Quick Guides to the Interactive Reports

The Institutional Research Office uses the business intelligence tool of Microsoft Power BI to develop the interactive reports. Allowing the consumers to make customized queries, the Power BI reports present the summaries of *Enrollment and Student Characteristics*, *Retention and Graduation Rates*, and *Course Enrollment Information* in the format of interactive visualization. The reports are overall consistent with that of the University System of Georgia (USG). Minor discrepancies may exist due to the standardization of data and reporting practice.

Terminologies and Definitions in the Reports

- **Fall Enrollment:** All students enrolled in fall semester are included. Fall enrollment is based on the USG census data (typically collected in mid-October) and the definitions and reporting methodologies of the USG Semester Enrollment Report (SER).

- **Full-time Status:** Students who attempt 12 or more credit hours. **Part-time Status:** students who attempt less than 12 credit hours.

- **Full-time Equivalent (FTE):** Total of *the number of full-time students* and *the number of all hours enrolled for part-time students divided by 12.*

- **Student Level:** Students are classified by their class standing and admit type. The categories include Freshman, Sophomore, Junior, and Senior (for degree-seeking students); and Dual Enrollment, Transient, and All Other students (for non-degree seeking students).

- **Class Level:** Determined by the credit hours earned, the classification includes Freshman (0-29 hours), Sophomore (30-59 hours), Junior (60-89 hours), and Senior (90 or more hours).

- **Average Age:** Age is calculated on a fixed date of the enrollment term from student's birth date. Beginning in Spring 2015, all undergraduates were included in the USG's calculation of the average age of students.

- **Non-traditional Student:** A student aged 25 or older at the time of matriculation. Beginning in Summer 2015, the SER's definition of non-traditional students includes all undergraduates not only degree-seeking students. **Traditional Student:** A student aged 24 or younger.

- **Self-Reported Race Ethnicity:** The reporting of Race and Ethnicity information was updated for Fall 2009 and forward in accordance with the new standards of Department of Education on collecting students race and ethnicity information. The categories of the combined race and ethnicity include: *Hispanic/Latino, American Indian/Alaskan Native, Asian, Black Non-Hispanic, Native Hawaiian/Pacific Islander, White Non-Hispanic, Two or More Races, Race Unknown.*

- **Primary Major:** Student's self-declared major in the enrolled semester. When a student has more than one major declared, the primary major (based on the priority code) is reported.

- **New Student:** Student whose matriculation term is the same as the reporting semester.

- **First-time Freshman (FTFR):** As defined by the Integrated Postsecondary Education Data System (IPEDS), "a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level." The FTFR defined by IPEDS is the first-time freshman cohort used to track retention and graduation rates.

- **Retention Rate:** The percentage of the IPEDS first-time freshman cohort of a fall semester who are again enrolled in the subsequent fall semesters.

- **Graduation Rate:** The percentage of the IPEDS first-time freshman cohort of a fall semester who complete their undergraduate program within a given timeframe, usually measured in four, five, and six year increments.

- **Degrees Conferred:** The total number of degrees conferred by discipline in an academic term/academic year.

- **Course Enrollment:** Information by academic term contains the variables and grouping categories in the USGs reports on *Semester Credit Hours Summary* as part of the Curriculum Inventory. The Upper Level and Upper Level of courses are determined by the instructional level collected in the course data.

Getting Around in the Power BI Report

Expand a screen view to full screen by clicking on the icon of **Enter Full Screen Mode** (outward double-headed arrow) in the lower right corner per screen (Circle 1-A in Illustration 1). When at a full screen, you may **Exit Full Screen Mode** by clicking on the inward arrows icon at the same location (Circle 1-B)

Illustration 1
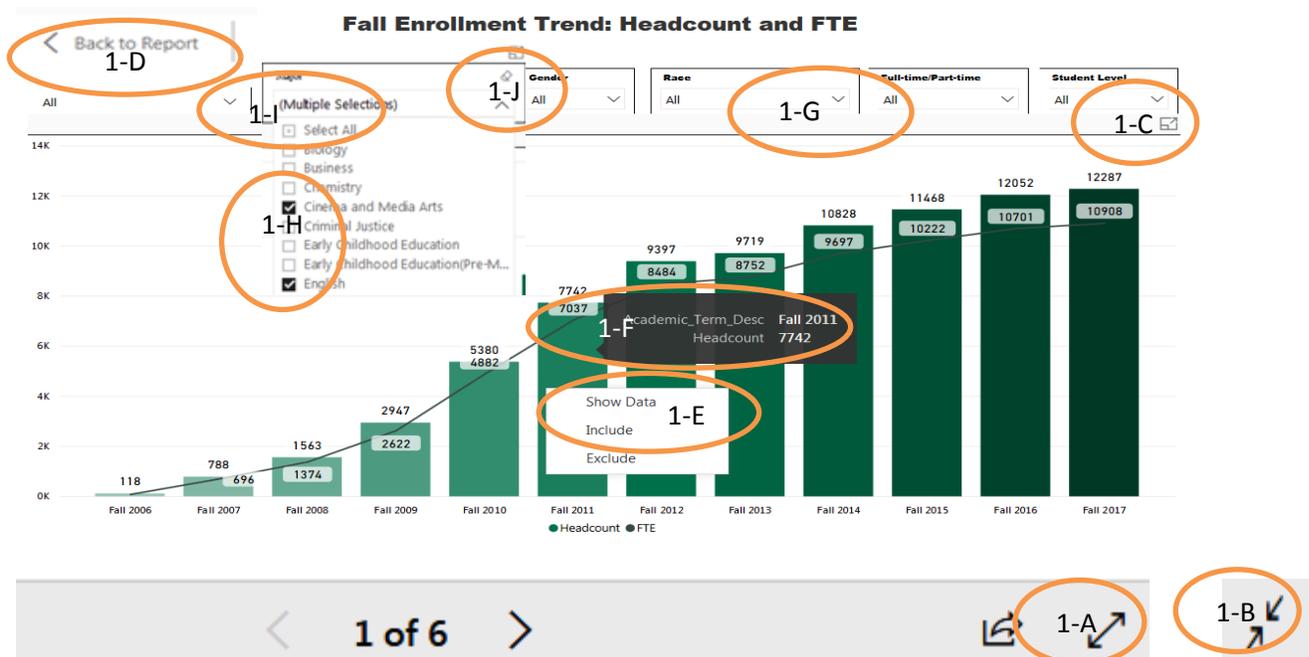
Enlarge a specific chart to full screen by clicking on the icon of **Focus mode** in the top right corner above the chart (Circle 1-C). If the icon of **Focus mode** is not shown, hover over the selected visual area and **Focus mode** will appear. When at an enlarged chart, you may navigate to another chart via the arrow of **Back to Report** (Circle 1-D).

View the accompanying data by right clicking on the graphic then clicking on **Show Data** (Circle 1-E). **View the detailed information** of a graphic by hovering over the selected area (Circle 1-F).

Filter the content with the slicer (filter) for customized queries by clicking the down arrow icon (Circle 1-G) and make a selection. **Multiple Selections** can be marked directly in more than one check box (Circle 1-H). For different selections in the filters, it is important to return the filters back to 'Select All' (Circle 1-I) and then select different categories. Alternatively, you may click on ◇ **Clear Selection** (Circle 1-J) below the icon of **Focus mode**, then the filter will be back to the default value 'All.'

Navigate the interactions between variables. Click on a particular category of a chart, and see the displayed information in other graphics that reflects the characteristics of the selected category. For example, in the *Fall Enrollment by Demographic Characteristics* charts, you may be interested in viewing all graphics on the demographics only for full-time students. If so, you would navigate to the *Enrollment by Full-time/Part-time* graphic and click on 'Full-time' (shown in Circle 2-A in Illustration 2). Then you can view the information presented in other charts associated with the selected category –'Full-time' students. The information in other charts should be consistently corresponding to the selected category; the Headcount in Circle 2-B is a quick check.

Illustration 2
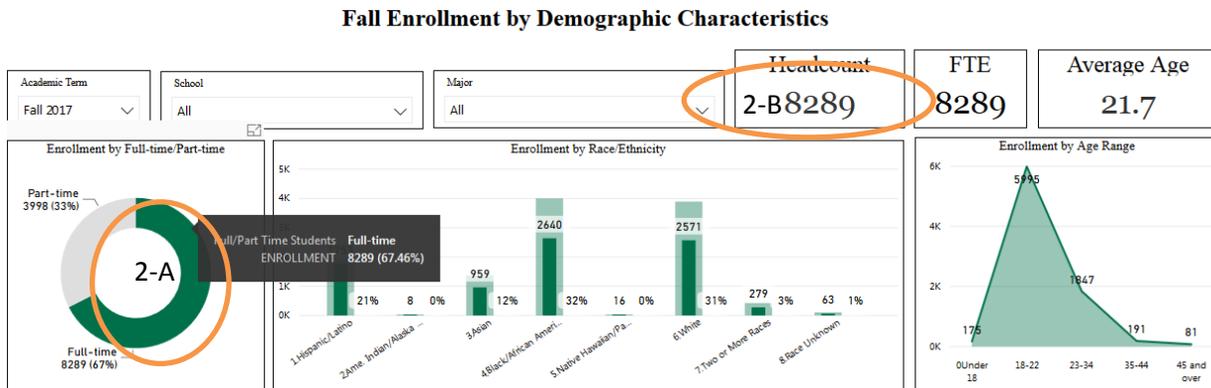
In addition, users may select multiple categories in one chart by holding the *Ctrl* key. For example, in the same *Fall Enrollment by Demographic Characteristics* charts, you may be interested in viewing the information for all non-white students together. If so, you would navigate to the *Enrollment by Race Ethnicity* graphic and click on all bars (for various groups of race/ethnicity) except the bar of 'White.' Holding the *Ctrl* key allows users to select multiple bars, and the selected categories are shown in darker color as a group together (Circle 3-A in Illustration 3). The number in the Headcount card (Circle 3-B) is a quick check for the total of these multiple categories selected.

Illustration 3