



Learner Pathways Catalog How-to Guide

How-to guide for viewing and managing data in
ACAT's Learner Pathways Catalog

Version 1.0 (May 2017)

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Purpose

Post-secondary institution Alberta Council on Admissions and Transfer (ACAT) Contact Persons, academic advisors, and other users of Alberta's Learner Pathways Catalog application (central repository in Alberta's Learner Pathways System) can use this [step-by-step guide for the Learner Pathways Catalog](#) to view and manage their institution's information and data and create reports/summaries of their data.

Background

Alberta's Learner Pathways System (LPS) is comprised of stakeholders, including post-secondary institution staff and students, and all of the identified technology systems and tools that are ACAT-related supports for learner pathways and mobility. LPS tools and supports include:

- Secure Identity & Access Management System (SIAMS) for secure user access
- Learner Pathways Data Collection and Reporting (DCaR) modules for mass uploading course, program, and transfer agreements/decisions data into the Catalog
- Learner Pathways Transfer Credit Evaluation System (TCES) for articulating agreements (once available)
- Learner Pathways Catalog (Catalog) for managing and storing data as a central repository, including a Settings (administration) tool for institutions and ACAT
- Transfer Alberta website, Search Tool, and Mobile App for publicly sharing Catalog data and learner pathways information with students and other stakeholders.

The Learner Pathways Catalog (Catalog) is the central repository for the LPS containing integrated, uploaded data from many systems (e.g., post-secondary systems via DCaR, articulation via TCES). The Catalog data supplies data to the Transfer Alberta website, search tool, and mobile app, which help inform learners regarding post secondary pathways and mobility. This data can be used for student enquiries, learner pathways reporting, business intelligence, and data analysis.

The Catalog provides post-secondary member institutions in the Alberta Transfer and Pathways System the ability to view and manage their LPS data. This data includes their institution's: settings/contact information (Catalog Admin), high school transitions (e.g., International Baccalaureate (IB) and Advanced Placement (AP)) and academic (adult) upgrading information, Transfer Credit Awarded data for their institution per academic year (guide period), opportunities for reciprocity and triangulation of agreements/decisions, and custom creation of reports for their and other institutions' offerings (courses and programs) and agreements/decisions.

Important:

How-to video tutorials to support this guide are accessible on ACAT's

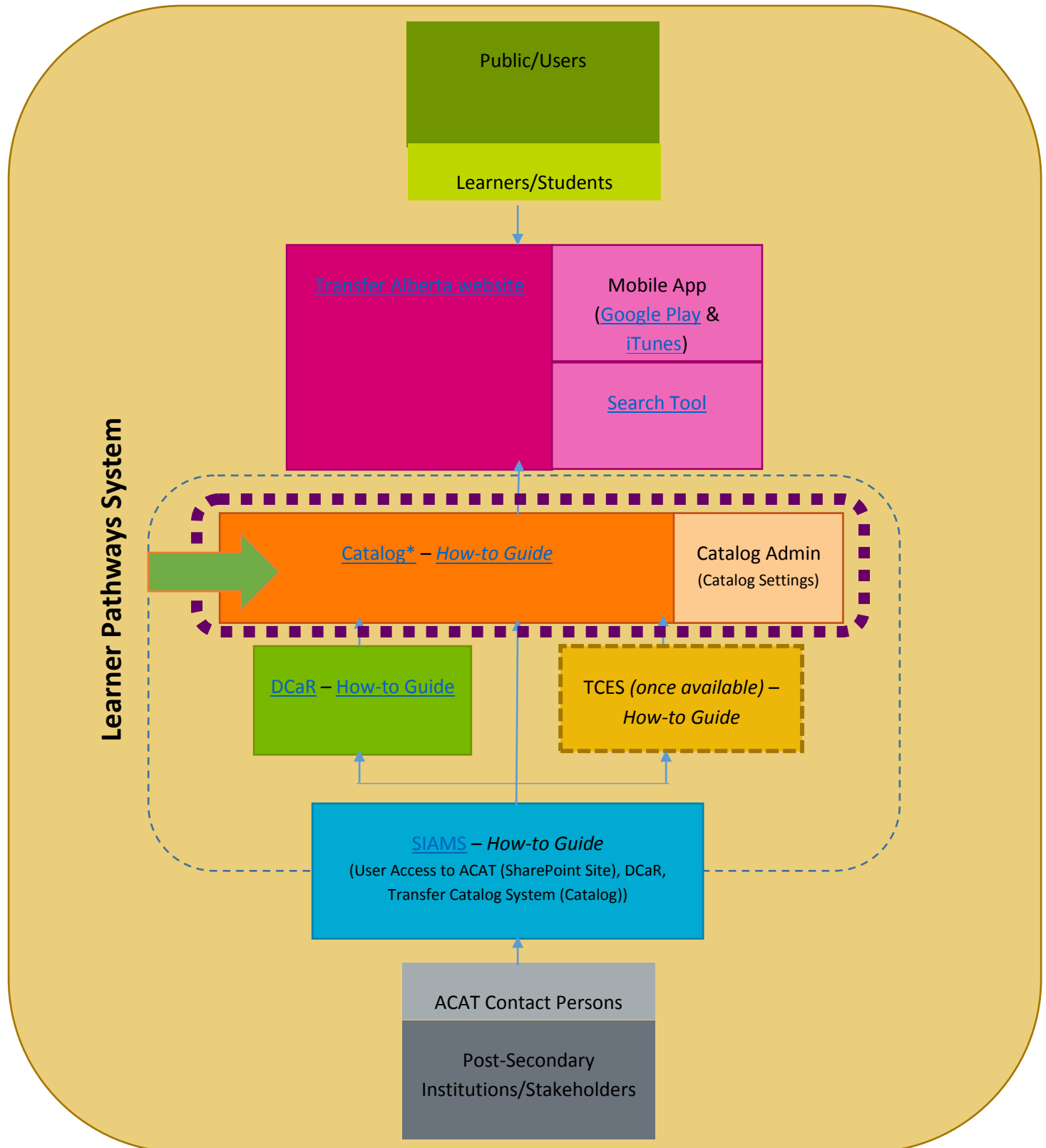
Transfer Alberta YouTube Channel at

https://www.youtube.com/channel/UCr8sUaJBrdt8C3_MZcmxFRw.

ACAT will add new videos and updated versions of the current videos as needed.

Learner Pathways System (LPS):

Important: See how-to video—[LPS Overview](#).

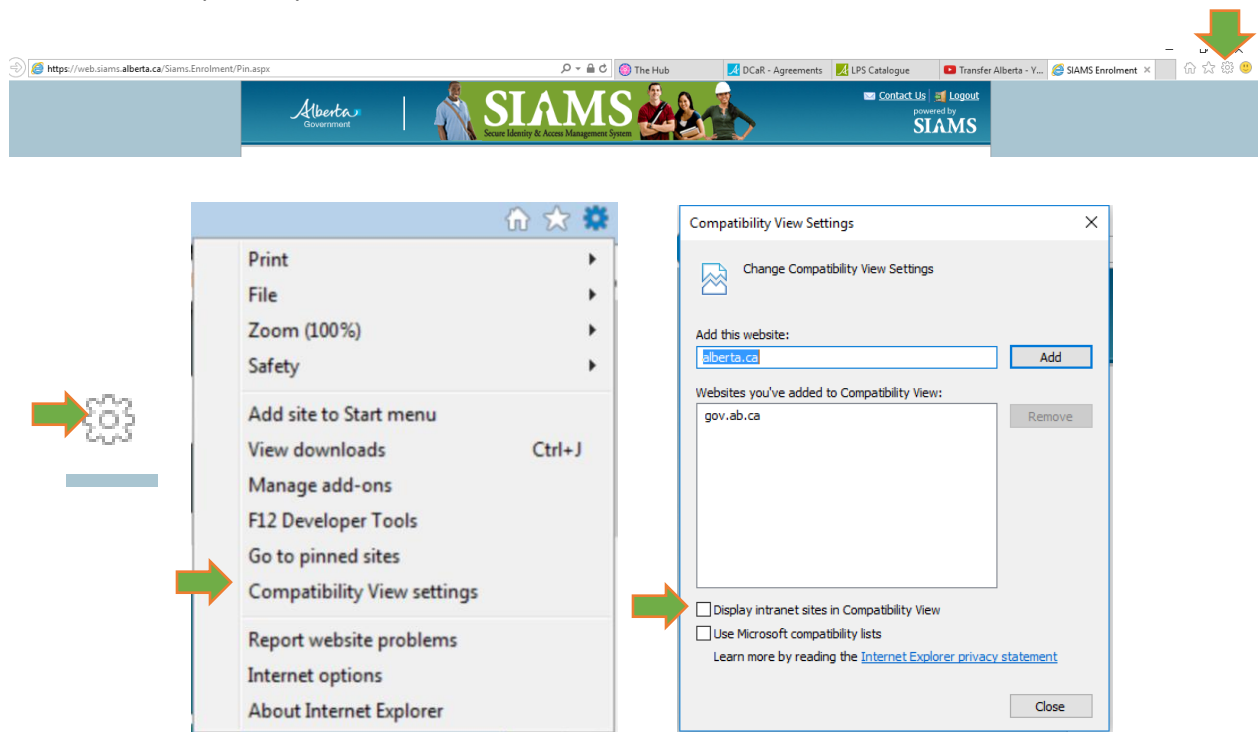


Logging In

1. Launch your Internet browser (e.g., Google Chrome, Internet Explorer).

NOTE: The Learner Pathways Catalog (Catalog) may function better in Google Chrome. You may wish to access the Catalog using the same browser you intend to use for DCaR.

If you are using Internet Explorer, for the Catalog to display properly, you will need to go under Settings/Tools > Compatibility View Settings > and then un-check the box for “Display intranet sites in Compatibility view”.



2. Copy and paste the following **Catalog URL** into your browser's address bar:

<https://lps.ae.alberta.ca>

OR

Paste the following SIAMS Application Dashboard URL into your browser's address bar and **select Transfer Catalog System** from the Business Partner Applications drop down list and click on **Go**:

<https://adfs.siams.alberta.ca/adfs/ls/Dashboard.aspx?Signin>

The screenshot displays the SIAMS Application Dashboard. At the top, it states: "You have been successfully signed out of the system. Please select an application from the list below if you choose to continue working with a SIAMS application." Below this, a security notice reads: "Protect your Identity. Remember to clear your cookies and close your browser after each session. To clear your cookies follow the instructions provided by your browser:" followed by links for Google Chrome, Safari, Internet Explorer, and Firefox.

The dashboard is divided into two main sections:

- Public Applications:** Labeled "Select the one you wish to access:", it lists three options: "ApplyAlberta (Alberta Post-Secondary Application System)", "ApplyAlberta (UAT)", and "Employment Standards Complaint".
- Business Partner Applications:** Labeled "Select the one you wish to access:", it features a dropdown menu with "Transfer Catalog System" selected. A blue "Go" button is located at the bottom right of this section.

The "Business Partner Applications" section is highlighted with an orange border in the original image.

3. Enter your SIAMS **Username** and **Password** and click the **Login** button.

NOTE: If you do not have an existing account, you will have to create or request via the [ACAT Secretariat](#) a **SIAMS Username** and **Password**. If you are **already an ACAT Contact Person** at your institution, you would have received a Learner Pathways Catalog PIN letter and a DCaR PIN letter. **You need to activate your PINs for both the Learner Pathways Catalog and DCaR before you can use these applications.** Once the **TCES** is available, you will also need to activate your PIN for that application (once available).

Government of Alberta

SIAMS
Secure Identity & Access Management System

I have an existing SIAMS ID/Username [\(What is SIAMS?\)](#)

Username: * [Help](#)

Password: *

Forgot [Username](#) or [Password](#) ?

[Login](#)

* - Required

Or

New to SIAMS? Sign-up! [\(What is SIAMS?\)](#)

You may already have a SIAMS account if you have used the following services:

- Apprenticeship Trade and Occupational Management System (ATOMS)
- Any external SharePoint 2010 sites
- Energy Innovation Platform of Alberta (EIPA)

[Recover your SIAMS Username](#)

[Create an Account](#)

SECURITY TIP: For security, create a long password, and don't use common words (like words you would find in the dictionary).

NOTE: If you enter the incorrect **Username** and **Password** combination, you will be presented with a message indicating to re-enter the correct information.

Government of Alberta

SIAMS
Secure Identity & Access Management System

I have an existing SIAMS ID/Username [\(What is SIAMS?\)](#)

Username: *

Password: *

[Help](#)

There was an error with your submission.

The Username or Password you have entered is incorrect. Please try again or contact the Help Desk for more information.

Forgot [Username](#) or [Password](#) ?

[Login](#)

* - Required

Or

New to SIAMS? Sign-up!

You may already have a SIAMS account if you have used the following services:

- Apprenticeship Trade and Occupational Management System (ATOMS)
- Any external SharePoint
- Energy Innovation Platform

[Recover your SIAMS Username](#)

[Create an Account](#)

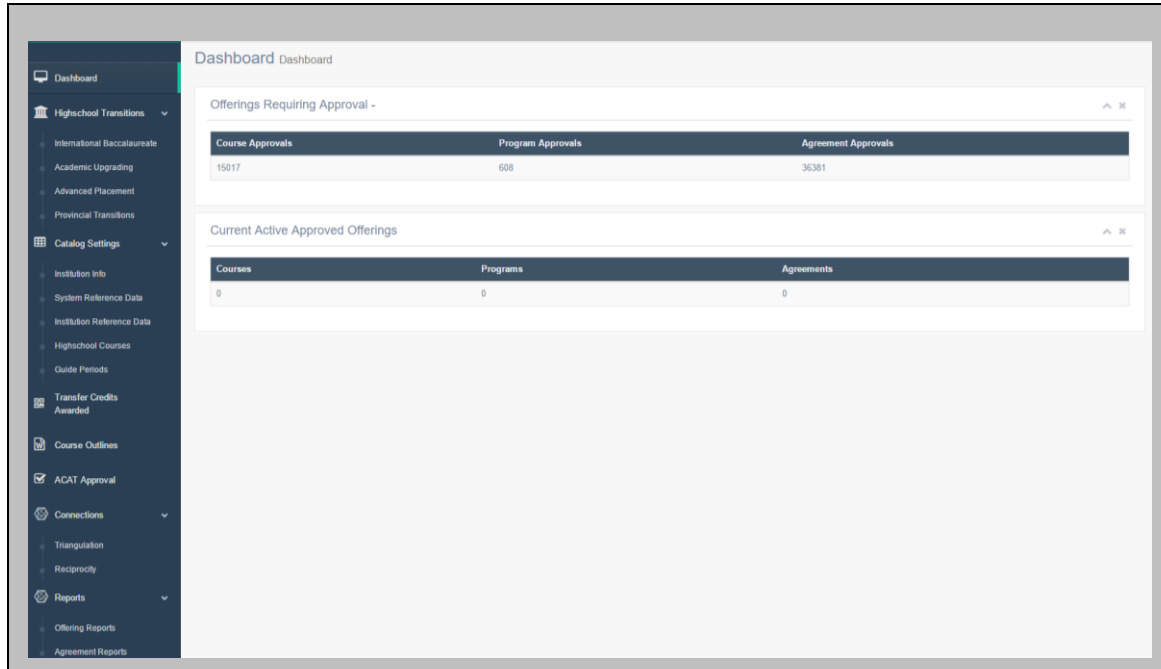
SECURITY TIP: For security, change your password every 3 months.

Navigation and Use

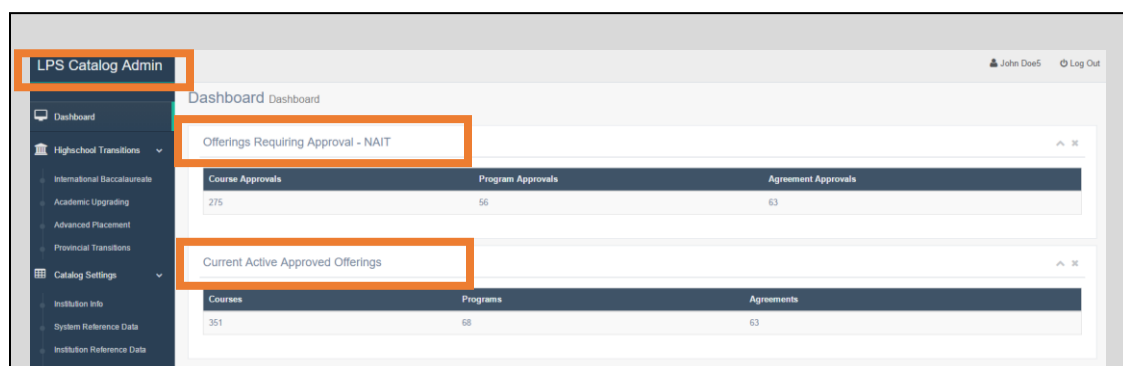
Catalog Dashboard and Admin Menu:

Important: See how-to video—[Catalog Overview of Homepage, Dashboard, and Administration Menu](#).

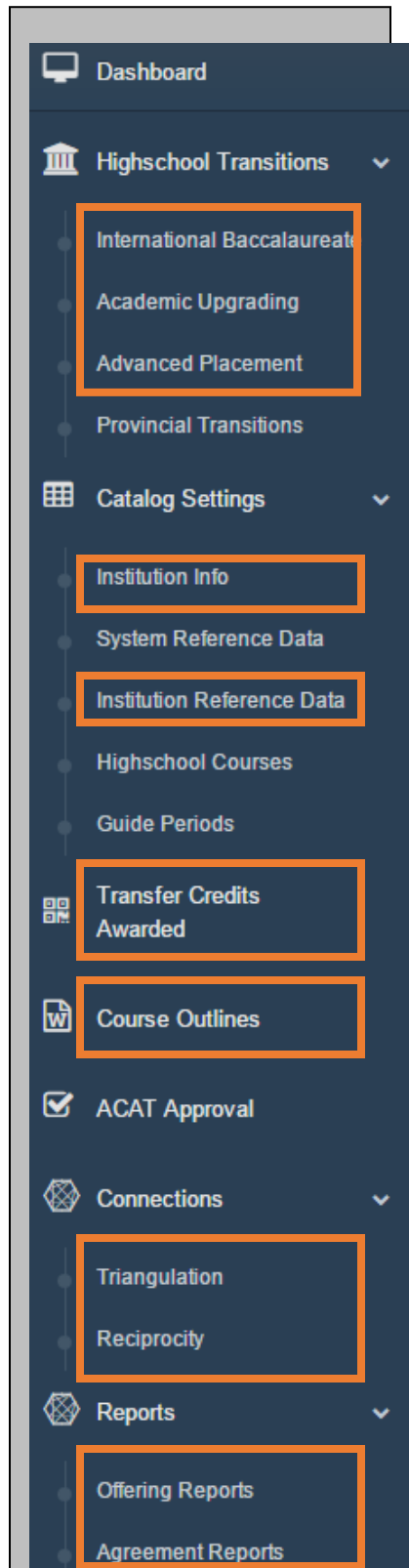
1. Once you have successfully logged into the Catalog, the **Dashboard** will appear.



2. From the Dashboard, you can **view three main types of information**:
 - **Offerings Requiring Approval:** Your institution's total number of course, program, and agreement offerings that you have published to the Catalog and that are awaiting ACAT approval (in the centre of the Dashboard)
 - **Current Active Approved Offerings:** Your institution's total number of approved course, program, and agreement offerings that are currently available in the Transfer Alberta Search Tool and Mobile App (in the centre of the Dashboard)
 - **Dashboard Catalog Admin menu** (along the left-hand side of the Dashboard).



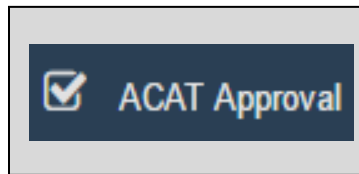
The **Dashboard Catalog Admin** menu is illustrated below. **Contact Persons/Institutions directly manage, use, and update information and data in the highlighted sections.** The other sections contain information that is managed by the ACAT Secretariat and can be viewed by Contact Persons/institutions.



3. After you have **published** your institution's data into the Catalog via:

- course, program, or agreement CSV files using the Learner Pathways DCaR modules (see [Learner Pathways DCaR How-to Guide](#))
- articulation of individual course, program, or agreement records using the TCES (once available, estimated May 2017)
- editing/adding high school transitions data ([IB](#), [AP](#), [Upgrading](#)), [institution information](#) and [reference data](#), [transfer credits awarded data](#), and [course outlines](#) to applicable sections in the Catalog

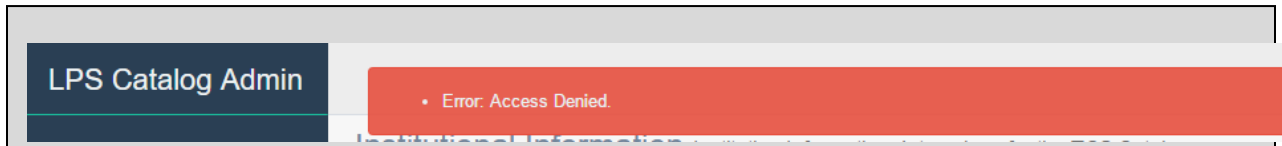
the **ACAT Secretariat reviews and approves** your published records so that the data can be shared publicly.



4. Once the data is approved, it becomes **publicly available** for students, institutions, and other users in the [Transfer Alberta Search Tool](#) and **Mobile App** ([Google Play](#) & [iTunes](#)).

A screenshot of a web browser showing the "Transfer Alberta Search" application. The browser's address bar displays "transferralberta.alberta.ca/transfer-alberta-search/#/searchTypeStep". The page header includes the "Alberta Government" logo and a search icon. The main heading is "Transfer Alberta Search" with the subtext "Find out whether courses or programs are transferable between post-secondary institutions". Below this is a navigation bar with "Search", "Saved Searches 0", and "Contacts". The "Search" section has a breadcrumb trail: "ABOUT YOU" > "SEARCH TYPE" > "INSTITUTIONS" > "PROGRAMS / COURSES" > "RESULTS". Under "I would like to...", there are two radio button options: "check whether my planned or completed courses / program will transfer" (which is selected) and "explore high school transitions or upgrading for admission to post-secondary". At the bottom are "BACK" and "NEXT" buttons, and a "Reset Search" link with a circular arrow icon.

NOTE: While working in the Catalog, if your screen activity becomes **inactive for a time**, when you begin to use the application, again, you will receive a **red error message** at the top of your Catalog screen stating **“Error: Access Denied.”**

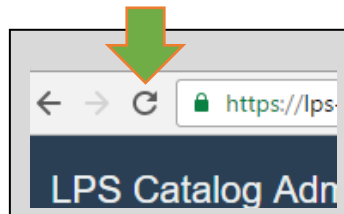


If you receive this error message:

- **Close the message** by clicking on the “x” in the right corner of the error message.

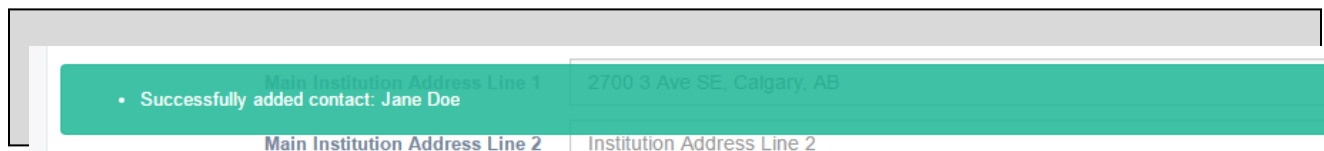


- **Click on refresh** in your browser’s address bar.



- Once the browser refreshes, it will make the Catalog active for your use, again.
- If an extended time period has elapsed, instead of letting you continue to work in the Catalog, you will be prompted to log in, again, with your Username and Password. (If you require assistance with logging in, see [Logging In](#)).

NOTE: Each time you **successfully submit/add new information directly within the sections of the Catalog**, at the top of your Catalog screen, you will receive a **green “Successfully...” completed message** related to the item you have edited. For example:

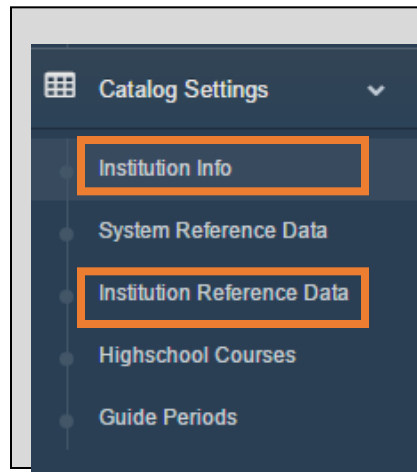


To continue using the Catalog, close the message by clicking on the “x” in the right corner of the message, and continue with your work.

Catalog Settings

Using the **Institution Info** and **Institution Reference Data** sections in **Catalog Settings** allow Contact Persons/institutions to **directly manage and edit your**:

- **post-secondary institution's contact information** that is **publicly shared** out from the Catalog via the Transfer Alberta website and Search Tool and Mobile App
- **Contact Person institution email address** that **receives all notifications for all LPS applications**
- **identification of your institution's acceptance of AP and IB courses** for admissions and/or offering of **academic/adult upgrading courses**
- **institution contacts** from your and other institutions **that are shared internally with all LPS users** via the TCES (once available)
- **institution reference data**, including editing/deleting/adding **categories (values)** and **subject areas** that align with your data in the LPS.



The Catalog Settings sections also allow you to view important **ACAT Secretariat-managed reference data that are used in the LPS** for:

- **System Reference Data.** (i.e., data that can be used for credentials, credit types, subject areas, agreement types, offering types, credit awarded types)
- **High School Courses data** (lists of available courses for AP, IB, Upgrading, and Provincial Equivalencies), and
- **Guide Periods data** (Sept. 1 – Aug. 31 definition used for academic years).

NOTE: There are a **number of reference data sets used in the LPS** regarding system data, institution data, high school courses data, and guide periods (academic years) data. **Reference data is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS**, such as the reference data that is defined by institutions in the Institution Reference Data section in the Catalog for categories (values) and then used by institutions in your [categories data field in your CSV files for courses and programs](#).

Important:

When starting to use the Catalog, it is **recommended** that you **first** manage your institution's **Catalog Settings** and that you **keep this section up-to-date**, specifically your **Institution Info** and your **Institution Referenced Data**. The data in these sections **directly** affects:

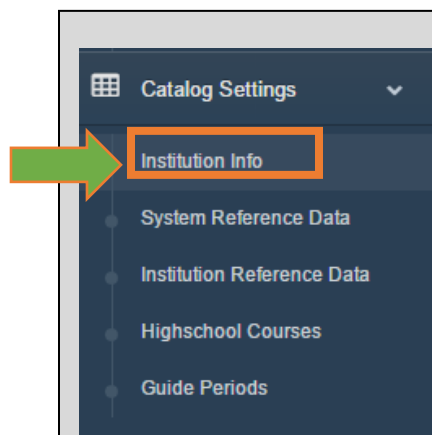
- **information that is publicly shared**
- **data that you can add to/manage** in the Catalog
- **the ability for other Contact Persons/users to contact your institution**, and
- **all the notifications your institution will receive** regarding your and other institutions' activity in the Catalog, DCaR, and the TCES (once available).

a) **Institution Info** *(Data to be Edited by Institutions/Contact Persons)*

Important: See how-to video—[Catalog—Editing Institution Information in Catalog Settings](#).

In the **Institution Info** section of Catalog Settings, ACAT Contact Persons/institutions **manage** and **keep up-to-date** your:

- **institution's public contact information**, which is shared with students through the [Transfer Alberta website](#), [Search Tool](#) and Mobile App ([Google Play](#) & [iTunes](#))
- **Contact Person (CP) institution email address that is used within the LPS for your institution notifications for all LPS applications** (this CP email address is for all internal LPS users and will not be publicly shared)
- **institution website admissions and transfer web links**, which are shared with students through the [Transfer Alberta website](#), [Search Tool](#) and Mobile App ([Google Play](#) & [iTunes](#))
- **high school transitions and academic (adult) upgrading programming choices**, which, when selected in this section, allow you to enter this type of data for your institution in the high school transitions section of the Catalog
- **internal Contact Persons' institution contacts** that are shared with all other LPS users via the TCES (once available) (internal contacts are for LPS users and will not be publicly shared).



NOTE: Please ensure to review the **Transfer Alberta System Privacy Disclaimer** at the top of the screen in this section regarding **Institution Info** collection, use, management, and disclosure.

Institutional Information Institution Information data values for the TCS Catalog

Transfer Alberta System Privacy Disclaimer

The personal information you are being asked to provide is collected, used, managed and disclosed under the authority of section 8 of the Government Organization Act and in accordance with sections 33-40 of the Freedom of Information and Protection of Privacy Act (FOIP or "the Act"). The information will be used only for the purpose of ACAT Secretariat and the Transfer Alberta System to send you email message notifications. If you have any questions regarding the collection or use of your personal information please contact the Senior Manager, Learner Pathways at 780-427-5299. We do not sell, rent or share our mailing list. We do not link to other mailing list databases. More information can be found under our Privacy Policy.

Step 1: Directly edit/update **your institution's information and your institution's admissions and transfer webpage links to be publicly shared via Transfer Alberta.**

Institution Information - NAIT *Public	
Institution	NAIT
Short Name	NAIT
Main Institution Address Line 1	11762 106 St NW, Edmonton, AB
Main Institution Address Line 2	Institution Address Line 2
Main Institution City	Edmonton
Main Institution Province / State	Alberta, Canada
Main Institution Postal / Zip Code	T5G 2R1
Main Institution Country	Canada
Contact Phone	1-877-333-6248
Contact Person Email	articulations@nait.ca
Admission Website	http://www.nait.ca/8831.htm
Transfer Website	http://www.nait.ca/86618.htm
Accepts International Baccalaureate	<input type="checkbox"/>
Accepts Advanced Placement	<input type="checkbox"/>
Accepts Academic Upgrading	<input checked="" type="checkbox"/>

Institution Information - NAIT *Public

Institution	NAIT
Short Name	NAIT
Main Institution Address Line 1	11762 106 St NW, Edmonton, AB
Main Institution Address Line 2	Institution Address Line 2
Main Institution City	Edmonton
Main Institution Province / State	Alberta, Canada
Main Institution Postal / Zip Code	T5G 2R1
Main Institution Country	Canada
Contact Phone	1-877-888-6848
Contact Person Email	articulations@nait.ca
Admission Website	http://www.nait.ca/8831.htm
Transfer Website	http://www.nait.ca/86618.htm
Accepts International Baccalaureate	<input type="checkbox"/>
Accepts Advanced Placement	<input type="checkbox"/>
Accepts Academic Upgrading	<input checked="" type="checkbox"/>

Step 2: Edit/provide your institution's Contact Person institution email address to **receive all LPS notifications**. This CP email address is for all internal LPS users and all system notifications and will not be publicly shared.

Step 3: Select which high school transitions and academic (adult) upgrading programming applies to your institution.
NOTE: The programming must be selected here for your institution to be able to add data for IB, AP, or Upgrading.

Step 4: Select submit to finalize your edits/updates and receive confirmation of successful completion.

Cancel Submit

Step 5: Edit/provide your **institution's internal contacts** that will be **internally shared with other LPS users** via the TCES (once available).

Institution Contacts *Internal

Show 10 entries

Search:

Name	Position	Department	Phone	Email	Action
Jane Doe	Contact Person	Registrar's Office	999 999 9999	jdoe@dvry.ab.ca	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Step 6:

Click on the **blue pencil icon** to **edit** one of your institution's contacts.



Click on the **red trash can icon** to **delete** one of your institution's contacts.



After providing information for a new contact, click on the **plus sign icon** to **add** a new contact.



A **green box** will appear at the top of the Catalog screen to **confirm completion of each successful edit**.



i. Notifications

As stated, the **Contact Person institution email address you set up/approve in Institution Info in the Catalog will receive email notifications related to all LPS applications**. The system is set up to send various notifications to ACAT Contact Persons, including:

- Course, Program, and Agreement CSV file upload and published notifications.
- Agreement notifications that include changes made to courses/programs at "From" institution(s) related to existing agreements.
- Notifications that your data is due for review (if this is not set by the post-secondary institution, it will default to 5 years from the date of submission).

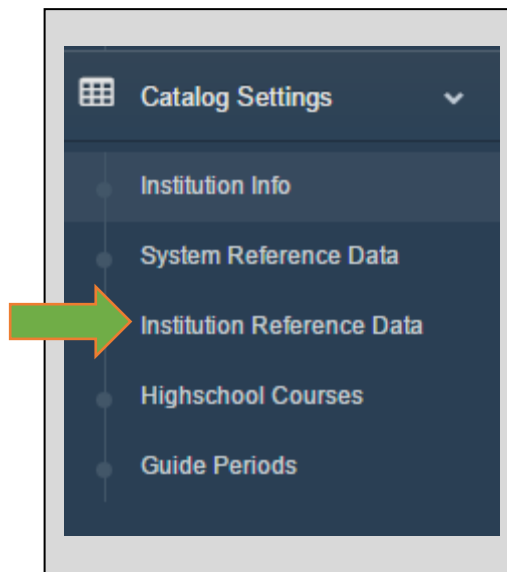
NOTE: You may wish to use/create an institution CP email address for the CP Email for LPS Notifications versus an individual email address (e.g., articulation@psi.ab.ca vs. janedoe@psi.ab.ca) if more than one person is managing your Catalog data or in case a CP is away.

b) Institution Reference Data *(Data to be Edited by Institutions/Contact Persons)*

Important: See how-to video—[Catalog—Editing Institution Reference Data Catalog Settings](#).

In the **Institution Reference Data** section of Catalog Settings, Contact Persons/institutions manage the editing/deleting/adding of categories (values) and subject areas that:

- align with your course and program records data in the LPS
- align with the options available for creating reports in the Reports section of the Catalog.



NOTE: The [CSV File Format definition for Categories](#) that is used in the LPS “Refers to the grouping or classification of courses by field of specialty (e.g., “Chemistry”). This is defined and managed by the institutions.”

NOTE: Reference data is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS, such as the reference data that is defined by institutions in the Institution Reference Data section in the Catalog for categories (values) and then used by institutions in your [categories data field in your CSV files for courses and programs](#).

Step 1: Review and directly edit/update and delete/add to **your institution's institutional reference data for categories (values) and their related subject areas**. Use the **Search** feature to locate specific categories or subject areas.

Institutional Reference Data Institutional reference data values for the TCS Catalog

Back

King's University, The

Categories

Show 10 entries

Search:

Value	Display Value	Display Short Code	Subject Area	Action
Art	Art	FPAR	Fine & Performing Arts	
Astronomy	Astronomy	PSCI	Physical Sciences	
Biology	Biology	BSCI	Biological Sciences	
Business	Business	BMAN	Business & Management	
Chemistry	Chemistry	PSCI	Physical Sciences	
Communication Arts	Communication Arts	COMM	Communications	
Computing Science	Computing Science	ITCS	Information Technology & Computer Science	
Drama	Drama	FPAR	Fine & Performing Arts	
Dutch	Dutch	LENG	Languages other than English	
Economics	Economics	SSCI	Social Sciences	

Showing 1 to 10 of 31 entries

First Previous 1 2 3 4 Next Last

Step 2:

Provide information for a new category (value) and subject area and then click on the plus sign icon to add the new category and subject area.

A **green box** will appear at the top of the Catalog screen to **confirm successful completion** of each addition.

• Successfully edited institution **University of Technology - Calgary** Public

If you select the plus sign to add a record **before** you have filled in the required category (value) and subject area information, an error message will occur stating **"Could not add reference"**. Click on **Ok**, provide the **required information**, and then click on the **plus sign** to add the information.

Could not add reference

Please fill out all values.


Ok


Step 3:

Click on each item in the header to have an **arrow** appear to **sort** the list by category (value) or subject area.

▲ Value	Display Value	Display Short Code	Subject Area	
Art	Art	FPAR	Fine & Performing Arts	 
Astronomy	Astronomy	PSCI	Physical Sciences	

Step 4:

Click on the **green pencil icon** to **edit** one of your institution's categories (values) and subject areas. 

Click on the **red trash can icon** to **delete** one of your categories (values) and subject areas. 

Step 5:

After clicking on the **green pencil icon** to **edit** one of your institution's categories (values) and subject areas, a pop-up window will appear where you can **update the information in the screen provided**. Click "**Save**" when you have completed the update or click "**Cancel**" if you wish to cancel the update. After clicking "Save", a **green box** will appear at the top of the Catalog screen to **confirm completion of successful edits**.

Edit Reference: Astronomy

Display Order
59

Value
Astronomy

Display Value
Astronomy

Display Short Code
PSCI

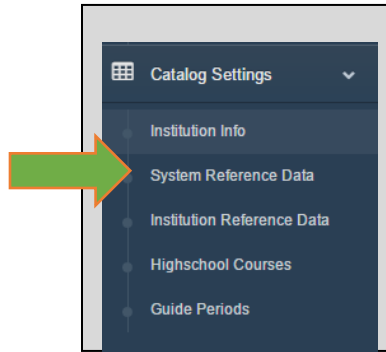
Select a Subject Area
Enter the subject area for this category
Physical Sciences

Save Cancel

• Successfully edited reference: Astronomy

c) System Reference Data

System Reference Data in the Catalog Settings is managed and edited by the ACAT Secretariat and can be viewed by institutions/users.





















System Reference Data identifies the **types/values** for data that can be used in the LPS for:

- **credentials** (i.e., university transfer, undergraduate degree, diploma, certificate, applied degree, preparatory upgrading, technician, N/A, credential)
- **credit types** (i.e., credit)
- **subject areas** (list of subject areas for data use)
- **agreement types** (i.e., specific course, specific program, unspecified course)
- **offering types** (i.e., course, program, unspecified course)

Catalog Settings System Reference Data

Credentials

Show 10 entries

Display Order	Value	Display Value	Display Short Code	Actions
1	University Transfer	University Transfer	UTR	 
2	Undergraduate Degree	Undergraduate Degree	UDE	 
3	Diploma	Diploma	DIP	 
4	Certificate	Certificate	CER	 
5	Applied Degree	Applied Degree	ADE	 
6	Preparatory Upgrading	Preparatory Upgrading	PRU	 
7	Technician	Technician	TEC	 
8	N/A	N/A	NA	 
9	Credential	Credential	Cred	 

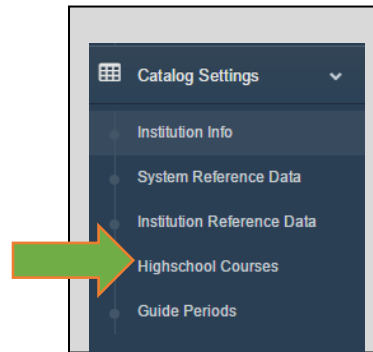
Showing 1 to 9 of 9 entries

First Previous Next Last

NOTE: Reference data is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS, such as the reference data that is defined by the system/ACAT in System Reference Data in the Catalog for types of credentials data in the LPS, and then these types of credentials are used by institutions in your [credentials data field in your CSV files for courses, programs, and agreements](#).

d) High School Courses

High School Courses data in the Catalog Settings is managed and edited by the ACAT Secretariat and can be viewed by institutions/users.



High School Courses data identifies the **lists of available courses, categories, and/or subject areas** that can be used in the LPS for:

- **International Baccalaureate (IB)** (list of IB courses used for IB data)
- **Advanced Placement (AP)** (list of AP courses used for AP data)
- **High School Courses** (list of **Alberta** high school courses used for interprovincial equivalencies data)
- **Academic (Adult) Upgrading Grouping** (list of Categories used for Upgrading data)
- **Provincial Subject Areas** (list of subject areas used for interprovincial equivalencies data).

Catalog Settings Highschool Courses

IB Courses

Show 10 entries

Display Order	Value	Display Value	Display Short Code	Actions
1	Art/Design (higher level)	Art/Design (higher level)	ADH	
2	Biology (higher level)	Biology (higher level)	BOH	
3	Business Management (higher level)	Business Management (higher level)	BMH	
4	Chemistry (higher level)	Chemistry (higher level)	CHEH	
5	Chemistry (standard level)	Chemistry (standard level)	CHEM	
6	Classical Languages (higher level)	Classical Languages (higher level)	CLAH	
7	Computer Science (higher level)	Computer Science (higher level)	CSCH	
8	Computer Science (standard level)	Computer Science (standard level)	CSCS	
9	Dance (higher level)	Dance (higher level)	DANH	
10	Economics (higher level)	Economics (higher level)	ECOH	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

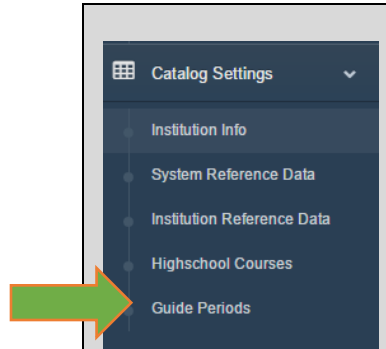
Showing 1 to 10 of 81 entries

First Previous 2 3 4 5 9 Next Last

NOTE: Reference data is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS, such as the reference data that is defined by the system/ACAT in High School Courses data in the Catalog for available IB, AP, or Upgrading courses and categories in the LPS, and then these courses and categories are used by institutions when adding your data for IB, AP, and Upgrading in the Catalog.

e) Guide Periods

Guide Periods data in the Catalog Settings is managed and edited by the ACAT Secretariat and can be viewed by institutions/users.







Guide Periods data identifies the September 1 start date – August 31 end date definition that is used to define each academic year in the LPS.

Guide Periods

Show10▼entries

Search:

Start Date	End Date	Description	Actions
2013-09-01	2014-08-31	2013 - 2014	 
2014-09-01	2015-08-31	2014 - 2015	 

NOTE: Reference data is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS, such as the reference data that is defined by the system/ACAT in Guide Periods data in the Catalog to define each academic year as September 1 – August 31 in the LPS, and then this definition of academic year is used by institutions when adding/viewing your data in the LPS for all types of data (e.g., high school transitions, courses, programs, agreements/decisions, transfer credit awarded, reciprocity and triangulation, reports).

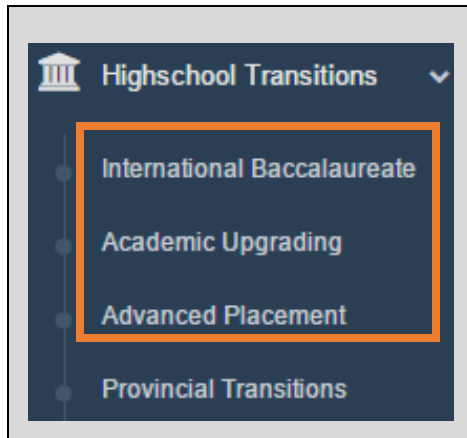
Important:

The definition used in the ACAT Secretariat-managed Guide Periods reference data in the LPS to **define each academic year (September 1 start date – August 31 end date) directly affects** how your published and approved Catalog data are **displayed for students in the Transfer Alberta Search Tool and Mobile App**. It is important that each of your course and program agreements/decisions has a **start date** that reflects the earliest academic year for which this agreement is applicable.

High School Transitions

Using the **High School Transitions** section in **Catalog Settings** allows Contact Persons/institutions to **directly manage and edit your:**

- **International Baccalaureate (IB)** courses for post-secondary admissions
- **Academic (Adult) Upgrading** course offerings and their high school equivalencies
- **Advanced Placement (AP)** courses for post-secondary admissions.



Your institution's IB, AP, and Upgrading data can be **edited** in these three sections and is **published to the Catalog and shared publicly with students in the [Transfer Alberta Search Tool](#) and Mobile App ([Google Play](#) & [iTunes](#))**.

The High School Transitions section in the Catalog also allows you to **view** the **ACAT Secretariat-managed and edited Provincial Transitions data that provides interprovincial high school equivalencies data** to students via the [Transfer Alberta Search Tool](#) and Mobile App ([Google Play](#) & [iTunes](#)).

Important:

IB, AP, and/or Academic (Adult) Upgrading must be selected by your institution in the Institution Info section of the Catalog Settings in order for your institution to **show up in the High School Transitions IB, AP, and/or Academic Upgrading sections and for your institution to be able to add data to these three sections for High School Transitions data.**

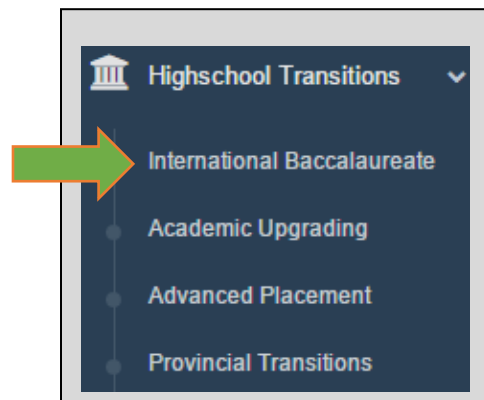
Important:

Academic (Adult) Upgrading courses for admissions for degree-granting institutions must first be approved via the Provincial Adult Upgrading Committee (PAUC) before being added to your institution's Academic Upgrading data in the Catalog. Please contact the [ACAT Secretariat](#) for more information and they can connect you with the Chair of PAUC.

a) International Baccalaureate (IB) *(Data to be Edited by Institutions/Contact Persons)*

Important: See how-to video—Catalog—Editing IB Data in Catalog Settings (once available).

In the **International Baccalaureate (IB)** section of High School Transitions, Contact Persons/institutions **manage the editing/deleting/adding of IB data for post-secondary admissions to your institution (if applicable).**



NOTE: IB must be selected by your institution in the Institution Info section of the Catalog Settings in order for your institution to **appear and be able to add data** to the IB section for High School Transitions data. If you are unfamiliar with IB programming, please see [Transfer Alberta](#).

Step 1: Locate your institution and review your **IB data**, confirming accuracy and/or any updates or additions that are needed. You will be able to **edit your institution's data only**. You will be able to **view the equivalent courses identified by other institutions** based on the subject.

International Baccalaureate - Mount Royal University												
	ACAD	Ambrose	Athabasca	Burman	Concordia	King's	Lethbridge C	MacEwan	Mount Royal	U of A	UCalgary	uLethbridge
Art/Design (higher level)	UNST 1xx	-	BIOL 2xx	--	--	--	-		+	--	--	--
Biology (higher level)	UNST 2xx	-	--	--	BES 107	BIOL 210	-	BIOL 107	BIOL 1204	BIOL 107	BIOL 243	BIOL 1010

Step 2:

Select the IB course you need to update for post-secondary admissions for your institution by clicking on the pencil edit icon for the appropriate course.

BIOL
1204

Select the IB subject area for which you need to add an IB course for post-secondary admissions for your institution by clicking on the plus sign icon.

+

Step 3:

For **either updates or additions**, once you click on the pencil edit or plus sign icon, a **pop-up box will appear allowing you to edit (add or delete) an IB course(s) and add footnotes information** as needed. You can click in the **"Select one or more courses"** box to **select an IB course(s) from the drop down menu**. Once you have provided the required data, click on **"Save"** to publish the IB course(s) to the Catalog for sharing publicly with students/users via the Transfer Alberta Search Tool and Mobile App. A green box will appear at the top of the screen to confirm a successful edit has been completed.

Select One Or More Courses

BIOL - 1204

ACCT - 1XXX

ACCT - 2110

ACCT - 2120

ACCT - 2121

ACCT - 2221

ACCT - 2XXX

ACCT - 3220

ACCT - 3221

Update International Baccalaureate for Biology (higher level)

Select One Or More Courses

BIOL - 1204

Enter Footnotes

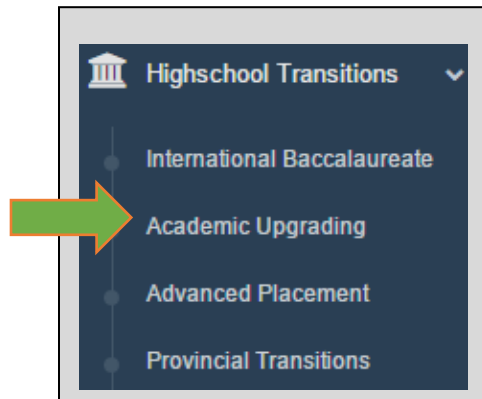
3 credits

Save Cancel

b) Academic Upgrading *(Data to be Edited by Institutions/Contact Persons)*

Important: See how-to video—[Catalog–Editing Adult Upgrading Information](#).

In the **Academic (Adult) Upgrading** section of High School Transitions, Contact Persons/institutions **manage the editing/deleting/adding of Upgrading data (if applicable)**.



NOTE: Academic Upgrading must be selected by your institution in the Institution Info section of the Catalog Settings in order for your institution to **appear and be able to add data** to the Academic Upgrading section for High School Transitions data. If you are unfamiliar with Academic Upgrading programming, please see [Transfer Alberta](#).

Step 1: Locate your institution and review your **Academic (Adult) Upgrading data**, confirming accuracy and/or any updates or additions that are needed. You will be able to **edit your institution's data only**. You will be able to **view the equivalent upgrading courses offered by other institutions** based on the subject.

Academic Upgrading- Mount Royal University

	Alta	Bow Valley	Burman	Concordia	GPRC	Keyano	King's	Lethbridge C	MacEwan	Medicine Hat	Mount Royal	NAIT	NorQuest	Northern Lakes	Olds	Portage	Red Crow	Red Deer	SAIT	St. Mary's	UCalgary	Yellowhead Tribal
Biology																						
Biology 20	--	BIOL 0201	-	BI 0120	BIOL 025	-	BIO 0085	BIOL 0020	BIOL 020	 BIOL 0115	BIO 20	SCN 2231			BIOL 020	BIOL 20	BIOL 075	BIOL 181	--	-	-	-
Biology 30	--	BIOL 0301	-	BI 0130	BIOL 030	-	BIO 0095	BIOL 0030	BIOL 030	 BIOL 0130	BIO 30	BIOL 3300			BIOL 030	BIOL 30	BIOL 095	BIOL 182	--	-	-	BIO 90
English Language Arts																						
ELA 10-1	--	ENG 0101	-	EN 0110	ENGL 010	-	--	ENGL 0101	ENGL 010		--	ELA 1105			ELA 10-1	--	ENGL 075	--	--	-	-	--

Step 2:

Select the Upgrading course you need to update for post-secondary admissions for your institution by clicking on the pencil edit icon for the appropriate course.



Select the high school course record/line for which you need to add a corresponding Upgrading course for your institution by clicking on the plus sign icon.

**Step 3:**

For either updates or additions, once you click on the pencil edit or plus sign icon, a **pop-up box will appear allowing you to edit (add or delete) an Upgrading course(s) and add footnotes information** as needed. You can click in the "Enter a course" box to **input an Upgrading course(s)**. Once you have provided the required data, click on "**Save**" to publish the Upgrading course(s) to the Catalog for sharing publicly with students/users via the Transfer Alberta Search Tool and Mobile App. A green box will appear at the top of the screen to confirm a successful edit has been completed.

Enter a Course
BIOL 0115
Enter Footnotes

Update Academic Upgrading for Biology 20

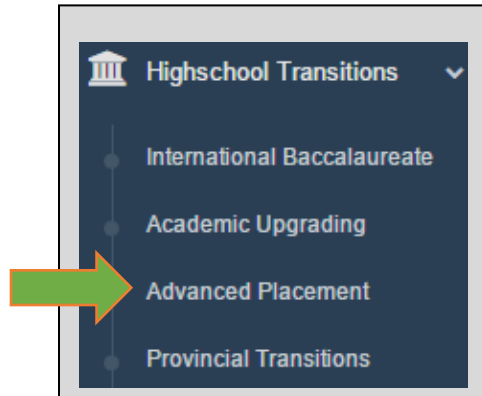
Enter a Course
BIOL 0115
Enter Footnotes

Save Cancel

c) Advanced Placement (AP) (Data to be Edited by Institutions/Contact Persons)

Important: See how-to video—Catalog—Editing AP Data in Catalog. Settings (once available).



In the **Advanced Placement (AP)** section of High School Transitions, Contact Persons/institutions manage the editing/deleting/adding of AP data for post-secondary admissions to your institution (if applicable).



NOTE: AP must be selected by your institution in the Institution Info section of the Catalog **Settings** in order for your institution to **appear and be able to add data** to the AP section for High School Transitions data. If you are unfamiliar with AP programming, please see [Transfer Alberta](#).

Step 1: Locate your institution and review your **AP data**, confirming accuracy and/or any updates or additions that are needed. You will be able to **edit your institution's data only**. You will be able to **view the equivalent courses identified by other institutions** based on the subject

Advanced Placement- Mount Royal University

	ACAD	Ambrose	Athabasca	Burman	Concordia	King's	Lethbridge C	MacEwan	Mount Royal	U of A	UCalgary	ulethbridge
Art History	AHIS 110, AHIS 120	- -	ARHI 2xx -	- -	ARTH 101, ARTH 102	ARTH 200, ARTH 201	- -	ARTE 1xx	 ARTH 1101, ARTH 1103	ART H 101, ART H 102	ARHI 201, ARHI 203	ARHI 2225, ARHI 2xxx
Biology	UNSS 2xx	- -	BIOL 2xx -	- -	--	BIOL 2xx	- -	BIOL 1xx	 BIOL 1204	BIOL 1xx	BIOL 243	BIOL 1010
Calculus AB	UNSS 2xx	- -	-- -	- -	MAT 114	MATH 200	- -	MATH 114	+	MATH 114	MATH 249	MATH 1560, MATH 2560

Step 2:

Select the AP course you need to update for post-secondary admissions for your institution by **clicking on the pencil**

edit icon for the appropriate course.


 ARTH
1101,
ARTH
1103

Select the AP subject area for which you need to add an AP course for post-secondary admissions for your institution by **clicking on the plus sign icon.**

+

Step 3:

For **either updates or additions**, once you click on the pencil edit or plus sign icon, a **pop-up box will appear allowing you to edit (add or delete) an AP course(s) and add footnotes information** as needed. You can click in the **"Select one or more courses"** box to **select an AP course(s) from the drop down menu**. Once you have provided the required data, click on **"Save"** to publish the AP course(s) to the Catalog for sharing publicly with students/users via the Transfer Alberta Search Tool and Mobile App. A green box will appear at the top of the screen to confirm a successful edit has been completed.

Select One Or More Courses

ACCT - 100x

ACCT - 2110

ACCT - 2120

ACCT - 2121

ACCT - 2221

ACCT - 200x

ACCT - 3220

ACCT - 3221

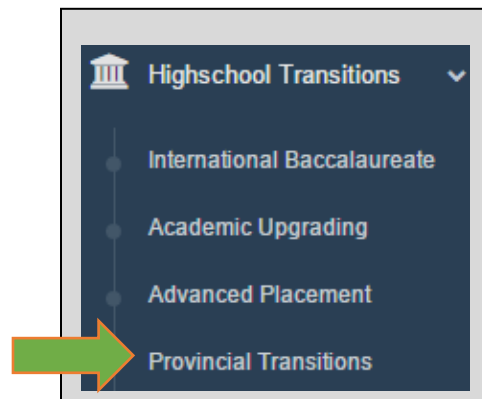
Update Advanced Placement for Art History

Select One Or More Courses

Enter Footnotes

Provincial Transitions

In the **Provincial Transitions** section of High School Transitions, the **ACAT Secretariat** manages the editing/deleting/adding of high school course equivalencies data across provinces/territories in Canada. Contact Persons/institutions can view this data in the Catalog or publicly via the [Transfer Alberta Search Tool](#) and Mobile App ([Google Play](#) & [iTunes](#)).



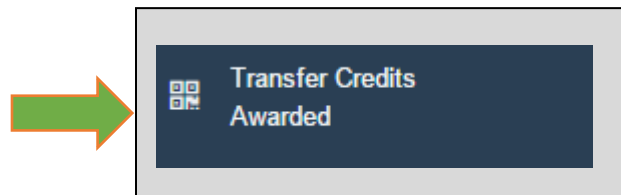
Provincial Transitions data identifies **high school course equivalencies** data across provinces/territories in Canada:

Provincial Transitions										
	Alberta/NWT/Nunavut	BC/Yukon	Saskatchewan	Manitoba	Ontario	New Brunswick	Nova Scotia	Prince Edward Island	Quebec	Newfoundland and Labrador
Social Studies	<div><input checked="" type="checkbox"/> Social Studies 30-1</div>	<div><input checked="" type="checkbox"/> History 12</div>	<div><input checked="" type="checkbox"/> Social Studies 30: Canadian Studies, History 30: Canadian Studies, Native Studies 30: Canadian Studies</div>	<div><input checked="" type="checkbox"/> History: Western Civilization 40S or Global Issues 40S</div>	<div><input checked="" type="checkbox"/> History (CH14U or CHY4U)</div>	<div><input checked="" type="checkbox"/> Canadian History 120 or 122</div>	<div><input checked="" type="checkbox"/> Global History 12</div>	<div><input checked="" type="checkbox"/> History 621A: Canadian History</div>	<div><input checked="" type="checkbox"/> History 330 series</div>	<div><input checked="" type="checkbox"/> World History 3201 or Histoire Mondiale 3231</div>

Transfer Credits Awarded (Data to be Edited by Institutions/Contact Persons)

Important: See how-to video—[Catalog–Adding Transfer Credit Awarded Aggregate Data by Academic Year](#).

Using the **Transfer Credits Awarded** section of the Catalog, **Contact Persons/institutions enter your institution’s aggregated number of transfer credits that your institution has awarded to all students in an academic year (Guide Period) (September 1 – August 31).**



Transfer Credits Awarded data are entered by you as a “TO” institution and calculated based on the total number of transfer credits all students received for offerings at your institution in an academic year after they moved from another institution into a program at your institution or moved between programs at your institution.

NOTE: Transfer Credits Awarded data are best provided for completed academic years (e.g., the 2015/16 academic year is a completed academic year for which data can be provided by your institution). **You are able to enter your academic year (guide period) data in one entry for a single academic year, or in more than one entry for a single academic year** (e.g. one entry for general credits and a separate entry for specific credits, one entry per semester, etc.), and the **system will aggregate (total) the information during the reporting**. Please make sure that you do **not double count the same credits** when reporting multiple entries for a single academic year.

NOTE: For transfer credits awarded data records for each academic year, there are:

- **three mandatory data fields** (identifying your total **Transfer Credits Granted**, type of **Transfer Credit Unit** (“credit”), and **Guide Period** (academic year)), and
 - **three optional data fields** (identifying your transfer credit awarded by **Sending Institution**, by **Course**, and by **Credit Awarded Type** (“general” or “specific” credit)).
- Student-level transfer credits awarded data records are not being collected at this time.

Step 1: Enter Transfer Credits Awarded information for **three mandatory fields** at an **aggregated institution level per academic year – total Transfer Credits Granted, type of Transfer Credit Unit (“credit”), and Guide Period (academic year))**.

Transfer Credits Granted	Transfer Credit Unit	Credit Awarded Type	Guide Period	Creation Date	Action
No data available in table					
520	Credit	General	2015 - 2016	-	

Step 2: After providing information for the three mandatory Transfer Credits Awarded fields for your institution, click on the plus sign icon to add your data.

Step 3: Once your data has been successfully added, a **green box** will appear at the top of the Catalog screen to **confirm successful completion and receipt** of your data, with your data now appearing as a completed Transfer Credits Awarded data record that can be edited if needed.

Successfully added Transfer Credit Awarded

Back


Transfer Credits Awarded - Bow Valley College

Show 10 entries Search

Sending Institution	Course	Transfer Credits Granted	Transfer Credit Unit	Credit Awarded Type	Guide Period	Creation Date	Action
		520	Credit	General	2015 - 2016	2017-04-06	

Step 4 (Optional): Where institution data is available and feasible to provide, **Contact Persons/institutions can (and are encouraged to) also enter transfer credits awarded data for more specific information for the three optional data fields.** Optional data fields include identifying your transfer credit awarded by **Sending Institution**, by **Course**, and by **Credit Awarded Type** (“general” or “specific” credit) in an academic year (guide period).

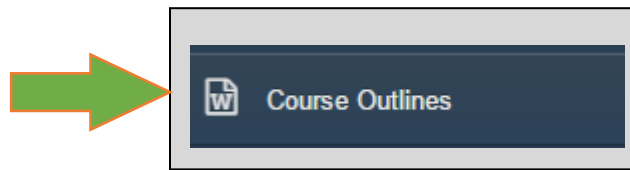
Step 5 (Optional): Enter **optional data fields information** to your transfer credits awarded data records for an academic year (guide period) for one or more of the optional fields, identifying your transfer credit awarded by **Sending Institution**, by **Course**, and/or by **Credit Awarded Type** (“general” or “specific” credit) for an academic year (guide period).

Click on the plus sign icon to add your data.  Once your data has been successfully added, a **green box** will appear at the top of the Catalog screen to **confirm successful completion and receipt** of your data.

Course Outlines and Learning Outcomes (Data to be Edited by Institutions/Contact Persons)

Important: See how-to video—[Catalog–Adding Course Outlines Attachments and URLs by Course](#).

Using the **Course Outlines** section of the Catalog, Contact Persons/institutions **provide copies of your institution’s Course Outlines for the course offerings** that you have uploaded and published into the Catalog for your institution.



By adding course outlines to your institution’s course offerings, other institutions will have more information when proposing or reviewing a potential transfer agreement with your institution, and when assessing and awarding transfer credits for students.

Provide and edit your institution’s Course outlines in the Catalog by **uploading a document** (e.g., PDF, Word) and/or by **providing a URL website link** if your course outlines are posted online. As well, **copy/paste the learning outcomes present in your course outline (if applicable) into the provided “learning outcomes” data field** for each course outline record.

NOTE: If your institution’s course outlines are accessible by URL, instead of adding each course outline individually in the Course Outlines section of the Catalog, **you may wish to use the [Learner Pathways DCaR application \(see Learner Pathways System Manual DCaR How-to Guide\)](#) to mass upload your URLs for your course outlines**. If providing your URLs for course outlines via DCaR, complete the optional URL data field for course outlines in your [Course CSV file](#) in each of your data records. Then, complete your mass upload of records from your institution’s system to the Catalog [using the provided data standard and process for DCaR](#).

NOTE: Course outlines data is **not publicly viewable**. Course outlines shared in the LPS are only **editable and viewable by those users who have access to edit and/or view the Catalog and TCES data** (e.g., Contact Persons for viewing/editing (read/write access), academic advisors/other institution users who have permission for viewing (read access only), ACAT Secretariat administrator access, etc.). **You/your institution requests secured LPS access for its institution’s users of the system** (e.g., read/write access for Contact Persons, read only access for academic advisors/other institution users).

NOTE: You can **[view other institutions’ course outlines](#) for their course offerings in the Catalog using the [TCES application](#)** (once available).

Step 1: Review your institution's course outlines in the Catalog to identify where you need to **provide updated or new outlines (document or URL) and applicable learning outcomes information (where available)** for the **course offerings** your institution has published in the Catalog.

Use the **"Search" function** at the top right of the Catalog screen to search for a specific course, or the **"previous" and "next" features** at the bottom of the Catalog screen to search through/view your course offerings in the Catalog.

Use the **blue document and red trash can icons** at the right of each course offering to select if you want to **edit (add, update, or replace) or delete** its course outline record.



Course Outlines - Bow Valley College

NOTICE: Please make sure that the course outline has the following information

- Learning Outcomes
- Course Description

Show entries

Search:

Course Name	Course Outline	Outline URL	Learning Outcome	Last Modified Date	Action
ACCT 1101 - Financial Accounting Principles I	ACCT 155 Financial Acct I 06-07	No URL found		Aug 4, 2015 2:38:09 PM	
ACCT 1102 - Financial Accounting Principles II	No outline found	No URL found			

Course Outlines - Athabasca University

NOTICE: Please make sure that the course outline has the following information



- Learning Outcomes
- Course Description

Show entries

Search:

Course Name	Course Outline	Outline URL	Learning Outcome	Last Modified Date	Action
ACCT 1xx - Unspecified Course	No outline found	No URL found			
ACCT 245 - Accounting for Managers of Not-for-Profit Organizations	No outline found	http://www.athabascau.ca/html/syllabi/acct/acct245.htm			

Previous 1 2 3 4 5 ... 11 Next

Course Name	Course Outline	Outline URL	Learning Outcome	Last Modified Date	Action
ACCT 1101 - Financial Accounting Principles I	ACCT 155 Financial Acct I 06-07	No URL found		Aug 4, 2015 2:38:09 PM	 

Step 2:

Click on the **blue document icon** to **edit (add, update, or replace)** one of your institution's course outlines (course outline document or URL and learning outcomes).

**Step 3:**

Add a course outline URL or upload a course outline file (PDF or Word document). Enter the course's learning outcomes that are identified in the course outline (where available).

After providing your course outline information for the course offering, click on the **save icon** to **add** the new course outline information to the Catalog.



A **green box** will appear at the top of the Catalog screen to **confirm completion of a successful update**.



Upload a Course Outline

Add a Course URL

Enter the url to the coarse outline. Make sure this URL is public facing

Upload A File

Upload PDF or word doc of the course outline

Will replace: ACCT 155 Financial Acct I 06-07.doc Remove file? ☐

No file chosen

Outline Learning Outcome

Enter the learning outcome.

Connections

Using the **Connections** section in the **Catalog** allows Contact Persons/institutions to **view and download LPS system-generated agreements/decisions data records for your institution's review and consideration.** These records identify potential opportunities for your institution as a “to” institution to easily add new transfer agreements/decisions to the Catalog data based on the following:

- **triangulation data for possible transfer agreements/decisions for your institution** in the Catalog for course or program offerings between other institutions that contain a common course or program to at least one of your already existing agreements/decisions with one of these institutions.

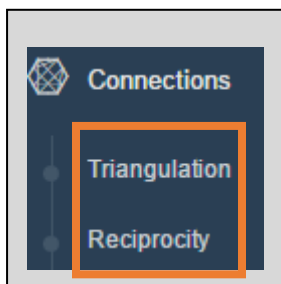
For example:

- if institution A (the “from” institution) has a transfer agreement/decision for PSYCH 100 with institution B (the “to” institution), and
- institution B (the “from” institution) has a transfer agreement/decision for PSYCH 100 with institution C (the “to” institution),
- the triangulation data will identify that your institution has an opportunity to also have and approve an agreement/decision for PSYCH 100 from institution A.

- **reciprocity data for possible transfer agreements/decisions for your institution** in the Catalog for course or program offerings for which your institution already has a one-way transfer agreement/decision (i.e., your institution currently is the “from” institution), with reciprocity data identifying that for these data records you could potentially add or propose a reciprocal two-way transfer agreement/decision for those offerings.

For example:

- if institution A (the “from” institution) has a transfer agreement/decision for PSYCH 100 with institution B (the “to” institution),
- institution A has the reciprocal opportunity to also act as a “to” institution to receive students from institution B for a transfer agreement/decision for PSYCH 100.



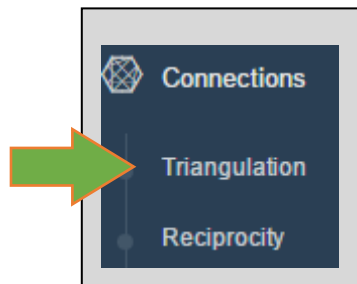
NOTE: LPS system-generated data records for reciprocal and triangulated agreements/decisions are opportunities that institutions can access, review, download in a CSV or Excel file, and/or choose to approve/upload/publish into the Catalog as a part of their institution's agreements data.

a) Triangulation *(Data to be Reviewed/Approved by Institutions/Contact Persons)*

Important: See how-to video—Catalog—Viewing and Using Triangulation of Agreements (once available).

Triangulation allows Contact Persons/institutions to **view and download LPS system-generated triangulated agreements/decisions data records from the Catalog for your institution’s review and consideration.**

These triangulated records identify potential opportunities for your institution as a “to” institution to easily add new transfer agreements/decisions to the Catalog data, **specifically for course or program offerings** between other institutions that contain a common course or program to at least one of your already existing agreements/decisions with one of these institutions.



Triangulation transfer agreements/decisions data offer the ability for Contact Persons/institutions to:

- **view the details of the agreement offering that is currently in place between other institutions and that could also be in place for your institution.**
- **download/export a CSV or Excel copy** of the triangulated data agreements/decisions records for further review and potential editing, approval, uploading, and publishing into the Catalog as a part of your institution’s agreements data.

Step 1: Select **Triangulation** from the Catalog Admin menu and give the LPS a few seconds/minute(s) to generate a current list of potential triangulated agreements/decisions for your institution as the “to” institution. This list is based on the LPS’ extensive review of all institutions’ agreements/decisions data in the Catalog in relationship to your institution’s agreements/decisions data. If your institution has a high volume of agreements/decisions data in the Catalog, this calculation will take a bit longer to run.

Triangulation System generated suggested agreements

Triangulation

CSV Excel

Show 10 entries

Search:

From Institution	To Institution	From Offerings	To Offerings
Concordia University of Edmonton	NAIT	BUS 210	BTE 482
Grande Prairie Regional College	NAIT	LR 3010	BTE 482
Keyano College	NAIT	BUS 260	BTE 482
King's University, The	NAIT	MATH 221	MATH 3120
King's University, The	NAIT	PSYC 363	BTE 482
Mount Royal University	NAIT	MGMT 3230	BTE 482
Portage College	NAIT	ACCT 107	BUS 207
Red Deer College	NAIT	BUS 311	BTE 482
Yellowhead Tribal College	NAIT	LAW 369	BTE 482
Yukon College	NAIT	ECON 100	JRSB 110

Showing 1 to 10 of 10 entries

First Previous Next Last

Step 2:

You may click on the designated column header filter for “From Institution” (marked with the single vertical arrows symbol) **From Institution** to alphabetically sort the data by “from” institution. Your institution will automatically be the default “to” institution for your triangulated data.

Reciprocity System generated suggested agreements

Reciprocity

CSV Excel

Show 10 entries

Search:

From Institution	To Institution	From Offerings	To Offerings
Athabasca University	NAIT	ACCT 250	BUS 321
Athabasca University	NAIT	MATH 215	BSC 245
Athabasca University	NAIT	HRMT 326	HRMT 3328

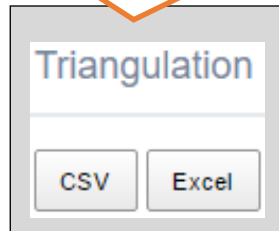
Step 3: To review your institution's LPS-generated triangulated transfer agreements/decisions data records, **click on each offering record you would like to review**. The transfer agreement/decision details for that offering will be **viewable one at a time** using this mechanism. When you are finished reviewing the details of an agreement/decision, click on **"Close"**.

View Offering: ACCT 107 - Introduction to Accounting II

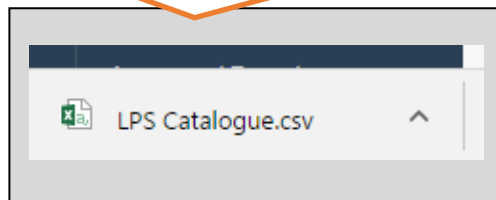
Institution	
Portage College	
Code	Number
ACCT	107
Title	
Introduction to Accounting II	
Instruction Type	
64 Hours Lecture	
Credits	Credit Type
3	Credit
Credentials	
[x] Certificate	
Categories	
[x] Business Administration	
Description	
statement of changes in financial position are introduced and examined individually. As a final integration, the student will study the analysis of financial statements	
Admission Requirement	
CoRequisites	
ACCT 106	
Comment	
Major	
Outline	
Outline Attachment	
No outline attachment found	
Outline URL	
No outline URL found	
Learning Outcome	
No Learning Outcome found	

Close

Step 4: To download/export your institution's LPS-generated triangulated transfer agreements/decisions data records, **click on either the CSV or Excel download icon**. This will generate a complete, reviewable, editable, and up-loadable list of all of your current triangulated agreements/decisions generated by the LPS.



Step 5: To open your institution's downloaded/exported LPS-generated triangulated transfer agreements/decisions, **click on the CSV or Excel file once it appears in the bottom left of the screen**. Once the file is opened, all of the data records from the Catalog Triangulation section to date will be viewable, editable, and able to be re-uploaded via DCaR or TCES (when available) for agreements your institution wishes to put in place.



 A screenshot of an Excel spreadsheet with the following data:

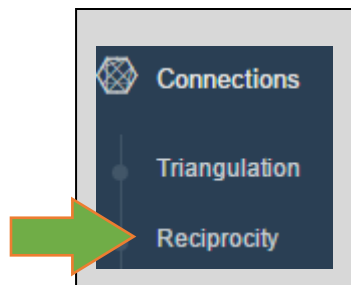
	A	B	C	D
	From Institution	To Institution	From Offerings	To Offerings
1	From Institution	To Institution	From Offerings	To Offerings
2	Concordia University of Edmonton	NAIT	BUS 210	BTE 482
3	Grande Prairie Regional College	NAIT	LR 3010	BTE 482
4	Keyano College	NAIT	BUS 260	BTE 482
5	King's University, The	NAIT	MATH 221	MATH 3120
6	King's University, The	NAIT	PSYC 363	BTE 482
7	Mount Royal University	NAIT	MGMT 3230	BTE 482
8	Portage College	NAIT	ACCT 107	BUS 207
9	Red Deer College	NAIT	BUS 311	BTE 482
10	Yellowhead Tribal College	NAIT	LAW 369	BTE 482
11	Yukon College	NAIT	ECON 100	JRSB 110

b) Reciprocity *(Data to be Reviewed/Approved by Institutions/Contact Persons)*

Important: See how-to video—Catalog—Viewing and Using Reciprocity of Agreements (once available).

Reciprocity allows Contact Persons/institutions to **view and download LPS system-generated reciprocal agreements/decisions data records from the Catalog for your institution’s review and consideration.**

These reciprocal records identify potential opportunities for your institution as a “to” institution to easily add new transfer agreements/decisions to the Catalog data, **specifically for course or program offerings** for which your institution already has a one-way transfer agreement/decision (i.e., your institution currently is the “from” institution), with reciprocity data identifying that for these data records you could potentially add a reciprocal two-way transfer agreement/decision for those offerings.



Reciprocity transfer agreements/decisions data offer the ability for Contact Persons/institutions to:

- **view the details of the one-way agreement/decision for an offering that is currently in place between your institution and another institution and that could also be reciprocally in place as a two-way agreement for your institution.**
- **download/export a CSV or Excel copy** of the reciprocal data agreements/decisions records for further review and potential editing, approval, uploading, and publishing into the Catalog as a part of your institution’s agreements data.

Step 1: Select **Reciprocity** from the Catalog Admin menu and **give the LPS a few seconds/minute(s) to generate a current list of potential reciprocal agreements/decisions for your institution as the “to” institution.** This list is based on the LPS’ extensive review of all institutions’ agreements/decisions data in the Catalog in relationship to your institution’s agreements/decisions data. If your institution has a high volume of agreements/decisions data in the Catalog, this calculation will take a bit longer to run.

Reciprocity system generated suggested agreements

Reciprocity

CSV Excel

Show 10 entries

Search:

From Institution	To Institution	From Offerings	To Offerings
Athabasca University	NAIT	BSC (PD)	DLT
Athabasca University	NAIT	BSC (PD)	MLT
Athabasca University	NAIT	BSC (PD) (30)	EST
Athabasca University	NAIT	ACCT 250	BUS 321
Athabasca University	NAIT	BCOMM (PD)	HOS
Athabasca University	NAIT	BSC-HS (PD) (60)	MRT
Athabasca University	NAIT	BCOMM (PD)	BUS - HRM
Athabasca University	NAIT	BGS (60)	AAC-MAN
Athabasca University	NAIT	MATH 215	BSC 245
Athabasca University	NAIT	BSC - HS (PD)	CLX

Showing 1 to 10 of 170 entries

First Previous 1 2 3 4 5 ... 17 Next Last

Step 2:

You may **click on the designated column header filter for “From Institution”** (marked with the single vertical arrows symbol) **From Institution** to alphabetically sort the data by “from” institution. Your institution will automatically be the default “to” institution for your reciprocal data.

Step 3: To review your institution's LPS-generated reciprocal transfer agreements/decisions data records, **click on each offering record you would like to review**. The transfer agreement/decision details for that offering will be **viewable one at a time** using this mechanism. When you are finished reviewing the details of an agreement/decision, click on **"Close"**.

View Offering: DLT - Dental Technology

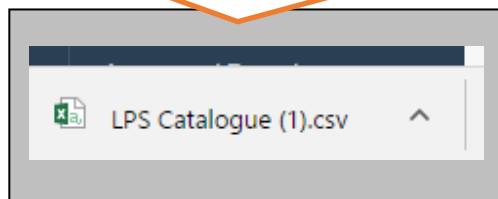
Institution	
NAIT	
Code	Number
DLT	
Title	
Dental Technology	
Instruction Type	
Credits	Credit Type
0	Credit
Credentials	
x Diploma	
Categories	
Description	
Refer to attached program description and/or NAIT's website www.nait.ca	
Admission Requirement	
Admission Requirements as per NAIT's website www.nait.ca	
CoRequisites	
None	
Comment	
Not currently available in institution SIS	
Major	
Not currently available in institution SIS	
Outline	
Outline Attachment	
No outline attachment found	
Outline URL	
No outline URL found	
Learning Outcome	
No Learning Outcome found	

Close

Step 4: To download/export your institution's LPS-generated reciprocal transfer agreements/decisions data records, **click on either the CSV or Excel download icon**. This will generate a complete, reviewable, editable, and up-loadable list of all of your current reciprocal agreements/decisions generated by the LPS.



Step 5: To open your institution's downloaded/exported LPS-generated reciprocal transfer agreements/decisions, **click on the CSV or Excel file once it appears in the bottom left of the screen**. Once the file is opened, all of the data records from the Catalog Reciprocity section to date will be viewable, editable, and able to be re-uploaded via DCaR or TCES (when available) for agreements your institution wishes to put in place.



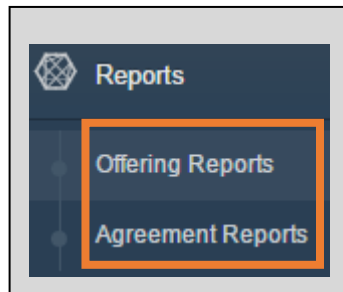
 A screenshot of an Excel spreadsheet with the following data:

	A	B	C	D	E	F
	From Institution	To Institution	From Offerings	To Offerings		
1	Athabasca University	NAIT	BSC (PD)	DLT		
2	Athabasca University	NAIT	BSC (PD)	MLT		
3	Athabasca University	NAIT	ACCT 250	BUS 321		
4	Athabasca University	NAIT	BSC (PD) (30)	EST		
5	Athabasca University	NAIT	BCOMM (PD)	BUS - HRM		
6	Athabasca University	NAIT	BSC-HS (PD) (60)	MRT		
7	Athabasca University	NAIT	MATH 215	BSC 245		
8	Athabasca University	NAIT	BCOMM (PD)	HOS		
9	Athabasca University	NAIT	HRMT 300	HRMT 2285		
10	Athabasca University	NAIT	BGS (60)	AAC-MAN		
11	Athabasca University	NAIT	BSC - HS (PD)	CLX		
12	Athabasca University	NAIT	BSC (PD)	EMT		
13	Athabasca University	NAIT	CMIS 455	CMIS 2250		
14	Athabasca University	NAIT	BSC - HS (PD)	DMS		
15	Athabasca University	NAIT	BSC-HS	DEA		
16	Athabasca University	NAIT	BSC (PD) (30)	WWW		
17	Athabasca University	NAIT	BIOL 321	BSR 315		
18	Athabasca University	NAIT	IDRL 308	OHS 3370		
19	Athabasca University	NAIT	ACCT 250	ACCT 106, ACCT 220		
20	Athabasca University	NAIT	BSC-HS (PD) (60)	CYT		
21	Athabasca University	NAIT	ADMM 417	SMGT 4460		
22	Athabasca University	NAIT	ACCT 460	ACCT 3303		
23	Athabasca University	NAIT	BSC (PD) (30)	ART		
24	Athabasca University	NAIT	BCOMM (PD)	MAR		
25	Athabasca University	NAIT	CMIS 245	BSC 206, BSC 104, BSC 207, BSC 205		
26	Athabasca University	NAIT	ECON 248, ECON	JRSB 110, AAC 142		
27	Athabasca University	NAIT	BHRLR (PD)	ACC		
28	Athabasca University	NAIT	BSC (PD)	MRI		
29	Athabasca University	NAIT	TAXX 401	BUS 403		
30	Athabasca University	NAIT	BSC (PD) (60)	BSTL		
31	Athabasca University	NAIT	BSC (PD)	PFT		
32	Athabasca University	NAIT	ORGB 364	ORGB 1135		
33	Athabasca University	NAIT	HRMT 322	BLAW 3305		
34	Athabasca University	NAIT	BIOL 205, BIOL 20 BSC 145, BSC 125, BSC 155, BSC 115			
35	Athabasca University	NAIT	BSC-ARCH (PD)	ART		
36	Athabasca University	NAIT	HRMT 301	HRMT 2237		
37	Athabasca University	NAIT				

Reports

Using the **Reports** section in the **Catalog** allows Contact Persons/institutions to **view and customize data reports containing summaries of your and other post-secondary institutions'**:

- **offerings for courses and programs** that are published in the Catalog
- **transfer agreements/decisions** that are published in the Catalog and are being **publicly shared** from the Catalog via the Transfer Alberta Search Tool and Mobile App.



Both the offerings and transfer agreements/decisions reports offer the ability for the user to:

- **use different options to customize the data** that can be included in the reports
- **alphabetically sort designated data columns** in the reports
- **view the different end dated versions over time** for unique offerings and unique transfer agreements/decisions
- **customize and run copies of reports** as often as needed/desired
- **export a PDF or Excel copy** of each customized report.

NOTE: Once you **publish** your institution's offerings and agreements records into the Catalog **AND** the records are **approved by the ACAT Secretariat**, the records will display in the Reports.

Once your **records display** in the reports, the **most current record/version (most current start date)** for each unique offering and agreement will appear **first** in the list in the report and will also be **publicly displayed** in the Transfer Alberta Search Tool/App by its corresponding academic year (guide period). Older end dated versions of the same offering or agreement will also display in the Search Tool/App for the older previously designated academic year(s).

NOTE: Depending on your computer's display/screen configuration, you may need to scroll over to the right side of the Catalog screen to see the "View Report" button to create/run a report.

NOTE: You can also **view your and other institutions' offerings and agreements/decisions using the TCES application** (once available), with the added ability in the TCES to **edit your own or create/propose new** offerings and agreements.

Important:

Each unique offering (course or program) or transfer agreement/decision that is published and approved in the Catalog can be end dated and updated with **different versions over time**. These **versions of the same offering or same agreement are linked together** in the database through your institution's use of the same unique course or program ID.

Each unique offering or unique agreement **must have its own unique course or program ID**.

Use of the **same/duplicate ID for more than one unique offering or unique agreement will result in data errors**, which can result in students/public receiving inaccurate information in the Transfer Alberta Search Tool and Mobile App. Use of the same IDs for different unique offerings or unique agreements will cause the earlier record(s) to be inaccurately replaced/versioned with an unrelated offering or agreement.

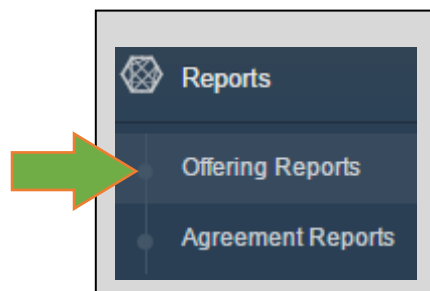
Important:

When you **end date** a course or program offering, this will result in that offering and any related agreements to **no longer be searchable in the Transfer Alberta Search Tool/Mobile App for academic years after the offering end date**. The agreements will still be **viewable for earlier applicable academic years** in the Search Tool/App prior to the offering end date.

a) Offerings Reports *(Data to be Viewed/Used by Institutions/Contact Persons)*

Important: See how-to video—Catalog—Creating, Viewing, and Downloading Course and Program Offerings Reports (once available).

Offerings Reports allow LPS users (e.g., Contact Persons, academic advisors, other institution users) **to customize and run summary reports** for each Alberta Transfer and Pathways System member institution's **courses and programs that are published and ACAT approved in the Catalog**.



Options for offerings report data customization include selecting the institution, offering type (course or program), subject area, offerings with/without agreements, upload and review timing for offerings records, and a simplified view or complete (all) records.

Step 1: To customize your Offerings Report, **select the combination of data options for course or program offerings that best meet your reporting needs** (institution, offering type (course or program), subject area, offerings with/without agreements, upload and review timing for offerings records, a simplified view or complete (all) records).

Once you have selected your data options for your report, including the option of leaving some options unselected (Blank or Null), **select “View Report” to run the customized report.**

The screenshot shows the 'Offerings Report' form. A callout box highlights the selection area, which includes the following fields:

- Institution: <Select a Value>
- Subject Area: [Dropdown]
- Show data fields: Simplified
- Records for review (optional): Not specified
- Offering type: Course
- Show offerings: With agreements
- Records uploaded after (optional): [Calendar icon] NULL
- View Report button

This screenshot shows the form with specific values entered:

- Institution: Red Deer College
- Subject Area: Any Subject Area
- Show data fields: Simplified
- Records for review (optional): Not specified

This screenshot shows the Institution dropdown menu with the following options:

- Red Deer College
- King's University, The
- Lakeland College
- Lethbridge College
- MacEwan University
- Maskwacis Cultural College
- Medicine Hat College
- Misericordia Hospital School of Nursing
- Mount Royal University
- NAIT
- Nazarene University College
- Nechi Institute: Centre of Indigenous Learning
- NorQuest College
- Northern Lakes College
- Nunavut Arctic College
- Old Sun Community College
- Olds College
- Portage College
- Prairie College
- Red Crow Community College
- Red Deer College

This screenshot shows the form with specific values entered:

- Offering type: Course
- Show offerings: With agreements
- Records uploaded after (optional): [Calendar icon] NULL

This screenshot shows the 'View Report' button.

Step 2: View the selected institution's summary of offerings records in the report you have created.

Offerings Report

Institution: Red Deer College Offering type: Course
 Subject Area: Any Subject Area Show offerings: With agreements
 Show data fields: Simplified Records uploaded after (optional): ☐ NULL
 Records for review (optional): Not specified

1 of 2 ? Find | Next

Offerings

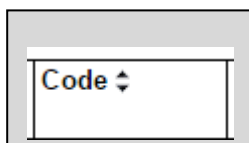
	Institution CourseID	Code	Number	Title	Credit Type	Credit Value	Categories	Review Date	Effective Start Date	Effective End Date	Upload Date
647	EDAS	160	Assisting the Language Learning Teacher	Credit	3.00	Educational Assistant, Teacher Assistant	2021-12-01	2006-09-01	2999-12-31	2016-12-01	
47	ART	441	Drawing	Credit	3.00	Art	2021-12-01	2007-09-01	2999-12-31	2016-12-01	
670	OADM	101	Spreadsheet Fundamentals	Credit	3.00	Office Administration	2022-03-15	2004-09-01	2014-12-31	2017-03-15	

Step 3:

As needed, you may click on one or more of the designated column header filters (marked with the double vertical arrows symbol) to alphabetically sort the report by the data in a specific column.

Offerings


	Institution CourseID	Code	Number	Title	Credit Type	Credit Value	Categories	Review Date	Effective Start Date	Effective End Date	Upload Date
--	----------------------	------	--------	-------	-------------	--------------	------------	-------------	----------------------	--------------------	-------------



Offerings

	Institution CourseID	Code	Number	Title	Credit Type	Credit Value	Categories	Review Date	Effective Start Date
9	ACCT	205	Cost Accounting	Credit	3.00	Business Diploma, Accounting	2021-12-01	2004-09	
10	ACCT	206	Auditing	Credit	3.00	Accounting	2022-03-15	2007-09	
13	ACCT	211	Personal Taxation	Credit	3.00	Business Diploma, Accounting	2022-03-15	2008-09	

Step 4:

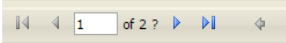
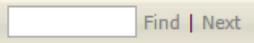


You may select the small plus sign feature at the far left side of each offering record  to see the versioning history (e.g., course codes and numbers, start and end dates, etc.) of that unique course or program offering (if versioning is applicable).




392	PHIL	399	Philosophy and Computing	Credit	3.00	Philosophy	2022-03-15	2014-09-05	2999-12-31	2017-03-15
392	PHIL	399	Philosophy and Computing	Credit	3.00	Philosophy	2021-12-01	1991-09-19	2014-09-04	2016-12-01

Step 5:

Located along the top line of your report results, you may use the following **four features** to further customize your use of the report you have created:

- Use the **screen pagination/record feature** to search through/view summary pages of your course or program offerings records in the report. 
- Use the **"Find/Next" feature** to search for a specific course or program offering or related data in the report. 
- Select the **download icon** to download a PDF or Excel copy of the report. 
- Select the **refresh icon** to clear selected filters you have used in the report and return to the original version of the report that you created. 

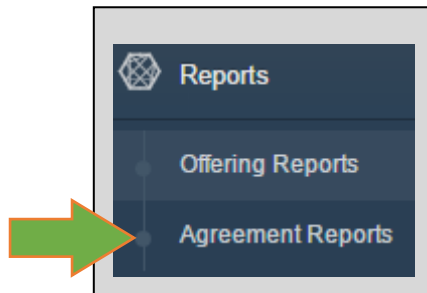


Offerings						
	Institution CourseID	Code	Number	Title	Credit Type	Cre Val
	647	EDAS	160	Assisting the Language Learning Teacher	Credit	
	47	ART	441	Drawing	Credit	
	670	OADM	101	Spreadsheet Fundamentals	Credit	

b) Agreements Reports *(Data to be Viewed/Used by Institutions/Contact Persons)*

Important: See how-to video—Catalog—Creating, Viewing, and Downloading Agreements Reports (once available).

Agreements Reports allow LPS users (e.g., Contact Persons, academic advisors, other institution users) **to customize and run summary reports** for each Alberta Transfer and Pathways System member institution's **transfer agreements/decisions that are published and ACAT approved in the Catalog.**



Options for agreements report data customization include selecting the from/to institution, from/to offerings for transfer agreements/decisions, agreement type (specific course, specific program, unspecified course), upload and review timing for transfer agreements/decisions records, and a simplified view or complete (all) records.

Step 1: To customize your Agreements Report, **select the combination of data options for course or program transfer agreements/decisions that best meet your reporting needs** (from/to institution, from/to offerings for transfer agreements/decisions, agreement type (specific course, specific program, unspecified course), upload and review timing for transfer agreements/decisions records, and a simplified view or complete (all) records).

Once you have selected your data options for your report, including the option of leaving some options unselected (Blank or Null), **select “View Report” to run the customized report.**

The screenshot shows the 'Agreements Report' form. A red box highlights the 'View Report' button on the right side of the form. The form includes fields for 'From institution' (All Institutions), 'To institution' (All Institutions), 'From offering (ex MATH 101)' (NULL), 'To offering (ex MATH 101)' (NULL), 'Records uploaded after (optional)' (NULL), 'Records for review (optional)' (Not specified), 'Agreement type' (All), and 'Show data fields' (Simplified). A red arrow points from the 'View Report' button to the 'Step 1' instruction above.

This screenshot shows the 'From institution' dropdown menu set to 'Concordia University of Edmonton'. Other fields include 'From offering (ex MATH 101)' (NULL), 'Records uploaded after (optional)' (NULL), and 'Agreement type' (All).

This screenshot shows the 'From institution' dropdown menu open, displaying a list of institutions. 'Concordia University of Edmonton' is highlighted. Below the list, there is a table with columns for 'Institution', 'Agreement ID', and 'Course'. The table shows one entry: '131456' for 'Concordia University of Edmonton'.

This screenshot shows the 'To institution' dropdown menu set to 'University of Alberta'. Other fields include 'To offering (ex MATH 101)' (NULL), 'Records for review (optional)' (Not specified), and 'Show data fields' (Simplified).

A close-up of the 'View Report' button, which is a rectangular button with the text 'View Report' in a blue font.

Step 2: View the selected institutions' summary of transfer agreements/decisions records in the report you have created.

Agreements Report

From institution: To institution: [View Report](#)

From offering (ex MATH 101): ☒ NULL To offering (ex MATH 101): ☒ NULL

Records uploaded after (optional): ☒ NULL Records for review (optional):

Agreement type: Show data fields:

1 of 2 ? Find | Next

Agreements

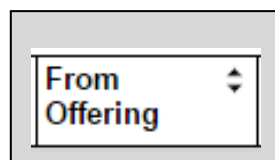
Institution Agreement ID	Agreement Type	From Institution	From Offering	To Institution	To Offering	Credit Value	Credit Type	Review Date	Effective Start Date	Effective End Date	Upload Date
ED3662	Unspecified Course	Concordia University of Edmonton	ECO 218	University of Alberta	AUECO 2xx	3.00	Credit	2022-03-16	2008-09-01	2999-12-31	2017-03-16
ED3852	Unspecified Course	Concordia University of Edmonton	SOC 101	University of Alberta	AUSOC 1xx	3.00	Credit	2022-03-16	2008-09-01	2999-12-31	2017-03-16

Step 3:

As needed, you may click on one or more of the designated column header filters (marked with the double vertical arrows symbol) to alphabetically sort the report by the data in a specific column.

Agreements

Institution Agreement ID	Agreement Type	From Institution	From Offering	To Institution	To Offering	Credit Value	Credit Type	Review Date	Effective Start Date	Effective End Date	Upload Date
--------------------------	----------------	------------------	---------------	----------------	-------------	--------------	-------------	-------------	----------------------	--------------------	-------------



Institution Agreement ID	Agreement Type	From Institution	From Offering	To Institution	To Offering	Credit Value	Credit Type	Review Date	Effective Start Date
106265	Specific Course	Concordia University of Edmonton	ACCT 101	University of Alberta	ACCTG 311	3.00	Credit	2022-02-13	200
136517	Unspecified Course	Concordia University of Edmonton	ACCT 102	University of Alberta	ACCTG 3xx	3.00	Credit	2022-02-13	201
106274	Unspecified Course	Concordia University of Edmonton	ACCT 102	University of Alberta	ACCTG 3xx	3.00	Credit	2022-02-13	200

Step 4:

You may select the small plus sign feature at the far left side of each agreement record to see the versioning history (e.g., from and to offerings, start and end dates, etc.) of that unique course or program transfer agreement/decision (if versioning is applicable).

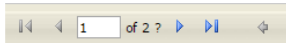


Agreement ID	Agreement Type	From Institution	From Offering	To Institution	To Offering	Credit Value	Credit Type	Review Date	Effective Start Date	Effective End Date	Upload Date
ED3662	Unspecified Course	Concordia University of Edmonton	ECO 218	University of Alberta	AUECO 2xx	3.00	Credit	2022-03-16	2008-09-01	2999-12-31	2017-03-16

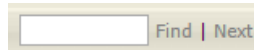
Step 5:

Located along the top line of your report results, you may use the following four features to further customize your use of the report you have created:

- Use the **screen pagination/record feature** to search through/view summary pages of your course or program transfer agreements/decisions records in the report.



- Use the **"Find/Next" feature** to search for a specific course or program transfer agreement/decision or related data in the report.



- Select the **download icon** to download a PDF or Excel copy of the report.



- Select the **refresh icon** to clear selected filters you have used in the report and return to the original version of the report that you created.



1 of 2 ?

Find | Next

Agreements

	Institution Agreement ID	Agreement Type	From Institution	From Offering	To Institution	To Offering	Cred Valu
☐	106265	Specific Course	Concordia University of Edmonton	ACCT 101	University of Alberta	ACCTG 311	3

Data Dictionary

For additional information regarding Learner Pathways System definitions, please refer to the [Learner Pathways System Data Dictionary](#).

Contact Information for Help

For Learner Pathways System comments or questions:

ACAT Secretariat

Email: ae.lps@gov.ab.ca

For technical issues:

Post-Secondary Institution Help Desk (PSI)

Phone: 780 427-5318 option 6

Email: psihelpdesk@gov.ab.ca

Note: For toll-free access within Alberta, dial **310-0000** first.