



MTN Reports on MiTransfer.org

7.30.19

Welcome

Colleen Kibin

MACRAO President-Elect
Director, Community College Relations
Eastern Michigan University

Matt Zeig

MACRAO College Articulation Committee Chair
Transfer Articulation Coordinator
Oakland University

Today's objective is to explore the MTN reporting functions for secure access users.

✉ Report Scheduling

By Receiving Institution ←

Receiving institutions can run this report to view and download all course equivalencies. Users can further refine the equivalencies by selecting a subject, transferring institution, or by searching keywords. This is the report used to view all the receiving institutions' course equivalencies in one place. Click to review [reporting instructions](#) and an [instructional video](#) on MTN reports.

View Report

By Transferring Institution →

Transferring (or sending) institutions can run this report to view and download all course equivalencies. Users can further refine the equivalencies by selecting a subject, receiving institution, or by searching keywords. This is the report used to view equivalencies that receiving institutions uploaded to the MTN or your institution. Click to review [reporting instructions](#) and an [instructional video](#) on MTN reports.

View Report

Credit Hour ≠

Run this report to view and download course equivalencies with different credit hours earned at the transferring and receiving institution. This report displays course equivalencies when the credit hour total does not match. Click to review [reporting instructions](#) and an [instructional video](#) on MTN reports.

View Report

Duplicate Equivalencies 📄

Receiving institutions can view a report of course equivalencies that appear to be duplicates (same course department and number). This report is useful to identify course equivalencies that appear twice or more in the database and are helpful for institutions who wish to improve data quality. Click to review [reporting instructions](#) and an [instructional video](#) on MTN reports.

View Report

Course Equivalency Matrices 📊

Create a course equivalency matrix to view and download course equivalencies between multiple institutions. Click to review a brief [video tutorial](#) on these reports.

View Matrices

Equivalency Change Report ↔

Schedule the Equivalency Change Report to view course equivalency changes for your institution. Schedule this report to receive an email immediately when equivalencies change, weekly, and/or monthly. The report is available for transferring and receiving institutions.

Schedule Report

Student Search 🔍

All searches and the fields used are captured here for analytics. Currently a work in progress.

View Report

Agenda

MTN Overview

Reports Overview

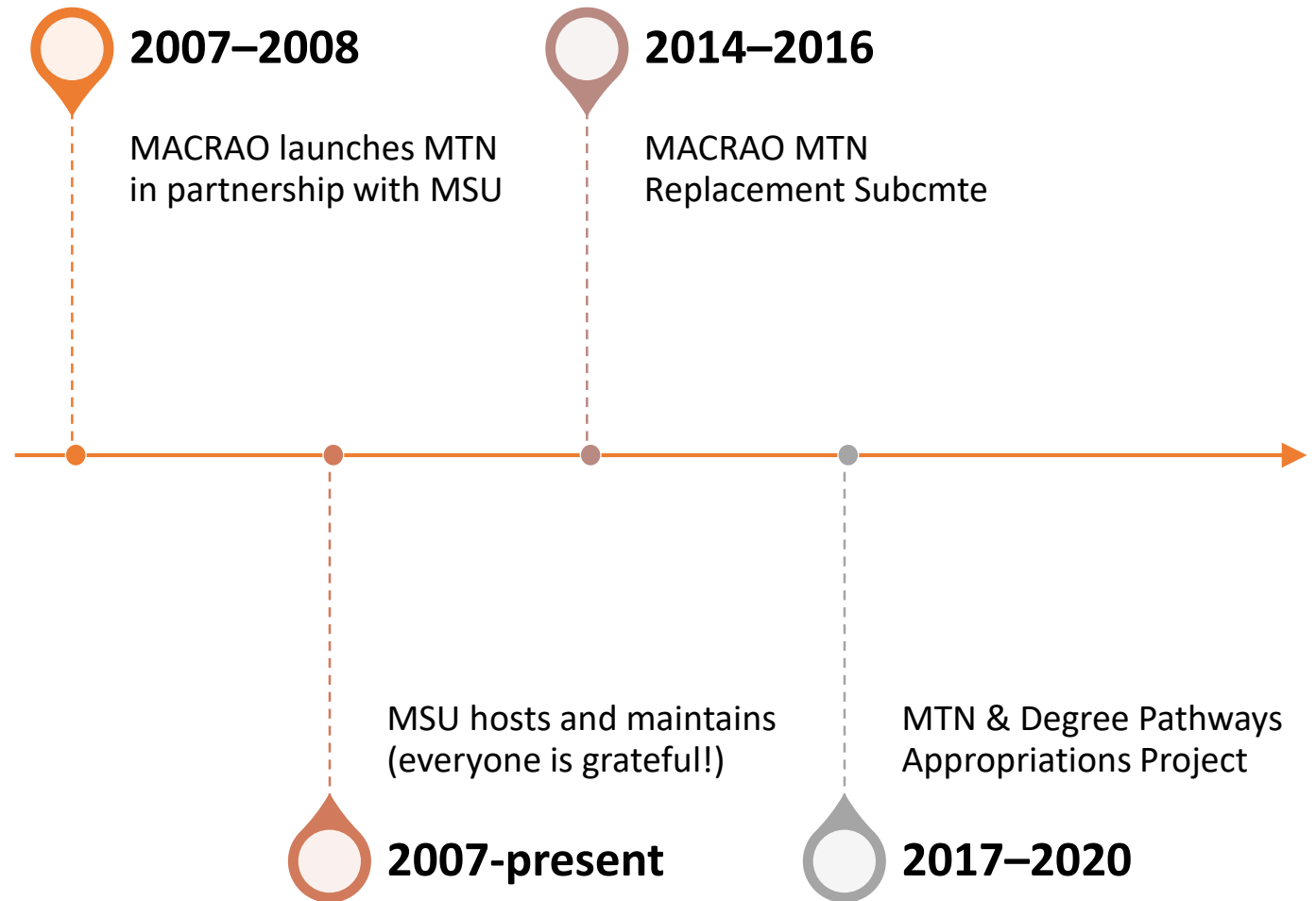
Review Available Training Materials

Questions and Discussion

MTN Overview

Katie Giardello
Project Consultant
Michigan Center for Student Success

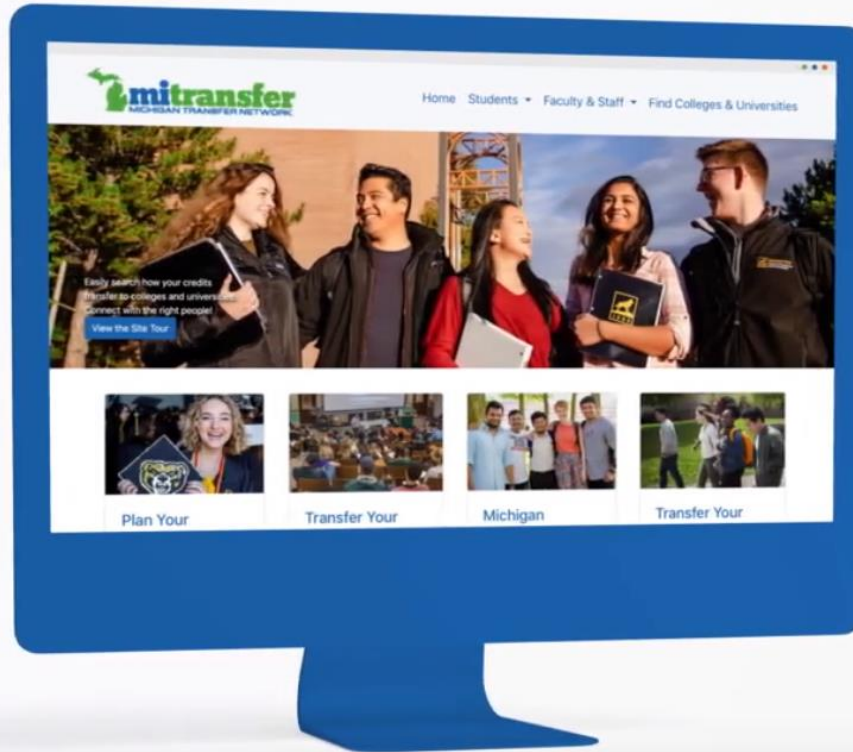
MTN Historical Context



MTN Replacement Team

Oakland University	Tricia Westergaard
Macomb Community College	Carrie Jeffers
Michigan State University	Kristin Schuette
Oakland University	John Meldrum
Mott Community College	Cheryl Shelton
Oakland University	Theresa Rowe
Schoolcraft College	Laurie Kattuah-Snyder
Eastern Michigan University	Colleen Kibin
Siena Heights University	Cindy Sutherland
Muskegon Community College	Kelley Conrad
Northern Michigan University	Kim Rotundo

MTN Site Tour



New User Overview



[Home](#) [Students](#) ▾ [Faculty & Staff](#) ▾ [Find Colleges & Universities](#)

Technical Resources

Below are resources to support institutions participating in the Michigan Transfer Network, Michigan Transfer Agreement and the MiTransfer Pathways. You may find additional helpful resources on the [Frequently Asked Questions](#) page.

NEW USER OVERVIEW

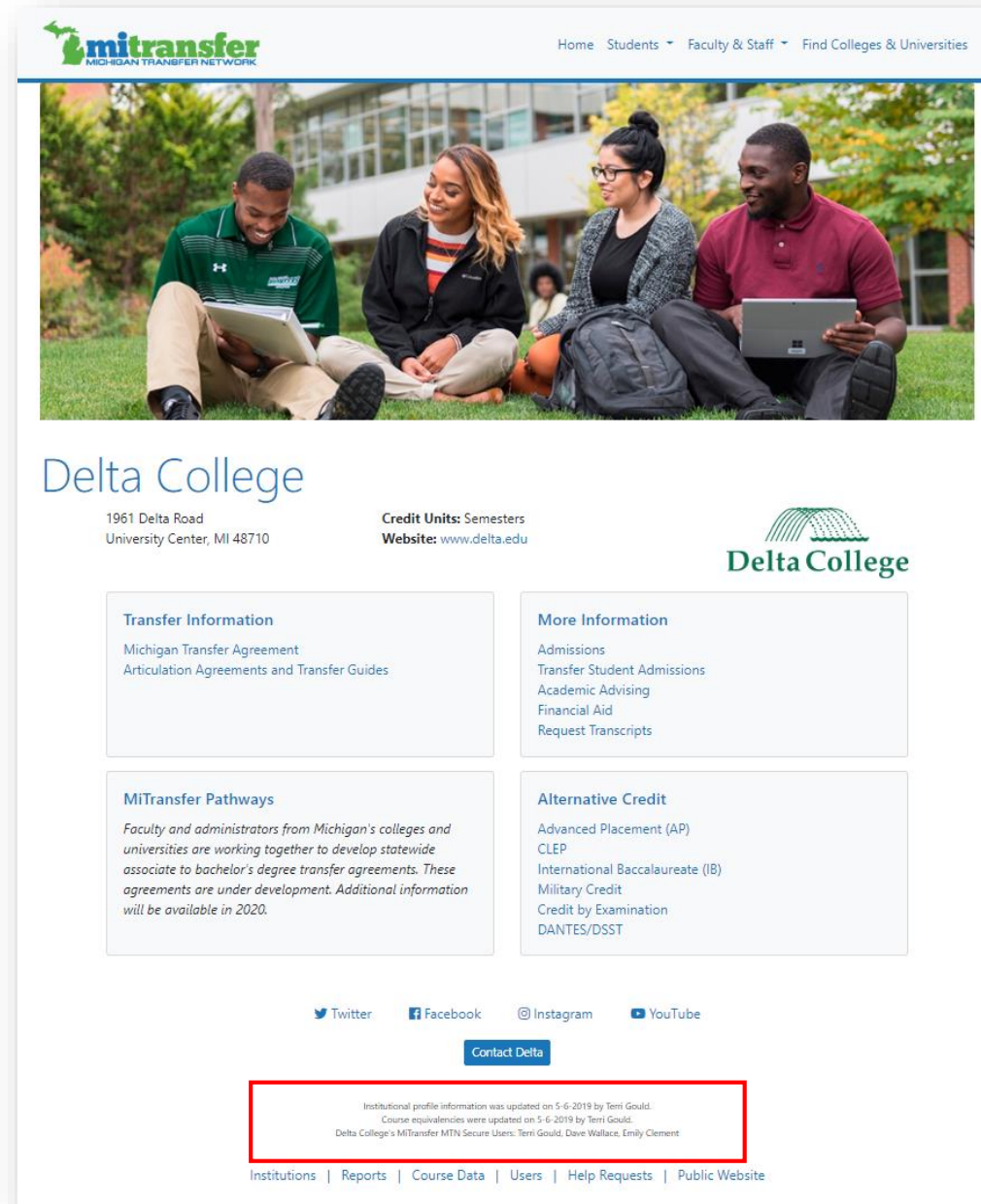
To request secure user access, new users should:

1. Visit the [Find Colleges & Universities](#) page to locate their institutional profile page.
2. Click the name of your institution and scroll to the bottom of the institutional profile page to view the institution's current list of MTN Secure Users.
3. Email this group to identify which person is authorized to grant secure user access and request that they add you with a minimum access level to "Run Reports" and any other appropriate access levels for your role on campus.
4. Click the next heading in this listing for *Michigan Transfer Network (MTN)* to review resources designed to acclimate new secure users to the back-end of the site.



Accessing the Secure Site

Contact the secure users at your institution to request access.



The screenshot shows the Delta College MiTransfer page. At the top is the MiTransfer logo and navigation links: Home, Students, Faculty & Staff, and Find Colleges & Universities. Below the navigation is a large photo of four students sitting on grass, looking at a laptop. The main heading is "Delta College". To the left of the heading is the address: 1961 Delta Road, University Center, MI 48710. To the right is the credit units and website information: Credit Units: Semesters, Website: www.delta.edu. Below the heading is the Delta College logo. The page is divided into four sections: Transfer Information, More Information, MiTransfer Pathways, and Alternative Credit. The Transfer Information section lists Michigan Transfer Agreement and Articulation Agreements and Transfer Guides. The More Information section lists Admissions, Transfer Student Admissions, Academic Advising, Financial Aid, and Request Transcripts. The MiTransfer Pathways section states that faculty and administrators are working together to develop statewide associate to bachelor's degree transfer agreements, which will be available in 2020. The Alternative Credit section lists Advanced Placement (AP), CLEP, International Baccalaureate (IB), Military Credit, Credit by Examination, and DANTES/DSST. At the bottom of the page are social media links for Twitter, Facebook, Instagram, and YouTube, a Contact Delta button, and a footer with a red box containing institutional profile information and a list of users: Institutions | Reports | Course Data | Users | Help Requests | Public Website.

mi transfer
MICHIGAN TRANSFER NETWORK

Home Students Faculty & Staff Find Colleges & Universities

Delta College

1961 Delta Road
University Center, MI 48710

Credit Units: Semesters
Website: www.delta.edu

Delta College

Transfer Information
Michigan Transfer Agreement
Articulation Agreements and Transfer Guides

More Information
Admissions
Transfer Student Admissions
Academic Advising
Financial Aid
Request Transcripts

MiTransfer Pathways
Faculty and administrators from Michigan's colleges and universities are working together to develop statewide associate to bachelor's degree transfer agreements. These agreements are under development. Additional information will be available in 2020.

Alternative Credit
Advanced Placement (AP)
CLEP
International Baccalaureate (IB)
Military Credit
Credit by Examination
DANTES/DSST

Twitter Facebook Instagram YouTube

Contact Delta

Institutional profile information was updated on 5-6-2019 by Terri Gould.
Course equivalencies were updated on 5-6-2019 by Terri Gould.
Delta College's MiTransfer MTN Secure Users: Terri Gould, Dave Wallace, Emily Clement

Institutions | Reports | Course Data | Users | Help Requests | Public Website

MTN Reports Overview (linked to short instructional video)

Report Scheduling

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View Report

By Receiving
Institution

By Sending
Institution

Katie Giardello
Project Consultant
Michigan Center for Student Success



MACRAO Use Case Examples

Credit Hours

Duplicate
Equivalencies

Equivalency
Change



Urana Pridemore

Associate Director of Admissions
University of Michigan - Dearborn

Credit Hours Duplicate Equivalencies

Equivalency Change

- Credit Hour Report = To make sure Credit Hours Match from all school or individual schools

[Dashboard](#) **Report - Credit Hour** UofM Dearborn User: Urana Pridemore  

[Back to Reports](#) [Export to Comma Delimited](#) [Generate PDF](#) [Schedule Report](#)

Status: Live Transferring Institution: University of Michigan-Dearborn Subject: CIS

Receiving Institution: Ferris State University Subject: MATH [Clear Filters](#)

Search Subject, Course or Title [Search](#) [Clear Search](#)

TRAN. INSTITUTION	TRAN. SUBJECT	TRAN. COURSE	TRAN. TITLE	CREDITS/G/W	REC. INSTITUTION	REC. SUBJECT	REC. COURSE	REC. TITLE	CREDITS/G/W
University of Michigan-Dearborn	CIS	275	Discrete Structures I	4.00 / - / -	Ferris State University	MATH	328	Discrete Structures	3.00 / - / -

1 Record Found. Show 15 per page.

Credit Hours Duplicate Equivalencies

Equivalency Change

Data Clean-Up

- Duplicate Equivalencies = To make sure we do not have the same course in our system twice

Dashboard

Report - Duplicates

UofM Dearborn User: Urana Pridemore

Back to Reports

Generate PDF

Schedule Report

Status

Live

TRAN. INSTITUTION	TRAN. SUBJECT	TRAN. COURSE	TRAN. TITLE	CREDITS/G/W	REC. INSTITUTION	REC. SUBJECT	REC. COURSE	REC. TITLE	CREDITS/G/W
Adrian College	CHEM	103	College Chemistry	4.00 / - / -	University of Michigan-Dearborn	CHEM	144	Gen Chem I: Physical Context	4.00 / - / -
<div>Q Line: HEADER 000000 171137 168528 </div> <div>Q Line: HEADER 199810 171137 168528 </div>									
Baker College	ACC	101	Principles of ACC I	4.00 / - / -	University of Michigan-Dearborn	ACC	298	Financial Accounting	2.67 / - / -
<div>Q Line: HEADER 000000 171137 168847 </div> <div>Q Line: HEADER 200010 171137 168847 </div>									
Baker College	ACC	122	Fund of Acct II	4.00 / - / -	University of Michigan-Dearborn	ACC	299	Managerial Accounting	2.67 / - / -
<div>Q Line: HEADER 000000 171137 168847 </div> <div>Q Line: HEADER 200010 171137 168847 </div>									



Credit Hours

Duplicate Equivalencies

Equivalency Change

Data Clean-Up

- Equivalency Change = Great way to keep up on when schools change their equivalencies

[Dashboard](#) [Add Report Schedule](#) UofM Dearborn User: Urana Pridemore  

* Report:	Equivalency Change - By Receiving ▾
* Format:	<input checked="" type="radio"/> PDF
* Occurring:	Weekly ▾
* Day of Week:	Monday ▾
* Time To Send:	8:00 AM ▾
To Email:	<input type="text" value="urana@umich.edu"/>
To Email:	<input type="text" value="cdoyle@umich.edu"/>
To Email:	<input type="text"/>
To Email:	<input type="text"/>
To Email:	<input type="text"/>

Course Equivalency Matrices

Summary Reports

Matt Zeig

MACRAO College Articulation Committee Chair
Transfer Articulation Coordinator
Oakland University

Use Case Examples

Matt Novakoski

Director of Transfer & Articulation Services
Grand Rapids Community College

Review of Training Resources and Other Materials

Colleen Kibin

MACRAO President-Elect
Director, Community College Relations
Eastern Michigan University

Training Resources in Secure User Dashboard



- Institutions
- Reports
- Course Data
- Users
- Help Requests
- Public Website

Submit a New Help Request

Recent Activity

- 7.16.2019
EMU Uploaded
- 7.16.2019
Oakland Uploaded
- 7.15.2019
RU Uploaded
- 7.15.2019
Lawrence Uploaded
- 7.15.2019
Lawrence Uploaded

Announcements

Marketing Materials Available: The site is live as of May 31st! Please see the marketing materials and press release under [Technical Resources](#) > Michigan Transfer Network.

Update Phone Number: At the request of users, we added a Phone to the institution pages. Please update your phone number by navigating to Dashboard > Institution > and then add your phone number. This can be the general number to the institution or a specific department that you have identified.

Manuals and Instructions

Instructions are available for users of the site. New users can review the [MTN Secure User Dashboard Tour](#) video to familiarize yourself with the dashboard. If you have additional questions, please submit a help request using the button on the left.

[LOGIN AND USERS](#)

[COURSE EQUIVALENCIES](#)

[INSTITUTIONAL INFORMATION](#)

[REPORTS](#)

The [Reporting Instructions](#) and [Instructional Video](#) help users run reports regarding course equivalency data in the MTN. The [course equivalency matrix instructional video](#) explains the utility of these specific MTN reports associated with the MiTransfer Pathways project.

Instructions & Training Resources on public site

<https://www.mitransfer.org/technical-resources>



[Home](#) [Students](#) [Faculty & Staff](#) [Find Colleges & Universities](#)

Technical Resources

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NEW USER OVERVIEW

MICHIGAN TRANSFER NETWORK (MTN)

Instructions and Training Videos

Secure access users can find information about how to login, add new users, recover a lost password, and update course equivalencies on the secure user dashboard under *Manuals and Instructions*. Additional instructions and videos are linked below.

[Modifying Institutional Information Instructions](#) and [Instructional Video](#)

[Reporting Instructions](#) and [Instructional Video](#)

[Course Equivalency Matrices](#) [Instructional Video](#)

Training Webinars *(coming soon)*

This section will feature information about training webinars held for MTN users.



Site Logos and Marketing Materials

Technical Resources

Below are resources to support institutions participating in the Michigan Transfer Network, Michigan Transfer Agreement and the MiTransfer Pathways. You may find additional helpful resources on the [Frequently Asked Questions](#) page.

MICHIGAN TRANSFER NETWORK (MTN)

Instructions and Training Videos

Users with secure access can find instructions for using the site on the Dashboard once you login. Instructions include User Login, Uploading Course Equivalencies, Managing Users, Modifying Institutional Information, Scheduling Reports and Viewing Reports. See the [MiTransfer YouTube page](#) to view training videos.

Site Logos

[MiTransfer Logo files](#) [1.3 mb] (.zip file, requires an application to unzip the file. Includes JPGs, PNG and PDF formats)

Marketing Materials

[MTN Site Tour](#): This one-minute video provides a comprehensive overview of the new MTN.

[MiTransfer Press Release](#): Institutions can customize this press release.

[Social Media Resources](#): Use these images on social media channels.

[Print media](#): Marketing materials are available for participating institutions. These include a rack card, postcard, small poster, large poster, and business card. These can be downloaded for print or websites.



Questions and Discussion

Moderated by: Chris Marx
Registrar
Davenport University