**FIRST-TIME, FULL-TIME COHORT PERSISTENCE RATE AT SAME INSTITUTION DASHBOARD DOCUMENTATION**

**I – Data Source**

Texas Higher Education Coordinating Board (THECB)

**II – Get The Datasets**

**a. Persistence Rates of all institutions from 2000 - 2014**

Hyperlink: <http://www.txhighereddata.org/Interactive/Accountability/default.cfm>

- Click on ‘Go’

- Click on the “ + ” button of the field Contextual Measures under Success

- Click on the “ + “ button of the field Persistence Rate (1 year)

- Check the field Total – Same institution

- Change the **Format**  field to **Excel**

- Click the Generate button => A file call AccountabilitySearch.xls should be downloaded soon

**b. Cohort counts of all institutions from 2014**

Hyperlink: <http://www.txhigheredaccountability.org/AcctPublic/InteractiveReport/ManageReports>

- Click on Predefined Reports

- Select Persistence Rates report and click Get Report to download => a file call Persistence Rates.xls should be downloaded

- Open the Persistence Rates.xls file and Enable Editing Mode

- Click on the tab of Univ.Persist1yr

- Select the first 3 rows and delete from the Excel sheet

- Delete all Persisted and Rate columns

- Delete the first row

- Delete the first column (id number column)

- Rename cell A1 to Institution

- Rename cells B1, C1, D1, … to Cohort 2014, Cohort 2015, Cohort 2016, …

- Save as Excel Workbook (.xlsx) in Persistence Rate directory and rename to Cohort Count

**c. Persistence counts of all institutions from 2014**

Hyperlink: <http://www.txhigheredaccountability.org/AcctPublic/InteractiveReport/AddReport>

- Select Public Universities for Institution Type

- Select All Institutions

- Select Persistence Rates for data table

- Uncheck Other and Not Found under Select SamOther(s) to Filter

- Uncheck 2-Year Persistence Rates under Select Persist(s) to Filter

- Click View Report

- Click Create CSV => A file named table.csv should be downloaded

- Open the file => Save As Excel Workbook (.xlsx) in Persistence Rate directory and rename to Persistence Count

**III – Cleaning Data with Excel**

**a. Persistence Rate from 2000 – 2014**

- Open AccountabilitySearch file and enable editing mode.

- Delete the first two rows

- Delete column B

- Rename cell A1 to Institution

- Drop State Total row

- Save As Excel Workbook (.xlsx) in Persistence Rate directory and rename to rate200-214

**b. Persistence counts of all institutions from 2014**

- Delete the first row

- Delete InstTypeList, SameOtherDesc, and PersistDesc rows

- Select all cells of the spread sheet that have content

- From tool bar, select Insert => Pivot Table

- Drag InstList into ROWS, CohortYearDesc into FILTERS, and Count into VALUES

- For each year, filter the year from the spread sheet

- Select all rows from Row Labels to the last cell before Grand Total and Ctrl + C

- Create a new sheet, paste the information into that sheet, and rename the sheet to the corresponding year

- Rename the top rows from Row Labels and Sum of Count into Institution and year %d, where %d is the corresponding number of year

- Delete the sheets that contain the pivot table and the data source

- Save the file