Question

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1. In your browser, go to the IR Home Page

   http://www.wku.edu/instres

SAS’s official browser compatibility list can be found at:

http://support.sas.com/resources/thirdpartysupport/v94/browsers.html

2. Click on
   ~Visual Analytics
   ~Log On

3. Sign in using your NetID and Password

4. Click on the Browse button

5. Click on
   ~Shared Data
   ~All Reports
   ~A specific report
   ~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 pages

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 on the “Maximize” box at the top center of the object.

To return to the original view, click on the “Restore” double box icon at the top center of the maximized view.
How do I change the column width in tables?

You may change the column width by placing your cursor between the columns at the top of the column. Your cursor should change to a double arrow (← | →). Drag the column border out to the width of your choosing.

To change the column width of the first column, you will need to place your cursor at the right edge of the column further down in the table where the row headers are. Your cursor should change to a double arrow (← | →). Drag the column border out to the width of your choosing.

How do I choose headcount or majors/minors/duplicated credentials?

Because students may have multiple majors, minors, or credentials awarded, the reports allow users to choose to count either the number of students or the number of majors/minors/credentials awarded, depending on the user’s needs. Each tab on each report allows you to choose either (1) Headcount or (2) Include double majors, double minors, or duplicated credentials.

Users who want counts by student will select “Headcount.”

Users who want counts by major or minor, will choose “Clear Filter,” which will change the report to include all majors/minors/credentials awarded.
What do I need to know about filters?

The filters in the drop-down boxes across the top of the page filter the tables and graphs on the page. The filters allow you to subset the report. Selecting one or more filters will show data for only the selected categories.

The table to the right shows all students by level. To select only those students who are associate degree seekers,

~Click on “Select Filters”

~Under Degree Type, click on the check box next to “Associate.”

Clicking that filter provides the table to the right, which shows only Associate Degree-Seeking Students by Level.

To select all check boxes for a filter
~Place your mouse over the filter box
~Right click
~Select “Select All”
~Click the “Close” button at the bottom right of the filter box.

To deselect all of the boxes
~Place your mouse over the filter box
~Right click
~Select “Clear Selection”
~Click the “Close” button.

IMPORTANT: Filters remain selected until the user deselects them or closes and reopens the report.
What do I need to know about categories?

To allow users to view the data by specific variables, many of the reports incorporate a choice of categories. The default category for the table to the right is “Level.”

If you want to see counts of lower division and upper division students separately, you would select “Division” as your category.

This selection provides this table.

Tabs are also provided within the main report that allow you to choose two or three categories for the table.

Selecting multiple categories provides tables similar to this table.
How do I get detailed data about students?

The best way to get detailed data about students is to use the Detailed Data tab in specific reports, such as Enrollment by Category and Degrees.

No data will appear in the Detailed Data table when there is too much data to display. You need to filter the data down to just what you need to see and/or export.

Click on the cell in the table that shows the number of students for which you want to see or export their data. This filters the Detailed Data table to include only the students in that cell.

To Export the Detailed Data:

1. Click on the Detailed Data Table
2. Right click your mouse
3. Click on Export Detailed Data
4. Click on Selected Columns
5. Choose only the columns of data you want to export
6. Click the OK button
How do I print to PDF?

To print ALL the tabs in a report, click on the printer icon located above the tabs in the report.

A print window with all tabs and objects selected for printing will appear. **Filters will need to be applied to each tab before printing in order to print specific data within the report.** You can also choose to print the default report without filters.

You may deselect all tabs and objects by clicking on the top check box.

You may then select only the tabs/objects you wish to print.

You may include a cover page, add a description, show page numbers, and show empty rows and columns by selecting those options.

To include a list of all the filters selected for each object, you will want to select “Show Appendix Information.”

If objects do not fit on the page when you print to pdf, you will want to select “Expand Clipped Content.” Unfortunately, the pdf will contain the object that does not fit, as well as the same object fit to the page.

To print just one object from the report:

~Place your cursor over the object
~Right click your mouse
~Select “Print (name of the object) to PDF.”
~Follow the same steps outlined above.
How do I export tables to EXCEL?

Unfortunately, most of the tables do not export “as is” to Excel. If you export tables to Excel, Visual Analytics stacks each column vertically, instead of reporting them side-by-side. However, you can use pivot tables in Excel to restructure the tables once you export them to Excel.

Currently there is one report, Enrollment_Weekly, that does export to Excel keeping the same structure as the VA tables. Enrollment_Weekly provides weekly as well as census data for comparison purposes.

To export a table to Excel:

~Select the table you wish to export

~Right click your mouse

~Click on Export (name of the table), which is Fall Census Enrollment by Selected Category in this example.

~Click on Selected columns

~Check only the columns you wish to export

~Click OK

~Open or Save the Excel file.

**IMPORTANT:** The Excel file does not report any of the filters you have selected, so it is a good idea to note them in the file for future reference.