

# Visual Analytics User's Guide

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# How do I log on to the system?

1. In your browser, go to the IR home page:

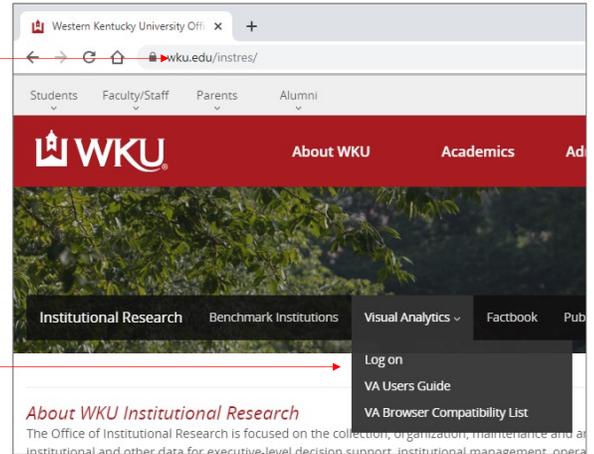
<https://www.wku.edu/instres/>

2. Click on:

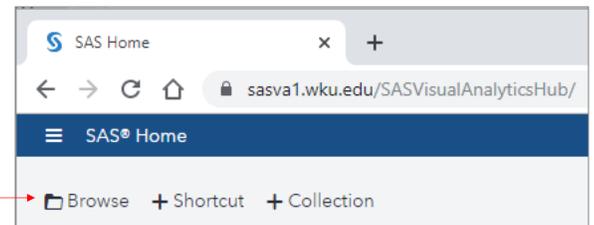
> Visual Analytics

> Log on

3. Sign in using your WKU NetID and password



4. Click on the "Browse" button

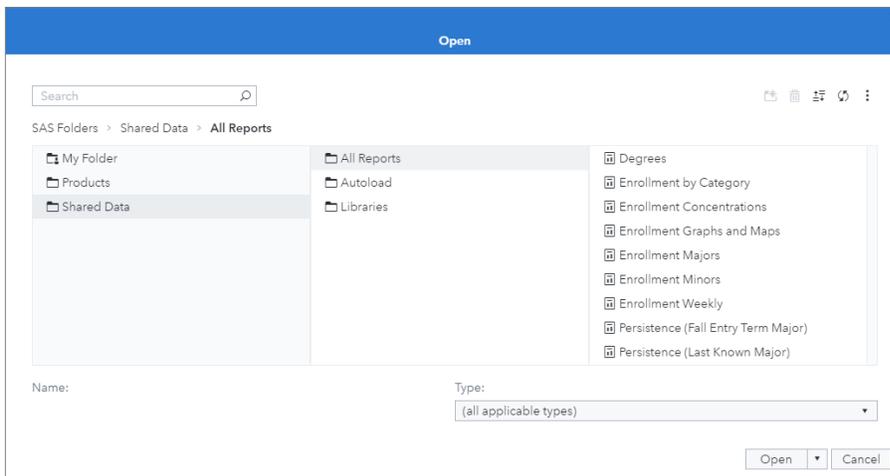


5. Click to expand:

> Shared Data

> All Reports

6. In the far right column, double-click a single report to open



# How do I navigate the reports?

Click on the tabs across the top of each report

OR click on the hyperlinks on the *Table of Contents* tab

Table of Contents   Majors Tables   Majors (Student Detail)   Definitions   Date Legend

## Enrollment: Majors

### Table of Contents

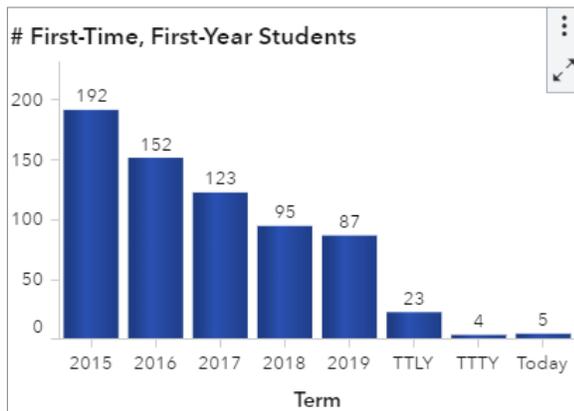
**Enrollment**

**Majors Tables:** Summarizes enrollment by college, department and major for the pa  
**Majors (Student Detail):** Provides student level data that may be filtered by college,

**Appendix**

**Definitions:** Provides definitions of data elements used throughout the report.  
**Date Legend:** Provides data extraction dates for weeks used throughout the report.

# How do I view an object that does not fit on the screen?



If an object (e.g. table, graph, or map) does not fit on your computer screen, you may maximize the object by clicking on the object, then clicking the  “Maximize” icon in the top right corner.

To return to the original view, click the “Restore” icon  at the top right corner of the maximized view.

# How do I change the column width in tables?

Just as you can in Excel, VA allows you to drag/move column-separating lines to adjust the width of columns.

1. Place your cursor between the columns at the top of the table (or at the right edge of the row headers).
2. When your cursor becomes a double arrow, drag the column border out/in to the width of your choosing.

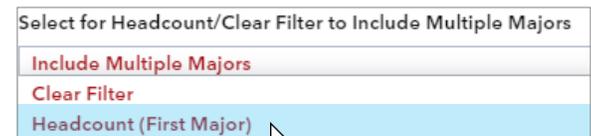
Enrollment by Selected Category		
Semester ▲	Census 2018	Census
Term Description ▲	(N)	(N)
GR	2,646	
UG	15,723	
Total	18,369	

# How do I choose headcount or duplicated enrollments/credentials?

Because students can have multiple majors, minors, or credentials awarded, the reports allow you to choose to count either 1) the number of *students* OR 2) the number of *majors/minors/credentials awarded*.

Each tab on each report allows you to select how you want to count enrollments/credentials:

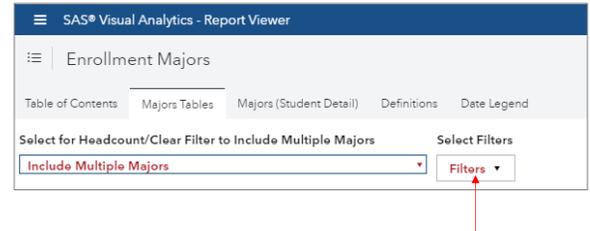
- To count students, select **“Headcount (First Major)”**
- To get duplicated counts for all majors/minors/credentials awarded, select **“Clear Filter”**



# What do I need to know about filters?

**Filters** allow you to subset the data/report to a specific group of your choosing. At the top of each tab within each report is a “Filters” drop-down box, which will filter the tables/charts/graphs on that tab.

To know how each filter/variable is operationalized, please reference the “Definitions” tab.



## Please note:

- On any given tab within a report, filters will remain selected until you deselect them or close and reopen the report.
- Filters will NOT apply to every tab within a report; you will have to make your filter selection(s) on each individual tab.
- If you close a report and reopen it—or if you open a new report altogether—you will need to reselect filter(s).

Within filters, the data will be subset using an “OR” operator. For example, the following selection subsets the data to students who are seeking an Associate **OR** Baccalaureate degree:

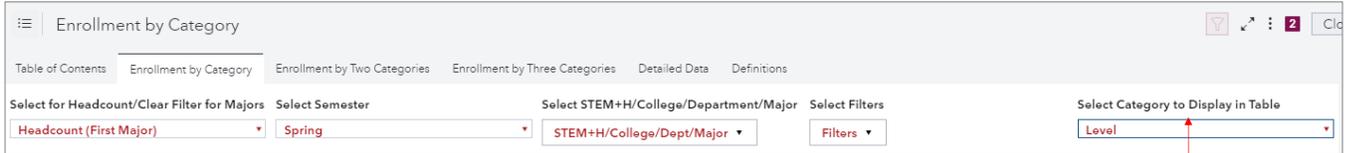
A screenshot of the 'Select Filters' dialog box. It contains several filter categories: 'STEM + Health', 'Level', 'Division', 'Degree Type', 'Student Type', 'Residency', 'Classification', and 'Enrollment Status'. Under the 'Degree Type' category, the 'Associate' and 'Baccalaureate' checkboxes are checked, and this category is highlighted with a yellow circle. Other categories have their respective checkboxes unchecked.

Between filters, the data will be subset using an “AND” operator. For example, the following selection subsets the data to students who are seeking an Associate **OR** Baccalaureate degree —who are **ALSO** a Resident:

A screenshot of the 'Select Filters' dialog box, similar to the previous one. In addition to the 'Associate' and 'Baccalaureate' checkboxes being checked under 'Degree Type', the 'Resident' checkbox under the 'Residency' category is also checked. Both the 'Degree Type' and 'Residency' categories are highlighted with yellow circles.

# What do I need to know about categories?

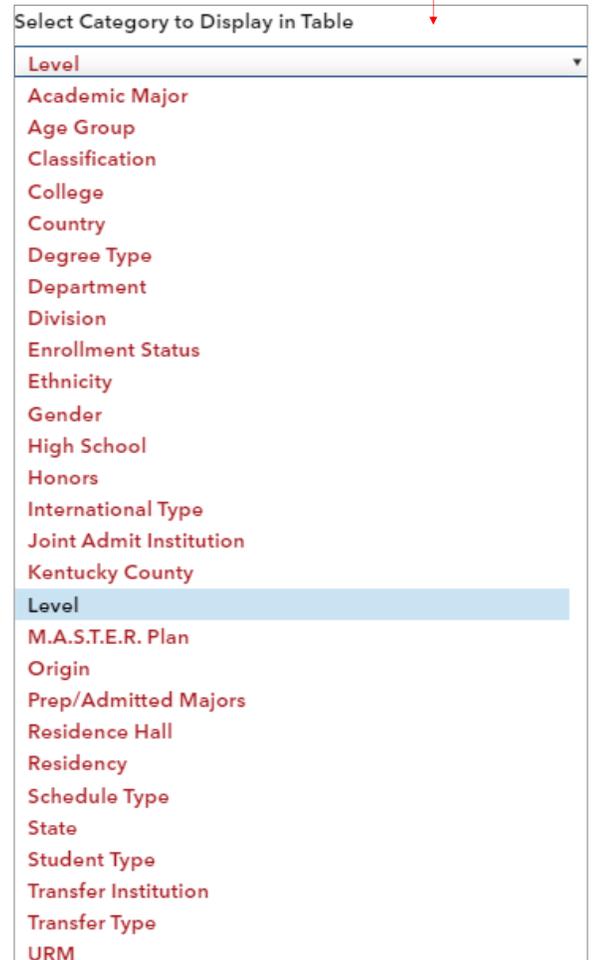
Many of the reports in VA have **Categories**, which allow you to change how the data are viewed in a table.



Categories are different from filters in that filters restrict the entire data set—while categories simply change how the data are displayed, namely in a table’s row headers.

For example, selecting “Level” from the “Categories” drop-down box will produce the following row headers...

Semester ▲			
Term Description ▲	Census 2015	Census 2016	Cens
Selected Category ▲	(N)	(N)	
GR	2,646	2,815	
UG	15,723	15,781	
Total	18,369	18,596	



... whereas selecting “Enrollment Status” will produce a table with the following row headers:

Semester ▲			
Term Description ▲	Census 2015	Census 2016	Cens
Selected Category ▲	(N)	(N)	
Full Time	12,856	12,832	
Part Time	5,513	5,764	
Total	18,369	18,596	

Some reports allow you to select two or three categories; these tables have nested row headers based on your selection(s), as is illustrated to the right.

To know how each category/variable is operationalized, please reference the “Definitions” tab.

		Semester ▲			
		Term Description ▲	Census 2015	Census 2016	Cens
Category (1) ▲	Category (2) ▲		(N)	(N)	
GR	Graduates		2,646	2,815	
Subtotal: GR			2,646	2,815	
	Lower Division		5,926	5,693	
UG	Upper Division		7,834	7,908	
	Other Undergraduates		1,963	2,180	
Subtotal: UG			15,723	15,781	
Total			18,369	18,596	

# How do I get detailed data about students?

Most reports in VA have a “Detailed Data” or “Student Detail” tab, which allows you to view detailed student data (e.g. WKU IDs, names, majors, schedule type, etc.).

The **Detailed Data** table only includes records that meet the criteria specified at the top of the tab. Note that utilizing the “Clear Filter” option to count duplicated majors/minors/credentials will cause some students to appear more than once in the detailed data.

Term Description	Level	Degree Type	College	Department	Major	First Major	Honors	Enrollment Status	Second Major	Third Major	Fourth Major	Total Grads
Census 2019	GR	Doctorate	College of Education and Behavioral Sciences	Ed Admin, Leadership, and Resea...	Educational Leadership, EDD (#0010)	0010	Not Honors	Part Time				
Census 2019	GR	Doctorate	College of Education and Behavioral Sciences	Ed Admin, Leadership, and Resea...	Educational Leadership, EDD (#0010)	0010	Not Honors	Part Time				
Census 2019	GR	Rank	College of Education and Behavioral Sciences	School of Teacher Education	Elementary Education, R1 (#084)		Not Honors	Part Time				

On the “Enrollment by Category” report, an aggregate-level table can also be used to select which records are included in the Detailed Data table. Selecting a cell in the “Enrollment by...” table (top) will filter the “Detailed Data” table (bottom) to include only the students counted in that cell.

For example, selecting the 2,329 in the “Enrollment by Level” table will cause the “Detailed Data” table to only reflect only the 2,329 GR students enrolled at Census 2019.

Selecting no cells in the aggregate-level table will cause the Detailed Data table to reflect all cells (i.e. duplicate records for students enrolled in more than one term).

Term Description	Level	Semester					This We
		Census 2015	Census 2016	Census 2017	Census 2018	Census 2019	
UG		15,723	15,781	16,046	15,691	14,746	
GR		2,646	2,815	2,649	2,576	2,329	
Total		18,369	18,596	18,695	18,267	17,075	

Term Description	Level	Division	College	Department
Census 2019	GR	Graduates	College of Education and Behavioral Sciences	Ed Admin, Leadership, and Resea...
Census 2019	GR	Graduates	Ogden College of Science and Engineering	Physics and Astronomy
Census 2019	GR	Graduates	Potter College of Arts & Letters	Folk Studies and Anthropology

Term Description	Level	Division	College	Department
Census 2019	GR	Graduates	College of Education and Behavioral Sciences	Ed Admin, Leadership, and Resea...
Census 2019	GR	Graduates	Ogden College of Science and Engineering	Physics and Astronomy
Census 2019	GR	Graduates	Potter College of Arts & Letters	Folk Studies and Anthropology
Census 2019	GR	Graduates	College of Education and Behavioral Sciences	School of Teacher Education
Census 2019	GR	Graduates	College of Education and Behavioral Sciences	School of Teacher Education

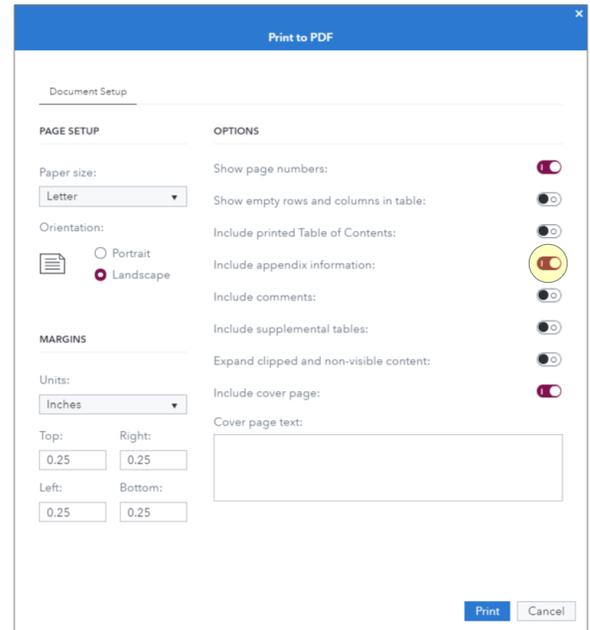
You can export student detailed data by clicking the “More” icon in the top right corner of the Detailed Data table—and selecting “Export data...” See page 8 for more details on exporting tables & data.

# How do I print to PDF?

To print a single object from a report (e.g. a table, graph, chart, or map), hover your mouse over the object, click the “More”  icon, and select “Print object...”

Select options for page setup, margins, and options, and click “Print.”

NOTE: If you select “Include appendix information,” the output PDF will include an appendix, outlining and filters and parameters you have selected.



# How do I export tables to Excel?

To export detailed data from a report (e.g. a table, graph, chart, or map), click the “More”  icon, and select “Export data...”

“Select all” is the default and will export all columns in the table. Alternatively, you can select the specific columns you’d like to export.

Select “Formatted data” to ensure the export contains already-labeled and formatted variables.

**IMPORTANT:** If exporting an aggregated table (as opposed to a detailed list of students), **you must select “Formatted data” to export the table as it appears in VA.**

Selecting “Detailed data” will export a detailed list of every student in the table—and student records will be duplicated for each term a student was/is enrolled. The result is a very large dataset that is difficult to utilize & interpret; selecting “Detailed data” is NOT advised.

