptions of Export Columns

Consortia	localeName	academic Year	metricID	title	description	source	categoryID	category Label
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### Consortia

Name of the consortia. This will only appear if you export using Option 2.

### Locale Name

Name of the locale.

### Academic Year

Academic year of data that you exported.

### Metric ID

The metric ID associated with the data in the value, denom, and perc columns (you can visit the [MDD](#) to find the definition associated with each metric ID).

### Title and Description

Title and description of the metric.

### Source

The data source for the metric's data.

### Category ID and Category Label

Information for metrics that appear on the dashboard in grouped charts, such as Barriers to Employment and Enrollment Categories.

program Name	student Type	disagg	subgroup	value	denom	perc	dataType	missingFlag	ferpaFlag
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### Program Name

ABE, ASE, CTE, ESL, or All.

### Student Type

First Time, Returning or Continuing, or All.

### Disagg and Subgroup

Type of disaggregation (Overall, Age, Gender, or Ethnicity) and the subgroup under that disaggregation (Overall, 19 to 24, Female, Hispanic, etc.).

### Value, Denom, and Perc

This is the data that you see on the dashboard. Value is the number of students who meet the metric, denom is the denominator for the metric, and perc [percent] is the number of students who meet the metric divided by the denominator.

### Data Type

Type of data for the metric (Currency, Number, Percent Change, etc.).

### Missing Flag and Ferpa Flag

Indicates missing data due to not being calculated for the year or suppressed due to low numbers.

# Tips for Using the AEP Export

## **Which option should I use to export my data?**

There are two ways to export data from the dashboard. Use Option 1 if you want to export data for a single locale (statewide, region, consortia, CC district, or institution). Use Option 2 if you want to export data for your consortium and all its institutions.

## **How do I create charts, graphs, or tables from my exported data?**

You should save your exported data file as an Excel document. The AEP export automatically downloads as a CSV file, but saving as an Excel file will increase functionality and ensure you don't lose your hard work. Once you've saved your export as an Excel file, you can create pivot tables and charts with your data.

## **What do I do if I'm analyzing more than one year of data?**

You will need to repeat the export process for each year of data that you want to view. Once you've done that, you can combine the exports into a single file for your analysis. The export will include *all metrics* in the dashboard for the selected locale and year.