NATIONAL CENTER FOR EDUCATION STATISTICS

Integrated Postsecondary Education Data System (IPEDS)

IPEDS Data Center
User Manual

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS) DATA CENTER

User Manual

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Chapter

1

Introduction

This chapter provides information on the basic format of this User Manual and a general overview of the IPEDS Data Center features and functionalities (available at http://nces.ed.gov/ipeds/datacenter).

T he Integrated Postsecondary Education Data System (IPEDS) is the Department of Education's National Center for Education Statistics' (NCES) core postsecondary education data collection program. Information is collected annually from all providers of postsecondary education in fundamental areas such as enrollment, program completion and graduation rates, institutional costs, student financial aid, and human resources.

Data collected through IPEDS is publicly released and can be accessed through the IPEDS Data Center by postsecondary education institutions and the general public. The IPEDS Data Center is designed as a centralized, web-based tool for the retrieval and analysis of IPEDS data, the system allows users to access and evaluate institutional data using a wide-range of analytical features that includes the ability to construct customized data sets, download full data files, and create statistical and trend analyses reports.

ICON KEY	
❗	Critical information
☑	Hints & tips
📖	Key terms
✐	Comprehension Check

This manual is intended to guide you through the various functions, processes, and capabilities of the IPEDS Data Center. While you may successfully navigate the system without a detailed set of instructions, this manual provides a wealth of information, hints, tips, and insights to help focus your time and efforts more productively.

This manual is divided into sections representing each of the major tasks within the Data Center. You may access this user manual at any time by clicking on the 📕 Help link from the navigation menu at the top of the screen. Additionally, help buttons are available throughout the Data Center. Look for a blue 🛈 or orange 🛈 icon for guidance and information related to a specific process, variable, or term.

1.1 Getting Started

From the Data Center home page, the **Main Menu** is displayed on the left side of the screen. Access the **Main Menu** at any time while working in the Data Center either by clicking on the 📊 IPEDS DATA CENTER heading or the ↻ Start over link from the navigation menu at the top of the screen. Clicking on the 📊 IPEDS DATA CENTER heading will allow you to keep any information already entered in the system. However, the ↻ Start over link will clear all data and begin a new session.

Step 1 – To begin a Data Center Session, click on a task from the **Main Menu** on the IPEDS Data Center home screen. To view a brief description of the related functionality hold the cursor over any menu option without selecting it, as shown in the example below:
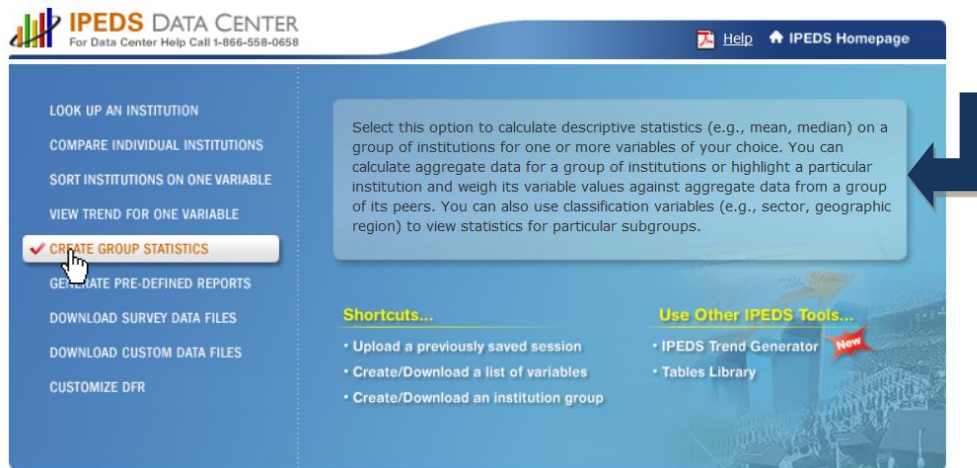
The available **Main Menu** tasks are as follows:

Look Up An Institution

Select this option to quickly retrieve data for a single institution, either in summary format containing commonly referenced data from the most recent collection year or as reported by the institution on the actually survey forms. You can also download the current or previous years' printed IPEDS Data Feedback Reports for the institution in printable, PDF format.

Compare Individual Institutions

Select this option to retrieve and compare data for multiple institutions for one or more variables of your choice. Data can be viewed on-screen or downloaded in the comma separated values (CSV) format for further analysis.

Sort Institutions On One Variable

Select this option to order three or more institutions based on the value of a single variable.

View Trend For One Variable

Select this option to create a table or graph of the value of a single variable over time for one or more institutions.

Create Group Statistics

Select this option to calculate descriptive statistics (e.g. mean, median) on a group of institutions for one or more variables of your choice. You can calculate aggregate data for a group of institutions or highlight a particular institution and weigh its variables against aggregate data from a group of its peers. You can also use classification variables (e.g. sector, geographic region) to view statistics for particular subgroups.

Generate Pre-Defined Reports

Select this option to generate a wide-range of pre-formatted reports related to commonly referenced IPEDS Data for one or more institutions.

Download Survey Data Files

Select this option to download survey files in zipped comma separated values (CSV) format, including data dictionaries and read programs for easily importing the data into statistical software packages, such as SAS, SPSS, and STATA for your unique data analysis needs.

Download Custom Data Files

Select this option to create a customized data file of institutions, years, and variables that can be downloaded in a variety of formats compatible with a wide-range of software packages, such as SAS, SPSS, and STATA for your unique data analysis needs.

Customize DFR

Select this option to download printed IPEDS Data Feedback Reports (DFRs) for one or more institutions from the current or previous years in printable, PDF format; or to generate a Custom DFR or Statistical Analysis Report to compare institutions using selected data and figures from the latest collection year.

Links to shortcuts and other useful tool are available under the following options on the homepage, as shown below:

IPEDS Homepage

Access additional resources and information related to IPEDS data by selecting the **IPEDS Homepage** link in the top right-hand corner.

Shortcuts…

Use the related links in the **Shortcuts** menu to quickly create and save a new institution group or variable list. Additionally, you may choose the 'Upload a previously saved session' link to enter a **Job Number** and upload a saved Data Center session.

Use Other IPEDS Tools…

This menu contains links to additional IPEDS tools (**IPEDS Trend Generator** and **Tables Library**).

Step 2 – For all first time tasks within the Data Center, except **Customize DFR**, you will be asked to indicate the type of data you wish to access: Provisional Release Data or Preliminary Release Data.
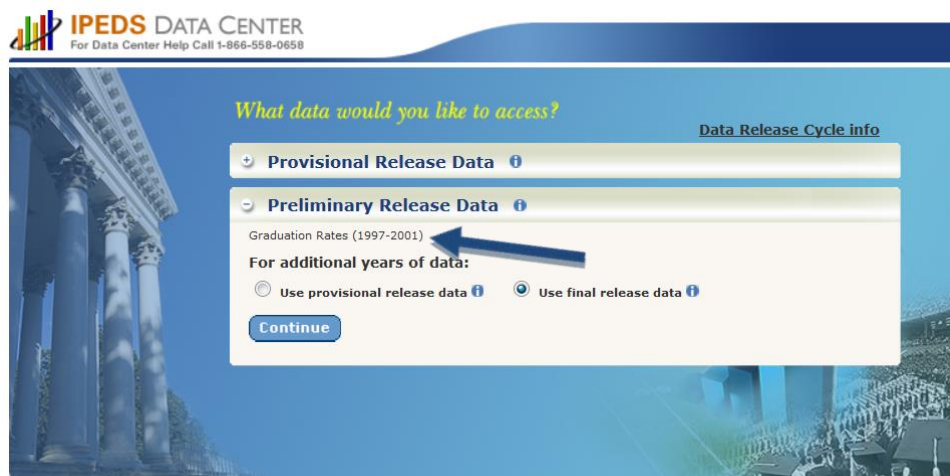
1.1.1 Provisional Release Data

Provisional Release Data have undergone all NCES quality control procedures and been released through the NCES *First Look (Provisional Data)* publications. These data have been imputed for non-responding institutions but are still subject to additional revisions that may be submitted by institutions during the subsequent data collection year through the IPEDS Prior Year Revision (PYR) System. For reference, a list of the IPEDS data components with Provisional Release Data available is displayed along with the relevant data year, as shown below:
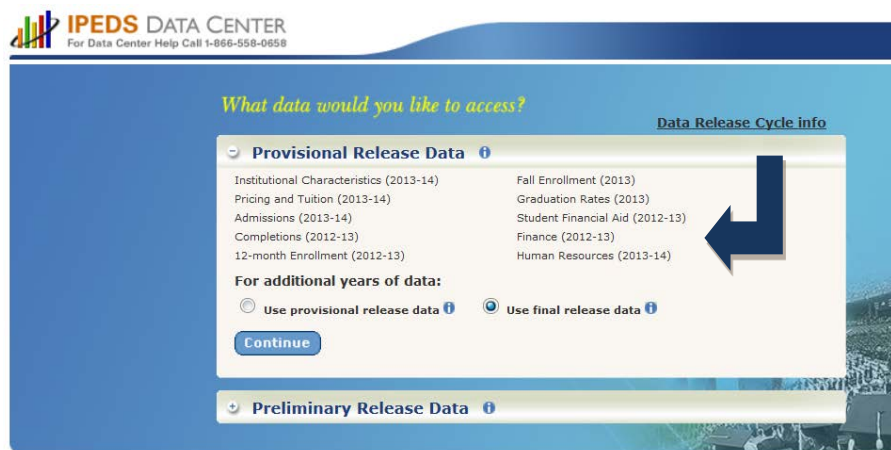
1.1.2 Preliminary Release Data

Preliminary Release Data have been edited and released through the NCES *First Look* (Preliminary Data) publications. Imputed data for non-responding institutions are not included. For reference, a list of the IPEDS data components with Preliminary Release Data available is displayed along with the relevant data year, as shown below:

Note: Preliminary Release Data are only available for the most recent data year, and remain available until the *First Look (Provisional Data)* publications are released. Once this happens, the data become provisional release data. Due to the nature of this data release cycle, Preliminary Release Data are not always available. In this case, you must select the **Provisional Release Data** option to continue.

> **Key Terms: Imputation**
> A method of estimating data (or filling in the blanks) for institutions that did not respond to a data item or survey. Data that have completed the imputation (or imputing) process are commonly referred to as 'imputed data'.

Additionally, indicate the type of data you would like to access for all additional years of data. By default, the **Use final release data** option is selected, but you can click on the corresponding option button to **Use provisional release data** instead.
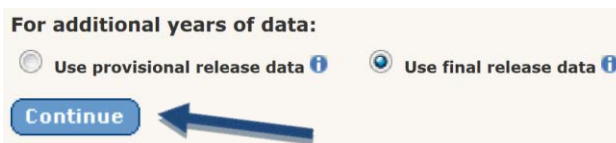

Use provisional release data
This option allows you to access previously reported IPEDS data as the data were reported to NCES in the original data collection (and subsequently published through the *First Look (Provisional Data)* publications). These data underwent all NCES quality control procedures, including imputation. However, any revisions to the data submitted by institutions during the subsequent data year through the IPEDS Prior Year Revision System are not included.

Use final release data
This option allows you to access previously reported IPEDS data that include any revisions to the provisional release data made by institutions through the IPEDS PYR System. Final release data can be used when the most up to date data are required; however, these data may not match the tables from the NCES *First Look* publication.

Step 3 – Once you have finished making selections, click **Continue** at the bottom of the screen, as shown below:

Step 4 – The Helpful Hints and Tips section on the next page of this manual may provide useful insight to new users. When you're ready to continue, use the Table of Contents to find the chapter of this manual that matches your selected task and proceed to that chapter. Refer back to step 1 of this section to review the available **Main Menu** tasks.

1.2 Helpful Hints and Tips

Here are some helpful hints and tips for using the IPEDS Data Center. More detailed tips related to specific functions within the application can be found in the corresponding sections of this user manual.

- For help with any additional questions or problems related to system usage, please contact the IPEDS Data Center Help Desk at 1-866-558-0658 or ipedstools@rti.org.

- To access the data during a later Data Center session, save your session at any time by clicking on the 🖫 Save session link at the top of the screen. The information from your current Data Center session is saved on the NCES server for thirty days. A **Job Number** is provided for the saved data. **This Job Number is very important!** The Job Number is needed to retrieve the saved data during the thirty day period. You may choose to write it down; or if you prefer to have the Job Number emailed to you, enter an email address in the space provided and then click **Send**.

- Quickly switch back and forth between steps when making a report by using the numbered tabs at the top of the screen, as shown below:
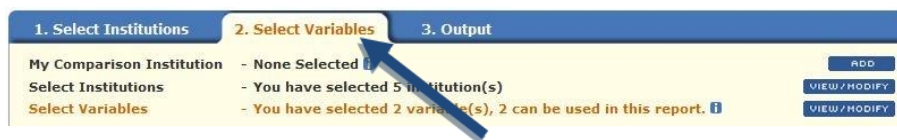
- To select a different task, use the drop down **Main Menu** at the top of the screen, as shown below:

- Any institutions you select while working in a Data Center task will be stored in your **My Institutions** list. Any selected variables will be put in your **My Variables** list. This allows you to easily reuse your selections with any other Data Center tasks during your session. The VIEW/MODIFY button can be selected at any time to make changes to these lists. The Start over button can be used to clear these lists and start a new session.

- Most lists in the Data Center can be sorted. Look for an underlined column headings to identify lists that can be sorted; then click on the corresponding column heading to sort the list. For example, you might click on **Institution Name** to view a list of search results in alphabetical order by institution name. By default, results are generally displayed in ascending order (A-Z or lowest to highest numeric value), but you can click on a column heading multiple times to toggle the view between ascending and descending order.

- For more information on terms used throughout the IPEDS Data Center visit the IPEDS online glossary at http://nces.ed.gov/ipeds/glossary/.

Chapter

2

Create / Download an Institution Group

This chapter contains detailed instructions for making, changing, and saving a list of institutions to use when creating a data file or report in the IPEDS Data Center.

A wide range of customizable reports and analytical tools are available for review and analysis of institutional data in the IPEDS Data Center. The steps for completing each task are explained in greater detail in later chapters of this user manual. It is important to note that regardless of which task you choose, the first step in creating any data file or report within the Data Center is to select the institutions that you want to compare or evaluate.

To get started creating an institution group select a task from the **Main Menu**. If you would like to create an institution group without going to a task select the **Create/Download an institution group** from the **Shortcuts** menu.

Creating an institution group can be done in several ways. The methods you choose will depend on your data needs and which report you are creating. It is a good idea to familiarize yourself with each available method (visit the corresponding section or click on the links below to learn more about each):

As you select institutions, they will be stored in your **My Institutions** list for use during your current Data Center session. You can change this list at any time or save it for use in a later session. Visit the additional sections in this chapter listed below for more information or click on the links below to learn more about each:

!

Critical information
You can reach the institution selection screen by choosing a **Main Menu** task or by clicking on the Create/Download an institution group shortcut on the home page. When selecting institutions by using the Create/Download an institution group shortcut, the option to download your list will be available.

2.1 By Names or UnitIDs

This is the default method of selecting institutions for a data file or report. You can use this option to search for institutions by full or partial Institution Name or UnitID.

Key Terms: UnitID
The unique six (6) digit identifier assigned to all institutions that have submitted data to IPEDS.

Choose this option by clicking on the **By Names or UnitIDs** link from the **Select Institutions** toolbar, as shown in the example below. Type a full name, partial name, or UnitID in the search box provided. Search matches will display in a scrollable list just below the search box.

Hints & Tips
When searching for institutions by UnitID, you can enter just one UnitID or a list of multiple UnitIDs separated by commas. The latter option will greatly reduce the search time for larger institution groups.

You may select an individual institution by clicking directly on it, as shown below, or choose multiple institutions from the returned list by clicking on the [Select] button:

When selecting multiple institutions you will be redirected to a confirmation screen, as shown in the example below:

Select the institutions to include in your current report by using the check box next to an institution's ID. You can also click on **Check All** to select the entire list of institutions or **Uncheck All** to clear any selections you have made and start again. When you have finished selecting institutions, click **Continue** to finalize your **My Institutions** list.

Hints & Tips
To sort the list of institutions, click on the active column headers for **Institution Name**, **City**, or **State**. To sort the list in reverse order, click on the active column header a second time.

The finalized **My Institutions** list will display once you click **Continue**, and the number of selected institutions will update on the status bar, as shown below:

You can add more institutions to this list by clicking on the **By Names or UnitIDs** link to search again, or by using one of the other available options from the **Select Institutions** toolbar. The **VIEW/MODIFY** button on the status bar can be selected at any time to make changes to the list of selected institutions.

When selecting institutions by using the **Create/Download an institution group** shortcut, you may click on the **EXPORT** button to download your list.

> **Comprehension Check:**
> Use the **By Names or UnitIDs** option to create a group comprised of all Ivy League universities in the United States. The list should include: Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Princeton University, University of Pennsylvania, and Yale University. Save the institution group to complete this exercise.
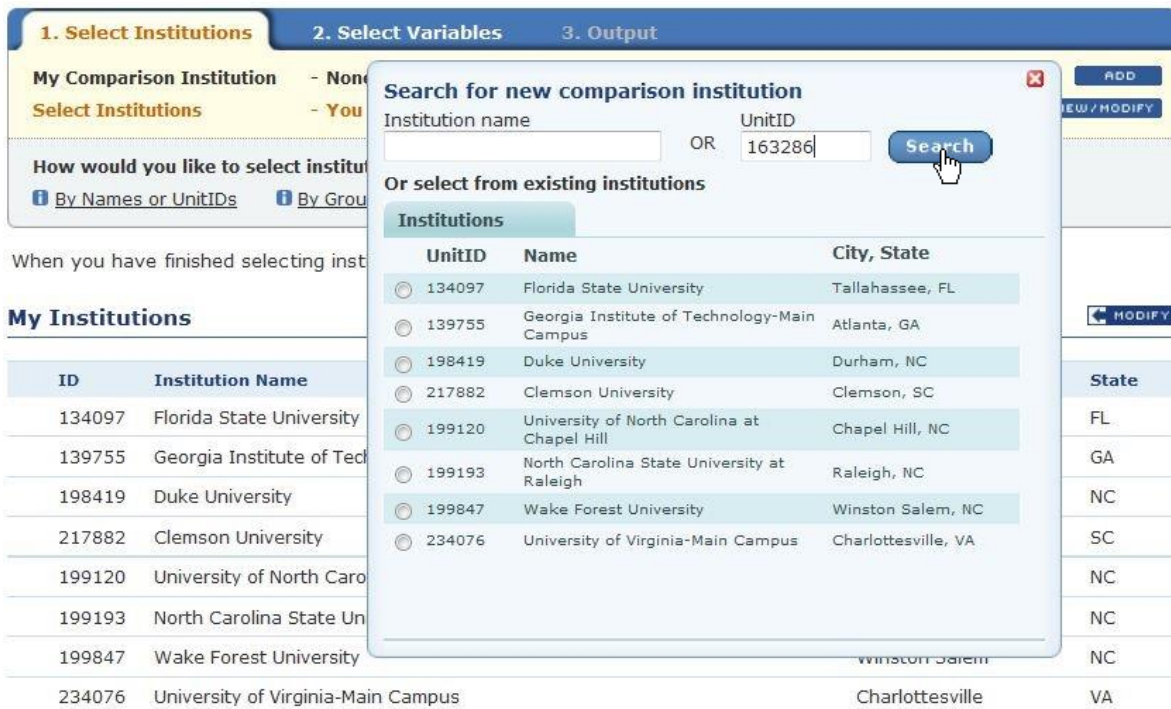
2.2 Selecting a Comparison Institution

A Comparison Institution can be selected for most reports in the Data Center. The chosen Comparison Institution will display highlighted in your report results for easier comparison to its peers.

To select a Comparison Institution for the current task, click the ▭ADD▭ button on the Comparison Institution status bar, shown below:

The **Search for new comparison institution** screen will open allowing you to select an institution to compare by searching for the name or UnitID, as shown below. If you have already selected institutions in your Data Center session, you may choose a school from your **My Institutions** list in the lower part of the pop up screen.

Once a Comparison Institution is selected, it will appear on the status bar at the top of the screen next to **My Comparison Institution**. The **Change** and **Remove** buttons can be used to edit this selection, as shown below:

2.3 By Groups

Institution groups may be generated from commonly used characteristics or by using previously determined groups. To access this option, place your cursor over **By Groups** on the **Select Institutions** toolbar, as shown below:
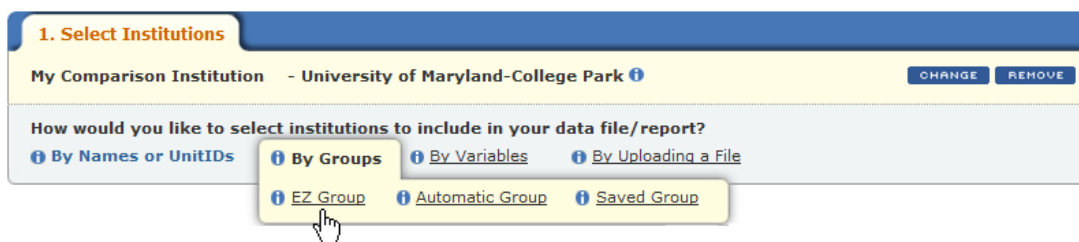

The methods listed below are available for quickly creating an institution group (visit the corresponding section or click on the links below to learn more about each):

> **2.3.1 EZ Group**
> **2.3.2 Automatic Group**
> **2.3.3 Saved Group**

2.3.1 EZ Group

The EZ Group method allows you to quickly create an institution group based on one or more frequently used criteria such as sector of institution, geographic location, or specialized educational mission (e.g. Historically Black College or University, Tribal College, etc.).

To choose this option, place your cursor over the **By Groups** option then click on **EZ Group**, as shown below:

Once you have selected EZ Group, the page will refresh to the screen shown below:
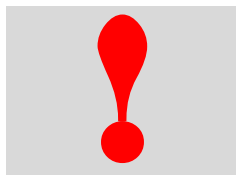

Start by selecting the IPEDS collection year that you would like to use for choosing your institution group. By default, the most recent data year available is selected as the data collection year, as shown below:


Critical information

Changing the year will clear any selections that have already been made. The **change year** link is not available when creating a Comparison Group within the **Customize DFR** component. In this case, an EZ Group can only be generated based on the most recent universe year.

Choose criteria under **Select** or **Special missions (if any)** for your institution group by using the checkboxes provided on screen.

Select additional criteria from the list **Special Characteristics** by clicking on one of the available category links. This will open the list of criteria on screen, as shown in the example below:
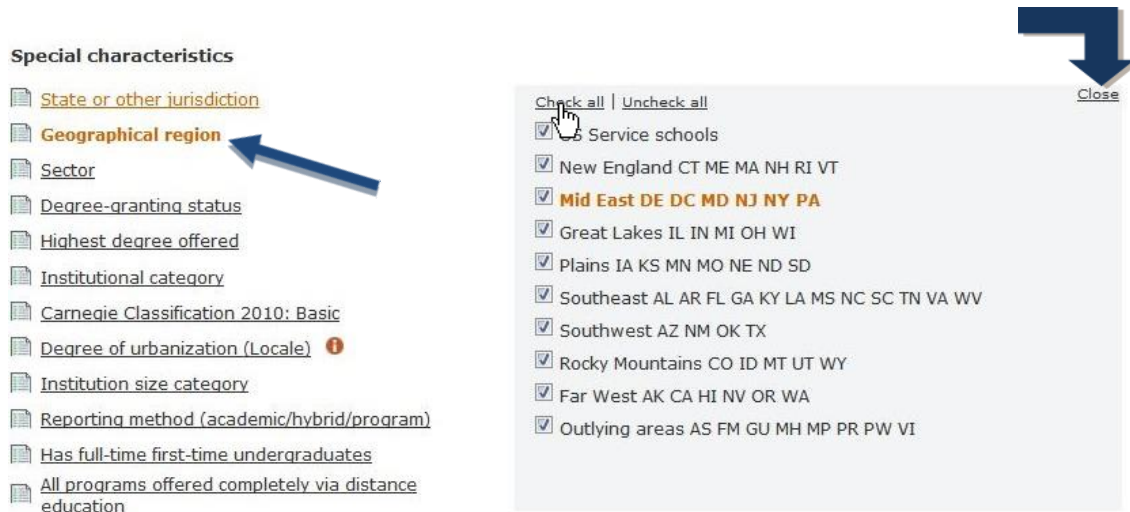
Where applicable, click on the ℹ️ icon to learn more about a specific category. Within each category, you may select the entire list of criteria by clicking **Check All** to or clear any selections you have made and start again by clicking **Uncheck All**. When you are done selecting criteria for a special characteristic, click **Close** to save your entries.

Any categories that you have selected criteria from will remain highlighted in orange. You may reopen the list of criteria at any time to change your selections.

If you have selected a Comparison Institution for the current report, the characteristics in each category that match the Comparison Institution are highlighted in orange and bolded for easier selection. In addition, a general summary will be present at the top of the screen, as shown below:

Key Terms: Comparison Institution
A Comparison Institution, while not required, can be selected for most reports in the Data Center. This feature allows you to highlight an institution in a report and compare its variable values with those of a user-selected or system defined peer group.

As you select various criteria, they will display in the **Criteria Summary** box at the bottom of the screen for your reference, as shown in the example below. In addition, the system will automatically update the

number of matching institutions in your potential institution group as you work. This count of institutions matching the selected characteristics will display next to the **Clear** and **Search** button, as shown below:

Finalize all selections and continue to the **My Institutions** list by clicking **Search** or erase all selections by clicking on the **Clear** button. If you have already selected/uploaded institutions in this function, or while working in a previous function during the current Data Center session, you will be prompted to 'Combine the two sets and eliminate duplicates', 'Keep only the institutions existing in the two sets', or 'Disregard the previous set and keep this one'.

The list of selected institutions will display on the **My Institutions** screen and the number of selected institutions will update on the status bar. You can add more institutions to this list by clicking on the By Names or UnitIDs link to search again, or by using one of the other available options from the **Select Institutions** toolbar, as shown below:

The VIEW/MODIFY button on the status bar can be selected at any time to make changes to the list of selected institutions.

When selecting institutions by using the **Create/Download an institution group** shortcut, you may click on the EXPORT button to download your list.

> **Comprehension Check:**
> Using the **EZ Group** option, create an institution group comprised of all Land Grant institutions in the state of Montana for data year 2006. The resulting institution group should contain a total of eight institutions. When finished, save the institution group to complete this exercise.
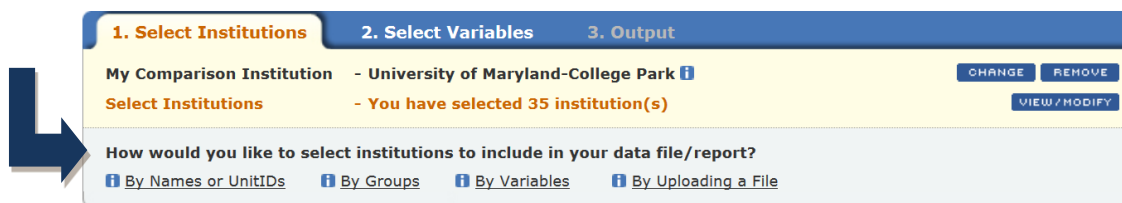
2.3.2 Automatic Group

Use this option to select the automatic peer group for an institution as developed by NCES. The **Automatic Group** option will be available only after a Comparison Institution for the current task is selected.

To utilize this option, place your cursor over the **By Groups** option then click on **Automatic Group**, as shown below:
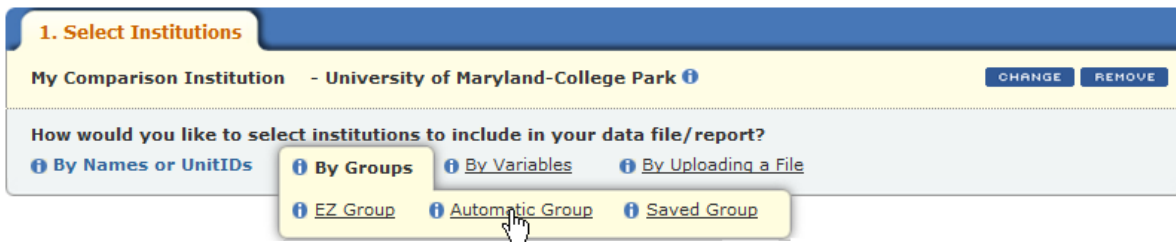
The system will automatically compile a list of peers for the selected Comparison Institution and add them to the My Institutions list for the current report. If you have already selected/uploaded institutions in this function, or while working in a previous function during the current Data Center session, you will be prompted to 'Combine the two sets and eliminate duplicates', 'Keep only the institutions existing in the two sets', or 'Disregard the previous set and keep this one'.

The list of selected institutions will display on the **My Institutions** screen and the number of selected institutions will update on the status bar. You can add more institutions to this list by clicking on the By Names or UnitIDs link to search again, or by using one of the other available options from the **Select Institutions** toolbar, as shown below:

The VIEW/MODIFY button on the status bar can be selected at any time to make changes to the list of selected institutions.

When selecting institutions by using the **Create/Download an institution group** shortcut, you may click on the [EXPORT] button to download your list.

> **Comprehension Check:**
> Using **Automatic Group,** generate a group of peers for Pennsylvania State University – Main Campus (UnitID 214777). The resulting institution group should contain approximately 35 institutions. When finished, save the institution group to complete this exercise.

2.3.3 Saved Group

Similar to the **Automatic Group** option, the **Saved Group** option allows you to load a saved institution group for a selected Comparison Institution defined by the institution itself.

To utilize this option, place your cursor over the **By Groups** option then click on **Saved Group**, as shown below:
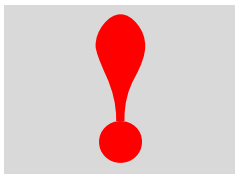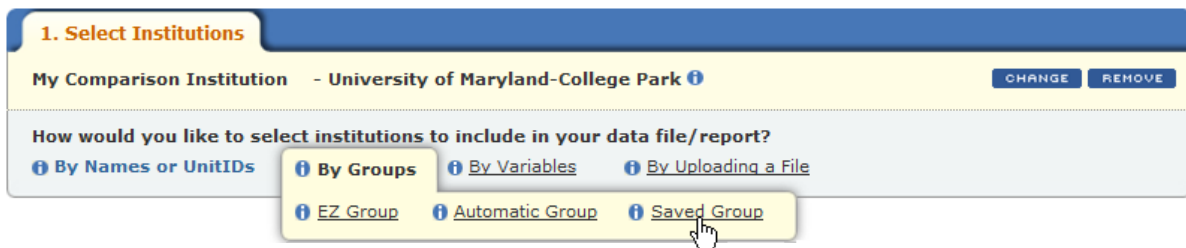
> **Critical information**
> Saved Groups are not available for all institutions. If a Saved Group is not available for the specified Comparison Institution, a message will appear prompting you to select another means of creating an institution group.

If you have already selected or uploaded institutions in your current Data Center session, you will be prompted to 'Combine the two sets and eliminate duplicates', 'Keep only the institutions existing in the two sets', or 'Disregard the previous set and keep this one'.

The list of institutions will display on the **My Institutions** screen and the number of selected institutions will update on the status bar. On this screen you have the option to select another method of adding institutions from the **Select Institutions** toolbar or modify the current list, as shown below:


The [VIEW/MODIFY] button on the status bar can be selected at any time to make changes to the list of selected institutions.

When selecting institutions by using the **Create/Download an institution group** shortcut, you may select the [EXPORT] button to download your list.

2.4 By Variables

The **By Variables** method allows you to search for institutions using any IPEDS variable or combination of variables. For example, you can access this option to select all institutions in the state of California with a total enrollment of more than 10,000 students.

To access this option, place your cursor over the **By Variables** link from the **Select Institutions** toolbar, as shown below:
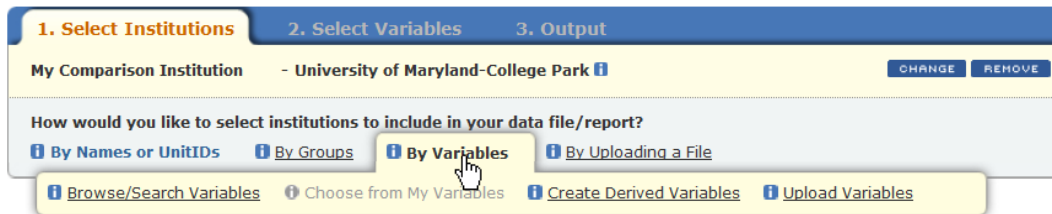
Start by choosing the variables that you want to use to define your institution group using one of the methods outlined below. If you have already selected/uploaded variables for a previous function during the current Data Center session, your existing **My Variables** list is displayed. Up to 20 variables can be selected to use as criteria for creating an institution group.

Browse/Search Variables
Browse the IPEDS Variable Tree by current year or survey, or search all variables by name or keyword.

Choose From My Variables
Choose from a list of any stored variables you have already selected and/or uploaded during the current session.

Create Derived Variables
Derive new variables using the existing IPEDS variables.

Upload Variables
Upload a saved variable list from a previous session.

For detailed instructions on the options available for selecting variables, please refer to *Chapter 3 – Create / Download a List of Variables*.

Key Terms: My Variables
As you navigate the Data Center, selecting IPEDS variables for various functions and purposes, these variables are stored in the **My Variables** list for easy access.

Any new variables that are selected during this process will be added to the **My Variables** list, as shown below:

Choose the variables for defining your institution group by clicking on the checkbox next to the variable you wish to select. Several other controls for variable list modification include the following:

[E] -- Select this option to **edit** the selected data years for a single variable. When the related pop-up screen is displayed, click on the corresponding checkboxes to select/unselect data years for the specified variable. When finished, click **Save** to apply these changes and return to the **My Variables** list.

[D] -- Select this option to **delete** the corresponding variable from the **My Variables** list.

[A/D] -- Select this option to **add** or **delete** data years for all variables from a particular section. When the related pop-up screen is displayed, click on the corresponding checkboxes to select/unselect data years. When finished, click **Save** to apply these changes and return to the **My Variables** list.

To clear all selections and start over, use the [DELETE ALL] button. When finished, click **Continue**.

You will be redirected to the **Institution Selection Form** (shown below). If a Comparison Institution for the current task is selected, the Comparison Institution Value for each variable will display on the right side of the screen, as shown below:
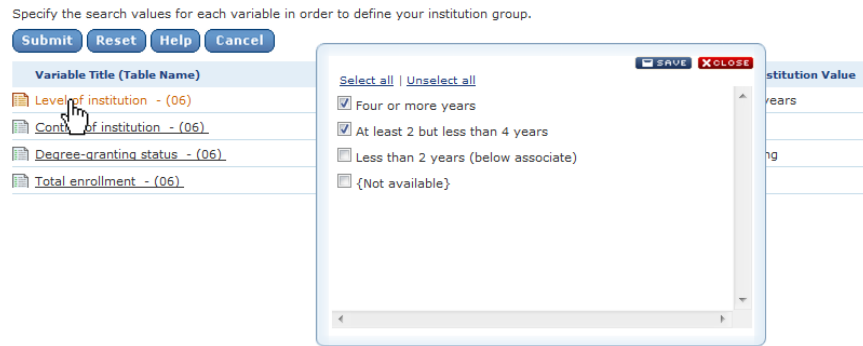
On this screen you must enter a search value for *each* variable. Click on a variable to open the corresponding **Search Value(s)** pop-up screen, as shown below:


Depending on the type of variable selected, you will be prompted to enter a search value(s) in one of two ways:

- By selecting one or more values from a list of available options (as shown in the example above); or

- By entering numeric values and using operators to define the search criteria. Numeric entries must be in the form of whole numbers and should not contain any special characters (e.g. commas, decimals, dollar signs, etc.). The only exception to this is ratio defined variables where use of a decimal point is required to enter search values.


For example, you may select the **>=** operator and enter **10000** to locate institutions with a total enrollment greater than or equal to 10,000 students, as shown below:
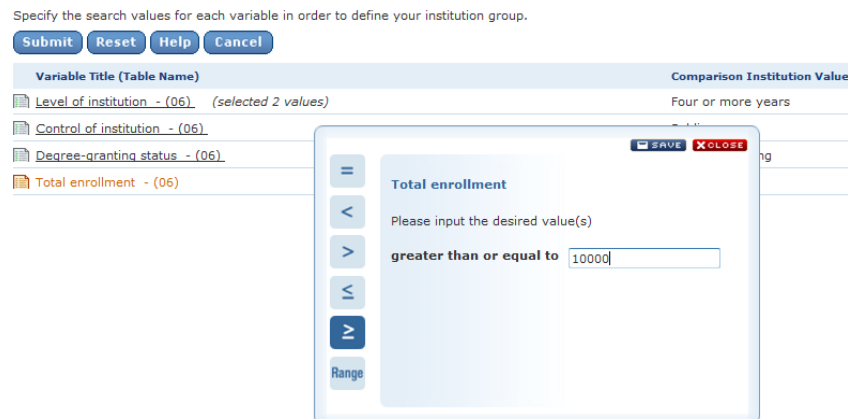
When the search values for a particular variable have been entered, click **Save** to save the entries and close the **Search Value(s)** pop-up screen. Repeat this process for each of the variables in the **Institutions Selection Form**. Reopen the **Search Value(s)** window for any variable at any time to modify the selections.

Once you have specified search values for *each* of the variables in the **Institutions Selection Form**, click **Submit.** Any institutions that match the specified criteria will be added to the **My Institutions** list for the current task. If you have already selected/uploaded institutions in this function, or while working in a previous function during the current Data Center session, you will be prompted to 'Combine the two sets and eliminate duplicates', 'Keep only the institutions existing in the two sets', or 'Disregard the previous set and keep this one'.
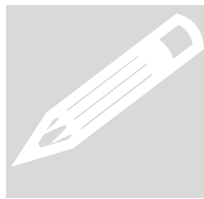
Comprehension Check:
Using the **By Variables** option, create an institution group comprised of all private not-for-profit four-year institutions in the District of Columbia. The list of variables should include **Sector of institution** and **State abbreviation**. All of the selected variables should be for the 2006-07 data year. The resulting institution group should contain a total of **12** institutions. When finished save the institution group to complete this exercise.

2.5 By Uploading a File

If an institution group was previously created and saved, it can be retrieved at any time by clicking on the **By Uploading a File** link from the **Select Institutions** toolbar, as shown below:

Critical information
A Power User account is required to upload Variable List files to the Data Center. Click on the link to **Login**, and then enter the User Name and Password when prompted. To obtain a Power User account click on **Login** then click the link to **Create an account**.

Once you have logged in, retrieve the file by entering the complete path and filename in the box provided, as shown below; or use the **Browse** button to locate the file on your computer's hard drive. Institution group files will have a filename extension of **.uid**.

Once the file is selected, click **Submit** to upload the saved institution group. If you have already selected or uploaded institutions for your current task, or while working in a previous task during the current Data Center session, you will be prompted to 'Combine the two sets and eliminate duplicates', 'Keep only the institutions existing in the two sets', or 'Disregard the previous set and keep this one'. The uploaded institutions will automatically be added to the My Institutions list for the current task.

2.6 Modifying the Institution Group

As institutions are selected, they will be added to the **My Institutions** list. The institutions in this list are stored throughout the current Data Center session for use with any generated data files or reports. Add more institutions to the list at any time by clicking on one of the available options under the **Select Institutions** tab.

To make changes to the list, click on the **Modify** button at the top right of the displayed list; then use the corresponding check boxes to select the institutions to keep or remove using the following options to finalize your selections:

Keep Selected
Using the checkboxes provided, select the institutions to *keep* in the institution group; then click on **Keep Selected**. Any institutions that have not been selected will be removed from the list.

Remove Selected
Using the checkboxes, identify any institutions to *remove* from the institution group; then click on **Remove Selected** to delete them from the list.

Remove All
Select this option to delete all of the existing institutions from the institution group.

2.7 Downloading the Institution Group

You may download the institution group in zipped, comma separated values (CSV) format. To do this, select the **Create/Download institution group** option from the **Main Menu**; then, from the **My Institutions** view, click on **Export**. This is shown below:
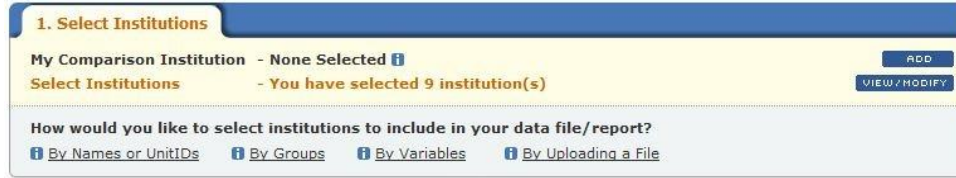
The browser will walk you through the file save process. The filename extension for the saved institution group will be **.uid**.

Create / Download a List of Variables

This chapter contains detailed instructions for creating, modifying, and saving a list of variables for a data file or report in the IPEDS Data Center.

I PEDS variables are the units of data collected annually from all providers of postsecondary education in the United States. They are criteria for comparing, analyzing, and evaluating institutions in the IPEDS Data Center. Variables cover a wide-range of topics, including basic institutional characteristics, admissions considerations, enrollment and retention rates, graduation and program completion rates, student financial aid, institutional finances, and human resources.

To get started creating a list of variables you may select a task from the **Main Menu** or create a list of variables without going to a task by selecting the **Create/Download a list of variables** from the **Shortcuts** menu. Use **Create/Download a list of variables** for the option to download your list of variables. To select variables within a task use the Table of Contents to determine which chapter of this manual matches your selected task and proceed to that chapter. Refer back to this chapter when you have reached the step in your task for selecting variables.

There are several options available for selecting variables. It is a good idea to familiarize yourself with each method (visit the corresponding section or click on the links below to learn more about each):

> **3.1 Browse/Search Variables**
> **3.2 Create Derived Variables**
> **3.3 Upload Variables**

As variables are selected they will be stored in the **My Variables** list for easy access during the current Data Center session. This list can be modified at any time or saved for future use in subsequent Data Center sessions. Visit the additional sections in this chapter listed below for more information or click on the links below to learn more about each:

> **3.4 Modifying a List of Variables**
> **3.5 Downloading a List of Variables**

Critical information

Not all IPEDS variables are compatible with all reports. For example, categorical variables such as geographic region cannot be used in Statistics and Sorting reports, and will not appear in the variable tree under those options. The variable count will reflect both the total number of variables selected, and the number that can be used in the current report.

3.1 Browse/Search Variables

Select this option to browse a list of IPEDS variables or search for variables by name or keyword.

You may access this option at any time by clicking on the **Browse/Search Variables** link from the **Select Variables** toolbar. The IPEDS Variable Tree will be displayed, as shown below:
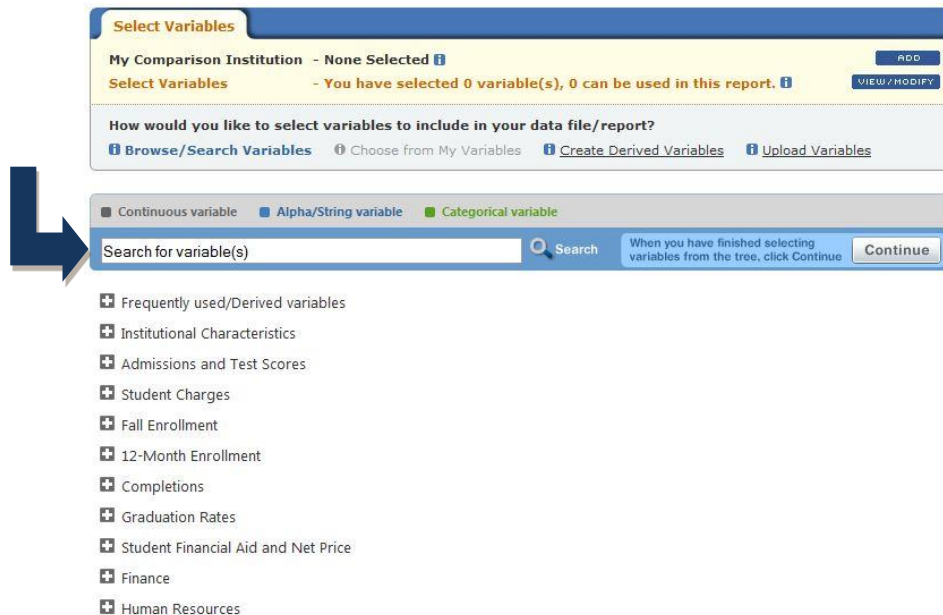
The IPEDS Variable Tree is comprised of all existing IPEDS variables, for all available data years, categorized by the IPEDS survey from which the data was collected.

You may search for variables by full name, partial name, or keyword. Enter your search criteria in the **Search for a Variable** box, as shown below. A list of potential matches will display as text is entered:
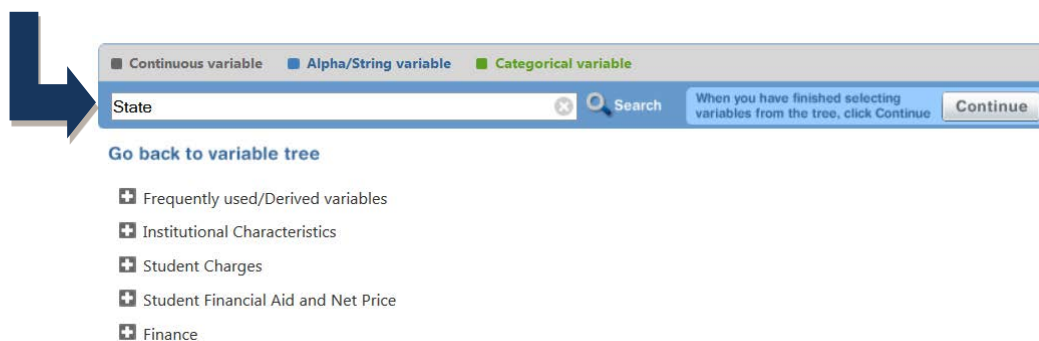
Hints & Tips

When searching for variables by keyword, keep the search criteria as simple as possible. Try limiting entries to just one or two key terms, such as "enrollment" or "admissions yield" in order to return the most comprehensive list of search results possible.

You can browse the tree by, clicking on the ▣ icon to expand a section of the tree, and the ▬ icon to collapse it. Once a category is expanded, that section of the tree is highlighted in orange, as shown below:
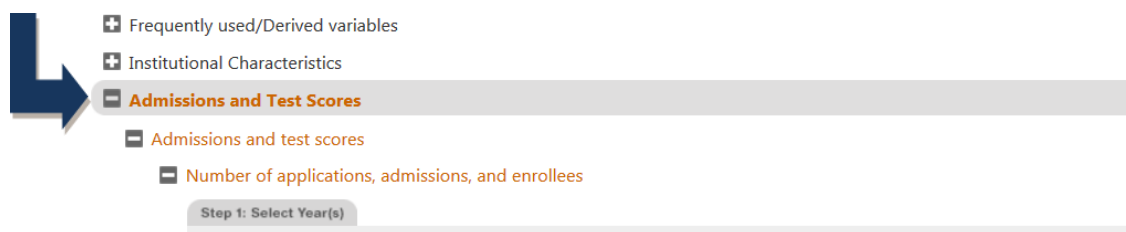
When using the variable tree, the IPEDS Survey categories may be used for guidance. Variables are broadly grouped into the following categories:

Survey Categories	Category Summary
Frequently Used and Derived Variables	Includes the most commonly referenced or derived variables in the IPEDS universe. Start your search here – you may be able to find the desired data among this list of frequently used variables.
Institutional Characteristics	Includes variables related to basic institutional data and directory information such as: --Address, telephone number, and website. --Educational offerings and mission statements; --Control/affiliation, award levels offered, calendar system. -- Student charges, including tuition and required fees and room and board charges for institutions with full-time, first-time degree/certificate-seeking undergraduate students.
Admissions and Test Scores	Includes variables related to admissions considerations and requirements, the number of applicants, admissions, and subsequent enrollees during a specified data year, and 25th and 75th percentile SAT and ACT test scores of applicants.
Student Charges	Includes variables related to institutional cost of attendance including tuition and required fees, room and board charges, cost of books and supplies, and misc. expenses.
Fall Enrollment	Includes variables related to fall enrollment for all students enrolled in credit-bearing courses/programs which could potentially lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees such as: --The number of full-time and part-time students enrolled at an institution in the fall broken down by various demographics such as race/ethnicity, gender, age, level of study, and major field of study. --Retention rates for the full-time and part-time fall cohort.

12-Month Enrollment	Includes variables related to 12-month enrollment data collected for undergraduate and graduate levels. The 12-month reporting period is July 1-June 30. Data collected/calculated includes:
	    --12-month unduplicated headcounts broken down by level of student and by race/ethnicity and gender,
	    --12-month Instructional activity (contact or credit hours); and
	    --Full-time equivalent (FTE) enrollment (calculated based on instructional activity).
	FTE is used in computing expenses by function per FTE and revenues per FTE, which are reported on the IPEDS Data Feedback Report.

Completions	Includes variables related to award levels ranging from postsecondary certificates of less than 1 year to doctoral degrees such as:
	    --Degree completions by level and other formal awards by length of program, by race/ethnicity and gender of recipient, and by program (6-digit CIP code).
	    --Data on the number of completers at an institution by gender, by race and ethnicity, and by age. These data are collected at the total as well as by award level.

Graduation Rates	Includes graduation data for full-time, first-time degree/certificate seeking undergraduate students such as variables related to:
	    --The number of students who graduate within 150% of the normal time, by race/ethnicity and gender.
	    --The number of students receiving a Bachelor's or equivalent degree within a 4-year, 5-year, or 6-year time period, by race/ethnicity and gender.
	    --The number of students receiving athletically related student aid, and graduation rate data for these students.

Student Financial Aid	Includes financial aid data collected for full-time, first-time degree/certificate seeking undergraduate students such as variables related to federal grants, state and local government grants, institutional grants, loans, the number of students receiving each type of assistance, and the average amount of assistance received.

Finance	This includes data related to the financial condition of the institution such as: --Revenues by source (e.g., tuition and fees, government grants and contracts, private gifts); --Expenses by function (e.g., instruction, research, academic support, institutional support); --Assets and liabilities --Scholarships and fellowships
Human Resources	Includes variables related to institutional staffing and salaries, such as: --The number of full-time and part-time institutional staff by function/occupational category. --The number of full-time faculty broken down by contract length and salary class intervals. --Tenure of full-time faculty by academic rank. --Total and average salary outlays for full-time instructional faculty by academic rank.

Hints & Tips

When browsing the tree, notice that variables are not listed in alphabetical order, but rather in the order in which they appear in the related IPEDS survey.

Within each category, colors are used to identify variables as **Continuous**, **Alpha/String**, or **Categorical**. For convenience, a "key" is provided at the top of the **Select Variables** toolbar to help you quickly and easily identify the different types of variable, as shown below:

Types of Variables

A **Continuous variable** can take on any possible value within the limits of the variable range (such as total student enrollment or salary outlays of full-time instructional staff);

An **Alpha/String variable** has a unique, alpha-numeric value gathered from a single source (such as institution name or street address); and

A **Categorical variable** can only take on one of a fixed set of possible values (such as sector of institution or geographic region).

To view a detailed description of any variable, click on the adjacent 🛈 icon. A pop-up screen will appear containing a description of the variable, its IPEDS survey source, the variable value set (for categorical variables such as geographic region, sector of institution, etc.), and value statistics, where available.

To make a selection, complete all steps for your chosen variable. Multiple variables can be selected from different sections of the tree, as shown below: Some variables require additional Qualifying Variables to be selected in order to further define the selected data items. These variables incorporate an alternate three-step selection process, as shown below:

Click on the corresponding links in **Step 2: Select Qualifying Variables** to specify values for *each* of the additional data elements indicated. When the related pop-up screen appears, select one or more values of interest from the list of available options, as shown below:

In addition, you can search for values by name (or partial name) by entering criteria in the **Enter Search Terms** box. As shown below, a list of potential matches will be displayed as text is entered:

Once a selection has been made, click 🖫 Save to save all entries and close the pop-up screen. You may reopen this window at any time to modify the selected values. As variables are chosen, a count of the selections will appear next to each data element:

Critical information

It is important to make sure that values have been entered for *each* of the data elements indicated. Otherwise an error will occur, and you will be prompted to fill in the missing values before continuing.

When finished, click **Continue**. The specified variables will be added to the **My Variables** list, as shown below:

Please click on the continue button to download the following list of variables.

Continue ⓘ

My Variables   E Edit Years   D Delete Variable   A/D Modify years for all variables in a file   DELETE ALL

Frequently used/Derived variables: Total cost of attendance			A/D
Year	**Variable**		
2006-07	Total price for in-state students living on campus 2006-07	E	D
2006-07	Total price for out-of-state students living on campus 2006-07	E	D

Fall Enrollment: Age category, gender, attendance status, and level of student				A/D
Year	**Variable**	**Level of student**	**Age category**	
Fall 2005	Grand total	Undergraduate	Age 20-21	E D
Fall 2005	Grand total	Undergraduate	Age 22-24	E D

Comprehension Check:

Using the **Browse/Search Variables** option, search for variables related to the keyword *faculty*. From the search results screen, select **Tenure status and academic rank of full-time faculty**, and add this variable to the **My Variables** list using whatever data years and qualifying variable values deemed appropriate. When finished, save the Variable List to complete this exercise.

3.2 Create Derived Variables

The **Create Derived Variables** option allows you to make new, custom variables through addition, subtraction, or ratio of the existing IPEDS survey variables. For example, you might divide the average amount of institutional grant aid received by students at an institution by the total price of attendance in order to compute the percentage of costs typically met by such funding.

To access this option, click on the **Create Derived Variables** link from the **Select Variables** toolbar, as shown below:

Select Variables

My Comparison Institution	- None Selected ⓘ	ADD
Select Variables	- You have selected 4 variable(s), 4 can be used in this report. ⓘ	VIEW/MODIFY

How would you like to select variables to include in your data file/report?

ⓘ Browse/Search Variables   ⓘ Choose from My Variables   ⓘ Create Derived Variables   ⓘ Upload Variables

Hints & Tips
Before creating a new derived variable, check the **Frequently Used / Derived Variables** section of the IPEDS Variable Tree. This section of the tree contains some of the most commonly referenced or derived variables in the IPEDS universe. As such, the data of interest may already be available there.

When creating a derived variable, the first step is to specify the type of calculation to perform:

To create a variable, select the calculation type, then click Continue.

Derived Variables

Calculation Type: ⊙ Summation   ○ Difference   ○ Ratio

Continue

Click on the option button for one of the following types; then click **Continue**.

Summation

This option allows you to combine the values of two or more IPEDS variables. For example, you might add the number of Bachelor's degrees awarded in Engineering, Biology, Math, and Physical Science to compute the total number of B.S. degrees awarded in Math and Sciences.

Difference

This option allows you to subtract the value of one IPEDS variable from another. For example, you might subtract the number of students admitted to an institution in a specified academic year from the number that applied in order to determine the number of applicants that were denied admission.

Ratio

This option allows you to divide the value of one IPEDS variable by another. For example, you might divide institutional expenditures related to salaries and wages by total expenses in order to derive the percentage of operating costs allocated to salaries at a selected institution.

Once the calculation type has been identified, the next step is to choose the variables to use to define the derived variable. By default, the IPEDS Variable Tree is displayed. You may browse the list of IPEDS variables, upload variables, choose from any variables currently in your **My Variables** list, or search for variables by name or keyword, as shown below:

■ Continuous variable   ■ Alpha/String variable   ■ Categorical variable

Grand Total   ⊗ 🔍 Search   When you have finished selecting variables from the tree, click Continue   Continue

To add components to derived variable choose from the following options: Browse Variables · Upload Variables · Choose From My Variables

Go back to variable tree

➕ Frequently used/Derived variables
➕ Fall Enrollment

When uploading or choosing from **My Variables**, you may select a different way to select variables by clicking on the ▶ SELECT YOUR OPTIONS button at any time, as shown below. If you no longer wish to create a derived variable, use the click here link to return to the main **Select Variables** toolbar, also shown below:

Throughout this process, any new variables that are selected while adding components to the derived variable will be stored in the **My Variables** list for future use.

Once you have chosen your variables, continue on to the section that corresponds with the type of derived variable you are creating (or use the links below):

> **3.2.1 Summation Variables**
> **3.2.2 Difference Variables**
> **3.2.3 Ratio Variables**

3.2.1 Summation Variables

To calculate a summation variable, click on the corresponding checkboxes to select the variables to combine; then click **Continue**. A pop-up screen will appear to enter a name for the variable (required) and an optional description, as shown below:

When satisfied with the entries, click **Finish**. The derived variable will be added to the **My Variables** list, as shown below:

3.2.2 Difference Variables

To calculate a difference variable, click on the corresponding option buttons to select the **A** and **B** components of the derived variable. In this case, the **A** component is the original value to subtract *from*, and the **B** component is the value to take away, as shown below. Once both components of the derived variable have been identified, click **Continue**; a pop-up screen will appear to enter a name for the variable (required) and an optional description, as shown below:

When you are satisfied with all entries, click **Finish**. The derived variable will be added to the **My Variables** list, as shown below:

3.2.3 Ratio Variables

To calculate a ratio variable, click on the corresponding option buttons to select the **A** and **B** components of the derived variable. In this case, the **A** component serves as the numerator and the **B** component as the denominator of the derived variable, as shown below. When finished click **Continue**; a pop-up screen will appear to enter a name for the variable (required) and an optional description, as shown below:

When satisfied with the entries, click **Finish**. The derived variable will be added to the **My Variables** list, as shown below:
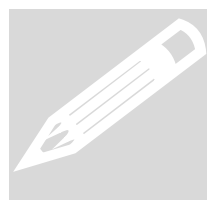

Comprehension Check:
Using the **Create Derived Variables** option, compute average institutional grant aid received as a percent of the total price of attendance. This will be a ratio derived variable with **Average amount of institutional grant aid received** as the numerator, and **Total price for in-state students living on campus** as the denominator. When finished, save the Variable List to complete this exercise.

3.3 Upload Variables

If you have a previously saved list of variables, you may upload this list at any time in your current Data Center session. Uploading a list of variables to your current Data Center session will overwrite any variables you have already selected.

To upload a list of variables navigate to the **Select Variables** tab in your current task; then, click on the **Upload Variables** link from the **Select Variables** toolbar, as shown below:
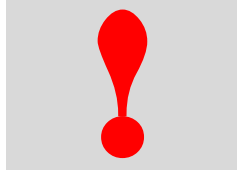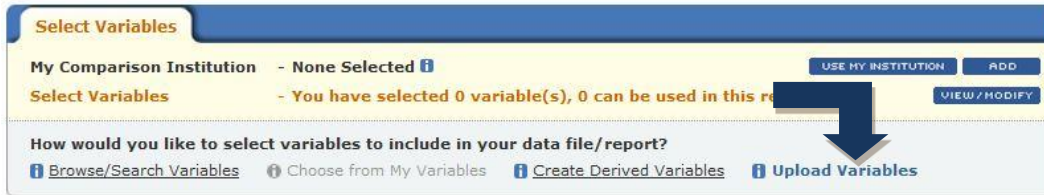
Critical information

A Power User account is required to upload Variable List files to the Data Center. Click on the link to **Login**, and then enter the User Name and Password when prompted. To obtain a Power User account click on **Login** then click the link to **Create an account**.

Once you have logged in, retrieve the file by entering the complete path and filename in the box provided, as shown below; or use the **Browse** button to locate the file on the computer's hard drive. Variable List files will have a filename extension of **.mvl**.

When finished, click **Submit**. The uploaded variables will automatically be added to the **My Variables** list for the current report.

3.4 Modifying a List of Variables

As variables are selected, they are added to the **My Variables** list. The variables in this list are stored throughout the current Data Center session for use with any generated data files or reports. Add more variables to the list at any time by navigating to the **Select Variables** tab. Click directly on the tab or use the VIEW/MODIFY button shown below to access the **Select Variables** toolbar and your current **My Variables** list.

Critical information

Click on the active column headers to sort the list by variable. When browsing the tree, notice that variables are not listed in alphabetical order, but rather in the order in which they appear in the related IPEDS survey.

You may add to this list or make changes at any time. The following actions are available for modifying the list of variables:

A/D -- Select this option to **add** or **delete** data years for all variables from a particular file. When the related pop-up screen is displayed, click on the corresponding checkboxes to select/unselect data years for the specified file. When finished, click **Save** to apply these changes and return to the **My Variables** list.

E -- Select this option to **edit** the selected data years for a single variable. When the related pop-up screen is displayed, click on the corresponding checkboxes to select/unselect data years for the specified variable. When finished, click **Save** to apply these changes and return to the **My Variables** list.

D -- Select this option to **delete** the corresponding variable from the **My Variables** list.

3.5 Downloading a List of Variables

You may download your list of variables in zipped, comma separated values (CSV) format. To do this, select the **Create/Download a list of variables** option from the **Main Menu**; then, from the **My Variables** view, click on **Continue**. This is shown below:
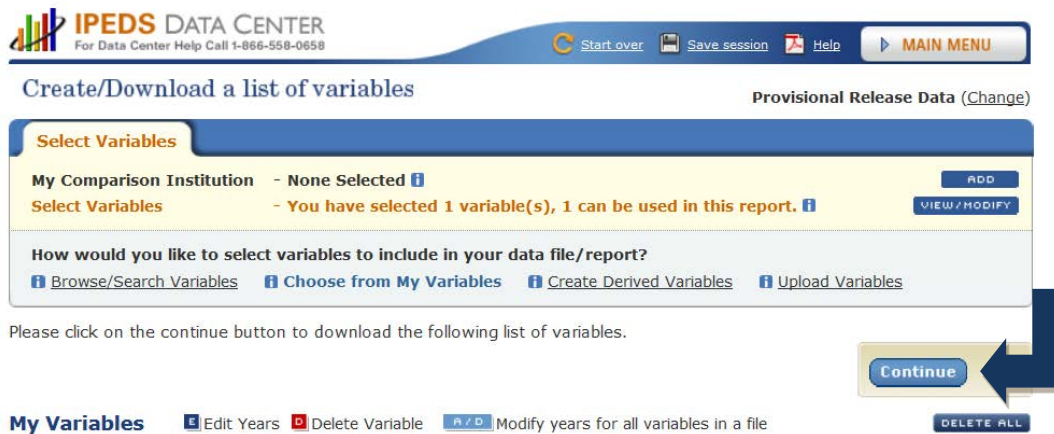
The browser will walk you through the file save process. The filename extension for the saved institution group will be **.mvl**. Do not change the extension from **.mvl** or the system will not be able to recognize the file when uploading.

Look up an Institution

This chapter contains detailed instructions for retrieving data for a single institution in the IPEDS Data Center.

T he **Look up an Institution** option allows you to quickly access data for a single institution in the IPEDS Data Center. This feature can be used to create an **Institution Profile** with selected IPEDS data for a chosen institution for the most recent data year.

This option may also be used to view frequently accessed information in specific subject areas, such as financial and human resources, student financial aid, admissions, enrollment, and graduation rates. You may view, print, or download Reported Data for the selected institution as entered in the original IPEDS survey forms for the current or previous years. In addition, you may access the available years of Data Feedback Reports using this option.

To access this option, click on **Look up an Institution** from the Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institution

To view the data available for a specific institution, use the By Names or UnitIDs link to search for that institution. If you have already selected or uploaded a group of institutions during a previous function in the current Data Center session, the existing **My Institutions** list will display. Click on an institution from the list to view the available data as shown in the example below:

Step 2 – Select and View Data

Once an institution has been selected, the following links will be available at the top of the screen to navigate between the options for retrieving data:

Institution Profile

The Institution Profile option allows you to view a snapshot of commonly referenced IPEDS data for the selected institution from the most recent data year. This includes a wide-range of information; such as, general institution characteristics; student enrollment, graduation, and retention rates; and the percentage of students that received financial aid by type. By default, this report is automatically displayed once an institution is selected. Click on one of the available subject areas to view the data within that category on-screen, as demonstrated in the example below:

University of Maryland-College Park (change institution)

Institution Profile | Reported Data | Data Feedback Reports   Expand All | Collapse All | Print | Download PDF

➕ Institution Characteristics

➕ Admissions and Test Scores

➕ Student Charges

➖ Student Financial Aid

Student Financial Aid, 2012-13

	Percent receiving aid	Average amount of aid received
All undergraduate students		
Any grant or scholarship aid	50%	$8,152
Pell grants	19%	$4,140
Federal student loans	36%	$6,773

You may click on the 📄 Download PDF link to download the **Institution Profile**.

Reported Data

Select the Reported data link to view and print IPEDS data for the selected institution as reported in the original survey forms.

When the **Reported Data** screen opens, start by choosing a data year from the list on the left side of the screen:

University of Maryland-College Park (change institution)

Institution Profile | Reported Data | Data Feedback Reports

2012	Institutional Characteristics
2011	Fall Enrollment
2010	12-Month Enrollment
2009	Completions
2008	
2007	Graduation Rates
2006	GR 200
2005	Student Financial Aid and Net Price
2004	Finance
2003	
2002	Human Resources
2001	

Next, click on the desired survey to view the actual survey forms completed by the selected institution during the specified data year on-screen, as shown below:

From this window, you may click the ⊟ Print link to print the survey forms, or click the 🅰 Download PDF link to download the survey in printable, PDF format.

When finished, click the ❎ button to close this window and return to the main **Reported Data** screen.

Data Feedback Reports

Click the Data Feedback Reports link to view the list of available DFRs for the current institution.

Key Terms - IPEDS Data Feedback Report
Released annually, the **IPEDS DFR** is intended to provide institutions with a context for examining the data they have submitted to IPEDS. The report compares institutions with either a custom-created or NCES-generated group of peer institutions based on a wide-range of IPEDS survey data.

The available years of reports are presented in printable, PDF format, as shown below. Click on the corresponding link to view/download the IPEDS DFR for the desired year:

For detailed instructions on how to custom-create a DFR, please refer to Chapter 12 - *Customize DFR*.

Within each of the above options, you may click on the (change institution) link at any time to return to the Institution List and retrieve data for another institution in the IPEDS universe.

When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

> **Comprehension Check:**
> Using the **Look up an institution** option, retrieve data for UnitID 163046, Loyola University in Maryland. View the **Admissions** data available for this institution; then download and review the full **Institution Profile** in PDF format to complete this exercise.

Compare Individual Institutions

This chapter contains detailed instructions for quickly retrieving and comparing data for multiple institutions in the IPEDS Data Center.

T he **Compare Individual Institutions** option allows you to access raw data for a selected group of institutions for one or more IPEDS variables. These data can be viewed on-screen in tabular format, or downloaded in comma separated values (CSV) format, importable into a variety of standard software packages for further analysis.

To access this option, click on **Compare Individual Institutions** from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section **_1.1 Getting Started_**.

Step 1 – Select Institutions

Start by selecting the institution to include in the custom data files. As institutions are selected, they will be added to the My Institutions list for the current report. A count of the selected institutions can be found at the top of the screen:

ID	Institution Name	City	State
134097	Florida State University	Tallahassee	FL
139755	Georgia Institute of Technology-Main Campus	Atlanta	GA
198419	Duke University	Durham	NC
217882	Clemson University	Clemson	SC
199120	University of North Carolina at Chapel Hill	Chapel Hill	NC
199193	North Carolina State University at Raleigh	Raleigh	NC
199847	Wake Forest University	Winston Salem	NC
234076	University of Virginia-Main Campus	Charlottesville	VA

Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to ***Chapter 2 - Create / Download an institution group***.

This status bar is displayed at all times for reference. The [VIEW/MODIFY] button can be selected at any time to make changes to the list of selected institutions. When finished selecting institutions for the report, click **Continue**.

Step 2 – Select Variables

Next, select the IPEDS variables to include in the report. If variables have already been selected or uploaded for a previous task during the current Data Center session, the existing **My Variables** list will be displayed. This includes any derived variables you may have created.

> **Key Terms - My Variables**
> As you navigate the Data Center, selecting IPEDS variables for various functions and purposes, these variables are stored in the **My Variables** list for easy access to use them again during the current session.

You may select up to 250 variables to include in this report. Choose from the existing variables in the **My Variables** list, or select a new variable for this report. At this time select only one data year – additional years for generating the trend report will be selected in the next step. For detailed instructions on the options for selecting variables, please refer to ***Chapter 3 – Create / Download a List of Variables***.

Any new variables that are selected for this report will be added to the **My Variables** list, as shown below. A count will appear at the top of the screen:

When finished, click **Continue**. You may return to the **My Variables** list and select an alternate variable for the report at any time by clicking on the `VIEW/MODIFY` button in the status bar at the top of the screen.

Hints & Tips
Now that an institution group and a Variables List are created, this might be a good time to save the progress if this has not already been done. Remember that you may click on **Save Session** at any time to save the information from the current Data Center session (for more information see section *1.2 Helpful Hints and Tips*)

Step 3 – Output

The final step is to customize the report settings using the formatting choices in the **Output** screen.

– Select the identification variables to use. Institutions can be identified by name alone, or by name *and* UnitID. Click on the corresponding option button to choose the desired configuration for the current report.

> Which identification variables would you like to include?
> ○ Institution name only ◉ Both Institution name and UnitID

– You must also indicate how to display the variable names in the report. To include a full description of each variable, select the **Long variable name** option. To use abbreviated labels of eight characters or less choose the **Short variable name** option. If a large number of variables have been selected for the report (five or more) it is generally best to use long variable names to more easily differentiate between columns of data.

> Would you like long or short (maximum 8 characters) variable names?
> ○ Short variable name ◉ Long variable name

– Next, indicate how to receive the data. You may view the results on-screen in HTML format, or download the data in comma separated values (CSV) format viewable in Microsoft Excel and most other spreadsheet applications. Click on the corresponding option button to choose the desired format for the report.

> In what format would you like to receive your data?
> ○ View on screen ◉ Download in comma separated format

When downloading the results, the option to download an additional document containing value labels for the data is available, as shown below:

> Do you want to include value labels?
> ◉ Yes ○ No

– Lastly, indicate whether or not to include imputation and status flags in the report results.

> **Key Terms: Imputation and Status Flags**
> An **Imputation Flag** is an indicator on a data file that shows whether or not a value was imputed (e.g. a statistical estimate was substituted in place of missing data). A **Status Flag** identifies an institution's progress toward satisfying reporting requirements (e.g. no data, edited, locked, complete, etc.).

When satisfied with the formatting choices, click **Continue** to generate the report.

Step 4 – View the Results

If **View on screen** was selected, the report will be displayed in tabular format, as shown below.

Bob's Institution Comparison Report   Modify report options

Institution Name	Total price for in-state students living on campus(DRVIC2006)	Total price for out-of-state students living on campus(DRVIC2006)	Total enrollment(HD2005)	Full-time enrollment(DFR2005)
Clemson University	20334	30758	17165	15319
Duke University	45795	45795	14075	13493
Florida State University	14515	27647	39146	32481
Georgia Institute of Technology-Main Campus	16020	31366	17135	15380
North Carolina State University at Raleigh	14453	26651	30148	23120

You may click on [Modify report options] at any time to return to the **Output** screen and modify the report settings. The Download value label file is available for reference at the top of the table.

When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

> **Comprehension Check:**
> Using the **Compare individual institutions** option, generate a report that includes the 4-year, 5-year, and 6-year graduation rates for Bachelor's degree-seeking students at private, not-for-profit, 4-year institutions in the Southwest region of the United States. Use the **By Variables** option to create the institution group. View the results on-screen to complete this exercise.

Sort Institutions on One Variable

This chapter contains detailed instructions for generating a report that sorts a group of institutions based on the value of a single variable in the IPEDS Data Center.

T he **Sort Institutions on One Variable** option allows you to generate a report that sorts a group of institutions based on the value of a single IPEDS variable of the choice. For example, you might sort a selected group of institutions based on the price of attendance to determine which is the most affordable, or highlight a particular institution (the Comparison Institution), and evaluate how its graduation rate compares amongst a group of its peers.

To access this option, select the **Sort Institutions on One Variable** option from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institutions

Start by selecting the institution to include in the custom data files. For this report, you must select at least **three** institutions (not including a Comparison Institution) to compare in the report. As institutions are selected, they will be added to the My Institutions list for the current report, as shown below. A count of the selected institutions can be found at the top of the screen:

ID	Institution Name	City	State
134097	Florida State University	Tallahassee	FL
139755	Georgia Institute of Technology-Main Campus	Atlanta	GA
198419	Duke University	Durham	NC
217882	Clemson University	Clemson	SC
199120	University of North Carolina at Chapel Hill	Chapel Hill	NC
199193	North Carolina State University at Raleigh	Raleigh	NC
199847	Wake Forest University	Winston Salem	NC
234076	University of Virginia-Main Campus	Charlottesville	VA

This status bar is displayed at all times for reference. The **VIEW/MODIFY** button can be selected at any time to make changes to the list of selected institutions.

Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to ***Chapter 2 - Create / Download an institution group***.

When finished selecting institutions for the report, click **Continue**.

Step 2 – Select Variables

Next, select the IPEDS variable to use to sort the institutions in the report. If variables have already been selected or uploaded for a previous task during the current Data Center session, the existing **My Variables** list will be displayed. This includes any derived variables you may have created.

> **Key Terms - My Variables**
> As you navigate the Data Center, selecting IPEDS variables for various functions and purposes, these variables are stored in the **My Variables** list for easy access to use them again during the current session.

Choose from the existing variables in the **My Variables** list, or select a new variable for this report. At this time select only one data year – additional years for generating the trend report will be selected in the next step. For detailed instructions on the options for selecting variables, please refer to ***Chapter 3 – Create / Download a List of Variables***.

When finished, click **Continue**. You may return to the **My Variables** list and select an alternate variable for the report at any time by clicking on the **VIEW/MODIFY** button in the status bar at the top of the screen.

Step 3 – View and Print the Results

The report will display on-screen in HTML format with the results shown in descending order (e.g. highest to lowest value). If a Comparison Institution has been selected, it will be highlighted in yellow, as shown below:

Sort institutions on one variable report for:
Price of attendance for full-time, first-time undergraduate students (academic year programs): Total price for out-of-state students living on campus 2006-07 (06)   🖨 Print report   📄 Download PDF

Institution Name ▲	City ▲	State ▲	Value ▲
Duke University	Durham	NC	45,795
Wake Forest University	Winston Salem	NC	43,750
University of Virginia-Main Campus	Charlottesville	VA	35,864
University of Maryland-College Park	College Park	MD	33,989
Georgia Institute of Technology-Main Campus	Atlanta	GA	31,366
Clemson University	Clemson	SC	30,758
University of North Carolina at Chapel Hill	Chapel Hill	NC	30,077
Florida State University	Tallahassee	FL	27,647
North Carolina State University at Raleigh	Raleigh	NC	26,651

Note: The active column headings for **<u>Institution Name, City, State, and Value</u>**. You may click on any of these headings to sort the results in ascending or descending order accordingly. You may also click on **Print report** at any time to print a copy of the report, or on **Download PDF** to view the results in printable, PDF format.

When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

Comprehension Check:
Using the **Sort institutions on one variable** option, generate a report that sorts all 4-year, degree-granting institutions in the state by Total Enrollment, using the most recent Fall Enrollment data available. When finished, print a copy of the report to complete this exercise.

View Trend for One Variable

This chapter contains detailed instructions for generating a report that evaluates a single variable over time for one or more institutions in the IPEDS Data Center.

T he **View Trend for One Variable** option allows you to generate a report evaluating a single IPEDS variable over time for a selected institution or group of institutions. For example, you might want to assess changes in female enrollments at an institution over a five year period, or highlight a particular institution (the Comparison Institution), and evaluate how its year-over-year changes in cost of attendance compare with those of a selected group of peer institutions.

To access this option, choose the **View Trend for One Variable** option from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institutions

Start by selecting the institution to include in the custom data files. As institutions are selected, they will be added to the My Institutions list for the current report, as shown below. A count will appear at the top of the screen:

This status bar is displayed at all times for reference. The **VIEW/MODIFY** button can be selected at any time to make changes to the list of selected institutions.

Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to *__Chapter 2 - Create / Download an institution group__*

When finished selecting institutions for the report, click **Continue**.

Step 2 – Select Variables

Next, select the IPEDS variable to evaluate in the report. If variables have already been selected or uploaded for a previous function during the current Data Center session, the existing **My Variables** list will be displayed. This includes any derived variables you may have created.

> **Key Terms - My Variables**
> As you navigate the Data Center, selecting IPEDS variables for various functions and purposes, these variables are stored in the **My Variables** list for easy access to use them again during the current session.

Choose from the existing variables in the **My Variables** list, or select a new variable for this report. At this time select only one data year – additional years for generating the trend report will be selected in the next step. For detailed instructions on the options for selecting variables, please refer to *__Chapter 3 – Create / Download a List of Variables__*.

When finished, click **Continue**. You may return to the **My Variables** list and select an alternate variable for the report at any time by clicking on the **VIEW/MODIFY** button in the status bar at the top of the screen.

Step 3 – Select Years for Trends Analysis

A list of available data years will be displayed on this screen, as shown below:

Trend report for: Total cost of attendance, Total price for in-district students living on campus 2013-14				Continue
[select all | unselect all]				
☑ 2013-14	☐ 2012-13	☑ 2011-12	☐ 2010-11	☑ 2009-10
☐ 2008-09	☐ 2007-08	☐ 2006-07	☐ 2005-06	☐ 2004-05
☐ 2003-04	☐ 2002-03			

Click on the corresponding checkboxes to select the data years to include in the report. You may also click on **select all** to include all of the available data years in the report, or **unselect all** to clear any selections that have been made and start again. When satisfied with the selections, click **Continue** to generate the report.

Step 4 – View, Print, and Graph the Results

The report will be displayed on-screen in HTML format. If a Comparison Institution has been selected, it will be highlighted in yellow, as shown below:

Trend report for: Total cost of attendance, Total price for in-district students living on campus 2013-14

🖨 Print report   📥 Download CSV   📄 Download PDF

| Graph	UnitID	Institution Name	2009-10	2011-12	2013-14
📊	110635	University of California-Berkeley	28,312	32,632	33,319
📊	110662	University of California-Los Angeles	26,617	31,556	32,416
📊	145637	University of Illinois at Urbana-Champaign	25,522	27,628	29,086
📊	163286	University of Maryland-College Park	21,677	22,632	23,734
📊	170976	University of Michigan-Ann Arbor	23,721	25,204	26,240
📊	199120	University of North Carolina at Chapel Hill	17,851	21,315	24,024

You may click on **Print report** to open a printable copy of the report. You may also click on **Download CSV** to download the results in comma separated values (CSV) format (viewable in Microsoft Excel and most other spreadsheet applications), or on **Download PDF** to view the results in printable, PDF format.

Click on the adjacent 📊 icon to view a graph of the results for a selected institution, as shown below:

Trend report for: Total cost of attendance, Total price for in-district students living on campus 2013-14

University of California-Los Angeles   🖨 Print report   ❌

Total cost of attendance, Total price for in-district students living on campus 2013-14
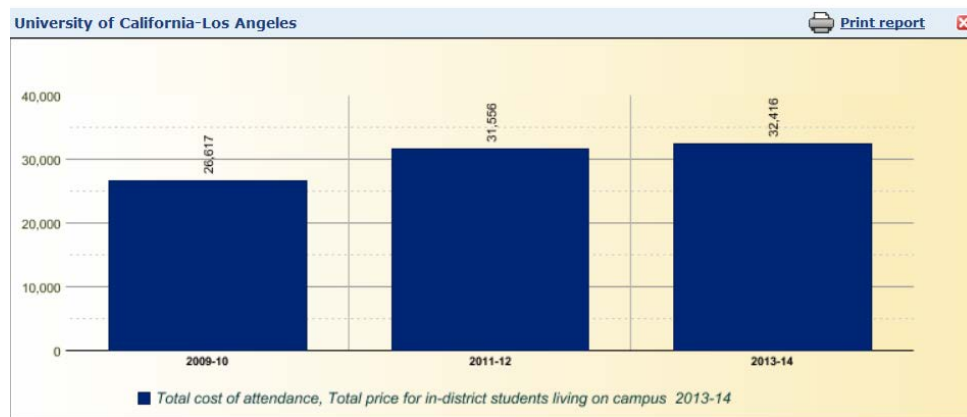
When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.
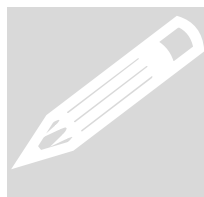
> **Comprehension Check:**
> Using **View trend for one variable**, generate a report that shows the percentage of students receiving financial aid at public, 2-year institutions in the state of Connecticut for each of the last five data years. View a graph of the results for at least one institution. Then print a copy of the report to complete this exercise.
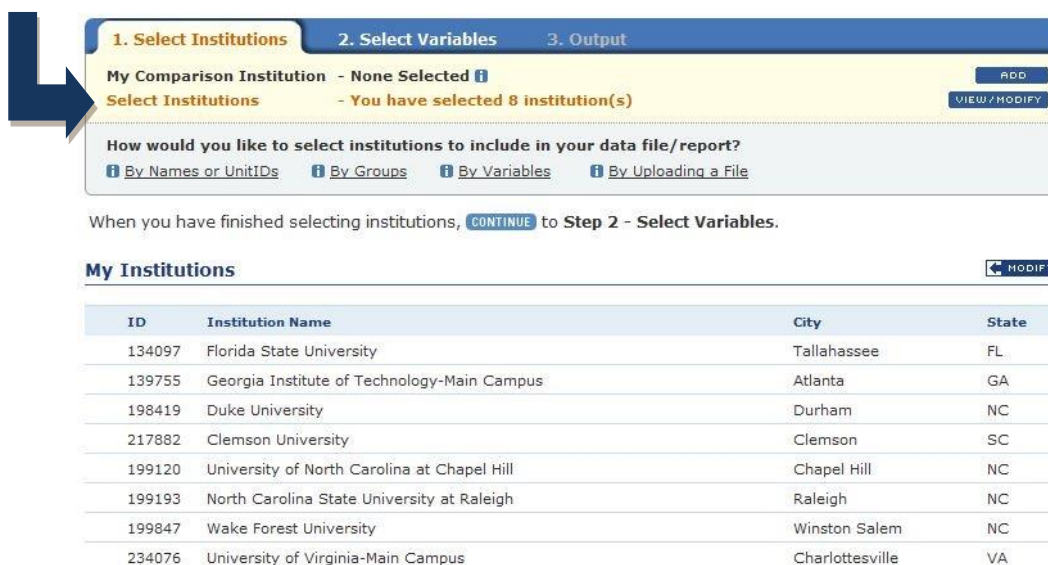
Create Group Statistics

This chapter contains detailed instructions for generating a report containing descriptive statistics for a group of institutions in the IPEDS Data Center.

T he **Create Group Statistics** option allows you to generate a report containing summary statistics for a group of institutions for one or more IPEDS variables of the choice. You may calculate aggregate data for a selected group of institutions (such as the mean graduation rate or the median out-of-state tuition) or highlight a particular institution (the Comparison Institution) and weigh its variable values against aggregate data from a group of peer institutions. You may also use classification variables (e.g., sector, geographic region) to view statistics for particular subgroups.

To access this option, select **Create Group Statistics** from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institutions

Start by selecting the institution to include in the custom data files. As institutions are selected, they will be added to the My Institutions list. For this report, you must select at least **three** institutions (not including a Comparison Institution). A count will appear at the top of the screen:

When you have finished selecting institutions, **CONTINUE** to Step 2 - Select Variables.

My Institutions

ID	Institution Name	City	State
134097	Florida State University	Tallahassee	FL
139755	Georgia Institute of Technology-Main Campus	Atlanta	GA
198419	Duke University	Durham	NC
217882	Clemson University	Clemson	SC
199120	University of North Carolina at Chapel Hill	Chapel Hill	NC
199193	North Carolina State University at Raleigh	Raleigh	NC
199847	Wake Forest University	Winston Salem	NC
234076	University of Virginia-Main Campus	Charlottesville	VA

This status bar is displayed at all times for reference. The [VIEW/MODIFY] button can be selected at any time to make changes to the list of selected institutions.

Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to _**Chapter 2 - Create / Download an institution group**_

When finished selecting institutions for the report, click **Continue**.

Step 2 – Select Variables

Next, select the IPEDS variables to evaluate in the Statistics Report. If variables have already been selected or uploaded for a previous task during the current Data Center session, the existing **My Variables** list will be displayed. This includes any derived variables you may have created.

> **Key Terms - My Variables**
> As you navigate the Data Center, selecting IPEDS variables for various functions and purposes, these variables are stored in the **My Variables** list for easy access to use them again during the current session.

You may select up to 25 variables to include in the Statistics Report. Choose from the existing variables in the **My Variables** list, or select new variables for this report. For detailed instructions on the options for selecting variables, please refer to _**Chapter 3 – Create / Download a List of Variables**_.

Any new variables that are selected for this report will be added to the **My Variables** list, as shown below. A count will appear at the top of the screen:

When finished, click **Continue**. You may return to the **My Variables** list and select an alternate variable for the report at any time by clicking on the [VIEW/MODIFY] button in the status bar at the top of the screen.

> **Hints & Tips**
> Now that an institution group and a Variables List have been created, this might be a good time to save the progress if this has not already been done. Remember that you may click on **Save Session** at any time to save the information from the current Data Center session (for more information see section *1.2 Helpful Hints and Tips*)

Step 3 – Customize the Report Settings

Once both the institutions and variables to include in the report have been selected, the final step is to customize the report settings using the formatting choices under **Statistics Table Options** on the **Output** screen.

Click on the corresponding option button to indicate whether or not to use classification variables in the report; such as, institutional sector, geographic region, degree of urbanization, and so on to obtain separate analysis for subgroups within the Comparison Group. For example, you may subdivide the results by geographic region to compare the mean total price of attendance for out-of-state students at institutions in the Southwest with institutions in other regions of the United States.

If the **Yes** option button has been selected, a drop down menu will appear. Using the drop down menu, select the IPEDS survey year from which to choose the classification variables, as shown below:

Would you like to use classification variable(s) to obtain separate analysis for subgroups within your comparison group?

○ No   ● Yes   [2008 ▼]

Available variables depend on the year selected. Changing the year will clear all chosen classification variables. In addition, when the **Yes** option button is selected, *N Obs* is added to the list of statistics available. Like *Mean*, it is automatically included in all reports and cannot be deselected.

Please choose the statistics you would like to include in the report.

☐ N
☐ Sum
☐ Minimum
☐ Maximum
☑ Mean
☐ 25th Percentile
☐ Median
☐ 75th Percentile
☐ Standard Deviation
☑ N Obs

Key Terms - Number of Observations (N Obs)
While **N** represents the number of institutions from the Comparison Group that submitted data for the selected variables, **N Obs** represents the number of institutions from each subgroup <u>expected</u> to submit data for that variable (whether or not they actually did).

– Next, choose the statistics to include in the report. Click on the corresponding checkboxes to select any or all of the following:

Please choose the statistics you would like to include in the report.
- [ ] N
- [ ] Sum
- [ ] Minimum
- [ ] Maximum
- [x] Mean
- [ ] 25th Percentile
- [x] Median
- [ ] 75th Percentile
- [x] Standard Deviation

Note: *Mean* is automatically included in all reports and cannot be deselected.

– Indicate how to receive the data. You may view the results on-screen in HTML format, download a zip file containing the basic statistics table in comma separated values (CSV) format (viewable in Microsoft Excel and most other spreadsheet applications) and a in Microsoft Excel (xls) format, or view the results on-screen in the form of a comparison graph. Click on the corresponding option button to select the desired format for the Statistics Report:

In what format would you like to receive your data?
   ○ View on screen   ◉ Download   ○ Graph

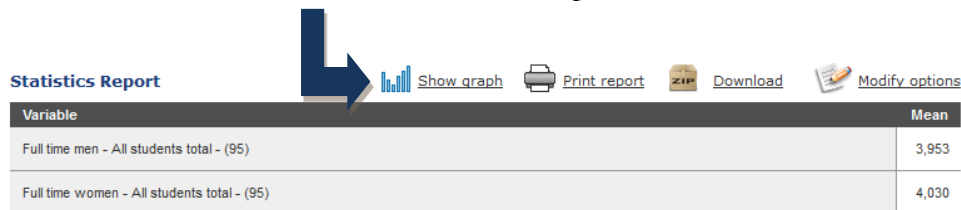– To specify a unique title for the report, enter it in the **Statistics Table Title** field, as shown below:

Statistics Table Title (optional) | Bob's Statistics Report

Note: This is not a required field. You may skip this item, or simply leave it blank, to continue generating the report using the default title "Statistics Report".

Once you are satisfied with the formatting choices, click **Submit** to generate the Statistics Report.

Step 4 – View, Print, and Graph the Results

If **View on screen** has been selected, several additional options will be available:

Modify the report settings

Click on the **Modify options** link at any time to return to the **Statistics Table Options** screen and modify the report settings.

Print the results

To print a copy of the report, click on the **Print report** link.

Download the results

Click on the **ZIP Download** link at any time to download a zip folder containing the formatted statistics table.

Graph the results

You may view a graph of the report results at any time by clicking on the **Show graph** link, as shown below. This option allows you to generate a graph of the group mean of some or all of the variables in the report. If you have selected to use classification variables you will not see this option.

If a Comparison Institution is selected, the Comparison Value for each variable will be displayed alongside the group mean, as shown below:
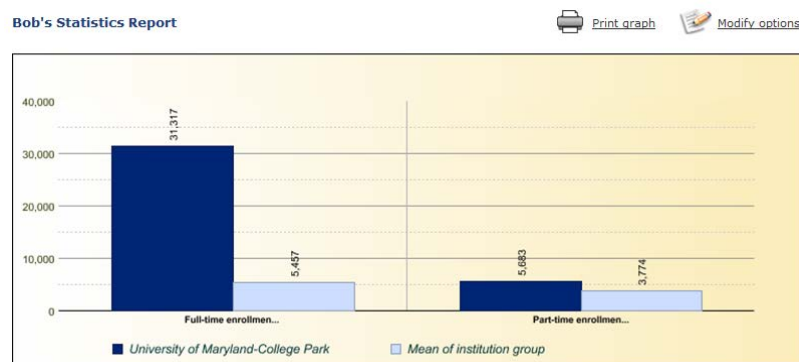
When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

Comprehension Check:
Using the **Create group statistics** menu option, generate a report containing the mean, maximum, and minimum price of attendance for out-of-state, full-time, first-time degree/certificate seeking students living on-campus at public 4-year institutions in the state of Virginia. Use the **By Variables** option to create the institution group. Give the report a unique title and view the results on-screen to complete this exercise.

Generate Pre-Defined Reports

This chapter contains detailed instructions for generating commonly used pre-formatted reports for one or more institutions in the IPEDS Data Center.

T he **Generate Pre-Defined Reports** option allows you to create a wide-range of pre-formatted reports related to a variety of commonly referenced IPEDS data such as directory information, price and admissions trends, student enrollments and demographics, and completion and graduation rates, for one or more institutions in the IPEDS universe.

To access this option, click on **Generate Pre-Defined Reports** from the Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institutions

Start by selecting the institution to include in the custom data files. As institutions are selected, they will be added to the My Institutions list for use with any pre-defined reports. A count will appear at the top of the screen:

This status bar is displayed at all times for reference. The VIEW/MODIFY button can be selected at any time to make changes to the list of selected institutions. When finished selecting institutions, click **Continue**.
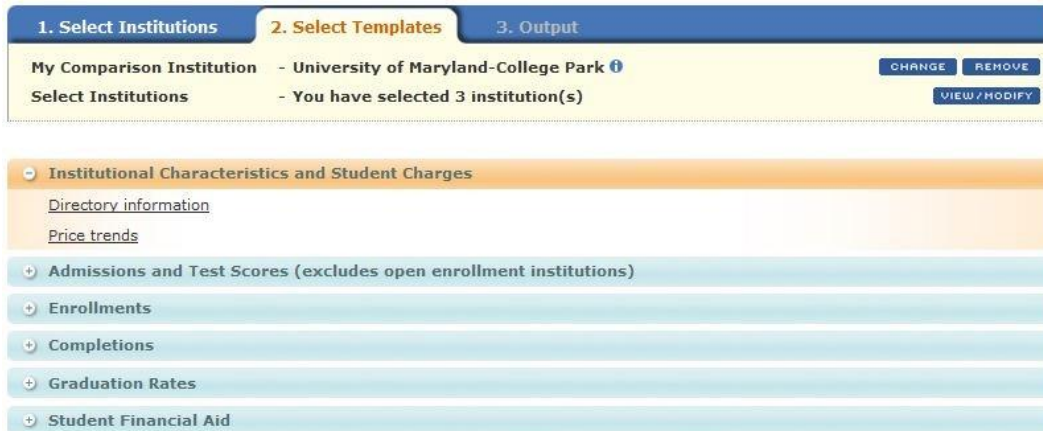
Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to ***Chapter 2 - Create / Download an institution group***
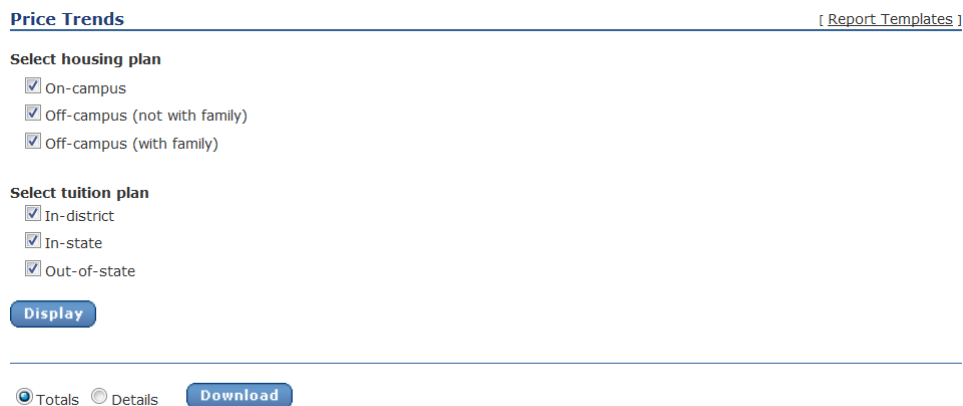
Step 2 – Select Templates

Browse the list of available pre-defined Report Templates, clicking on the ⊞ icon to expand a section of the tree, and the ⊟ icon to collapse it. When ready to make a selection, click on the corresponding link to select the desired template, as shown below:

Step 3 – Customize the Report Settings

Depending on which template has been selected, you will be given the opportunity to customize the report in various ways. For example, you may specify data years of interest and select other data elements and formatting options where applicable:

A **Report Templates** link is available at the top right corner. This link allows you to return to the Report Templates menu and select a different report to create.

When satisfied with the selections, click **Display** to view the results on-screen in HTML format, or **Download** to download the report in zipped, comma separated values (CSV) format viewable in Microsoft Excel and most other spreadsheet applications.

Step 4 – View the Results

If **Display** has been selected, the report will be displayed in HTML format. Browse the list of results by clicking on the ⊕ icon to expand a row to see all variables, and the ⊖ icon to collapse it (if applicable).

Price Trends   [Report Templates | Modify Options]

214777 - Pennsylvania State University-Main Campus

	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
⊖ On-campus in-district (total)	33592	31854	31002	29684	28520	26742	25208	23242	22034	20488	18986	17310	15916	14912	14184	13638
In-district tuition and fees	16992	16444	15984	15250	14416	13706	12844	12164	11508	10856	9706	8382	7396	6852	6436	6092
On-campus room and board	10116	9702	9432	9054	8820	8262	7740	7416	7092	6246	5958	5670	5310	4914	4698	4536
On-campus other expenses	4788	4140	4050	3924	3924	3510	3456	2574	2394	2394	2394	2394	2394	2394	2394	2394
Books and supplies	1696	1568	1536	1456	1360	1264	1168	1088	1040	992	928	864	816	752	656	616
⊕ On-campus in-state (total)	33592	31854	31002	29684	28520	26742	25208	23242	22034	20488	18986	17310	15916	14912	14184	13638
⊕ On-campus out-of-state (total)	46166	44156	43084	41548	40050	37976	36076	33790	32270	30416	28608	26538	24042	22454	21300	20454

You may click on the link to **Modify Options** at any time to return to the previous screen and modify the report settings; or, click on **Report Templates** to return to the Report Templates menu and generate additional reports for the selected institution(s). When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.
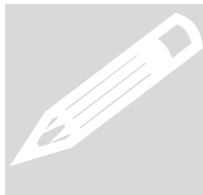
Comprehension Check:
Using the **Generate pre-defined reports** option, select one or more institutions of interest. Click on Admissions and Test Scores then generate an Admission Trends report for the selected institution(s) for all available data years. Expand the results by gender, and view the data from current to past years. View the results on-screen to complete this exercise.

Download Survey Data Files

This chapter contains detailed instructions for downloading complete IPEDS survey files from the IPEDS Data Center.

The full selection of IPEDS survey files are available for downloading in zipped, comma separated values (CSV) format through the **Download Survey Data Files** option. This includes data dictionaries and Stata, SPSS, and SAS formatted files.

To access this option, click on **Download Survey Data Files** from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

When the **Download Survey Data Files** main screen opens, select a data year and IPEDS survey of interest. Then click **Continue**, as shown below:

A list of available files will be displayed on the next screen, as shown below:

Choose the file to download by reading the description in the available titles. Then, click on the link in that row corresponding to the column header of the type of file/information desired to download.

- To download and view the survey files in basic CSV format use the main download link in the **Data File** column.

- For files compatible with the Stata statistical software package, use the alternate download link in the **Stata Data File** column.

- To download files with the SPSS, SAS, or STATA (.do) file extension for use with statistical software packages, use the download link in the **Programs** column.

- To download the data **Dictionary** for the selected file click on the corresponding link in the far right column of the screen

Key Terms - Data Dictionary
The data dictionary serves as a reference for using and interpreting the data within a particular survey file. This includes the names, definitions, and formatting conventions for each table, field, and data element within the file, important business rules, and information on any relationships to other IPEDS data.

For statistical read programs to work properly, both the data file and the corresponding read program file must be downloaded to the same subdirectory on the computer's hard drive. Download the data file first; then click on the corresponding link in the **Programs** column to download the desired read program file to the same subdirectory.
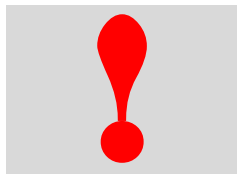
Critical information
When viewing downloaded survey files, categorical variables are identified using codes instead of labels. Labels for these variables are available in both the data read program files and data dictionary for each file; however, for files that automatically incorporate this information you will need to select the Download Custom Data Files option.

When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.
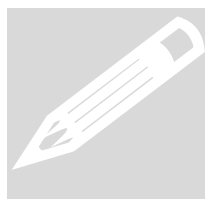
Comprehension Check:
Using the **Download survey data files** menu option, select data year 2005, and then download the following survey files: from the **Enrollments** survey, download **Total entering class and retention rates: Fall 2005**; then go to the **Fall Staff** survey and download **New hires by primary occupation, race/ethnicity, and gender (Degree-granting institutions): Fall 2005**. Download both the data files and the accompanying data dictionaries for each; then view the files in CSV format to complete this exercise.

Download Custom Data Files

This chapter contains detailed instructions for creating and downloading a custom data file in the IPEDS Data Center.

This option allows you to create and download a customized data file according to the specifications for any or all institutions in the IPEDS universe. Data can be downloaded in a variety of formats, such as SPSS, SAS, STATA, or CSV, based on the unique data analysis needs.

To access this option, click on **Download Custom Data Files** from the IPEDS Data Center **Main Menu**. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select Institutions

Start by selecting the institution or institutions to include in the custom data files. As institutions are selected they will be added to the My Institutions list, as shown below:

When you have finished selecting institutions, CONTINUE to Step 2 - **Select Variables**.

My Institutions   MODIFY

ID	Institution Name	City	State
134097	Florida State University	Tallahassee	FL
139755	Georgia Institute of Technology-Main Campus	Atlanta	GA
198419	Duke University	Durham	NC
217882	Clemson University	Clemson	SC
199120	University of North Carolina at Chapel Hill	Chapel Hill	NC
199193	North Carolina State University at Raleigh	Raleigh	NC
199847	Wake Forest University	Winston Salem	NC
234076	University of Virginia-Main Campus	Charlottesville	VA

This status bar is displayed at all times for reference. The VIEW/MODIFY button can be selected at any time to make changes to the list of selected institutions.

Note: Selecting a Comparison Group (or an institution group) is a necessary process for selecting data to compare or evaluate. For detailed instructions, please refer to *Chapter 2 - Create / Download an institution group*

When finished selecting institutions, click **Continue** or the **Select Variables** tab to continue to the next step in creating the custom data file.

Step 2 – Select Variables

In order to get a custom data set, select data to include in your data set by first selecting a year, then browsing that year's tree for variables. You can select data from multiple years before clicking **Continue**. The list of **Available Year(s)** is present at the top of the variable tree, as shown below:

For detailed instructions on browsing and searching for variables, please refer to section *3.1 Browse/Search Variables*

When finished selecting variables for the selected data year, you may choose additional years from **Available Year(s)** list at the top of the screen and continue selecting variables as desired. When finished selecting variables for the data file, click **Continue**.

Any new variables that are selected for this report will be added to the **My Variables** list, and a count of selected variables will appear at the top of the screen.

Step 3 – Download the Data Set

Depending on which variable(s) have been selected multiple data files may be produced for downloading. The IPEDS survey source for each is displayed in the **Survey/Section** column for reference.

Click on the file extension to save the report in the desired format; or, click on the modify button to go back and change the chosen variables.

CSV – Select this option to download the data set in basic comma separated values format viewable in Microsoft Excel and most other spreadsheet applications.

SAS – Choose this option to download the data set in CSV format, specially configured for use in conjunction with the SAS statistical software package.

STATA – Select this option to download the data set in CSV format, specially configured for use in conjunction with the Stata statistical software package.

SPSS – Choose this option to download the data set in CSV format, specially configured for use in conjunction with the SPSS statistical software package.

You may also include imputation flags with the data, as desired:

Key Terms - Imputation Flags
An **Imputation Flag** is an indicator on a data file that shows whether or not a value was imputed (e.g. a statistical estimate was substituted in place of missing data) for institutions that did not respond to a data item or survey.

Repeat this process for any additional files to download. When finished with this task, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

Comprehension Check:
Using the **Download custom data files** option, select one or more institutions. Create and download a custom data set containing any variables of interest for the selected institution group. Remember, this is a *custom* data set, so it's time to get creative! Download the data set in CSV format with imputation flags included to complete this exercise.

Customize DFR

This chapter contains detailed instructions on how to access released IPEDS Data Feedback Reports (DFRs); or generate a Custom DFR or Statistical Analysis Report.

T he **Customize DFR** component allows you to download the annually released IPEDS DFRs for one or more institutions from current or previous years, or generate customized reports to compare a group of institutions using both the data available in the printed DFRs and select IPEDS data from the latest collection year.

To access this option, click on **Customize DFR** from the Data Center **Main Menu**. Then complete the following steps. If not already selected, you must indicate the type of data to access (Preliminary or Provisional) during the current Data Center session. For detailed instructions, please refer to section *1.1 Getting Started*.

Step 1 – Select a Comparison Institution

Start by selecting the institution that will serve as the basis of comparison for the report. Unlike other Data Center tools, selecting a Comparison Institution is required for the **Customize DFR** component.

To select a Comparison Institution for the report, enter a search value in the box provided. You may search for an institution by entering the UnitID or institution name (full or partial), as shown below:

Customize DFR

1. Comparison Institution	2. Data Report	3. Comparison Group	4. Variables	5. Output

My Comparison Institution - None Selected

Enter either an institution name or UnitID in the text box below.

Maryla | **Search**

Total Institutions Found: 22

ID	Institution Name	City	State
161688	Allegany College of Maryland	Cumberland	MD
176549	Anthem College-Maryland Heights	Maryland Heights	MO
162122	College of Southern Maryland	La Plata	MD
462080	DeVry University's Keller Graduate School of Management-Maryland	Bethesda	MD
482501	DeVry University-Maryland	Bethesda	MD
439330	DeVry University-Maryland	Bethesda	MD
163046	Loyola University Maryland	Baltimore	MD
163815	Maryland Beauty Academy of Essex	Baltimore	MD
163107	Maryland Beauty Academy of Reisterstown	Reisterstown	MD
163295	Maryland Institute College of Art	Baltimore	MD
164085	Maryland University of Integrative Health	Laurel	MD

A list of potential matches is automatically displayed as text is entered. Click on the desired Institution Name to select it as the Comparison Institution.

Once a Comparison Institution has been selected, the system will automatically continue to the next step of the report building process. The selected Comparison Institution will appear in the status bar at the top of the screen:

This status bar is displayed at all times for reference. The `CHANGE` button can used at any time to modify your selected Comparison Institution.

Hints & Tips:
The annually released IPEDS DFR report for the Comparison Institution can be accessed at any time after this step by clicking on the Data Feedback Reports link in the top right corner of the screen. You may download any of the available printed IPEDS Data Feedback Reports (DFRs) that were provided to institutions.

Step 2 – Select a Data Report

Next, select the type of report you wish to generate from the links provided on screen, as shown below:

You may choose from the following options:

Create a Statistical Analysis Report

This option returns statistical data based on one or more individual <u>variables</u> which may be used to evaluate the selected institutions. These statistics may be downloaded in excel format for further analysis. An example of these variables is shown below:
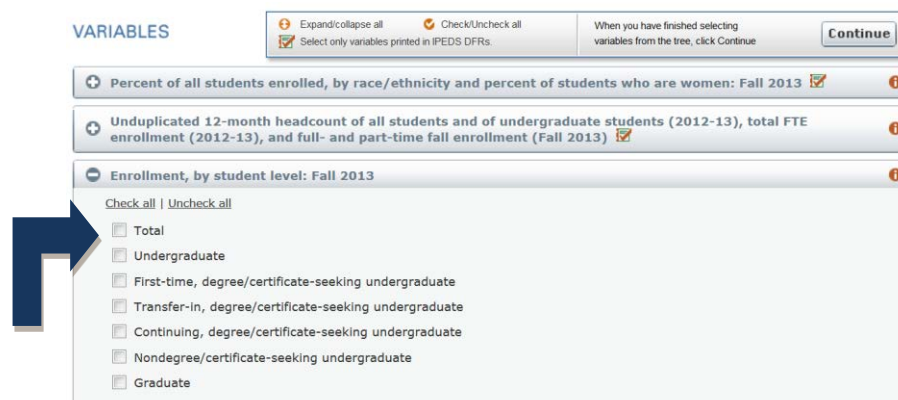
Create a Custom Data Feedback Report

This option returns customized charts based on one or more figures to evaluate the selected institutions. These returned charts can only be downloaded in PDF format. In this option variables cannot be individually selected. Variables must be selected by groups called figures. An example of these figures is shown below:

After opting to generate either a Statistical Analysis Report or a Custom DFR, the system will automatically continue to the next step of the report building process. The selected data report type is added to the status bar at the top of the screen for reference, as shown below:

The **CHANGE** button can be selected at any time to modify this choice as needed.

Step 3 – Select a Comparison Group

A Comparison Group is required to generate a Statistical Analysis Report or Custom DFR. This group must include a minimum of one and a maximum of one hundred institutions. Otherwise, you will be required to adjust the number of institutions before continuing. In addition, a minimum of three institutions must be selected in order to calculate a Comparison Group Median. For detailed instructions on methods of selecting institutions to include in the Comparison Group, please refer to *Chapter 2 – Create / Download an institution group*.

When finished selecting institutions for the Comparison Group, click **CONTINUE** to go to the next step of the report building process.

Hints & Tips:
At this time you may access the annually released IPEDS DFRs for each institution in the Comparison Group. To do so, select the desired institution from the Comparison Group drop down menu. Click on the corresponding link to view/download the IPEDS DFR for the desired year in printable PDF format.

Step 4 – Select Variables/Figures

Figures and Variables are organized in a data tree which can be expanded or collapsed to view the variables it contains, as shown example below for creating a Statistical Analysis report:

This data tree includes all of the data available in the printed IPEDS DFRs, and additional data derived from selected IPEDS data from the latest collection year. The ☑ icon is used to indicate data that are included in the printed IPEDS DFRs.

You may browse the tree by clicking on the ⊕ icon to expand a section of the tree or the ⊖ icon to collapse it. To view a more detailed description of any section of the tree, click on the adjacent ⓘ icon. A help file will open with additional information about the included data.

A toolbar is available at the top of the screen with the following additional options for navigating the tree:

Expand/collapse all
Click on this option to automatically expand (or collapse) all sections of the tree to view/hide the variables listed under each figure.

Check/Uncheck all
Click on this option to select the entire list of variables/figures, or to clear any selections that have been made and start again.

Select only variables printed in IPEDS DFRs
Click on this option to automatically select all variables/figures from the printed IPEDS DFRs for inclusion in the report.

When making individual selections, click on the corresponding checkboxes next to the variables or figures to include in your selected report.

Statistical Analysis Report
For this report type, you may select multiple variables from the various figure sections of the tree.

Custom Data Feedback Report
For this report type, you may only select figures (groups of variables), but may not choose individual variables.

When finished selecting variables/figures for the report, click Continue . A count of the selections will display at the top of the screen:

The CHANGE button may be selected to return to the **Variables** tab at any time and modify this choice as needed.

Step 5 – View/Download the Results

Depending on the type of report selected in **Step 2** (Statistical Analysis Report or Custom DFR), the output options vary. This section outlines each report and the various formatting options available for customizing the output.

Statistical Analysis Report

The Statistical Analysis Report results are organized under two tabs: the ![STATISTICS] tab (shown by default) and the ![DATA] tab.

The **Statistics** tab contains a table highlighting the Comparison Institution value alongside the Comparison Group Median for each of the variables selected in **Step 4**, organized by figure, as demonstrated in the example below.

The statistics are available for download in Excel format under the ![Download Statistic] link. The graph ![icon] icon is available for each figure to display the data in bar graph form, as shown below:
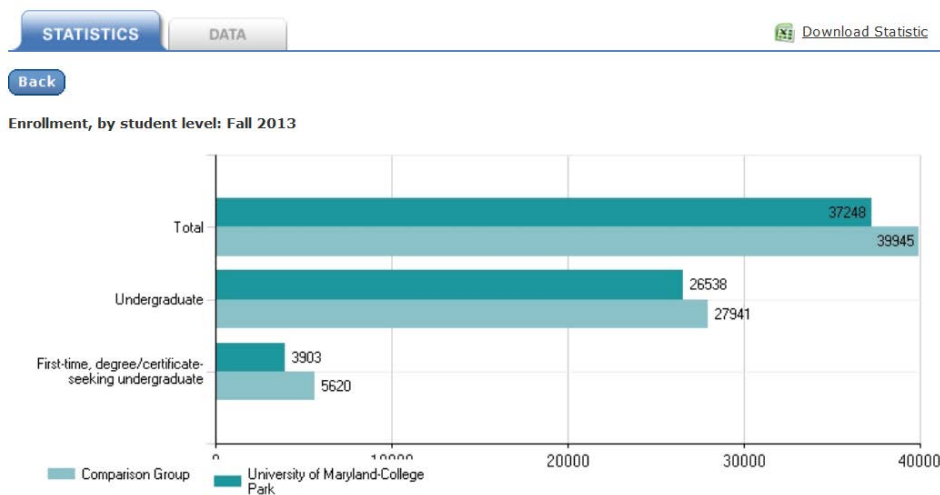
In addition to the summary statistics described above, you may click on the **Data** tab to view a table containing raw data for each institution in the Comparison Group (including the Comparison Institution) for each of the variables selected in **Step 4**, as shown below:

Tabular data are displayed below and may be downloaded by clicking the "Download Data" link. You may customize the online display by sorting the columns or by either displaying all variables at once or paging through the columns. The complete data file containing all variables for the selected focus and comparison group institutions is also available for download. To switch to the statistics, click the "Statistics" tab.

UnitID	Institution Name	Total enrollment: Fall 2013	Undergraduate enrollment: Fall 2013	First-time degree/certificate-seeking undergraduate enrollment: Fall 2013	Full-time enrollment: Fall 2013	Full-time undergraduate enrollment: 2013
110635	University of California-Berkeley	35,893	25,774	4,162	34,399	25,018
110662	University of California-Los Angeles	39,945	27,941	5,620	38,950	27,365
145637	University of Illinois at Urbana-Champaign	44,520	32,281	6,921	40,704	31,118
163286	University of Maryland-College Park	37,248	26,538	3,903	32,274	24,486
170976	University of Michigan-Ann Arbor	43,426	27,979	6,171	40,966	27,046
199120	University of North Carolina at Chapel Hill	29,278	18,503	3,915	24,498	17,562
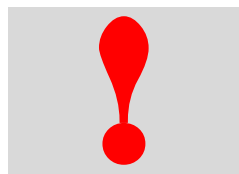
Critical information
Click on a column heading to sort the list of search results accordingly. By default, results are displayed in ascending order (A-Z or lowest to highest numeric value); however, you may click variable column headings multiple times to toggle between ascending and descending order.

As with the **Statistics** tab, you may click on the Download Data link at any time to download these data in Microsoft Excel format.

## Custom Data Feedback Report

The Custom DFR can be viewed on screen, or downloaded in printable PDF-format which will use the same basic layout as the annually released IPEDS DFRs.

The on screen Custom DFR is organized under four tabs: **Cover Content**, **Comparison Groups**, **Preview Charts**, and **Methodological Notes**.

By default, the **Preview Charts** tab is displayed and includes a graph for each figure selected in **_Step 4_**. Each graph highlights the Comparison Institution value alongside the Comparison Group Median for each of the variables included in the figure, as demonstrated in the example below:
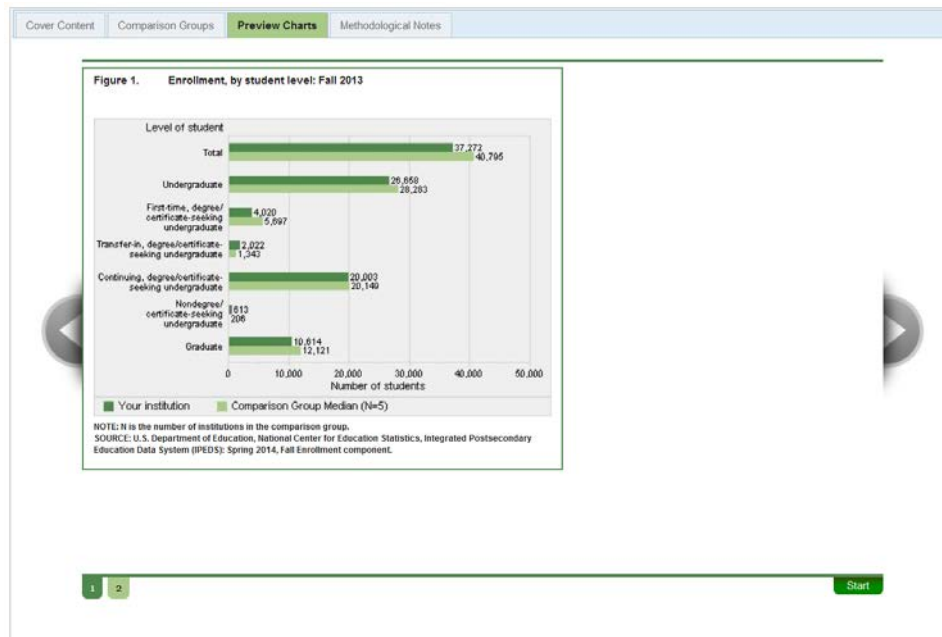
If two or more figures were selected in **_Step 4_**, you may click the ▶ icons located to the left and right of the screen, or use the ② tab(s) below the table to navigate between figures and view each applicable graph. To view the graphs in an automated slide show click the Start icon. Click the Stop icon to return to manual navigation.

In addition to the graphs described above, the **Cover Content** tab includes a brief overview of IPEDS and the Custom DFR; the **Methodological Notes** tab includes a process overview and various definitions; and the **Comparison Groups** tab allows you to view the group of peer institutions selected in **_Step 3_**, as shown below:

To download the Custom DFR, click on the [Download] button at the top of the screen. A description of the Comparison Group may be entered before download in the text box provided, as shown below:

Download PDF

Description of comparison group definition (optional)

[   ] [**Download**]

 If entered, the description will be included on Page 2 of the PDF document.

Use the status bar at the top of the screen to modify the report settings at any time. When finished reviewing or downloading the reports, use the **Main Menu** to navigate to a different task in the Data Center; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.

Comprehension Check:
Using the **Customize DFR** option, generate a report for UnitID 163046, Loyola College in Maryland, that compares the institution's Full-time Fall enrollment data for different types of undergraduate students (e.g., First-time, Transfer-in, Non-degree/certificate-seeking, etc.) to that of all other institutions currently operating in the state of Maryland. View the results on-screen; then download the report in PDF format to complete this exercise.