

# Dashboard User Guide

## Overview

The Office of Institutional Research has deployed a large number of dashboards to be more transparent and allow users greater access to data about the university and programs.

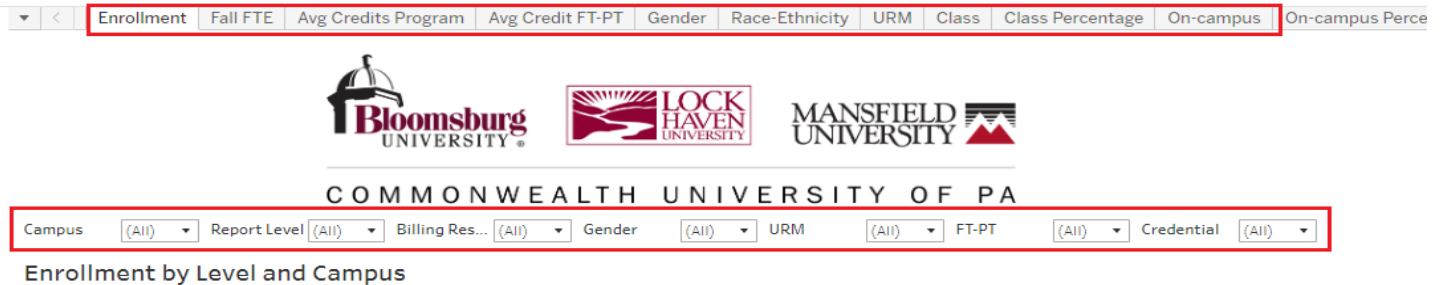
- Overall university dashboards can be found at <https://www.bloomu.edu/institutional-research>.
- Program specific dashboards can be found at <https://www.bloomu.edu/program-assessment>.

The dashboards are set up to show the numbers as well as graphics.

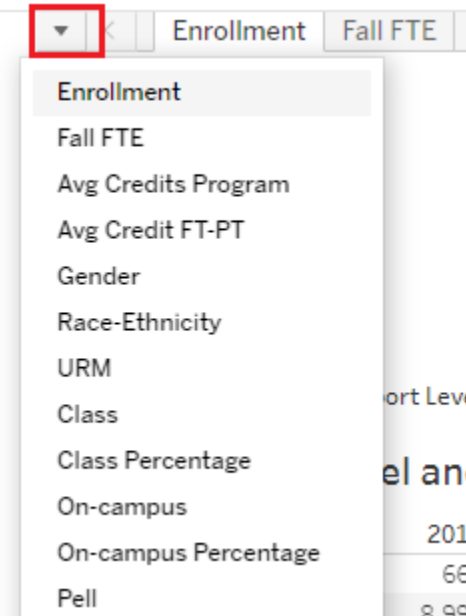
Dashboards are divided based on logical data groupings that IR is managing behind the scenes.

## Navigation

The dashboards are set up with tabs above the logo to provide breakdowns by various data points. There are a series of filters underneath the logo to allow users to drill into the data further.



There is also a drop-down arrow on the left side of the tabs which will allow you to view all tabs at once which may make navigation easier for dashboards with a large number of tabs.



## Filters

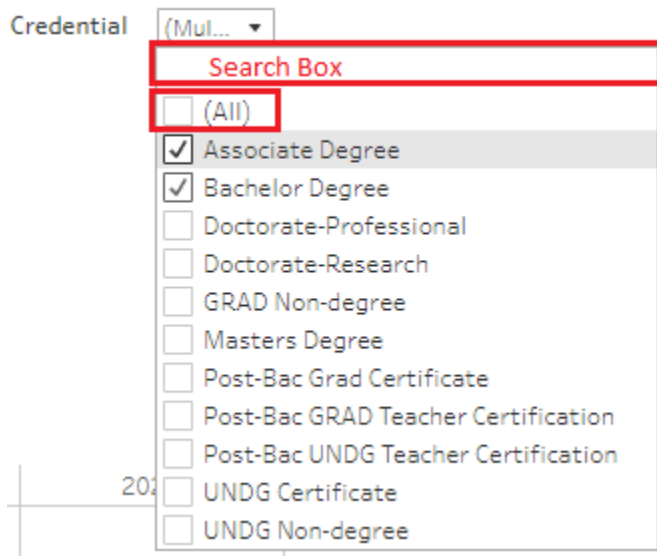
The filters are set up to allow users to drill further into the data. Generally, there are two kinds of filters.

1. A single select where there are only two options, and the user can only select one value or "All"

2. A multi-select where there are many options, and the user can select multiple values or “All”

**Please note: For the multi-select drop down, it may be easier to uncheck “All” before selecting the desired values.**

**Please note: Multi-select also has a search feature at the top of drop down, but you must uncheck “All” prior to doing the search to then select values from the search results.**



**Please note: Once a filter is set, it will stay in place for every tab you visit until you change it.**

## Data and Data Refresh Schedule

The data in the dashboards is from “official” data captures for the PASSHE system office in most cases. This data is what is used for all “official” external reporting (IPEDS, PDE, etc.) so data should be mostly consistent with data published externally.

IR has a set schedule for the data captures, and dashboards will be refreshed after data has been finalized to ensure it meets reporting standards.

**Please note: The dashboards are not connected to the student system, so they are not reporting “live” operational data.**

**Please note: Different data is reported at various times, and there should be notes on the dashboard to identify those times. For example, Pell data is not captured until after end of term so the fall dashboard may show zero Pell students until that data has been finalized.**

## Export

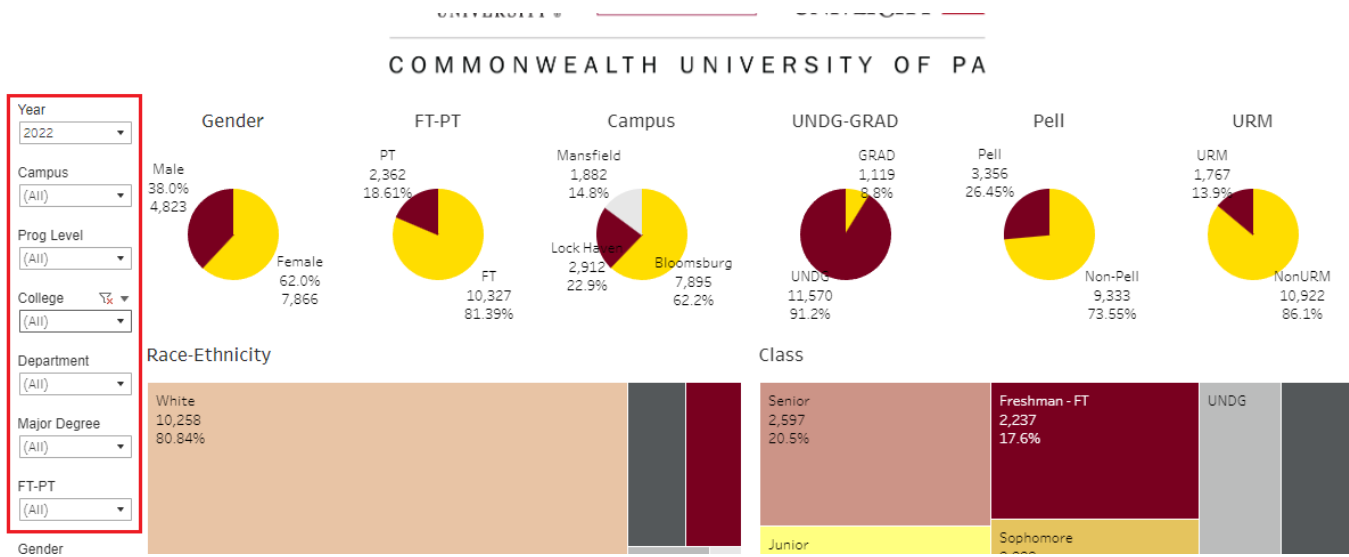
The dashboards do allow you to export summary data using the download icon from the blue bar on the bottom:



**Please note: The dashboards are made up of multiple “worksheets” in the background and you will have to select one “worksheet” at a time. Also, the export includes all data from the sheet which may include “Tool Tips” that show if you mouseover the data but are not visible in the chart or data itself.**

## Summary Dashboards

Based on feedback, IR has deployed a large number of “Summary” dashboards which provide a quick snapshot of various data elements in one tab. Similar to other dashboards, they include filters (on the left-hand side) to drill down into the data.



## Additional Notes

The program dashboards, based on major, generally count a student multiple times if they have multiple majors so the headcounts may not align with the overall university dashboards.

Students enrolled in course sharing courses would be double counted in headcount prior to 23-24 because we were on separate student systems. For program data, they should be degree-seeking at their home campus and would be non-degree at the other campus.