



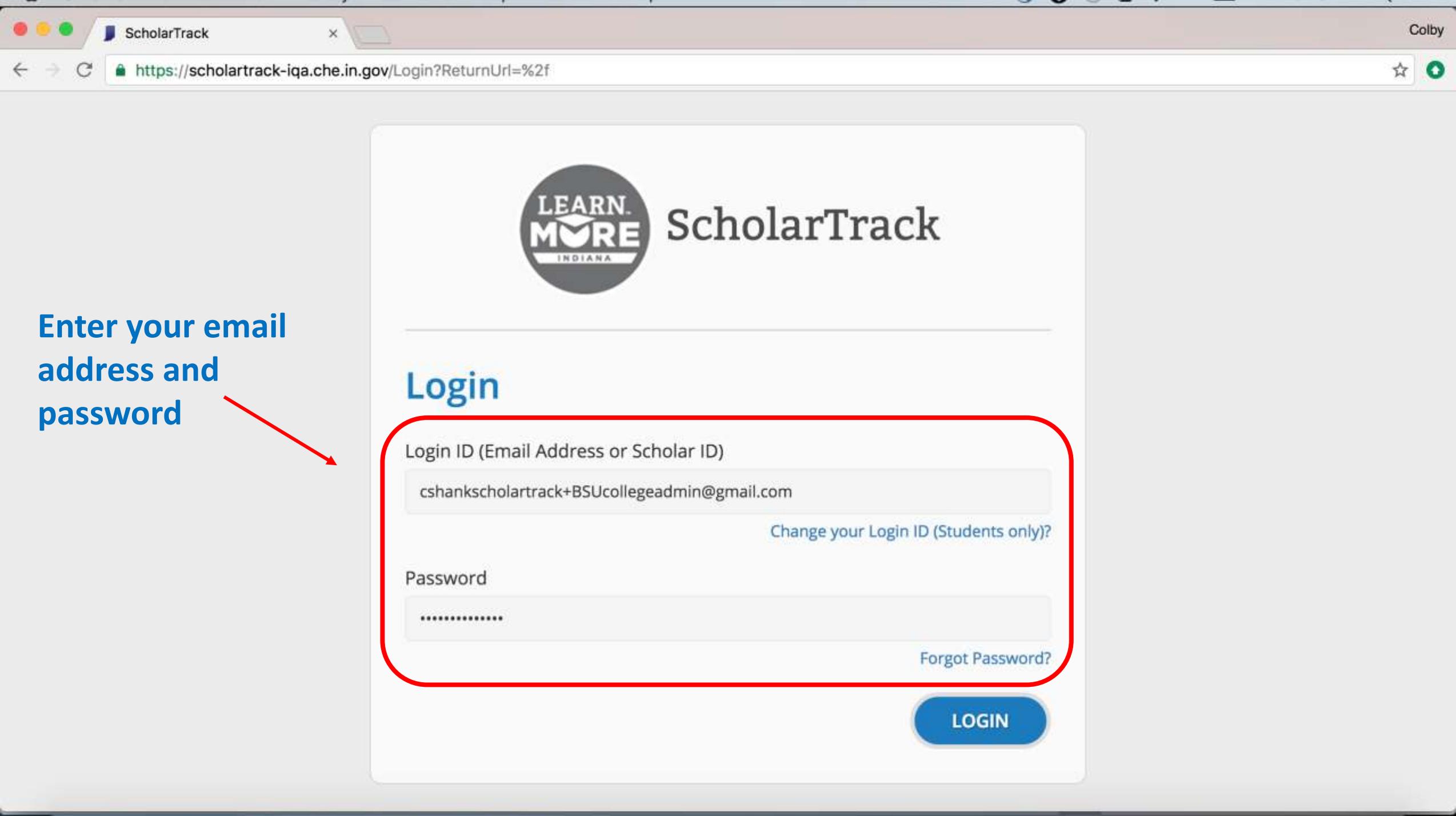
ScholarTrack Walkthrough

Colby Shank
*Director of Financial Aid and
Student Support Services*

January 26, 2017



Log in to ScholarTrack



Enter your email address and password



ScholarTrack

Login

Login ID (Email Address or Scholar ID)

cshankscholartrack+BSUcollegeadmin@gmail.com

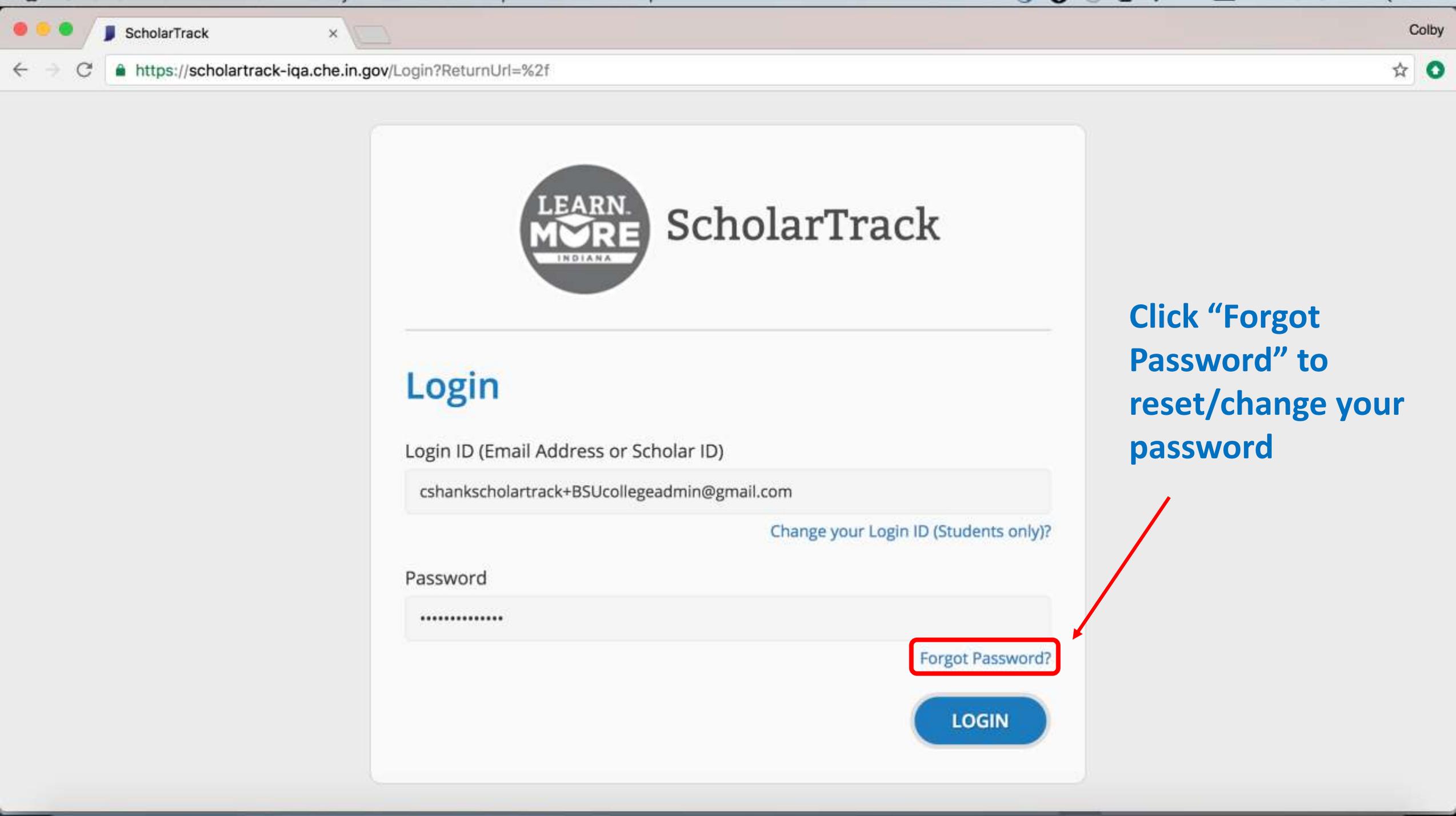
[Change your Login ID \(Students only\)?](#)

Password

.....

[Forgot Password?](#)

LOGIN



ScholarTrack

Login

Login ID (Email Address or Scholar ID)

cshankscholartrack+BSUcollegeadmin@gmail.com

[Change your Login ID \(Students only\)?](#)

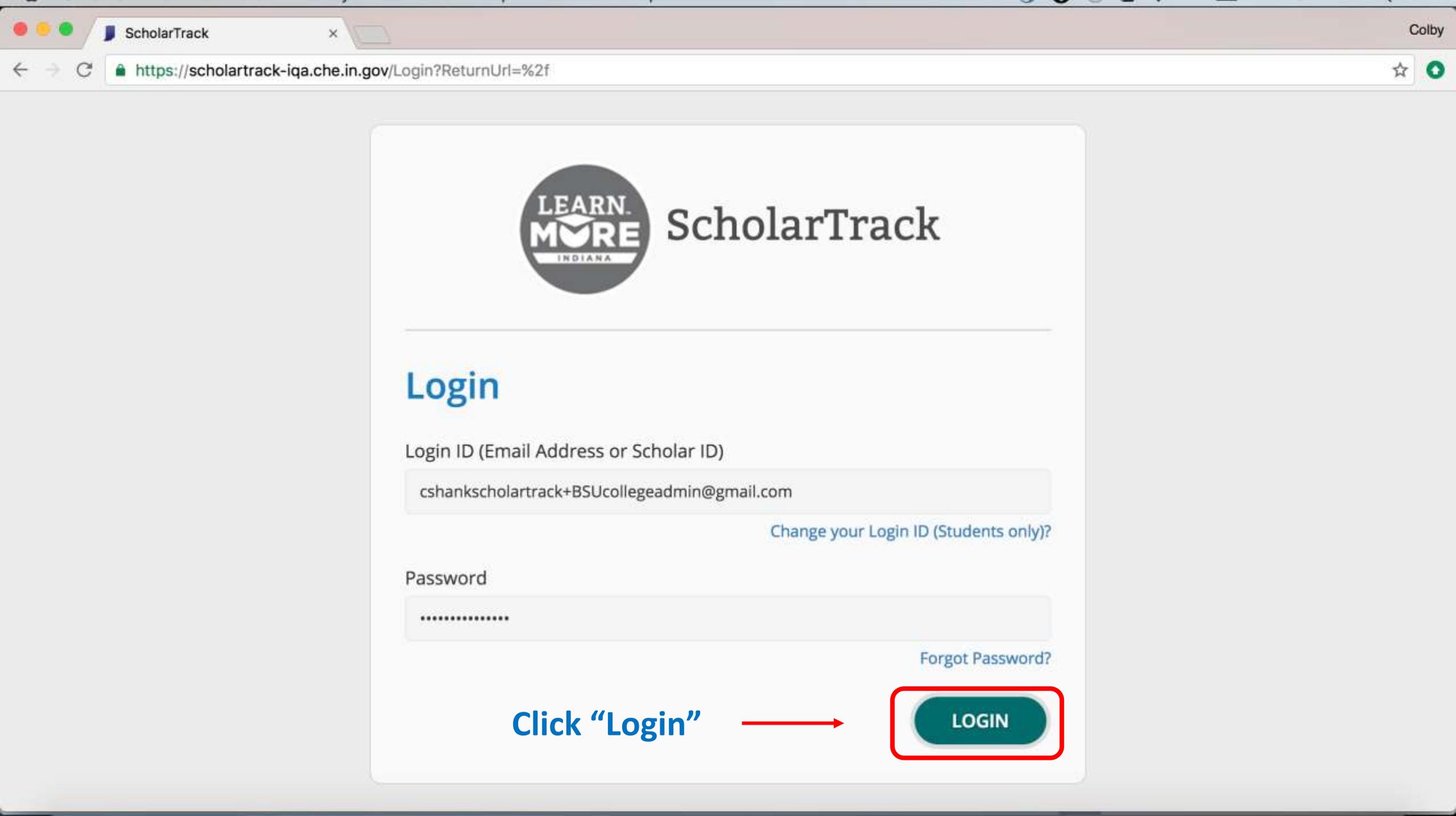
Password

.....

[Forgot Password?](#)

LOGIN

Click "Forgot Password" to reset/change your password



ScholarTrack

Login

Login ID (Email Address or Scholar ID)

cshankscholartrack+BSUcollegeadmin@gmail.com

[Change your Login ID \(Students only\)?](#)

Password

.....

[Forgot Password?](#)

Click "Login"



LOGIN

Loading...



ScholarTrack

Login

Login ID (Email Address or Scholar ID)

[Change your Login ID \(Students only\)?](#)

Password

[Forgot Password?](#)

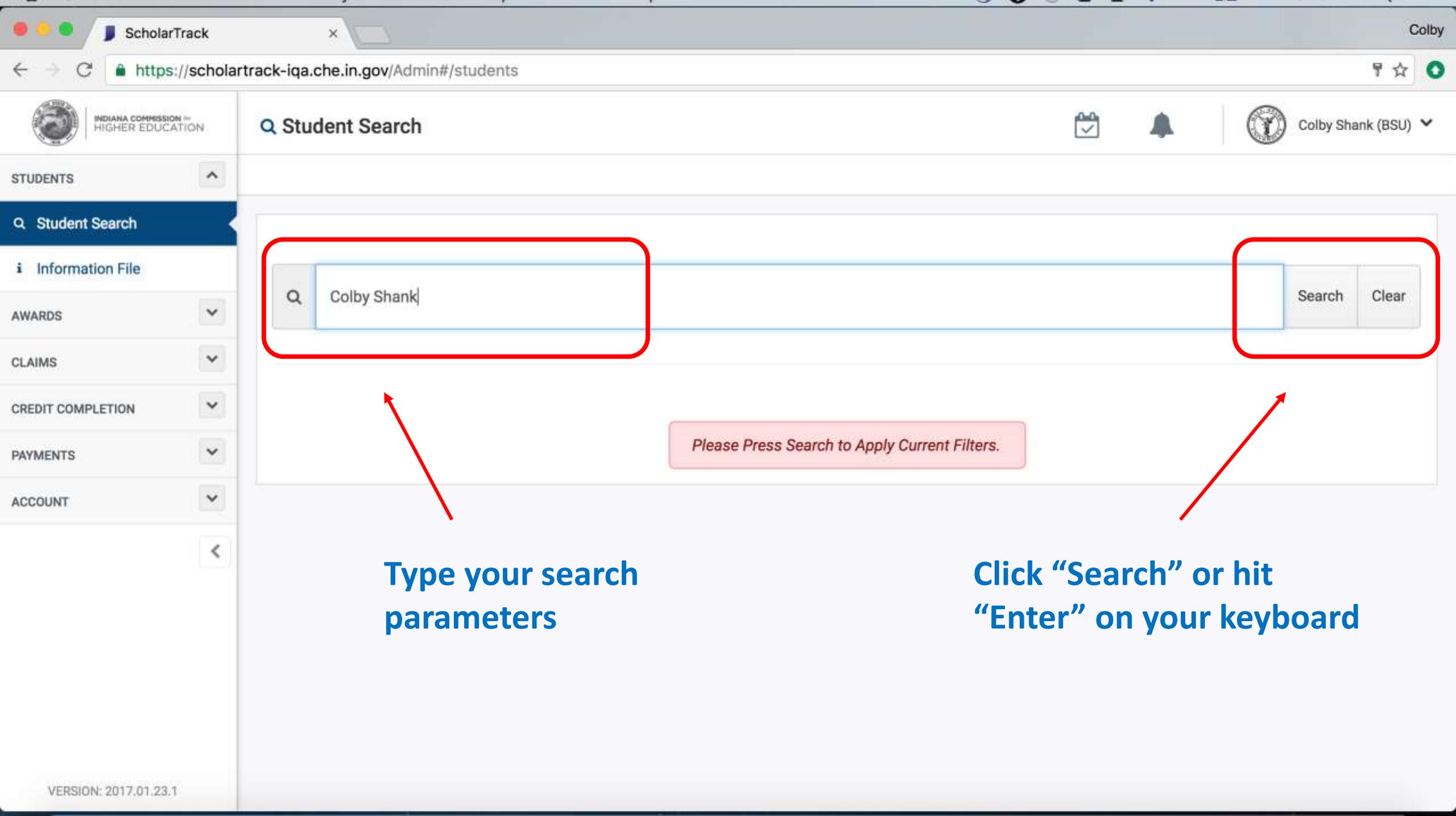
LOGIN

Student Search

Use any combination of...

- First Name
- Last Name
- Full Social Security Number (###-##-#### or #####)
- Last Four Digits of SSN
- Date of Birth (MM/DD/YYYY)
- Email Address
- Phone Number





Please Press Search to Apply Current Filters.

Type your search parameters

Click "Search" or hit "Enter" on your keyboard



Student Search

Loading...



Colby Shank (BSU)

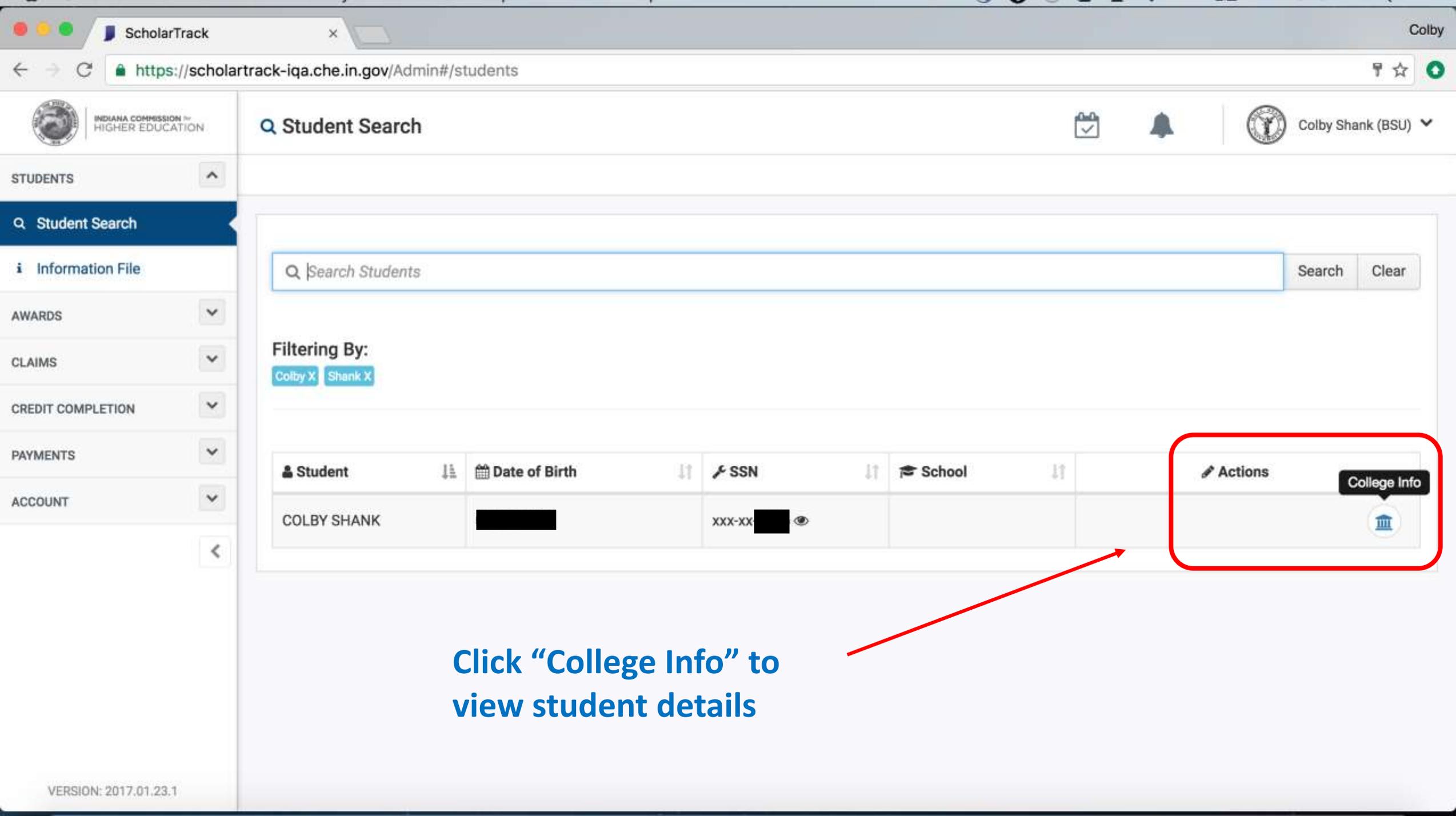
- STUDENTS
- Student Search
- Information File
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

Search Students [Search] [Clear]

Filtering By:

Colby X Shank X

Please Press Search to Apply Current Filters.



Student Search

- STUDENTS
- Student Search**
- Information File
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

Search Students [Search] [Clear]

Filtering By:
Colby X Shank X

Student	Date of Birth	SSN	School	Actions
COLBY SHANK	[REDACTED]	XXX-XX [REDACTED]		College Info

Click "College Info" to view student details

Student Details

ScholarTrack Colby

https://scholartrack-iqa.che.in.gov/Admin#/studentDetail/152994

INDIANA COMMISSION FOR HIGHER EDUCATION

College Details

STUDENTS

Student Search

Information File

AWARDS

CLAIMS

CREDIT COMPLETION

PAYMENTS

ACCOUNT

COLBY T SHANK xxx-xx-████

YEAR: 2015 - 2016

ISIR VERSION: #2 - Completed 05/22/2015

Scholar ID: 152994

Date of Birth: ██████████

Social Security Number: xxx-xx-██████

User Account: None

Mailing Address: ██████████

Phone Number: ██████████

EFC: \$13,421.00

Dependency Status: Independent

State Aid Used: 200 / 400

Manage Widgets

Comments 2

AWARDS

EDITS

LEGACY HOURS

APPEALS

SCHOOL CHOICES

CREDIT COMPLETION

STATE AID ELIGIBILITY

BASIC DETAILS

View/edit information using "widgets"

ScholarTrack Colby

https://scholartrack-iqa.che.in.gov/Admin#/studentDetail/152994

INDIANA COMMISSION FOR HIGHER EDUCATION

College Details

STUDENTS

Student Search

Information File

AWARDS

CLAIMS

CREDIT COMPLETION

PAYMENTS

ACCOUNT

COLBY T SHANK xxx-xx-████

Control widgets using drop down menus

YEAR:
● 2015 - 2016

ISIR VERSION:
● #2 - Completed 05/22/2015

Scholar ID: 152994

Date of Birth: ██████████

Social Security Number: xxx-xx-██████

User Account: None

Mailing Address: ██████████
██████████
██████████

Phone Number: ██████████

EFC: \$13,421.00

Dependency Status: Independent

State Aid Used: 200 / 400

Manage Widgets

Comments 2

AWARDS

EDITS

LEGACY HOURS

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BASIC DETAILS

ScholarTrack

Colby

https://scholartrack-iqa.che.in.gov/Admin#/studentDetail/152994

INDIANA COMMISSION FOR HIGHER EDUCATION

College Details

STUDENTS

Student Search

COLBY T SHANK xxx-xx-████

Information File

AWARDS

CLAIMS

CREDIT COMPLETION

PAYMENTS

ACCOUNT

YEAR: 2015 - 2016

ISIR VERSION: #2 - Completed 05/22/2015

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EFC: \$13,421.00

Dependency Status: Independent

State Aid Used: 200 / 400

Manage Widgets

Comments 2

AWARDS

EDITS

LEGACY HOURS

APPEALS

SCHOOL CHOICES

CREDIT COMPLETION

STATE AID ELIGIBILITY

BASIC DETAILS

Click arrows to expand widgets

Overriding Edits through “Student Details”

ACCOUNT ▼

COLBY T SHANK xxx-xx-████

Manage Widgets

Comments 2

AWARDS

SCHOOL CHOICES

EDITS

FAFSA filed after March 10th deadline (01)

Transaction Receipt Date	5/22/2015 - #2
Date Created	5/21/15 8:00 PM

Not a first-time undergraduate (03) ✓

Transaction Receipt Date	5/22/2015 - #2
Date Created	5/21/15 8:00 PM

CREDIT COMPLETION

STATE AID ELIGIBILITY

BASIC DETAILS

LEGACY HOURS

APPEALS

ACCOUNT ▼

COLBY T SHANK xxx-xx-████

Manage Widgets

Comments 2

AWARDS ↗ ✕

SCHOOL CHOICES ↗ ✕

EDITS ↗ ✕

CREDIT COMPLETION ↗ ✕

FAFSA filed after March 10th deadline (01)

Transaction Receipt Date 5/22/2015 - #2

Date Created 5/21/15 8:00 PM

Override



Not a first-time undergraduate (03)

Transaction Receipt Date 5/22/2015 - #2

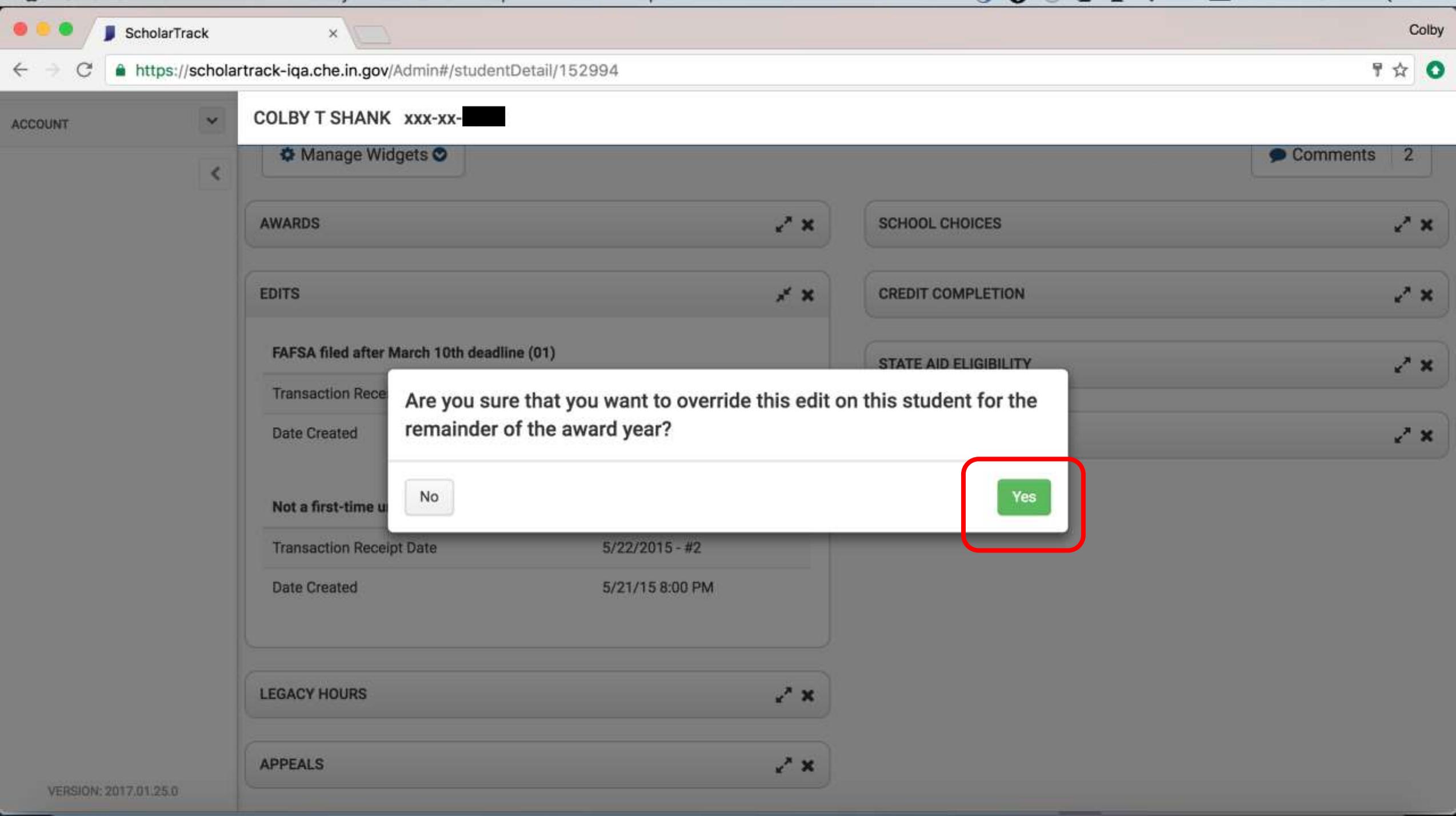
Date Created 5/21/15 8:00 PM

STATE AID ELIGIBILITY ↗ ✕

BASIC DETAILS ↗ ✕

LEGACY HOURS ↗ ✕

APPEALS ↗ ✕



COLBY T SHANK xxx-xx-████

Manage Widgets

Comments 2

AWARDS

SCHOOL CHOICES

EDITS

CREDIT COMPLETION

FAFSA filed after March 10th deadline (01)

STATE AID ELIGIBILITY

Transaction Receipt

Are you sure that you want to override this edit on this student for the remainder of the award year?

Date Created

No

Yes

Not a first-time user

Transaction Receipt Date

5/22/2015 - #2

Date Created

5/21/15 8:00 PM

LEGACY HOURS

APPEALS

ACCOUNT ▾

⏪

COLBY T SHANK xxx-xx-████

⚙️ Manage Widgets 📄

💬 Comments 2

AWARDS ↗️ ✕

SCHOOL CHOICES ↗️ ✕

EDITS ↗️ ✕

CREDIT COMPLETION ↗️ ✕

FAFSA filed after March 10th deadline (01)

Transaction Receipt Date	5/22/2015 - #2
Date Created	5/21/15 8:00 PM

Not a first-time undergraduate (03)

Date Overridden	1/25/17 11:48 PM
Overridden By	Colby Shank (BSU)
Transaction Receipt Date	5/22/2015 - #2
Date Created	5/21/15 8:00 PM

STATE AID ELIGIBILITY ↗️ ✕

BASIC DETAILS ↗️ ✕

LEGACY HOURS ↗️ ✕

Claims/Refunds

Two ways to make a claim or refund in ScholarTrack:

- 1. Individually through “Student Details” page and “Awards” widget.**
- 2. Uploading a “Claim” file under “Claims/Refunds” page.**



Making a Claim/Refund
through “Student Details”

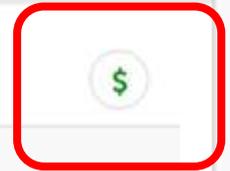
ACCOUNT

██████████ XXX-XX-██████████

AWARDS ↗ ✕

Frank O'Bannon Grant	
Application Submitted	10/28/2016
Application Status	Applied
Award Status	Ready To Claim
Award Start Date	07/01/2016
Award Expiration Date	06/30/2017
Amount Offered	\$3,700
Amount Claimed by Your Institution	\$0
Amount Claimed by Other Institutions	\$0
Remaining Balance	\$3,700
Percentage Used	0%

↻



SCHOOL CHOICES ↗ ✕

CREDIT COMPLETION ↗ ✕

STATE AID ELIGIBILITY ↗ ✕

Award Year	Units
No eligibility used.	

BASIC DETAILS ↗ ✕

██████████ XXX-XX-██████████

Claims

Submitted	School	\$ Amount	Status	Actions
No claims have been filed				
Total		\$0.00		

[+ Add New](#)

Amount Offered	\$3,700
Amount Claimed by Your Institution	\$0
Amount Claimed by Other Institutions	\$0
Remaining Balance	\$3,700
Percentage Used	0%

BASIC DETAILS

XXXXXXXXXX XXX-XX-XXXX

AWARDS

SCHOOL CHOICES

Claims

Submitted	School	\$ Amount	Status	Actions
No claims have been filed				
Total		\$0.00		

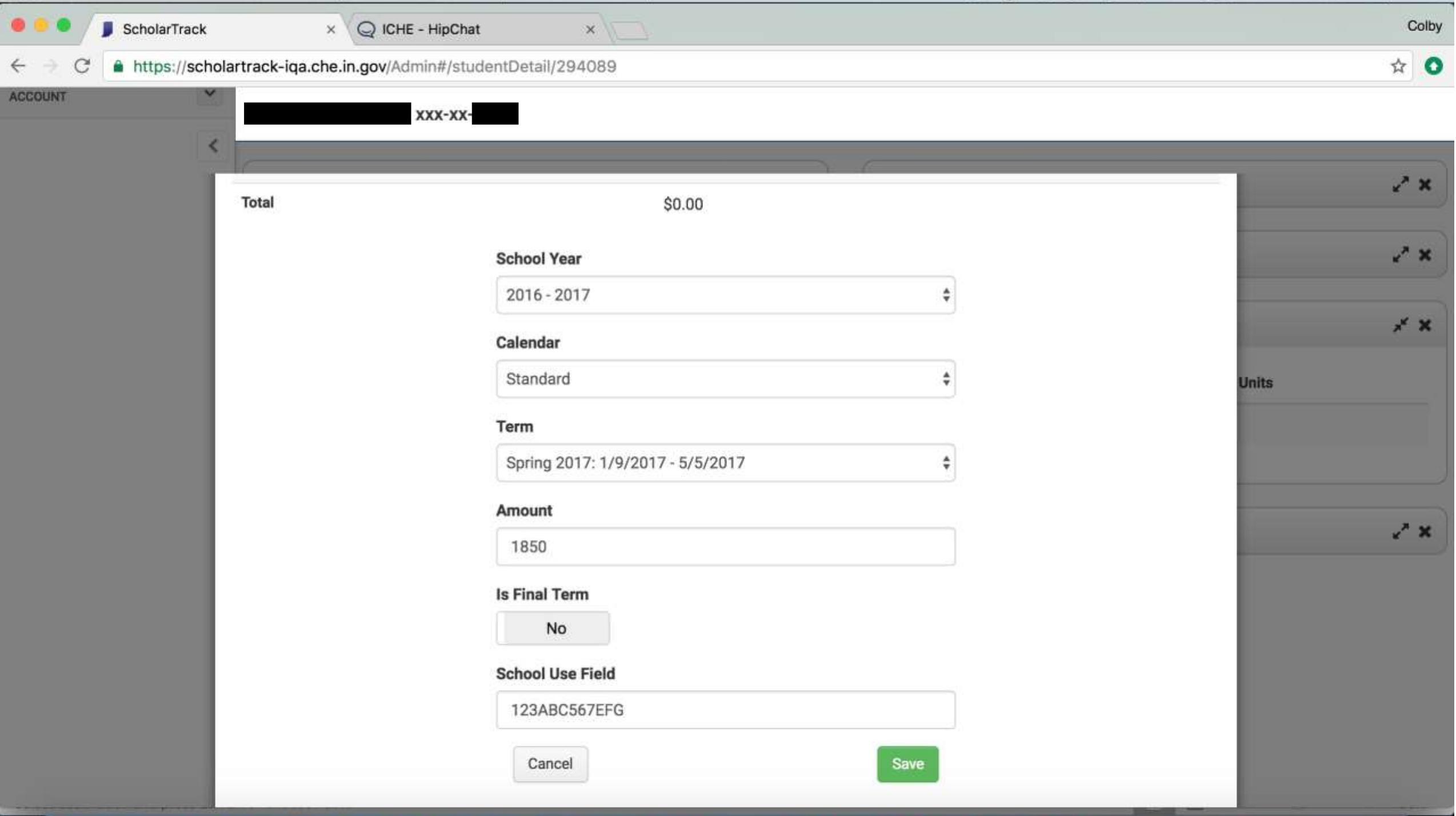
School Year

2016 - 2017

Calendar

Cancel

Save



XXXXXXXXXX XXX-XX-XXXX

Total

\$0.00

School Year

2016 - 2017

Calendar

Standard

Term

Spring 2017: 1/9/2017 - 5/5/2017

Amount

1850

Is Final Term

No

School Use Field

123ABC567EFG

Cancel

Save

██████████ XXX-XX-██████████

AWARDS

SCHOOL CHOICES

Claims

Submitted	School	Amount	Status	Actions
Colby Shank (BSU) 1/25/17 11:30 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017 123ABC567EFG	\$1,850.00	Pending	 
Total		\$1,850.00		

[+ Add New](#)

Amount Claimed by Other Institutions	\$0
Remaining Balance	\$3,700
Percentage Used	0%



██████████ XXX-XX-██████████

AWARDS

SCHOOL CHOICES

Claims

Submitted	School	Amount	Status	Actions
Colby Shank (BSU) 1/25/17 11:30 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017 123ABC567EFG	\$1,850.00	Pending	 
Total		\$1,850.00		

Amount

School Use Field

██████████ XXX-XX-██████████

AWARDS

SCHOOL CHOICES

Claims

Submitted	School	Amount	Status	Actions
Colby Shank (BSU) 1/25/17 11:30 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017 123ABC567EFG	\$1,850.00	Pending	 
Colby Shank (BSU) 1/25/17 11:31 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017	(\$350.00)	Pending	
Total		\$1,500.00		

[+ Add New](#)

Remaining Balance \$3,700

Percentage Used 0%



██████████ XXX-XX-██████████

AWARDS

SCHOOL CHOICES

Claims

Submitted	School	\$ Amount	Status	Actions
Colby Shank (BSU) 1/25/17 11:30 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017 123ABC567EFG	\$1,850.00 ICHE-001786-01252017	Processed	 
Colby Shank (BSU) 1/25/17 11:31 AM	Ball State University Spring 2017 (Standard): 1/9/2017 - 5/5/2017	(\$350.00) ICHE-001786-01252017	Processed	
Total		\$1,500.00		

+ Add New

Remaining Balance \$2,200

Percentage Used 41%



Claim File

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

[Upload](#)

Download

[Request File](#)

RECONCILIATION HISTORY

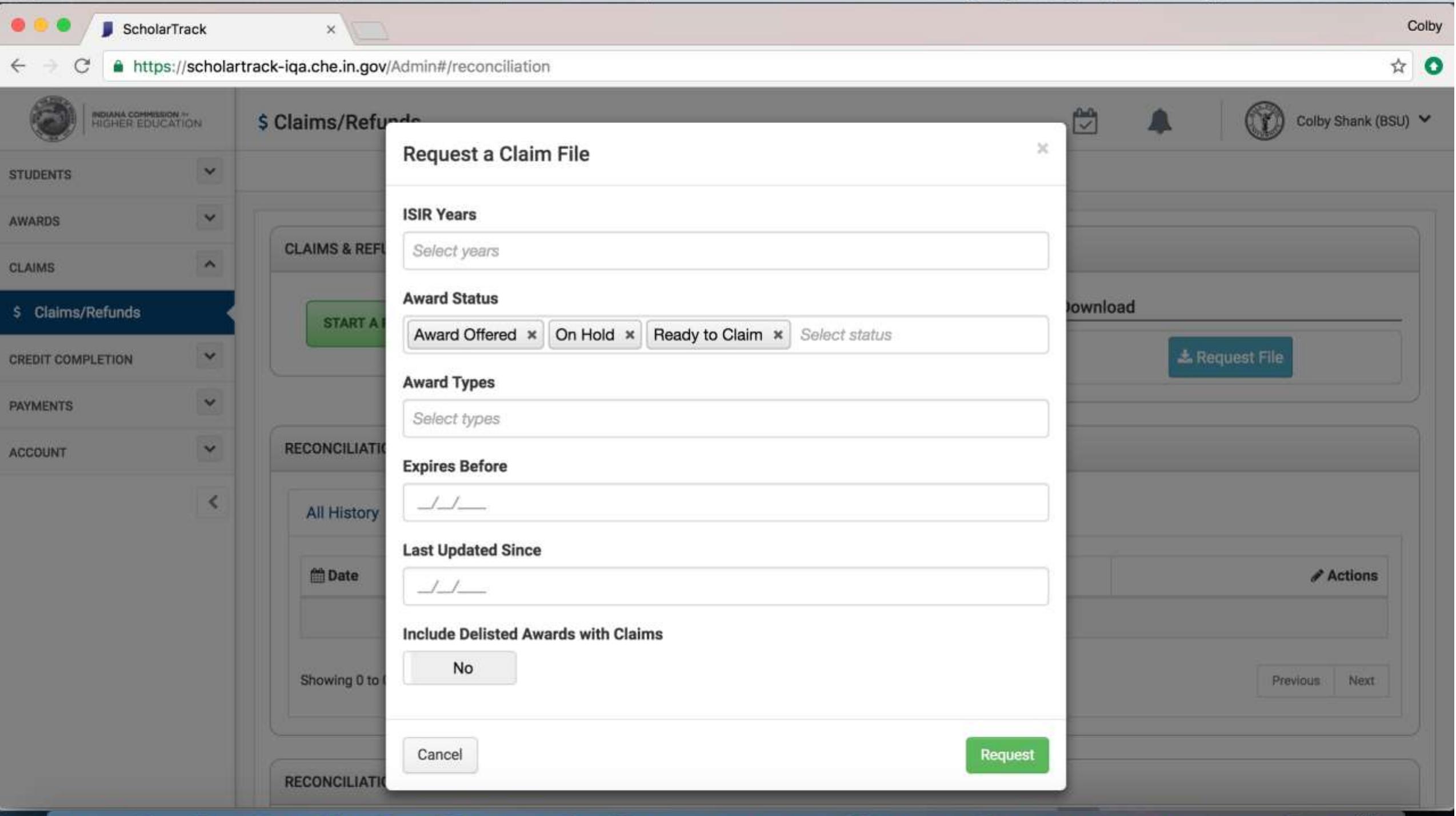
All History | Import History | Request History

Date	User Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

RECONCILIATION TOTALS



- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

CLAIMS & REFUND

START A

Download

Request File

Request a Claim File

ISIR Years

Award Status

Award Types

Expires Before

Last Updated Since

Include Delisted Awards with Claims

All History

Date

Showing 0 to

RECONCILIATI

Actions

Previous Next

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

Download

RECONCILIATION HISTORY

[All History](#) [Import History](#) [Request History](#)

Date	User Name	Status	Actions
1/25/17 10:20 AM	Colby Shank (BSU)	In Queue	

Showing 1 to 1 of 1 entries

Previous **1** Next

RECONCILIATION TOTALS

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

Download

RECONCILIATION HISTORY

All History | Import History | Request History

Date	User Name	Status	Actions
1/25/17 10:20 AM	Colby Shank (BSU)	Complete	

Showing 1 to 1 of 1 entries

Previous | 1 | Next

RECONCILIATION TOTALS

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

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RECONCILIATION HISTORY

All History | Import History | Request History

Date	User Name	Status	Actions
1/25/17 10:20 AM	Colby Shank (BSU)	Complete	

Showing 1 to 1 of 1 entries

Previous | 1 | Next

RECONCILIATION TOTALS

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claim

CLAIM

RECO

All

ISFAA

Ball_State_U...rsity_seal.png

claim file upload

credit completion file

credit completion file upload

info file

ISFAA PowerPoint.pptx

CSV

claim file upload

395 bytes

Created Today, 6:36 AM

Modified Today, 6:36 AM

Last opened Today, 6:36 AM

[Add Tags...](#)

Format: comma-separated values

Options Cancel Open

			Actions
1/25/17 10:20 AM	Colby Shank (BSU)	Complete	

Showing 1 to 1 of 1 entries

Previous **1** Next

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

Download

RECONCILIATION HISTORY

[All History](#) [Import History](#) [Request History](#)

Date	User Name	Status	Actions
1/25/17 10:20 AM	Colby Shank (BSU)	Complete	

Showing 1 to 1 of 1 entries

Previous **1** Next

Upload complete

- STUDENTS
- AWARDS
- CLAIMS
- Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

Download

RECONCILIATION HISTORY

[All History](#) [Import History](#) [Request History](#)

Date	User Name	Status	Actions
1/25/17 10:20 AM	Colby Shank (BSU)	Complete	

Showing 1 to 1 of 1 entries

Previous **1** Next

RECONCILIATION TOTALS

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

[Upload](#)

Download

[Request File](#)

RECONCILIATION HISTORY

[All History](#) **[Import History](#)** [Request History](#)

Date	User Name	Status	Actions
1/26/17 6:36 AM	Colby Shank (BSU)	In Queue	

Showing 1 to 1 of 1 entries

Previous **1** Next

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

NOTIFICATIONS

Claim File has been Processed

[View All Notifications »](#)

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload Download

RECONCILIATION HISTORY

[All History](#) [Import History](#) [Request History](#)

Date	User Name	Status	Actions
1/26/17 6:36 AM	Colby Shank (BSU)	1 Errors	

Showing 1 to 1 of 1 entries

Previous **1** Next

RECONCILIATION TOTALS

- STUDENTS
- AWARDS
- CLAIMS
- \$ Claims/Refunds**
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

\$ Claims/Refunds

CLAIMS & REFUNDS

[START A REFUND OR INDIVIDUAL CLAIM](#)

IMPORT A CLAIM

Upload

[Upload](#)

Download

[Request File](#)

RECONCILIATION HISTORY

[All History](#) [Import History](#) [Request History](#)

Date	User Name	Status	Actions
1/26/17 6:36 AM	Colby Shank (BSU)	1 Errors	Download Error File

Showing 1 to 1 of 1 entries

Previous **1** Next

RECONCILIATION TOTALS

Payments/Invoices



\$ Invoices

- STUDENTS v
- AWARDS v
- CLAIMS v
- CREDIT COMPLETION v
- PAYMENTS ^
- \$ Invoices**
- ACCOUNT v

Invoice History

Search Invoices [input] Status v School v Award Type v Award Year v Invoice Date v Paid Date v

Paid X Processed X 2016 - 2017 X [Apply]



\$ Invoices

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- \$ Invoices**
- ACCOUNT

Invoice History

Status School Award Type Award Year Invoice Date Paid Date

Paid X Processed X 2016 - 2017 X Apply



\$ Invoices



Colby Shank (BSU) ▾

- STUDENTS ▾
- AWARDS ▾
- CLAIMS ▾
- CREDIT COMPLETION ▾
- PAYMENTS ▾
- \$ Invoices**
- ACCOUNT ▾

Invoice History

Status ▾

School ▾

Award Type ▾

Award Year ▾

Invoice Date ▾

Paid Date ▾

Paid X Processed X 2016 - 2017 X ICHE-001786-01252017 X

Apply



\$ Invoices



Colby Shank (BSU) ▾

- STUDENTS ▾
- AWARDS ▾
- CLAIMS ▾
- CREDIT COMPLETION ▾
- PAYMENTS ▾
- \$ Invoices**
- ACCOUNT ▾

Invoice History

Search Invoices

Status ▾

School ▾

Award Type ▾

Award Year ▾

Invoice Date ▾

Paid Date ▾

Paid X
Processed X
2016 - 2017 X
ICHE-001786-01252017 X

Apply

Invoice #	School Name	Status	Invoice Date	Paid Date	\$ Amount	View/Download
ICHE-001786-01252017	Ball State University	Processed	1/25/17	Not Paid	\$2,753,505	

[Download Invoice Details](#)

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- \$ Invoices**
- ACCOUNT

\$ Invoices

Invoice History

Search Invoices [Status] [School] [Award Type] [Award Year] [Invoice Date] [Paid Date]

Paid X Processed X 2016 - 2017 X ICHE-001786-01252017 X [Apply]

Invoice #	School Name	Status	Invoice Date	Paid Date	\$ Amount	View / Download PDF
ICHE-001786-01252017	Ball State University	Processed	1/25/17	Not Paid	\$2,753,505	 

Download Invoice Details



INDIANA COMMISSION *for*
HIGHER EDUCATION

Indiana Commission for Higher Education
101 W Ohio St #300
Indianapolis, IN 46204

INVOICE

Institution: Ball State University
Invoice #: ICHE-001786-01252017
Invoice Date: 1/25/2017
Payment Status: Processed
Invoice Generated: 1/25/2017 12:40:54 PM

Higher Education Award	
2016 Awards:	
Claims:	\$2,779,105
Refunds:	(\$25,600)
Net Claims:	\$2,753,505
Award Total:	\$2,753,505

Invoice Total: \$2,753,505

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- \$ Invoices**
- ACCOUNT

\$ Invoices

Invoice History

Search Invoices [Status] [School] [Award Type] [Award Year] [Invoice Date] [Paid Date]

Paid X Processed X 2016 - 2017 X ICHE-001786-01252017 X [Apply]

Invoice #	School Name	Status	Invoice Date	Paid Date	\$ Amount	View/Download CSV
ICHE-001786-01252017	Ball State University	Processed	1/25/17	Not Paid	\$2,753,505	[View] [Download]

Download Invoice Details

Information Files

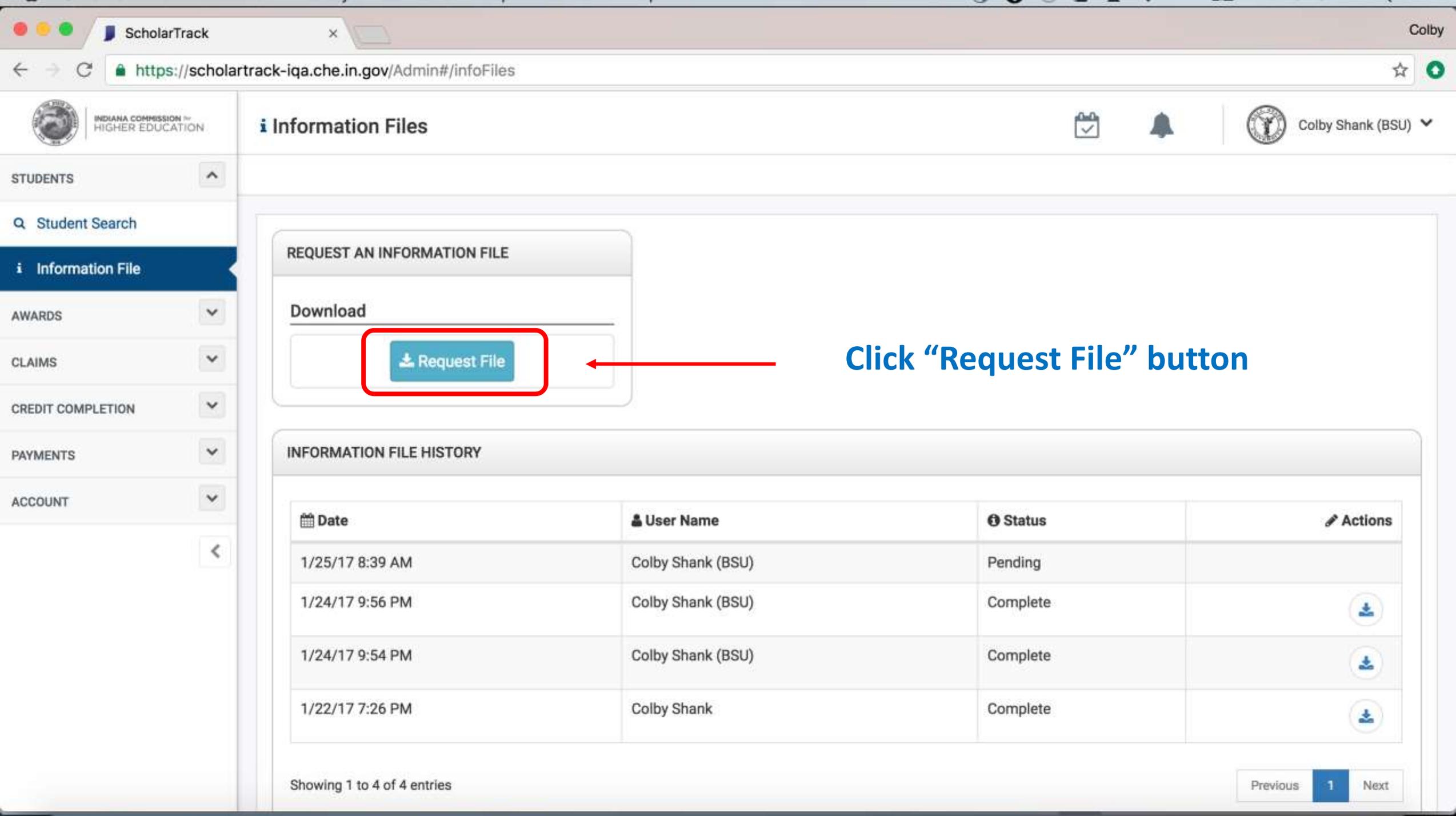
- **Provides users with “state of the system”**
- **Most comparable to current Application (APPL) files, but available year round for multiple ISIR years**
- **Contains virtually all data needed to explain state financial aid award offers**



Information Files

- **Available by request, but will take time to generate**
- **At launch, CHE will “schedule” Information Files to generate over the weekend for larger schools**
- **Smaller schools should request Information Files at the end of the day**





Information Files

REQUEST AN INFORMATION FILE

Download

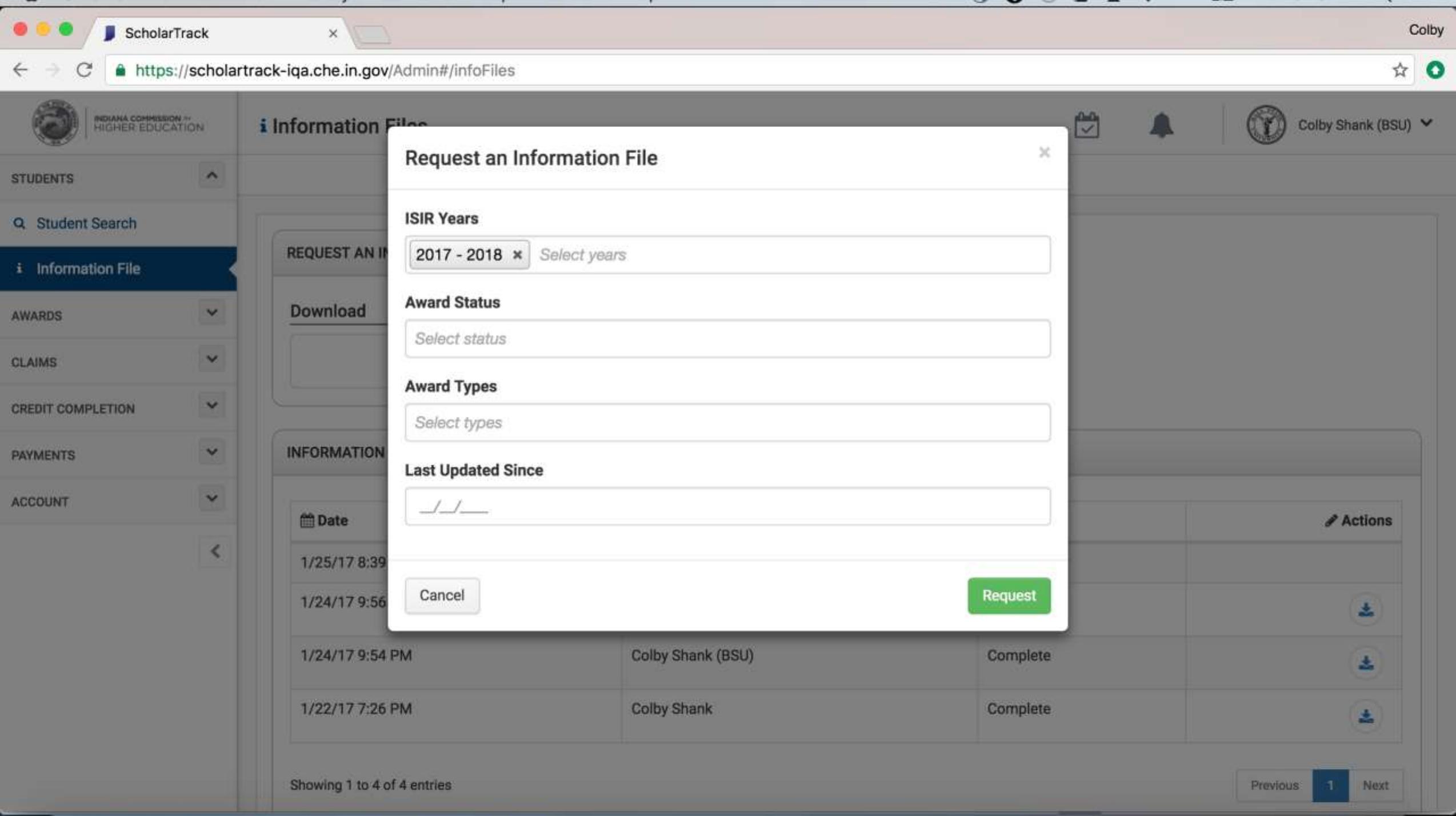
 Request File

Click "Request File" button

INFORMATION FILE HISTORY

 Date	 User Name	 Status	 Actions
1/25/17 8:39 AM	Colby Shank (BSU)	Pending	
1/24/17 9:56 PM	Colby Shank (BSU)	Complete	
1/24/17 9:54 PM	Colby Shank (BSU)	Complete	
1/22/17 7:26 PM	Colby Shank	Complete	

Showing 1 to 4 of 4 entries



Information Files

- STUDENTS
- Student Search
- Information File**
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

REQUEST AN INFORMATION FILE

Download

INFORMATION

Date			Actions
1/25/17 8:39			
1/24/17 9:56			
1/24/17 9:54 PM	Colby Shank (BSU)	Complete	
1/22/17 7:26 PM	Colby Shank	Complete	

Request an Information File

ISIR Years

2017 - 2018 x Select years

Award Status

Select status

Award Types

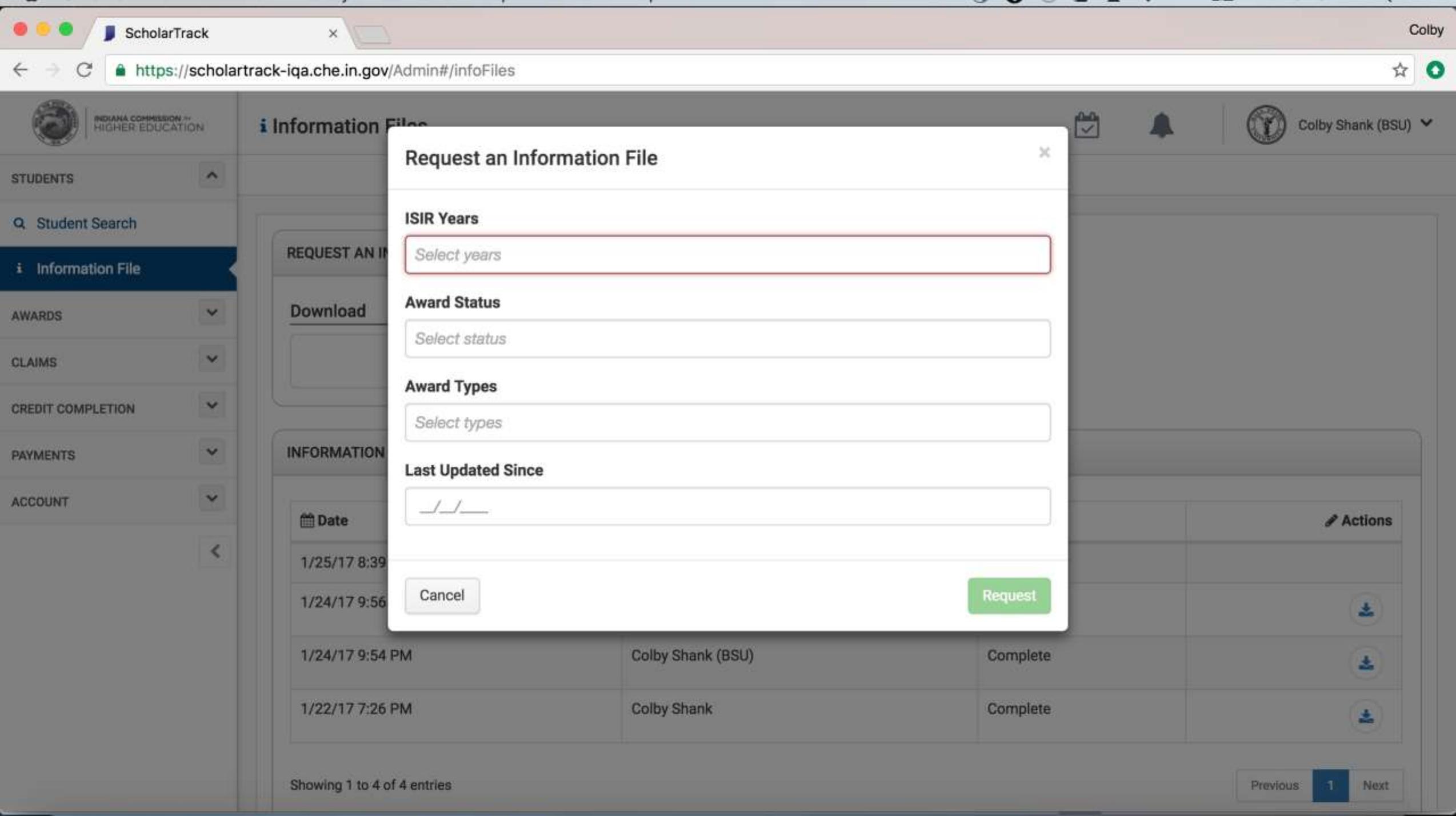
Select types

Last Updated Since

___/___/___

Cancel

Request



Information Files

- STUDENTS
- Student Search
- Information File**
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

REQUEST AN INFORMATION FILE

Download

INFORMATION

Date			Actions
1/25/17 8:39			
1/24/17 9:56			
1/24/17 9:54 PM	Colby Shank (BSU)	Complete	
1/22/17 7:26 PM	Colby Shank	Complete	

Request an Information File

ISIR Years

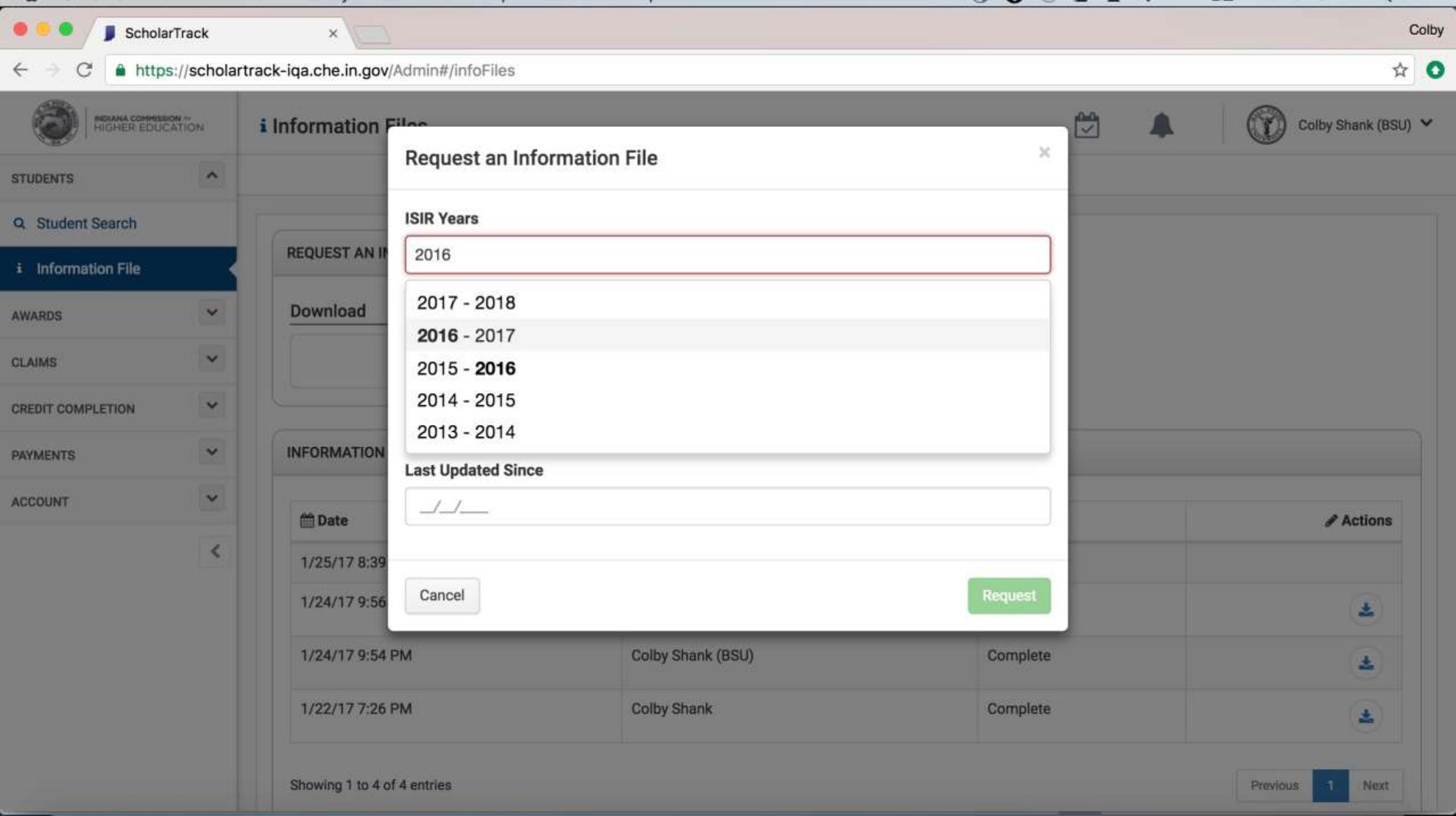
Award Status

Award Types

Last Updated Since

Cancel

Request



Information Files

- STUDENTS
- Student Search
- Information File**
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

Request an Information File

ISIR Years

2016

2017 - 2018

2016 - 2017

2015 - **2016**

2014 - 2015

2013 - 2014

Last Updated Since

__/__/__

Cancel Request

REQUEST AN INFORMATION FILE

Download

INFORMATION

Date

1/25/17 8:39

1/24/17 9:56

1/24/17 9:54 PM

1/22/17 7:26 PM

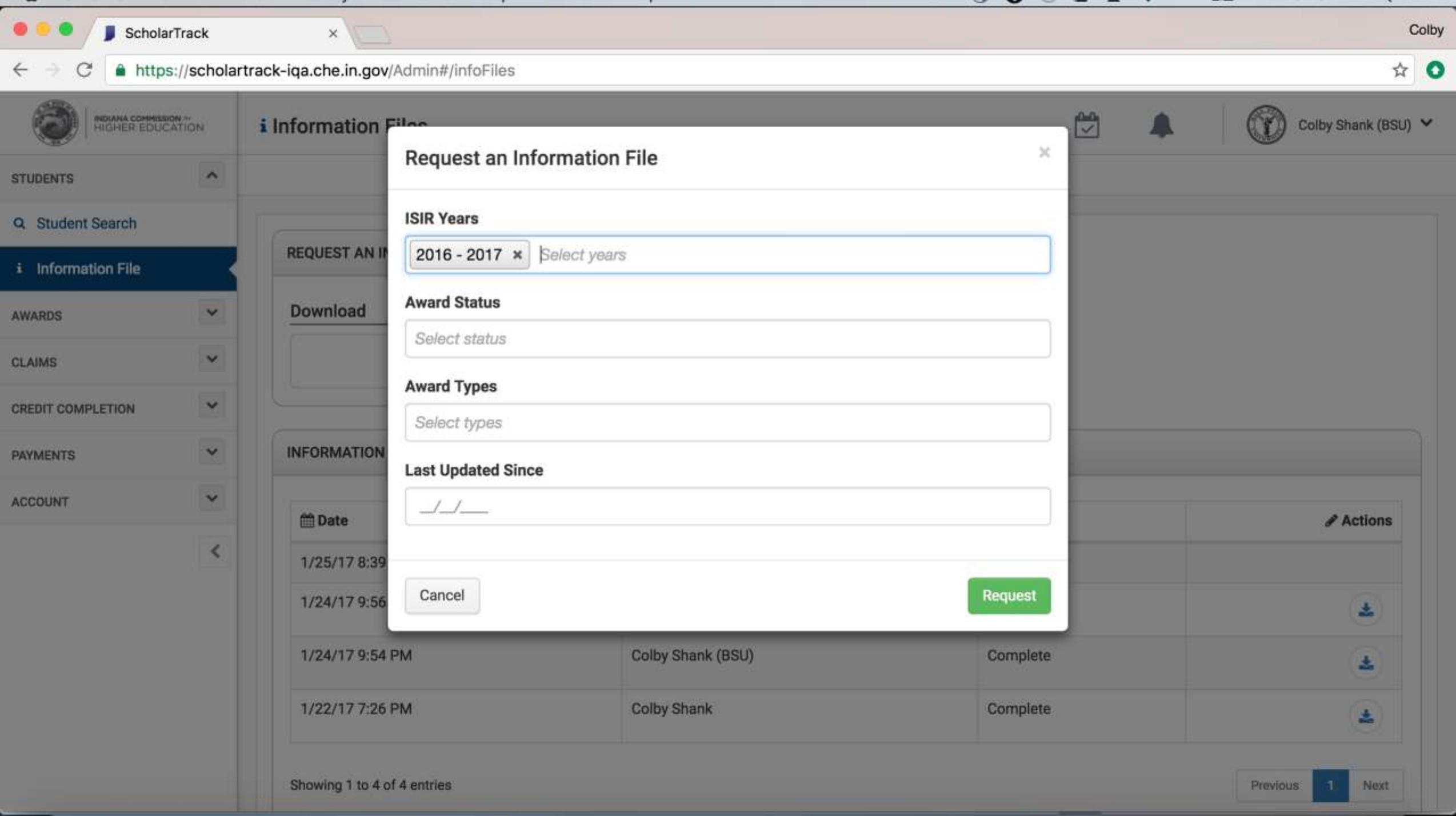
Colby Shank (BSU)

Colby Shank

Complete

Complete

Actions



Information Files

- STUDENTS
- Student Search
- Information File**
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

REQUEST AN INFORMATION FILE

Download

INFORMATION

Date			Actions
1/25/17 8:39			
1/24/17 9:56			
1/24/17 9:54 PM	Colby Shank (BSU)	Complete	
1/22/17 7:26 PM	Colby Shank	Complete	

Request an Information File

ISIR Years

Award Status

Award Types

Last Updated Since

Cancel

Request

- STUDENTS
- Student Search
- Information File**
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- PAYMENTS
- ACCOUNT

Information Files

REQUEST AN INFORMATION FILE

Download

[Request File](#)

INFORMATION FILE HISTORY

Date	User Name	Status	Actions
1/25/17 8:45 AM	Colby Shank (BSU)	In Queue	
1/25/17 8:39 AM	Colby Shank (BSU)	Pending	
1/24/17 9:56 PM	Colby Shank (BSU)	Complete	
1/24/17 9:54 PM	Colby Shank (BSU)	Complete	
1/22/17 7:26 PM	Colby Shank	Complete	

Reporting Credit Completion Data

- **Cumulative credit completion data used to create 2014 – 2016 awards now named “Legacy Credit Completion Data.”**
- **“Legacy Credit Completion Data” can be reported and corrected in ScholarTrack for individual students.**
- **For large batches, schools may provide CHE a COMP file.**



Reporting Credit Completion Data

- **Credit completion data to be used for 2017+ award creation is named “Credit Completion Data.”**
- **Schools will report “Credit Completion Data” each term.**



Reporting Credit Completion Data

Three ways to report “Credit Completion Data”:

1. Individually through “Student Details” page and “Credit Completion” widget
2. Individually through “Report Credit Completion” page
3. Uploading “Credit Completion” file through “Report Credit Completion” page





✓ Report Credit Completion



Colby Shank (BSU) ▾

- STUDENTS ▾
- AWARDS ▾
- CLAIMS ▾
- CREDIT COMPLETION ▲
- ✓ Report Credit Completion**
- PAYMENTS ▾
- ACCOUNT ▾

SELECT A TERM

2016 - 2017 ▾

▾



✓ Report Credit Completion



Colby Shank (BSU) ▾

- STUDENTS ▾
- AWARDS ▾
- CLAIMS ▾
- CREDIT COMPLETION ▲
- ✓ Report Credit Completion**
- PAYMENTS ▾
- ACCOUNT ▾

SELECT A TERM

2016 - 2017 ▾

✓

Standard

Billed Awards Only

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion**
- PAYMENTS
- ACCOUNT

SELECT A TERM

2016 - 2017

Standard

Summer 2017: 5/15/2017 - 7/21/2017

✓ Spring 2017: 1/9/2017 - 5/5/2017

Fall 2016: 8/22/2016 - 12/16/2016

Term 0: 7/1/2016 - 2/5/2017

DOWNLOAD

Blank Template

Populated File

UPLOAD

File

Single Student

Report Credit Completion

Show 50 entries

Date	User Name	Status	Actions
No data available in table			

0 to 0 of 0 entries

Previous Next

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion**
- PAYMENTS
- ACCOUNT

SELECT A TERM

2016 - 2017

Standard

Fall 2016: 8/22/2016 - 12/16/

DOWNLOAD

- Blank Template
- Populated File

UPLOAD

- File
- Single Student**

Report Credit Completion

Show 50 entries

Date	User Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion**
- PAYMENTS
- ACCOUNT

Report Credit Completion

SELECT A TERM

2016 - 2017

Standard

Fall 2016: 8

DOWNLOAD

Blank Template

Populate

UPLOAD

File

Single Student



Colby Shank (BSU)

Add Credit Hours

First Name

Last Name

Social Security Number

Date of Birth

Hours

Cumulative GPA

Actions

Previous

Next



Report Credit Completion



- STUDENTS v
- AWARDS v
- CLAIMS v
- CREDIT COMPLETION ^
- Report Credit Completion**
- PAYMENTS v
- ACCOUNT v

SELECT A TERM

2016 - 2017 v

Standard v

Fall 2016: 8/22/2016 - 12/16/ v

DOWNLOAD

Blank Template

Populated File

UPLOAD

File

Single Student

Report Credit Completion

Show 50 entries

Date	User Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

ScholarTrack

Colby

https://scholartrack-iqa.che.in.gov/Admin#/credits

INDIANA COMMISSION FOR HIGHER EDUCATION

Report Credit Completion

STUDENTS

AWARDS

CLAIMS

CREDIT COMPLETION

Report Credit Completion

PAYMENTS

ACCOUNT

Import Credit Hours

Upload

Cancel

Save

SELECT A TERM

2016 - 2017

Standard

Fall 2016: 8/22/2016 - 12/16/2016

DOWNLOAD

Blank Template

Populated File

UPLOAD

File

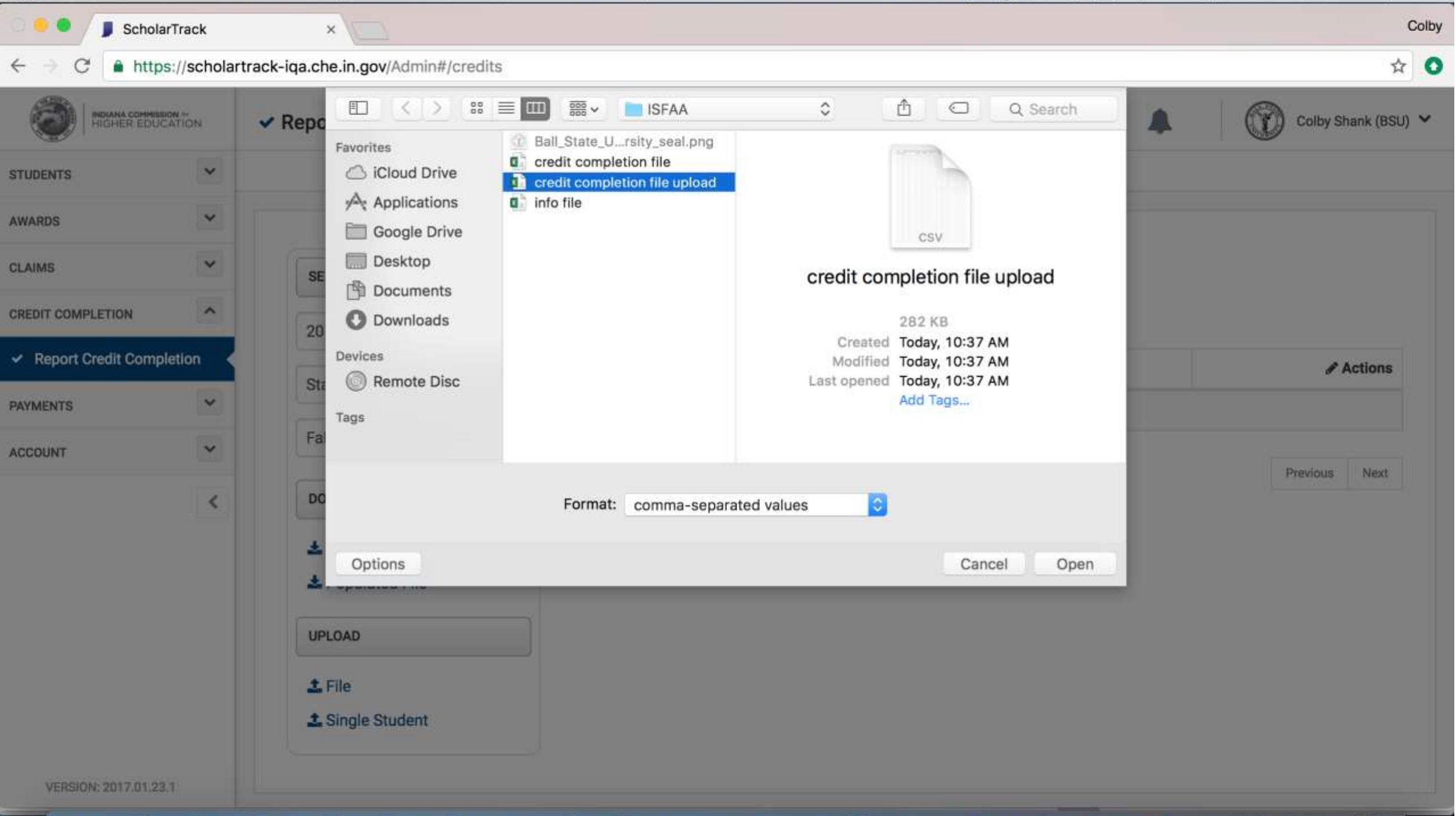
Single Student

Date	User Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

javascript:void(0)



Report

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion
- PAYMENTS
- ACCOUNT

ISFAA

Ball_State_U...rsity_seal.png
 credit completion file
credit completion file upload
 info file

CSV

credit completion file upload

282 KB
 Created Today, 10:37 AM
 Modified Today, 10:37 AM
 Last opened Today, 10:37 AM
[Add Tags...](#)

Format: comma-separated values

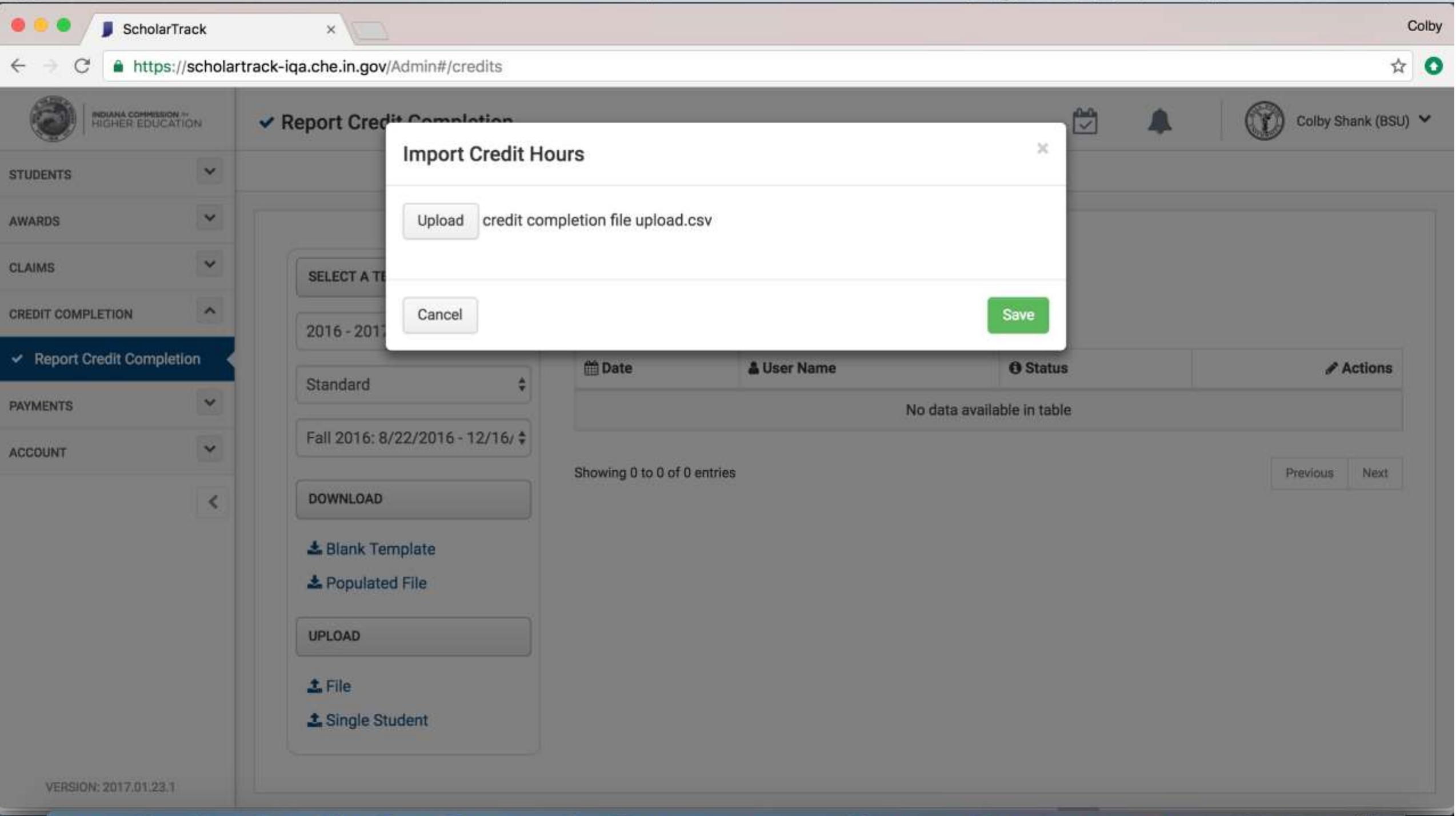
Options Cancel Open

Actions

Previous Next

UPLOAD

- File
- Single Student



Report Credit Completion

Import Credit Hours

Upload credit completion file upload.csv

Cancel

Save

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion
- PAYMENTS
- ACCOUNT

SELECT A TERM

2016 - 2017

Standard

Fall 2016: 8/22/2016 - 12/16/

DOWNLOAD

- Blank Template
- Populated File

UPLOAD

- File
- Single Student

Date	User Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

INDIANA COMMISSION FOR HIGHER EDUCATION

- STUDENTS
- AWARDS
- CLAIMS
- CREDIT COMPLETION
- Report Credit Completion**
- PAYMENTS
- ACCOUNT

Report Credit Completion

SELECT A TERM

2016 - 2017

Standard

Fall 2016: 8/22/2016 - 12/16/

DOWNLOAD

- Blank Template
- Populated File

UPLOAD

- File
- Single Student

Report Credit Completion

Show 50 entries

Date	User Name	Status	Actions
1/25/17 10:50 AM	Colby Shank (BSU)	In Queue	

Showing 1 to 1 of 1 entries

Timeline

Date	Milestone
Wednesday, February 1, 2017 by noon EST	Colleges submit final RECN and COMP files through xGrads.
Thursday, February 2, 2017	CHE generates last RECN and APPL files in xGrads.
Thursday, February 2, 2017 at 5 pm EST	xGrads and eStudent taken offline.
Monday, February 6, 2017	<p>ScholarTrack launches.</p> <p>Colleges begin reporting credit completion data in ScholarTrack.</p>
March 2017	CVO, MTS, MDEGS applications available in ScholarTrack.
April 2017	<p>“Credit Bank” available in ScholarTrack.</p> <p>Colleges begin reporting AP/IB/dual credit data.</p>
June 2017	High schools to report final diploma type and GPA data in ScholarTrack.
July 2017	CHE begins 2017-2018 award creation in ScholarTrack.

Questions?