



## IPEDS Data Center Overview



### SLIDE 1

Welcome to an overview of the IPEDS Data Center. The IPEDS Data Center is a “one-stop-shop” for retrieving IPEDS data. It replaces the Peer Analysis System (Pass) and Dataset Cutting Tool (D C T), but maintains and, in fact, improves on the functionality of those tools. The Data Center also serves as an entry point to the Executive Peer Tool (ExPT) and IPEDS Data Analysis System (Dass).

### SLIDE 2

Besides giving you an overview of the IPEDS Data Center, we also want to highlight new features of this tool with comparisons to the Peer Analysis System (Pass), and the Data Set Cutting Tool (D C T). Previous users of the PAS and DCT will find this new web-based tool easy to use. Novice IPEDS users will find the Data Center intuitive.

### SLIDE 3

Why is the Data Center so easy to use and intuitive? It’s because this new Data Center is organized by functions -- the way in which you want to use IPEDS Data. Previously, the PAS and the DCT were separate tools and the functions needed were nested within each tool. Users had to know what they needed to do and how each tool interacted with IPEDS data in order to accomplish their tasks with these tools. Functions in the Data Center are organized by the way in which you want to use IPEDS data and you do not need to understand the flow of the tool itself.

### SLIDE 4

Access to the Data Center can be found on the IPEDS homepage. The IPEDS homepage has also been updated. On the IPEDS homepage you can find access to commonly used tools on the left hand side of the page.

Click on the IPEDS Data Center and you will be brought to the Data Center homepage. The Data Center’s home page defines its structure and function, let’s explore!

### SLIDE 5

As we look at the Data Center Homepage you’ll notice that the bubble on the right hand side of the page provide a description of the Data Center. On the Left hand side of the page is a list of each of the functions. As you mouse over the functions on the left, the bubble on the right changes and provides you with a description of that function. Next, we’ll provide a description of the purpose of each function and a sample of some possible output that can be generated using the function. We will not demonstrate each step that is necessary to produce the output; as what we are trying to do with this demonstration is to give you an overview of the tool itself. Subsequent training will provide step-by-step instructions with case study examples of how various functions work.

#### SLIDE 6

The first function in the Data Center is “Look up an Institution”. In this function the user can get a snapshot of IPEDS Data on a single Institution. It’s roughly like looking at an institution’s fact book from the perspective of the institution’s IPEDS Data.

#### SLIDE 7

Once you select any function from the homepage and begin to access IPEDS data you must specify your level of Access to the IPEDS data. Former PAS and DCT users will notice that the Data Center varies from the older tools with regard to the level of Access. PAS and DCT had three levels of access, but only two are available through the IPEDS Data Center -- **Publicly released data**, and Additional early release data. The “Collection level” that was formerly available in the old tools is accessible only through the Data Collection System.

Notice that the Data Center displays the data available at each level prior to login, so users can see exactly what they’ll get when they choose an access level. At the Publicly Released Data level – formerly known as “Guest Level”, users have access to data that have been reviewed and published in First Look publications.

Additional early release data, which was previously known to PAS and DCT users as “Institution Level”, requires the same login using your IPEDS ID as user name and password. This level of access allows you to use publicly released data plus early release data. The early release files are provided for institutional level analysis only, and should not be used for national, state, or other aggregate estimates.

#### SLIDE 8

Now that we have logged in and specified our institution to look up, our snapshot is displayed. As you see the snapshot begins with some general information on the institution. It proceeds on to give you data from all the different IPEDS surveys: finance, human resources, student financial aid, admissions, enrollment, graduations rates, and degree completions. These snapshots can be viewed on the screen or downloaded in a PDF format. Snapshots are created one institution at a time, but a user can get multiple snapshots from multiple different institutions.

#### SLIDE 9

The second function, “Compare Individual Institutions”, is one of the more flexible functions within the IPEDS Data Center. It’s commonly used to compare and extract IPEDS data on your institution and data for set of comparison institutions. This function would be similar to the “Institution Data” function in the Peer Analysis System. Let’s take a look at this function.

#### SLIDE 10

Comparing individual institutions with the Data Center is a three-step process where the researcher must select the institutions they want to compare, select the variables to be compared, and then go ahead and generate the output.

One of the things that prior Peer Analysis System users will notice is that the researcher is not forced to specify a focus or comparison institution. In the new Data Center the researcher may

elect to specify either to “use their institution” or select “add” any other institution as a comparison institution. But setting a comparison institution is not required, as currently I have not selected one and you see -- “none selected”

As we proceed, you will notice that I have already completed several steps. I’ve selected a set of comparison institutions that is regionally based and comparable in terms of sector and Carnegie classification. A total of 19 institutions meet these criteria.

Also I have gone ahead and selected multiple variables, 7 in total, and in this example we will be comparing institutions based upon enrollment variables.

#### SLIDE 11

Here is an example of the output using the Compare Institutions function from our prior selections. For this set of comparison institutions we have generated a report with total headcount enrollment, full-time headcount enrollment, and part-time headcount enrollment, as well as, full-time equivalent enrollment for these institutions. Using the compare institution functions you may view the output on the screen as you see here or you may download the data into a comma separated variable file. Downloading the data provides maximum flexibility as data can be brought into an Excel spreadsheet or into a database or may be analyzed using statistical software.

#### SLIDE 12

Our next function, Rank Institutions on One Variable, provides a simple straight forward report. This function is often good if the researcher wishes to compare their institution to a set of comparison institutions on one key variable. Let’s us look at an example

#### SLIDE 13

To create a ranking report or to “rank institutions on one variable” you follow the same steps that we did to compare institutions: select the institutions, select the variable you want to rank your institutions on, and generate your output.

Notice that for this report we have selected or specified a comparison institution. Remember in our prior example, we left this option as “none selected.” Let’s look at the output and see how setting “my comparison institution” can be helpful.

#### SLIDE 14

The Ranking Report contains the name of the institution as well as the city and state in which the institution is found. Then the ranking variable is added to the report and in this case that variable is total enrollment.

You will notice that you can print this report or you also have the ability to download the report into a PDF file.

Also because we specified our comparison institution our comparison institution is now highlighted and we can readily see where it falls on our ranking report.

A flexible aspect of the ranking report is the fact of by clicking on the link found on the name of any of the variables you will change the sort order of the report. One limitation that the ranking report does have is the fact that you can only list one ranking variable within this particular report, but it is a very nice simple straightforward report.

#### SLIDE 15

The next function is “View the Trend for One Variable”. This function is a logical extension of the ranking report, because it allows you to select one variable and look at the trend of this data over time in either a table or graph format.

#### SLIDE 16

Here you are viewing an example of a trend report for the same total enrollment data over four consecutive years.

The ranking report can be printed, downloaded into a comma separated variable file, or downloaded into PDF format.

Another important feature of the trend report is the fact that you can select or graph the data on this trend for any one institution.

#### SLIDE 17

Here you see in graphical format, the trend of fall enrollment data – the total enrollment for our comparison institution over this four year time period. Clicking on the graph link for any institution on the report will display a similar graph with data for that institution.

#### SLIDE 18

Another useful function in the IPEDS Data Center is “Creating Group Statistics.” This function allows us to create descriptive statistics on a set of institutions, either using a comparison institution, or without a comparison institution.

#### SLIDE 19

When we specify group statistics you have the option of specifying which statistics to include in the report. As you can see within the group statistics option, we have in addition to providing the mean, which is the default value also specified that we want the minimum value, the maximum value, the 25<sup>th</sup> and the 75 percentile, as well as the median, and the standard deviation. We’re going to view our output on the screen, although you also have the option to download this into a comma-separated variable file.

#### SLIDE 20

Here is our statistics report. The report includes the descriptive statistics for our total enrollment, our full time equivalent enrollment, as well as our head count, full- and part- time enrollment. Because we have specified our comparison institution, the value for our comparison institution is placed on the report, and next the group statistics are calculated and reported for all other institutions in the institutions group. If you had not specified a comparison institution, you would get the descriptive statistics for the entire group of institutions.

Another nice feature of the group statistics option is to be able to show this data in graphical format. Let's take a look at that graph output.

#### SLIDE 21

Here you see that the data for our comparison institution is shown along with the mean of the institutions group. You can print this graph, or you can return to modify the options for your statistics report.

#### SLIDE 22

Our next function, "Generating Pre-defined Reports" is a quick and easy way to gain access to commonly utilized IPEDS variables. These reports come pre-formatted, so they have the advantage of being already formatted and ready for you to use. In addition, the variables that are used in these reports are the more frequently used IPEDS variables.

#### SLIDE 23

Previous PAS users may remember pre-defined reports as report templates. Within the Data Center, additional report templates have been created. And as you can see, now there are report templates for institutional characteristics and student charges, admissions and test scores, enrollments, completions, graduation rate, and student financial aid. Continuing the theme of our overview, let's take a look at some of the commonly used enrollment templates.

#### SLIDE 24

Here's an enrollment template showing total enrollment over selected years. I've expanded this report to look at five years of total enrollment.

#### SLIDE 25

In this next pre-defined report enrollment has broken down by student level – looking at the undergraduate enrollment, the graduate enrollment, and the total enrollment, as well as breaking the enrollment down by the status of the student – full- and part- time. A plus of these reports is that they come as a package or a pre-defined template that is ready to use so that you don't have to fuss with formatting the report.

#### SLIDE 26

The next function of the IPEDS Data Center integrates a function that was in the Data Set Cutting Tool, which is the ability to download IPEDS survey data files; as you too can own your own copy of any IPEDS data survey.

This fits into the category of "be careful what you ask for, you just might get it." Let's take a look at downloading survey data files.

#### SLIDE 27

Continuing with our theme of looking at enrollments, here are some of the files that you can download on enrollments for the survey year 2007. Users who download entire survey files need to understand the structure of IPEDS surveys and data files. Notice that you can not only download the data file, but you can also download the data as a Stata data file, In addition, you can download SPSS SAS, or STATA program files to read the raw data file. Downloading the Data Dictionary for each of the files is also extremely helpful!

#### SLIDE 28

The next function is also familiar to those former users of the Data Set Cutting Tool. Here the researcher can create and download custom data files. Downloading a custom data file is probably more important for researchers who are interested in gaining information on a regional, national, or perhaps a sector basis. Here the researcher can create customized data sets to answer specific research questions on these larger populations. Let's take a peek.

#### SLIDE 29

To download a custom data file, you must select the institutions you wish to download the data for, as well as select the variables that you want to place within your data file, and then generate your output. You may select your data across all the different IPEDS surveys and years. Also, when you go to generate your output, you can generate your output the same way you did when you downloaded a complete copy of IPEDS survey data files – in that you may have data downloaded with SPSS, SAS, or STATA program files, as well as a data dictionary.

#### SLIDE 30

Our last two functions of the IPEDS Data Center take us outside of the Data Center, and link the IPEDS Data Center to both the Data Analysis System, and the Executive Peer Tool. First, the Data Analysis System .

#### SLIDE 31

The D A S, or Data Analysis System, is another NCES website that provides public access to all educational survey data collected by the US Department of Education. The DAS tables library is a great place to find access to regional and national statistics on IPEDS data.

#### SLIDE 32

The IPEDS Data Center is also linked to the Executive Peer Tool. The Executive Peer Tool is designed upon the IPEDS Data Feedback Report.

#### SLIDE 33

These IPEDS Data Feedback Reports are sent annually to the CEO of each institution. The Executive Peer Tool is a web-based tool that is designed to help you customize these data feedback reports that contain data from the most recent collection year of the IPEDS surveys.

#### SLIDE 34

Another feature of the IPEDS Data Center homepage is the shortcuts. These shortcuts allow you to upload a previously saved session, create or download of a list of variables, or create or download a comparison group. As we finish up this overview of the IPEDS Data Center, let's take a look at saving and uploading a session.

#### SLIDE 35

As you all know, our days can get interrupted by many different things, and it's difficult to finish a task without being interrupted. So it's great to save a session that will document exactly where you left off and then allow you to pick up that task when you return. You may notice the "Save a Session" button that appeared on the screen on several of our previous screen shots. Click on that

Save a Session button and it will generate a job number. You can have that job number sent to your e-mail address, or you may simply write it down.

### SLIDE 36

Then when you return, click on “Upload a previously saved session,” and enter that same job number. And Viola, you are back in business! The only limitation to this feature is that job numbers are only valid for 30 days. But hopefully you didn’t get interrupted for that long a period of time.

### SLIDE 37

This completes our overview of the IPEDS Data Center. We think it’s a great new tool, and you’ll really get hooked on it fast. So give it a try. Thank you.

## VIDEO NARRATIVE

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Welcome to the demonstration of the new IPEDS Data Center. This new web based tool is designed to provide you with ready access to all IPEDS Data. Within this demonstration we will perform three basic functions using this new tool. First we will produce a ranking report to compare institutions on one IPEDS variable. Second, we will use a template to produce a predefined report IPEDS Data. And third, we will get data on an institution and a set of comparison institutions and download that data to our computer. Before we begin let us explore the Data Center homepage. Many of you may realize the Data Center replaces the Peer Analysis System and the Data Set Cutting Tool. Our homepage is designed by functions of the Data Center. These functions are tasks that you the user carry out as you access the IPEDS Data. From the homepage you can mouse over the functions that are found on the left hand side of the screen and the bubble on the right hand side of the screen will describe that particular function.

For example, you can look up data on a single institution and find a snapshot for that institution.

Second, you can compare individual institutions on variables that you select.

Third, you can rank institutions on one variable and compare institutions on that single IPEDS variable.

In addition, you can view a trend in data for one variable over time.

Also, you can create descriptive statistics for a set of institutions either with or without a comparison institution.

You can generate predefined reports displaying data from commonly used IPEDS variables.

You can also download your own copy of IPEDS survey data files.

In addition, you may wish to create your own customized IPEDS data files by selecting institution and years of data for a set variables.

Our last two functions allow you to access two other NCES web based applications, which are the Data Analysis System or the DAS and you can also access the Executive Peer Tool.

From the homepage, you can access shortcuts. Here you can upload a previously saved session and can pick up a prior session from where you left off.

You can also create or download a list of IPEDS variable to be used in a session or you can create or download a of list comparison institutions.

## RANKING REPORT TRANSCRIPT

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Now that we've explored the IPEDS data center homepage, we'll begin by performing our first task using the IPEDS Data Center. In this task we will rank institutions on one IPEDS variable. To set a little context for our demonstration, our institution is attempting to create a comparison group. A suggestion is that for our comparison group we use all institutions from our region - from the same sector - and with the same basic Carnegie classification. However a concern has been raised about whether these institutions are similar enough in enrollment to be considered a peer institution. So therefore we want to create this comparison group, and then rank institutions based upon total enrollment, and see where our institution falls relative to this set of comparison institutions. So we begin our first task by selecting the option of, "rank institutions on one variable."

Once we've selected rank institutions on one variable, we have the option to either use publically released data, or additional early release data files. The publically released data files are those that have been reviewed and published in First Look publications..

The additional early release files are provided for institutional level analysis only, but require a login. The login access for all these early release data files is simply the IPEDS ID for any one institution. So you may type in the IPEDS ID for any one institution, and the user name and the password are the same. As you can see on the screen, the Data Center displays the data available at each level prior to login, so you can see exactly what data you will get when they choose this access level. So we press "log-in."

And now we have logged in as an institution level user, as you can see on the screen. You can also see that the function that we have selected is, "Rank Institutions on One Variable." And we have three steps to complete. We need to select the institutions for our report, select the variable to base our ranking on, and then we'll generate our output. We can enter and select the institutions to include in our report by simply typing in names of institutions.

So we begin here by typing the name of an institution, and as we begin you can see that the names of any institutions that match our text and the IPEDS ID for those institutions pop up as we begin to type. But since our task involves selecting all institutions from our region - from the same sector - and with the same basic Carnegie classification, we want to use the "By Groups" option. So we select, "By Groups."

This new “by Group” option allow us to select institutions by common institutional characteristics such as sector, state, Carnegie classification, and institutional size.us to use commonly selected variables to create our comparison group. You can see that beside the option of selecting institutions by common indicators such as -- Title IV participating institutions only, US only institutions, or land grant institutions, we can select from the commonly used variables found on the right hand side of the screen. And we want to select from Geographic Region, Sector, and Carnegie Classification. So we select Geographic Region and a popup window appears.

And since our institution is in the New England area, we select New England, and then click save. Next we select Sector.

And since our institution is a private, not-for-profit, four year or above, we select the corresponding check box and then click save. Next, we want to select Carnegie Classification, so we click on that link...

Scroll down. We select a Masters College and University – a larger program to match our institution– and select save. If you wanted to select multiple Carnegie classifications, you can do that as well by selecting multiple boxes.

Now as I scroll down, you can see the selections that we have made: our geographical region, our sector, and our Carnegie classification. Since that’s the selection we want to make, we go ahead and click “Search.”

After selecting Search, we can see that we have 19 institutions that met our search criteria. We could continue to refine this list if we wanted to, but our selection is complete so we are ready to proceed. Previous users of the Peer Analysis users may have noticed that we did not identify a focus institution or in Data Center terms, my comparison institution. When using a ranking report, it is sometimes helpful to have your institution identified as your comparison institution; as that institution is highlighted on your ranking report. So we’re going to select, “Use My Institution,” and that will then pull up my institution as the comparison institution.

Now that I have selected my institutions, I need to continue on to step 2 to select my variable for the ranking report.

Pressing the Continue button brings us over to Select Variables. Here we can browse or search variables, create derived variables, or if I saved IPEDS variables in a previous session, I can upload them. One really nice feature of the new IPEDS Data Center, is the search function – which allows you to readily search for variables without having to understand the file structure or the survey structure of IPEDS. So let’s search for the variable, “enrollment.” And lets see what variables are returned.

Not surprisingly, there are a lot of enrollment variables in IPEDS. The variables are organized by category and years of data. You can see that there are descriptive variables under the institutional characteristics that describe; the enrollment status at the institution. You can see that there’s estimated fall enrollment. You can also see that as we scroll down, there is the fall enrollment

data that are categorized under fall enrollment and retention rate. And from here we want to select, "Total Enrollment." You'll notice the blue information buttons beside each variable. These bring up descriptive information about each variable. These buttons aid you in identifying that you are using the correct variable. Once we have selected our variable, we must select the years that we want to use for that particular variable. So we click on, "Select Years," and we want to select the most recent year of data -- Fall '07 for our ranking report. So we click Save, and then you can see that we have one year selected.

You can see that the search bar and the continue button follow along with us. That's a real helpful navigation tool because now we don't have to scroll down or scroll back up to continue. So let's click Continue to move on to step 3.

Now we can see the output. And from this you can see that now we have 19 institutions, and we have a ranking report that sits below that shows these institutions. You can see that the report contains the name, as well as, the city, and state for each institution. You'll also notice that my comparison institution is highlighted. Another nice feature of the ranking report is that you can sort it by any of the variables on your report. So if you wanted to sort the list by state, you just click on the link for State, and the report is resorted. If you want to switch back, just click on the link for our Ranking Variable total enrollment. You'll also notice that you can print this report, and download it as a PDF file. So there you have it. We have created our first IPEDS report ranking our institutions on total enrollment.

## PREDEFINED REPORTS

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We have now created our ranking report and shared this information with Executive Committee that is defining our comparison group for benchmarking. Now a question has been raised about the comparability of breakdown of total enrollment by undergraduate and graduate student populations, as well as the full-time and part-time distribution of enrollment for these institutions. So what we'd like to do now is use the pre-defined reports that exist within the Data Center to provide these data for our comparison institutions.

One of the nice features of the IPEDS data center is that you may move across functions within the data center without losing any of the work or information you've already entered while working in other functions. So, with our Ranking report complete and our comparison institutions already selected, we can go up to our main menu and select "generate pre-defined reports"

And as we move over into those pre-defined reports, you can still see that my comparison institution is set, and we still have the same 19 institutions that we used in our ranking report. On the screen you can see the categories of our report templates -- institutional characteristics and student charges, admissions and test scores, enrollments, completions, graduation rates and student financial aid. We want to further explore enrollment, so we click the enrollment plus sign and that expands our list to show a breakdown of the different templates. The enrollment pre-defined report we want to look at is "enrollment by student level". Then we select enrollment by student level, we must choose a specific year for our report. We're going to stay with 2007 fall enrollment to be consistent with our ranking report, and we want to break enrollment down by

full and part-time status, so we select that radial button and click the display button, and there we see the list of our institutions with enrollment broken down by undergraduate and graduate students, as well as the same total enrollment from our ranking report. The report is also expanded by full and part time student status. Notice that from here, we can choose to go back and modify our report options.

If we modify the options and choose "expand by" "all" we get the same report structure; but enrollment has now been broken down by males and females, as well as, status of the students--undergraduate and graduate, and full-time and part-time.

One of the other nice features about this report template is that you can download it into an excel file. So we modify options one more time, and select download, it opens up a zip file. Inside you'll see an excel file. When we open that excel file, an error message appears, because of the name of the file, but if you just verify that it is from a trusted source, you can go ahead and open it. And a nicely formatted table appears! If you don't like certain aspects of that template, you can then customize it. But we are satisfied with our table, so for now we'll close that window, and we're back in the IPEDS data center.

Our demonstration has shown you some of the power of report templates. You may be interested in exploring some of the other pre-defined reports for admissions and test scores, completions, graduation rates or student financial aid.

#### SAVE AND UPLOAD TRANSCRIPTION

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Another great feature of the IPEDS Data Center is the ability to save a session, and then when you return to your session you can pick up right where you left off. Because we all know about all the interruptions that occur in our lives! So now let's look at how to save and upload a session, before we begin our third function of creating institutions data. On the top menu bar, by our Main Menu button, we're going to click on the "Save a Session" link.

So now on the new page you see a job number that has automatically been generated, and your job has been saved on the NCES server. All of the job numbers will start with the word, "Context," and will be followed by a series of numbers and letter. You can write down this job number. Or if you type in your email address here and click send, the IPEDS Data Center will send you an email with your job number.

But now let's pretend that your interruption is over and now we are now starting over. So to emulate this, we click the "start over" button.

To pick up where we left off from that previously saved session, click on, "upload a previously saved session."

Now we do have to log in again. We're going to use Additional Early Release Data. So click on the plus sign to expand that option, then type in your IPEDS username and password and enter.

Once we have logged in, we can type in the job number that we received earlier from the previously saved session. The job number is case sensitive, so we need to type it in exactly as we received it. Then click Continue. Also, job number are only stored on the NCES server for 30 days, but hopefully you didn't get interrupted for that long a period of time!

And now you notice that we are right where we left off. We're looking at the same 19 institutions with the same variables. And we don't have to go back and redo any of the work we have done up to this point.

## INSTITUTIONAL DATA

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### SLIDE 1

Now that we have showed you how to upload a previously saved session. We would like to demonstrate our third and final function in this first initial demonstration of the IPEDS Data Center. We would like to show you the very flexible function of acquiring institutions data. So we go back to the main menu and we select compare individual institutions. Using this function the researcher can download data for any IPEDS variables on a set of comparison institutions.

### SLIDE 2

When we compare individual institutions it is the same three-step process of selecting institutions, selecting the variables to be used, and then generating the output. From our previously saved session now we have our 19 selected institutions and we have identified "my comparison institution". What we want to do now is to download the data that we have been looking at in this session -- total enrollment, full-time enrollment, part-time enrollment, as well as Full Time Equivalent (FTE) enrollment. So using these 19 institutions we will continue on to step two to select variables.

### SLIDE 3

At this step, we want to browse and search variables, so that we can select our enrollment variables. So we go ahead and click on the browse and search link. And again we are going to use that great search function and type in enrollment. This function provides easy access to all IPEDS variables that have the term enrollment in their name. Go ahead and select search. As we scroll down we see the list of variable organized by categories. We want to go down and use our fall enrollment retention rate variables. We want total enrollment, which is already active, but we will check it off again. We want full-time and part-time enrollment and we also want the full-time equivalent enrollment. Remember, if we have any questions about the content of any of these variables we can go ahead and select the blue information button, which will give you the description of the variable in this case -- full-time equivalent enrollment—A pop-up window displays the definition of the variable. When done -- close that window. Once we have selected our variables, we need to select the years of data that we want. For our report, we would like to look at this data over multiple years. So we select -- fall 2007, fall 2006, and fall 2005 to give us three years of trend data. Next, select save. Notice the message that says three years of data that have been saved. Also have you noticed how our continue button and our search bar have been floating up and down on the screen as we navigate? Now that we have made all our selections, this scrolling continue button makes it easy for us to select complete this step.

#### SLIDE 4

Now the variables that we have selected for fall 2005, fall 2006, and fall 2007. We want to check off or add the fall 2007 total enrollment variable to make sure that we include that in our data file. Now all these variables will be included in our data file. If we wanted to, we could edit the variable years or delete any of these variables; but this is the list we want so we go ahead and select continue.

#### SLIDE 5

Notice now that we need to answer some questions about the format of our report. We can provide an optional table name -- we can call this enrollment data.

For the next option -- you may we want to include both institution name and unit ID so that you can see the IPEDS ID for each institution. However if you don't want to know the IPEDS ID and only want the institution name you can go ahead and make selection instead.

#### SLIDE 6

For the third option -- I always want to select the long variable name as it is more descriptive.

For the final option, you don't usually bother to look at imputation or status flags because these are simply an indication of whether any modifications have been made to that variable in the data cleaning process.

So once we have finalized these selections, I suggest you view the data first on the screen to make sure that you getting what you want, and then you can go back and download that file. So we are going to view this data on this screen and here you see the data.

#### SLIDE 7

Notice that you can't see all the variables on the screen, but you get a sense of your report. So now we go back and modify the report options. We specify that we would like to download the data in a comma separated variable file format and select continue. Let's go ahead and open that file. It will open the file in an Excel. And there you see our data.

#### SLIDE 8

You can begin the process of formatting your report. For example you may want to calculate the percentage of the total enrollment that are part-time students for each of the three years and then you can use Excel to graph the data file. Being able to use the power of Excel and other desktop software to format and analyze your data is what makes the compare individual institutions function of the IPEDS Data Center the ultimate flexibility. Of course you would want to save this file to our hard drive, but for now we will just close the file.

And that completes our introduction to the NEW IPEDS Data Center.

#### SLIDE 9

More training will be produced to describe other functions within the IPEDS Data Center.

SLIDE 10

We hope that this overview of the IPEDS Data Center and this tour of the three commonly used functions will be enough to get you started.

We think you will find the IPEDS Data Center to be very intuitive and user friendly. Explore!  
And thank you.