



Office of Institutional Assessment, Research, and Effectiveness

TENNESSEE TECH

Guide to Using the Institutional Dashboard

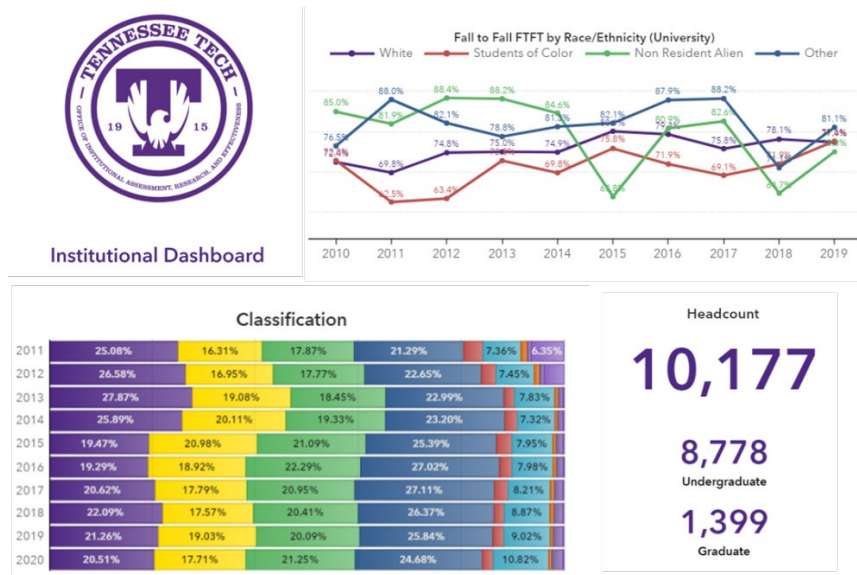
Table of Contents:

1. [What is the Institutional Dashboard](#)
2. [How to Access the Dashboard](#)
3. [How to Navigate Between Reports in the Dashboard](#)
4. [Filters](#)
5. [Data Tips](#)
6. [Crosstabs Tables](#)
7. [Printing Graphs and Tables](#)
8. [Exporting Data](#)
9. [Data Notes](#)

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What is the TTU Institutional Dashboard?

The TTU Institutional Dashboard provides multi-year summary data for the University, its colleges, departments and academic programs. It includes current and trend data on the demographic and enrollment characteristics of the institution's student body, and various outcome measures. The primary purpose of the dashboard is to provide administrators, faculty and staff ready access to institutional data in support of all planning and assessment activities.



This is a public facing dashboard, meaning it is available to anyone who visits the IARE website. As such, in adherence with University policy, there are some limitations as to what data can be included in the dashboard. If you are seeking information that is not readily available in the dashboard, please contact the Office of Institutional Assessment, Research and Effectiveness at iare@tnitech.edu for assistance. We also welcome your feedback and input as we continue to expand and develop the dashboard.

What Reports are in the Institutional Dashboard?

There are currently four interactive reports in the dashboard: Current Student Body, Enrollment Trends, Retention Rates, and Graduation Rates. Each report includes filters that allow you to drill down and view different subpopulations of the University. Some of the additional dashboards that are planned for development include: Degrees Conferred, Geographic Demographics, SCH and Course Information, and Faculty Profile.

Report Descriptions

1. *Current Student Body*: This report displays the demographics and enrollment characteristics of students for a specific term. For each term, you can see the distribution of new students, classification, college enrollment, race/ethnicity, age, FTE by level, load, gender, residency, and Financial Aid status.
2. *Enrollment Trends*: This report provides 10-year Enrollment trend data, showcasing headcount and FTE enrollment. Enrollment is disaggregated by level, gender, race/ethnicity, classification, and enrollment status.
3. *Retention Rates*: This report provides Fall-to-Spring and Fall-to-Fall retention rates for First-Time, Full-Time Freshmen and Transfer Students. Freshmen students are also disaggregated by college, gender and race/ethnicity.
4. *Graduation Rates*: Four- and six-year graduation rates for First-Time, Full-Time Freshmen are displayed and disaggregated by gender and race/ethnicity.

Where to Access the Institutional Dashboard?

The dashboard was created using SAS Visual Analytics (SAS VA) and can be viewed through the Office of Institutional Assessment, Research, and Effectiveness website. SAS VA supports the following web browsers: Safari, Chrome, Edge, and Firefox. The dashboard can be accessed through one of the links below:

Link to website: <https://www.tntech.edu/iare/index.php>

Link to page: https://www.tntech.edu/iare/institutional_research/institutional_dashboards.php

Link to dashboard: <https://go.tntech.edu/InstitutionalDashboard>

SAS VA will automatically adjust the dashboard to fit within the screen of an individual's laptop or PC. For this reason, it is recommended that the dashboard be viewed in full screen mode. Because of the quantity of information, it is not recommended that the dashboard be viewed on any device smaller than a tablet.

If you have any problems accessing the dashboard, please reach out to our office at iare@tntech.edu for assistance.

How to Navigate between Reports in the Dashboard

There are two main ways to navigate between reports: the table of contents and report tabs.

1. Table of Contents

The Home (or landing) Page of the dashboard includes a description of the dashboard and a table of contents with links to each report page.

Table of Contents:

[1. Current Student Body](#)

[2. Enrollment Trends](#)

[3. Retention Rates](#)

[4. Graduation Rates](#)

5. Degrees Conferred

6. Freshmen Profile

7. Geographic Demographics

8. SCH and Course Information

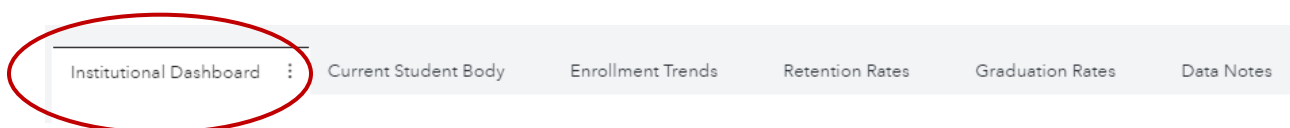
9. Faculty Profile

[10. Notes](#)

Click to jump
to report

2. Report Tabs

Along the top of the dashboard, there is a set of tabs that can be used to navigate between pages. The tabs are in the same order as the table of contents. The tabs can also be used to navigate back to the home/landing page.



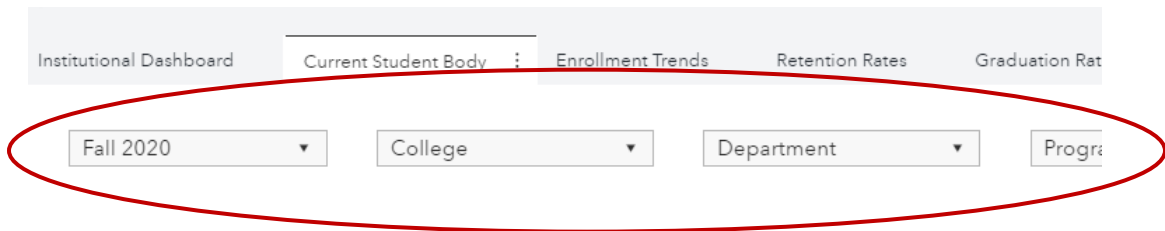
Tab to return to
landing page.

Filters

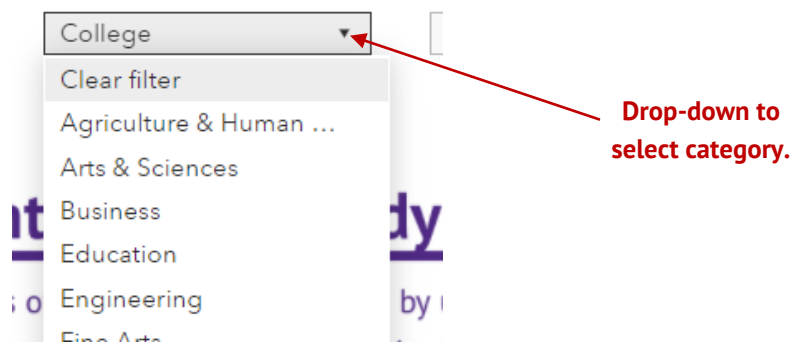
Each report within the dashboard contains filters for selecting different subpopulations of the student body at the University. There are two different types of filters – report filters and page filters.

1. Report Filters

Report filters are located on the top of a report's page and will filter all objects on that page.

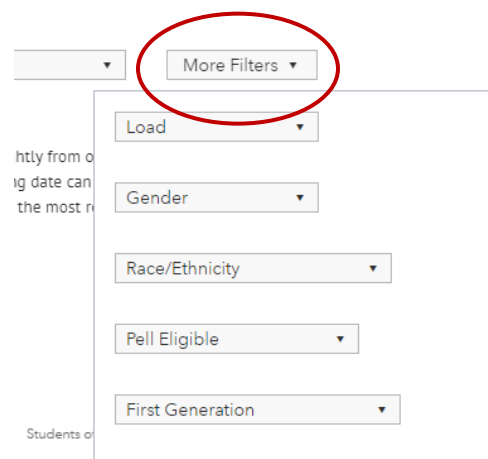


Each filter acts as a drop-down list where one item can be selected from each.



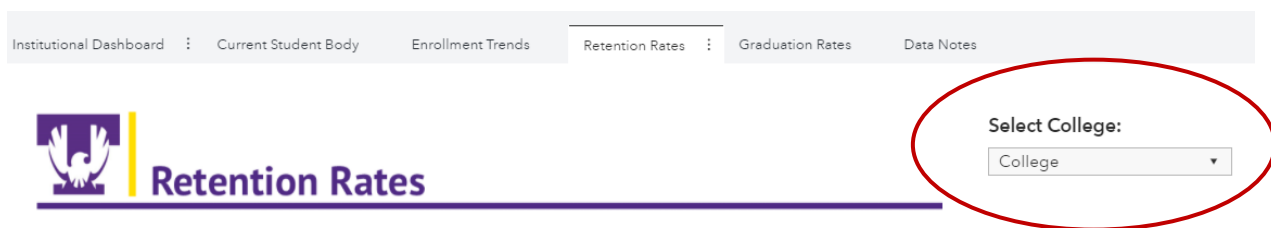
Some filters will also apply to other filters. For example, selecting a specific college will automatically filter the list of departments and programs.

Additional filters can be found in the drop-down menu "More Filters," located in the upper left-hand corner of a report.



2. Page Filters

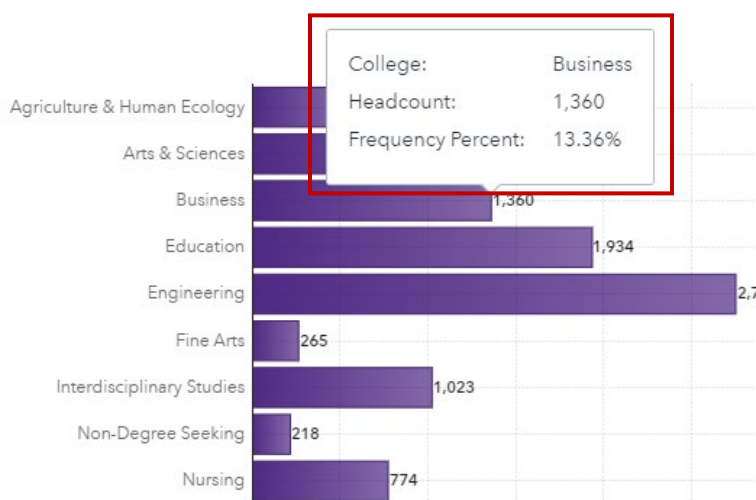
Page filters are located within a report's page and will have a label such as "Select College." These filters only apply to certain objects within a report. For example, the College filter on the Retention Rates report does not apply to the Cohort by College and Fall to Fall Retention Rates by Race/Ethnicity graphs.



Data Tips

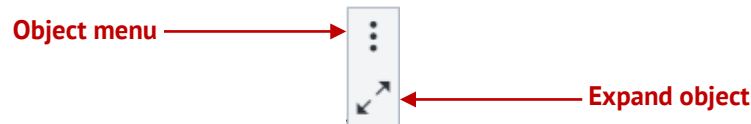
Data tips are text boxes that display information about a specific piece of data within a graph. To view a data tip for a specific data element, place your mouse over the desired data element within the graph.

For example, if you hover over a bar on the Enrollment by College graph within the Current Student Body report, a data tip appears displaying the selected college, the headcount for that college, and the percent of that college's headcount as a part of the overall University headcount.



Object Menu

When you hover over an object, an icon will appear in the upper-right-hand corner. There are two parts to this icon – three dots and two outward pointing arrows. The three dots open a mini menu for saving or printing the object and exporting the data within the object. More details on using this menu are provided in the section of this guide on “Printing and Exporting.”

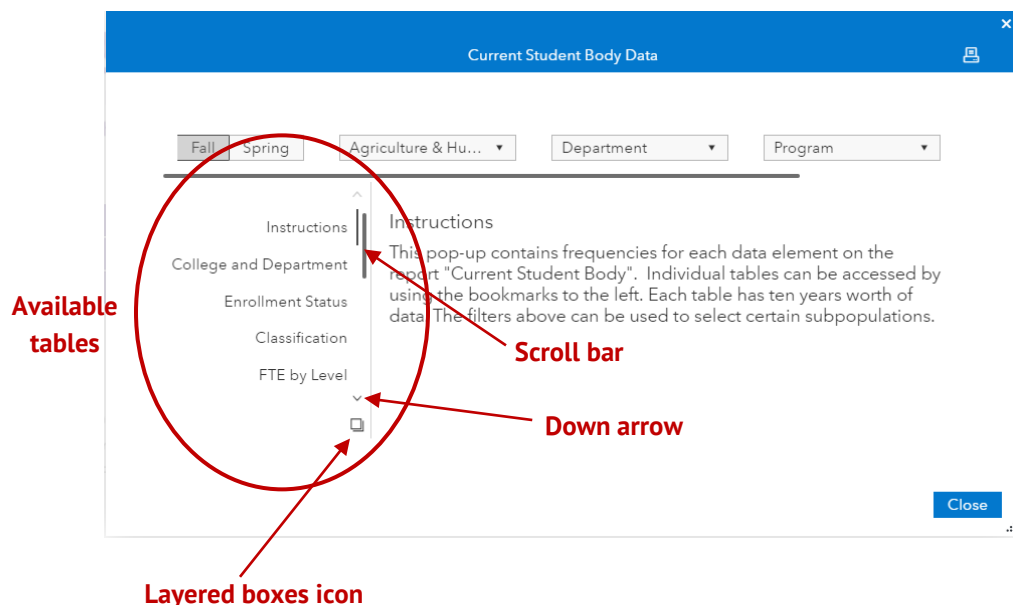


The two outward pointing arrows will expand the object to full screen and provide a table of the data presented in that object.

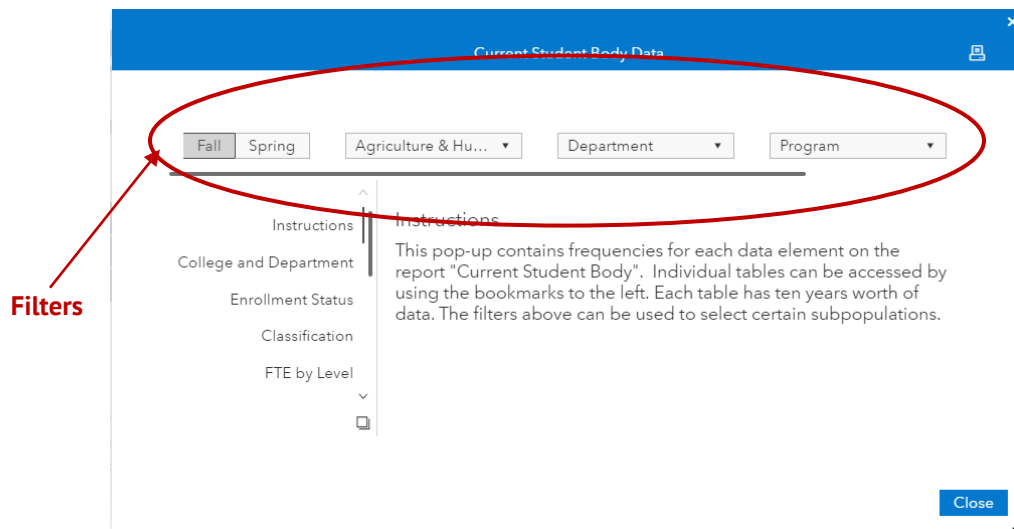
Crosstabs Tables

A crosstabs table provides summary counts for select categorical variables. Each report within the dashboard includes a crosstabs table with data for the most recent past ten years or semesters.

To access a crosstabs table, double-click a bar within a graph. The crosstabs for that report will appear in a pop-up window with instructions on how to view the data. On the left-hand side of the window is a list of the different tables that are available. On the right side of the list, there is a scroll bar, down arrow, and layered boxes icon, all of which can be used to navigate to different tables.

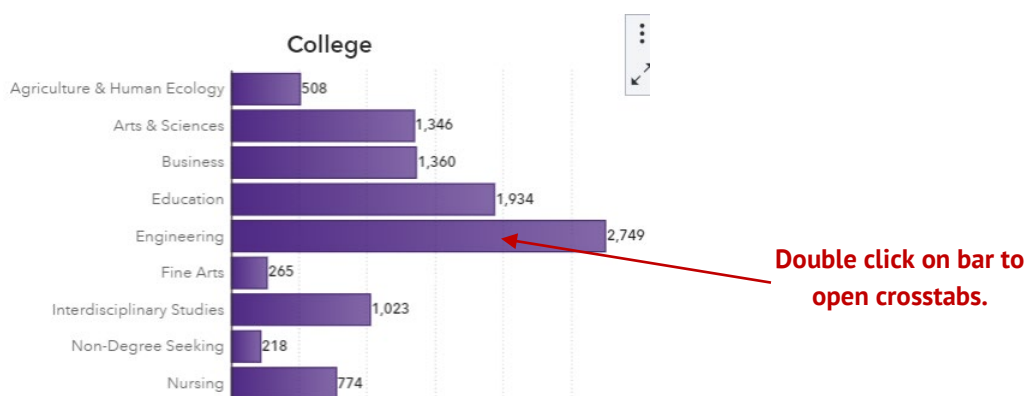


Similar to the graphics within a report, crosstabs tables can also be filtered. Filters appear above the tables. Available filters will depend on which set of crosstabs are open. Some possible filters include college, department, and program.



Note, when opening a crosstabs table, it may already be filtered depending on what segment of a graph was selected to open the table. For example, what if you wanted to see the breakdown of students Race/Ethnicity for the Computer Science department within the College of Engineering?

On the Current Student Body report, you would double-click the bar for the College of Engineering on the Enrollment by College graph.



Once the crosstabs open, the College of Engineering is preselected in the College filter. From the department filter, you would select the department of Computer Science, then, from the left-hand side of the window, select Race/Ethnicity.

1 Select department from dropdown.

2 Select table.

Pre-selected

Scroll bar

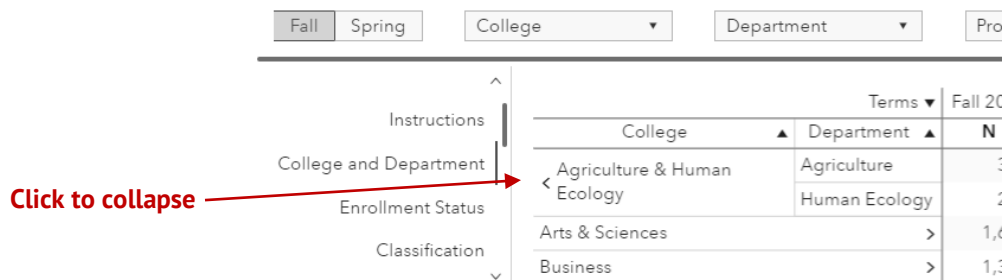
Terms	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Race/Ethnicity	N	N	N	N	N
American Indian	.	.	.	1	.
Asian	5	5	7	11	15
Black or African American	10	9	16	15	15
Ethnicity and Race Unknown	.	2	3	2	4
Hispanic	9	8	6	13	12
Nonresident Alien	29	49	47	59	52
Two or More Races	3	6	9	7	11

The scroll bar along the bottom of the table can be used to across the columns.

Some crosstabs tables have additional layers that allow you to drill down further within a specific category. An arrow will appear at the end of a label when this is available.

Click to expand

Terms	Fall 2011
College	N
Agriculture & Human Eco...	.
Arts & Sciences	1
Business	1
Education	2
Engineering	2

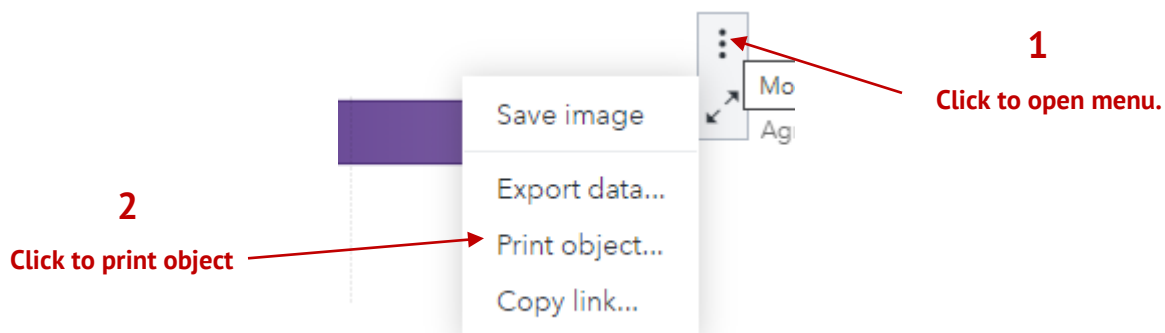


Printing Report Objects and Tables

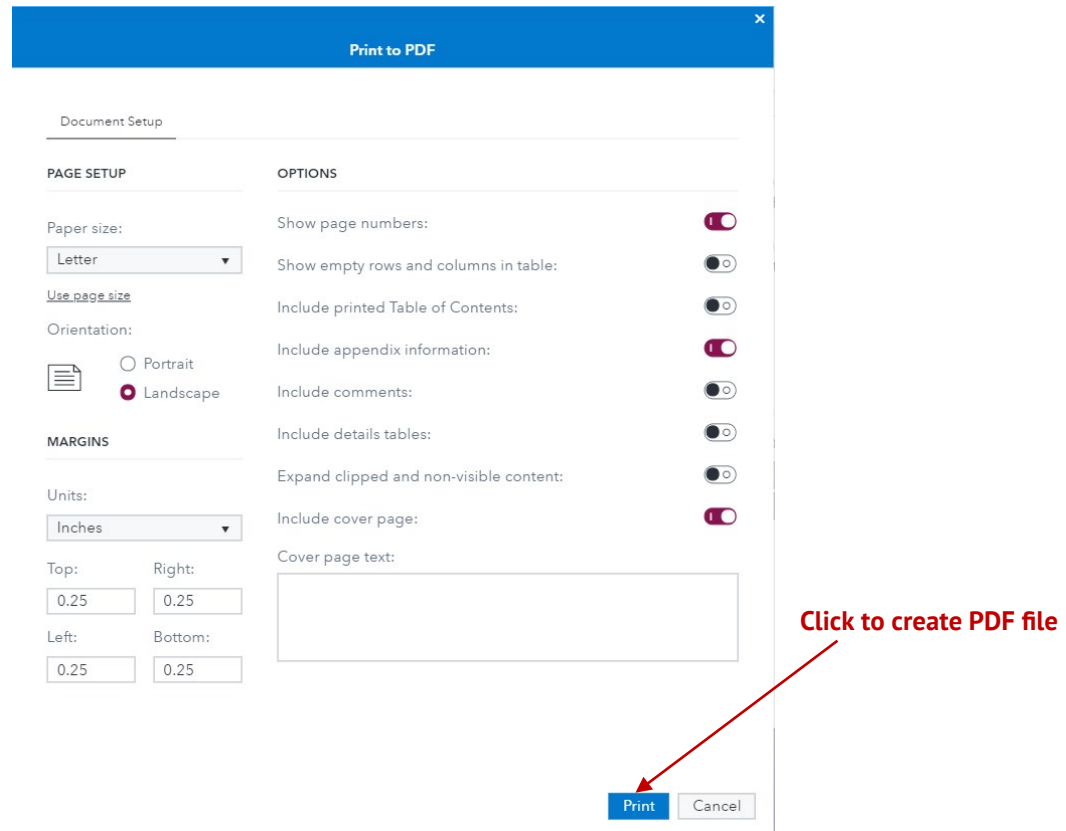
There are different options available for printing objects and tables in the dashboard. *Please note, printing an object or table produces a PDF file which can be printed after it is downloaded to your device.*

1. Printing a Report Object

When you hover over an object, an icon will appear in the upper-right-hand corner. If you click on the three dots, a mini menu for that object will open. From this menu, click on “Print object . . .”

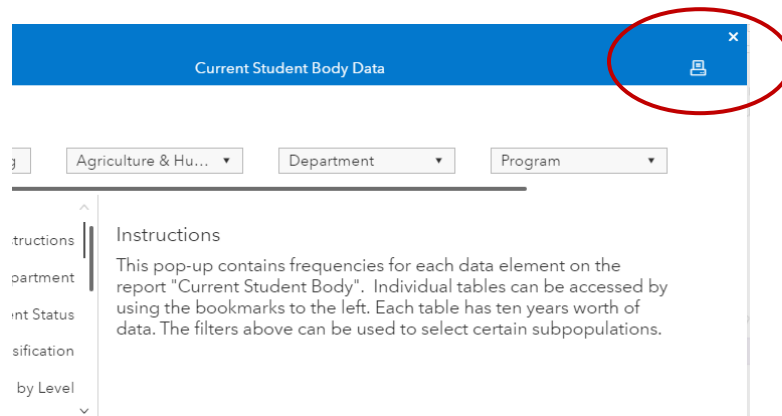


A “Print to PDF” window will appear. After selecting the desired print options, click on the “Print” button. A PDF file will be generated and automatically download to your device. *Please note it may take a few minutes for the file to download.*



2. Printing a Crosstabs Table

When you open a crosstabs table, a print icon appears in the upper right-hand corner of the screen.



When you click on this icon, a “Print to PDF” window will open. There are two tabs in this window

- The “Document Setup” tab allows you select options such as page orientation, margins, page numbers, etc.

The screenshot shows the 'Print to PDF' window with the 'Document Setup' tab selected. The window has a blue header with the text 'Print to PDF'. Below the header are two tabs: 'Document Setup' and 'Select Objects'. The 'Document Setup' tab is active and contains three sections: 'PAGE SETUP', 'MARGINS', and 'OPTIONS'. The 'PAGE SETUP' section includes 'Paper size' (set to 'Letter'), a link 'Use page size', and 'Orientation' (set to 'Landscape'). The 'MARGINS' section includes 'Units' (set to 'Inches') and 'Top' and 'Right' margins (both set to '0.25'). The 'OPTIONS' section includes checkboxes for 'Show page numbers', 'Show empty rows and columns in table', 'Include printed Table of Contents', 'Include appendix information', 'Include comments', 'Include details tables', 'Expand clipped and non-visible content', and 'Include cover page'. A red arrow points from the text 'Print options' to the 'Document Setup' tab. Another red arrow points from the text 'Select what to print' to the 'Select Objects' tab.

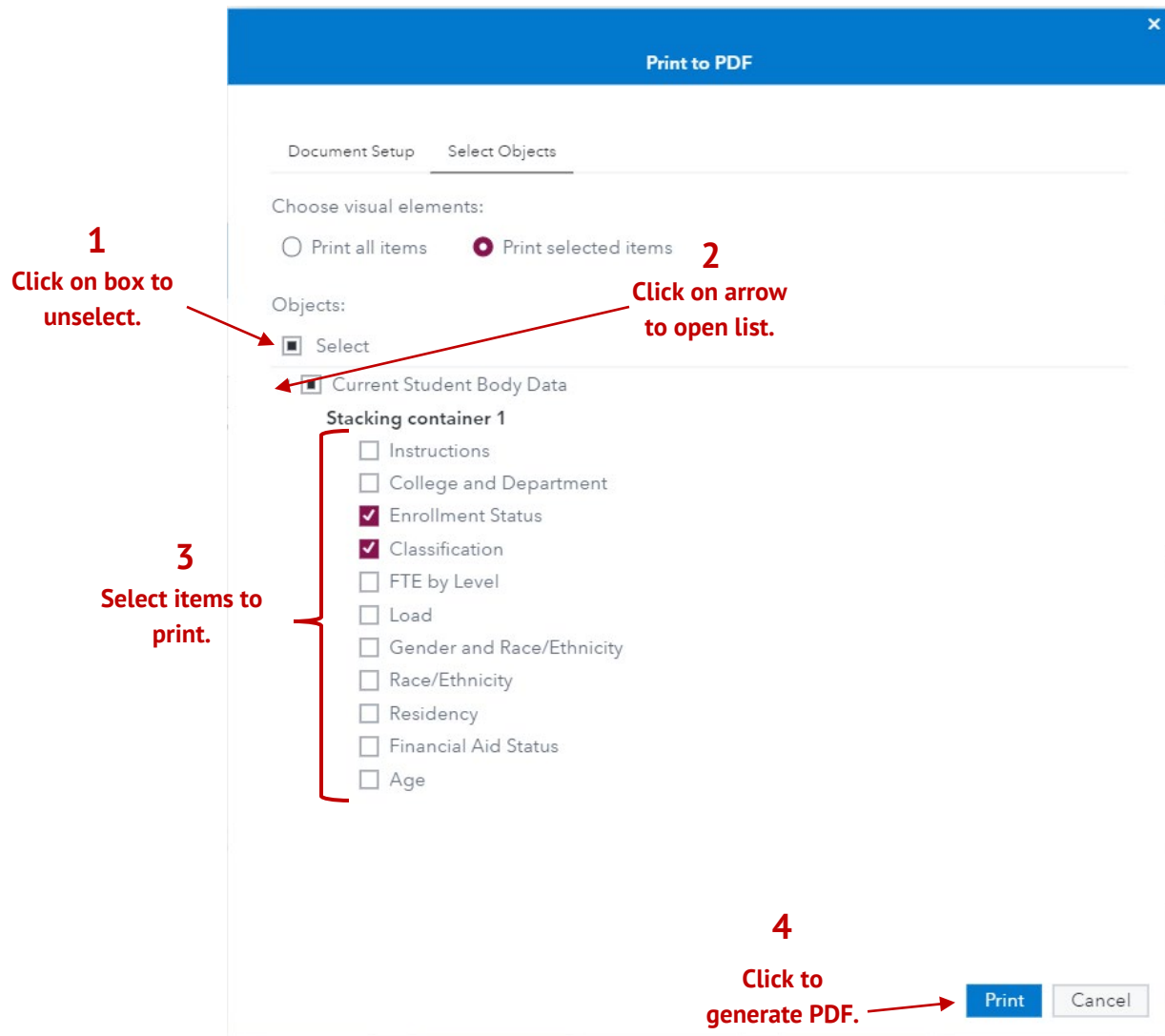
Print options

Select what to print

- The “Select Objects” tab has options for what to print. By default, only the selected table currently being viewed will print

The screenshot shows the 'Print to PDF' window with the 'Select Objects' tab selected. The window has a blue header with the text 'Print to PDF'. Below the header are two tabs: 'Document Setup' and 'Select Objects'. The 'Select Objects' tab is active and contains two sections: 'Choose visual elements' and 'Objects'. The 'Choose visual elements' section includes two radio buttons: 'Print all items' and 'Print selected items' (which is selected). The 'Objects' section includes a list of objects with checkboxes: 'Select' (checked) and 'Current Student Body Data' (checked). The window is titled 'Institutional Dashboards' and has a close button in the top right corner.

To print multiple tables, uncheck “Select,” then click on the arrow next to the report title to open the list of available tables. From here, you can select the desired tables, then click print. A PDF file will be generated and automatically downloaded to your device. *Please note it may take a few minutes for the file to download.*



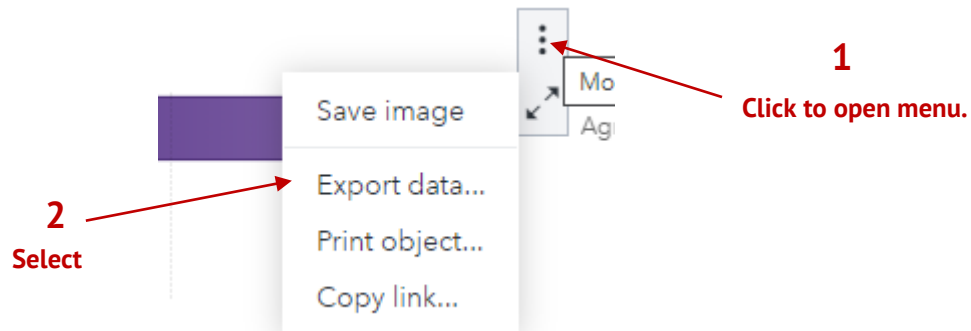
Warning: Selecting “Print all items” will generate a PDF will all of the dashboard reports. The summary tables are not included.

Exporting Summary Data

As a user, you are able to download the summary data for any object or table.

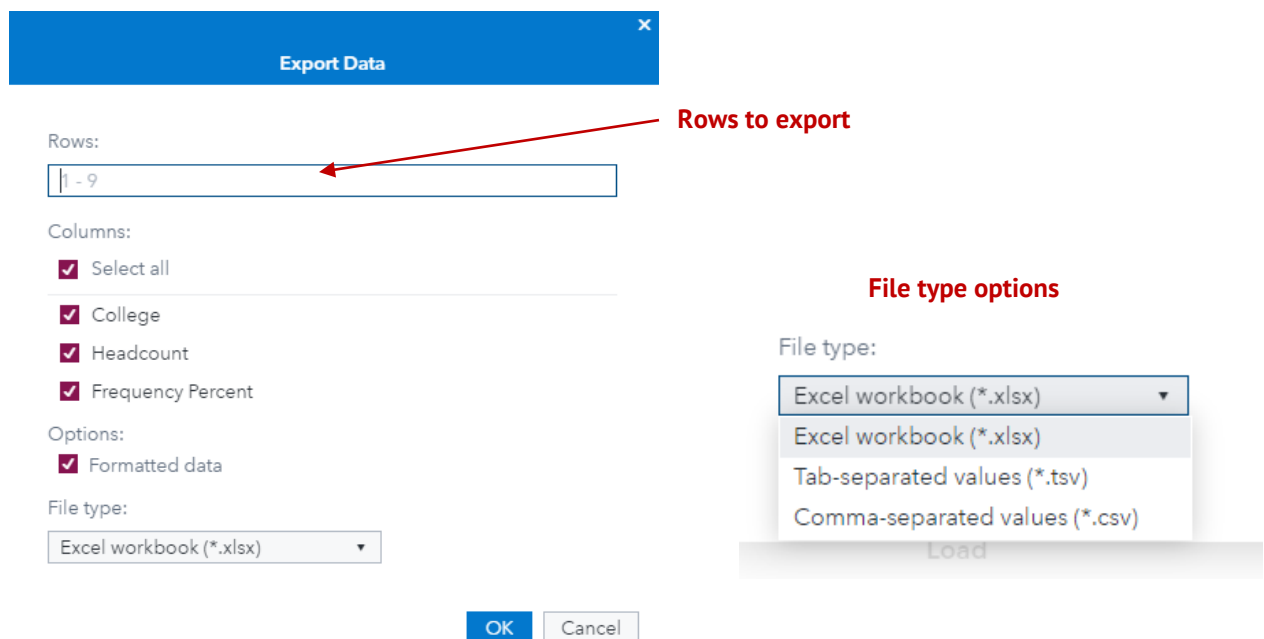
1. Exporting data for a Report Object

Open the menu for an object by hovering over it and clicking on the three dots icon. From the menu, select “Export data . . .” This will open the “Export data window.



By default, all of the data within the object are selected. The number of categories will appear in the “Rows” box. If you only want a subset of the data, you can change the number of rows to export. There are also three different options for the file type. Once you have selected the data to be exported, click “OK” to download the file.

It is recommended that the default options be used when exporting data.



Below is an example of exported data for the Headcount by College bar chart on the Current Student Body report.

College	Headcount	Frequency Percent
Agriculture & Human Ecology	508	4.99%
Arts & Sciences	1,346	13.23%
Business	1,360	13.36%
Education	1,934	19.00%
Engineering	2,749	27.01%
Fine Arts	265	2.60%
Interdisciplinary Studies	1,023	10.05%
Non-Degree Seeking	218	2.14%
Nursing	774	7.61%

2. Exporting data from a crosstabs table.

To export data from a crosstabs table, you may need to scroll to the right to see the three dots icon. Open the table menu by clicking on the three dots and select “Export data. . .” This will open the “Export Data” window. Follow the same steps as above to export the data.

The screenshot shows the 'Current Student Body Data' report interface. At the top, there are filters for Terms (Fall, Sp), College, Department, Program, and Level. Below these is a crosstabs table with columns for Terms (Fall 2014, Fall 2015, Fall 2016, Fall 2017, Fall 2018, Fall 2019) and rows for College (Agriculture & Human Ecology, Arts & Sciences, Business, Education, Engineering, Fine Arts). The table is currently displaying data for Fall 2016 and Fall 2017. A red arrow labeled '1' points to the right side of the table, indicating the need to scroll right to see the three dots icon. A red arrow labeled '2' points to the three dots icon, indicating the need to click to open the menu. A red arrow labeled '3' points to the 'Export data...' option in the menu, indicating the need to select this option.

1 Scroll right.

2 Click to open menu.

3 Select

Data Notes

1. All data conform to TTU internal reporting standards and may differ slightly from official reports provided for external constituents such as the Tennessee Higher Education Commission. Difference in reporting date can also cause minor discrepancies.
2. Unless otherwise noted, all data represents 14th Day census counts for the specified time period.
3. Program names, department names and department affiliations are as of the most recent Fall term. Programs that were different in previous years are mapped to the current definition.
4. For Race/Ethnicity, “Students of Color” include students who self-identify as Alaskan Native/American Indian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or two or more races.
5. Pell-Eligibility and First-Generation Status are from the FAFSA, and based on the students who completed a FAFSA during that academic year.
6. For questions or additional information, please contact the Office of Institutional Assessment, Research, and Effectiveness at iare@tnitech.edu.