

Districtwide Handshake Implementation Handshake Counts – Monthly Reporting

District Educational Services provides updated counts from Handshake to Handshake leads during each Handshake Implementation Meeting. Meetings are held one to two times per month.

Current Counts

Updates on counts within Handshake currently include:

1. Student Activations by College
2. Approved Employers
3. Job Postings

To review the process used for pulling these counts, please see below section.

Local Access to Reporting

Each college has access to the full suite of reporting features within Handshake. Local reporting and engagement with handshake data is encouraged.

- [Reporting and analytics](#)
- [Art of reporting](#)

Future Reporting

- Expanded Monthly Reporting - District Educational Services is committed to expanding monthly reporting to include insights into industry sectors and demographics of students.
 - Anticipated start date: Fall 2023
- New reporting elements – colleges are encouraged to share reporting needs and uses so that districtwide reporting can be improved and tailored to local needs.

Maintenance

District Educational Services will be working directly with Handshake regarding current data concerns:

- Depending on the report/view within handshake, counts look different
- Unassigned students – all uploads include an assigned college and yet there are unassigned students within the system

Current Process for Pulling Counts

Processes current utilized to inform count reporting were established in 2022 and continue today. District Educational Services would like to update processes with improved reporting, pending handshake implementation team feedback.

Current processes for the three count areas are:

- **Student Activations by College**
 - Side bar – Go to Data

- Select “Analytics”
- Select “Activated Students by Campus (AH)” report
- College specific counts pulled from this report only; these are then totaled separately from the report and provided during each Handshake Implementation Meeting
- This report was created in 2022 and utilized to originally establish reporting for the handshake implementation team in summer/fall 2022
- This report has two filters:
 1. Agreed to Terms of Service date is not null
 2. Status is equal to Active
- Issues with this report:
 - Total is ignored – current report total does not equal sum of college and unassigned student counts
 - Unassigned is unclear as we don’t have unassigned students
- **Approved Employers**
 - Side bar – go to Relationships
 - Select “Employers”
 - Select “approved” in top menu
 - Mark the check box at the top of the page next to name – doing so will reveal total number of employers
 - This is the process that was utilized to originally establish reporting for the handshake implementation team in summer/fall 2022
- **Job Postings**
 - Side bar – go to Postings
 - Select “Jobs”
 - Select “approved” in top menu
 - Mark the check box at the top of the page next to ID – doing so will reveal total number of job postings
 - This is the process that was utilized to originally establish reporting for the handshake implementation team in summer/fall 2022