# Quick Reference for Institutional Administrators

1. Login with your temporary Institution Administrator account that was emailed from support@cewilcanada.ca.
2. Reset password.
3. Create any additional Institution Users.
4. Create Programs (For example: Accounting, Computer Science or Engineering)
   **TIP:** When creating "Programs" for your institution, carefully consider "Programs" (referencing available Discipline Names) and double check spelling. Once data is uploaded to a Program you will not be able to edit the Program name.
   **EXAMPLE:** If your institution offers Co-op in Chemical Engineering and Civil Engineering, both would be "Engineering" for Discipline Name.

   **Program**: Chemical Engineering    **Discipline Name**: Engineering
   **Program**: Civil Engineering       **Discipline Name**: Engineering
   **Program**: English                 **Discipline Name**: Arts/Humanities/Social Sciences
   **Program**: Environmental Science   **Discipline Name**: Science

5. Select Sample Management, Select "Upload Data" then "Download Template for Institution Data".
6. Review data dictionary and sample data template before preparing your data (see notes below).
7. Populate template with data.
8. Upload.
9. If you receive error messages following your data upload, you will need to correct the identified errors, and re-upload all of your data.

## Data Preparation

The import template has 43 fields which are to be populated for each co-op program.  In some cases, institutions may not collect data for all fields.  The amount of time required to populate this data will vary based on institution size, number of programs and access to data.

The following table is a companion piece, providing additional context to the data dictionary and training documentation.

A sample template is also provided to show formatting and other examples of how the data should appear.

**Additional Notes:**

If your Programs do not have any placements in a given term, you do not need to submit data.

| Column | Field Name | Instructions |
|---|---|---|
| A | Discipline Name | To be manually input by an institution to group programs into the common themes used by all institutions (only entries matching these **exact** categories are accepted):<br>• Agriculture<br>• Arts/Humanities/Social Sciences<br>• Business/Administration<br>• Computer Science<br>• Engineering<br>• Health/Legal<br>• Hospitality/Tourism/Recreation<br>• Science<br>• Technical/Trades<br>• Mathematics/Finance |
| B | Institution | Institution name matching name listed in Database |
| C | Program Name | This field functions as a primary source or key, it is at this level data from each institution should be tabulated.<br>A separate row in template should be used for each program. |
| D | IsMandatory | Yes / No field to identify if co-op is mandatory for each program<br><br>YES: Mandatory is one in which ALL students accepted into a course of study must participate.<br><br>NO: Optional, Selective/Optional Co-op Programs |
| E | IsAccredited | Yes / No field to identify if it is an accredited co-op program (at the time of upload) |
| F | Year | Lists the year in which the data is reported on |
| G | Term | Term in which the data is reported on (must be one of Winter, Summer or Fall)<br>• Winter = January to April<br>• Summer = May to August<br>• Fall = September to December |
| H | ReqCoopWorkTerms | Required number of work terms to complete program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| I | ReqAcademicTerms | Required number of work terms to complete program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| J | EnrollmentAll | Should reflect number of students **on a co-op work** during specified term (not number of students in program) |

| | | • A blank value represents no information |
|---|---|---|
| | | • A value of "0" indicates a value of zero |
| K | EnrollmentIntl | Should reflect number of international students on a co-op work during specified term<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| L | MonthlySalary | Average monthly salary for all students on a co-op work term during specified term<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| M | AvgHourlyWage | Average hourly salary for all students on a co-op work term during specified term<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero<br>• If calculated, based on 35 hours/week |
| N | UndergradCoopFee | Undergraduate Co-op Fee for undergraduate students in that program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| O | GraduateCoopFee | Graduate Co-op Fee for graduate students in that program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| P | IntlUndergradCoopFee | Undergraduate Co-op Fee for international undergraduate students in that program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| Q | IntlGraduateCoopFee | Graduate Co-op Fee for international graduate students in that program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| R | ProgramFee | Additional program fee for students in program<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| S | MaleWorkTerms | Count of male work terms for specified term<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| T | FemaleWorkTerms | Count of male work terms for specified term<br>• A blank value represents no information<br>• A value of "0" indicates a value of zero |
| U | TotalEmployersHiring | Total Number of unique organizations who hired students in specified term |
| V-Z | TotalFedGovPlacements<br>TotalProvGovPlacements<br>TotalMunGovPlacements<br>TotalFedAgentPlacements<br>TotalProvAgentPlacements | These fields indicate number of placements for Federal and Provincial Agencies.<br><br>**Federal Department**: example, Health Canada (directly managed and paid for by government)<br>**Federal Agency**: example, Communication |

| | | Security Establishment, RCMP<br>**Provincial Department**: example, Department of Education<br>**Provincial Agency**: example, Regional Health Services or Post-Secondary Institutions |
|---|---|---|
| AA | TotalNPOPlacements | This field indicates number of placements with Non Profit Organizations |
| AB | TotalPrivPlacements | This field indicates number of placements for Private Businesses |
| AC-AO | Number of Placements by Province | A separate column to record count of work terms for each Province/Territory during specified term |
| AP | USAWorkTerms | Number of work terms in USA during specified term |
| AQ | INTWorkTerms | Number of non-Canadian and non-USA work terms during specified term |