

# Working with the Completion Rate extract from Data BC

The Completion Rate data set is one of the more complicated Education data sets. To work with it accurately, it helps to understand:

<b>How does the Completion Rate work?</b>	Read the following documents: <ul style="list-style-type: none"><li>• <a href="#">“Definitions for Open Data-Completion Rate”</a> (definitions of the columns in the extract)</li><li>• <a href="#">“A Friendly Guide to the Completion Rate”</a></li><li>• <a href="#">“Completion rate models – a visual schema”</a></li><li>• (optionally) <a href="#">“Understanding Outmigration in the Six-Year Dogwood Completion Rate”</a></li></ul>
<b>How do I work with this data set in Microsoft Excel?</b>	The following online tutorials may be helpful: <ul style="list-style-type: none"><li>• <a href="#">Freezing panes in Excel (= always display the header row at the top)</a></li><li>• <a href="#">Auto-filtering in Excel</a></li></ul>

## Conventions in this document

<b>BOLDED_WITH_UNDERSCORES</b>	Indicates a column name (for example, <b>FACILITY_TYPE</b> )
‘Text within single quotation marks’	Indicates a column value (for example, ‘ALL FACILITY TYPES’)

## Instructions

1. Open your local copy of the file.
2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen’s worth of rows.)
3. Use the auto-filter on the **DATA\_LEVEL** column to select either ‘DISTRICT LEVEL’ or ‘PROVINCE LEVEL’.
4. The next column to work with depends on which value you just selected:
  - If you selected ‘PROVINCE LEVEL’, use **PUBLIC\_OR\_INDEPENDENT** to set which schools to include in your provincial completion rate (public, independent, or both).
  - If you selected ‘DISTRICT LEVEL’, use either **DISTRICT\_NUMBER** or **DISTRICT\_NAME** to select the district whose completion rate you want to see. (Note that the **PUBLIC\_OR\_INDEPENDENT** column now displays only 1 available value: ‘BC Public School’. This is because it is not possible to calculate the completion rate for independent schools.)
5. Use **SUB\_POPULATION** to select the grouping of interest (for example, ‘ALL STUDENTS’).

6. Use **FACILITY\_TYPE** to select either 'ALL FACILITY TYPES' or 'STANDARD'.
7. Use **COMPLETION\_RATE\_MODEL** to select the particular model of interest. For example, set the value to 'SIX YEAR DOGWOOD COMPLETION RATE' if you want to look at the "standard" six-year completion rate.
  - For more information on these models and how they work, see the metadata document for these individual columns as well as "A Friendly Guide to the Completion Rate".
8. The **MODEL\_TYPE** column is for information only. The value in this column depends on which model you chose in the previous column. All models have a corresponding value here of 'STATIC MODEL' except for the extended 7- and 8-year models, which dynamically add 1 and 2 years of data onto the end of the six-year window (= 'DYNAMIC MODEL').
9. Now, return to column A and set the value in the column **YEAR\_6\_OF\_COHORT**. You must set this column to **Year 6 of the cohort model you selected**. Because all models (including the sub-models) are based on the 6-year cohort approach even though the individual model's window may be shorter or longer than 6 years, this is **not** necessarily the "end year" of the model you're looking at. Consult the metadata document and the supplementary guides "A Friendly Guide to the Completion Rate" and "Completion rate models – a visual schema" for assistance on how to set the correct year for the model you want.

The last 4 columns now display the counts (numbers) of students in each of the 4 categories:

- **COHORT\_COUNT** (= the total number of students in the cohort; the denominator)
- **SUCCESS\_COUNT** (= the number of students in the cohort who were "successful" according to the criteria of the model you chose; the numerator)
- **ESTIMATED\_OUTMIGRANTS** (the estimated number of students in the cohort who "outmigrated", namely, they left B.C. and did not return by the final year of the cohort; this number is subtracted from the denominator)
- **ESTIMATED\_COMPLETION\_RATE** (= the estimated completion rate for the cohort you selected; this is the numerator divided by the denominator, expressed as a percentage).