

Maryland Association for Institutional Research

Summer 2009 Drive-In Technology Training Half-Day Training Session



Come join your colleagues to learn some new skills!

- When:** Friday, June 19th, 9:00 am – 12:00 noon
- Where:** Howard Community College
- Lab Fee:** Free for current MdAIR members
\$20 for non-members (includes session attendance AND partial year MdAIR membership)
- Note:** Food and drink are **NOT** allowed in the computer labs. The student lounge will open for the purchase and consumption of such items
- Registration:** The registration form is on the MdAIR website, www.MdAIR.org starting April 27th. **Pre-registration is required.** Concurrent workshops will be strictly limited to **20 people per session each** and based on a first-come, first-served, basis for registrants.

Concurrent Training Sessions

Introduction to Microsoft Access Report Creation

Gregory Spengler, University of Maryland, Baltimore (Duncan Hall 123)

Basic steps involved in creating a web-ready report from a basic data set will be reviewed through demonstration and hands-on exercises. Topics covered include: 1) Importing a dataset into Access; 2) Creating relational tables to add labels and additional context; 3) Joining tables; 4) Creating queries to drive reports; 5) Creating and formatting a basic report; 6) Using dialog boxes to make a report interactive.

Intended Audience: Anyone with a basic knowledge of Access or relational databases.

A “How-To” Guide to the MHEC Financial Aid Information System (FAIS)

Gayle Fink, University System of Maryland (Duncan Hall 121)

Participants will be introduced to the wonders of working with the FAIS file and how they can: 1) Use it to complete the IPEDS, SFA, and the CDS, and 2) Incorporate FAIS information into institutional studies. Participants will be guided through the process of recreating portions of the old S-5 report and creating a student-unit-record file using SPSS. Attendees will learn how the FAIS information is matched to EIS data to complete IPEDS SFA. Examples of other institutional-level analysis including retention/graduation rates and graduate loan debt will be shown. Discussion of common financial aid terms and data issues are incorporated throughout the session. This is **NOT** intended as a hands-on session. While SPSS will be used, any statistical package can be used to build a useful FAIS file. Participants will receive an MHEC FAIS manual, an FAIS award code spreadsheet, and SPSS syntax to recreate the files and analysis from the session.

Intended Audience: Anyone interested in learning how to work with the FAIS file.

SPSS knowledge is not necessary.