

Data Feedback Report Creating Custom Comparison Groups 2023-24 Collection Cycle Tutorial Script

Now that we have selected a comparison institution, we can continue our analysis and explore how to create custom comparison groups.

The Custom DFR function of the Use the Data Page is organized by steps indicated by separate tabs on the screen. We have already completed step one, where we identified our comparison institution. We now move on to step two, Data Report. As we complete each step, the next step becomes active and a summary of the selections are identified.

We can see that East Stroudsburg University of Pennsylvania is set as our comparison institution. Note that you can always return to previous steps and make a change. To return to step one, click on the tab for that step, or click on the Change button across from My Comparison Institution. Since we wish to keep East Stroudsburg as our comparison institution, we'll click on step two, Data Report.

Steps must be completed sequentially. You cannot move forward to the next step until you've made a selection for the current step. For example, since we've not made a selection for step two, step three is shaded and not active. We'll select Create a Custom Data Feedback Report as our data report type and move forward to step three, identifying your comparison group. This adds our data report type to the summary of our analysis. A comparison group may include between one and 100 schools, although a size of 10 to 30 institutions is recommended. If the group contains fewer than five schools, data for some variables may be excluded from the report.

Three methods are available for selecting institutions to include in your comparison group. First, you can select institutions by typing institution names one at a time. You may also select institutions by groups. The By Groups option includes three techniques for group selection. The first, EZ Group, allows you to create your own selection criteria based on a limited set of IPEDS variables.

The second technique, Automatic Group, includes automatically generated comparison groups created by NCES based on characteristics of the comparison institution, such as Carnegie classification, control and level of institution, degree-granting status, Title IV status, state or region code. The third technique, Saved Group, is only available for institutions that have previously submitted a custom comparison group for the creation of their Data Feedback Report. The final method for creating a comparison group is to upload a list of institutions saved from a previous session. We'll demonstrate how to upload a file after we highlight the Automatic Group feature.

The automatically generated group may or may not be appropriate for your analysis. Nevertheless, it is a quick way to define a comparison group so you can practice using the customized DFR and its features. The automatically generated comparison group for East Stroudsburg University of Pennsylvania contains 28 schools.

Before we proceed, let's review the list of institutions in our comparison group and make some adjustments to the list. Scroll down to review the names of institutions in your comparison group. Since our list has 28 institutions, we have two pages. To review the second page, click on the link for page two. To modify the list, click on the Modify

button. Then, remove names from the list using the check boxes and links provided. For example, we can remove University of Washington-Tacoma Campus and then also Bowie State by first clicking on the Modify button. Then, checking the box next to both and clicking the link to 'Remove selected.' We now have 26 institutions in our comparison group.

If we notice an institution that is missing, we can add it to our comparison group list. Click on By Names or UnitIDs. Next, type in the name of the institution to add. For example, Bloomsburg University of Pennsylvania. When the name and unit ID appears, click the link or the school name, and the institution is added. We now have 27 institutions in our comparison group.

Finally, we'll demonstrate how to use the Uploading a File feature mentioned earlier in the video. To do this, we'll first show you how to download your custom list, then how to upload it in a new session. To do this, select 'Start over' and you will return to the Use the Data webpage. Again, we'll select Data Feedback Report, and type in our comparison school and Create a Custom Data Feedback Report. This time, we'll use the EZ Group function. In this example, we'll say that East Stroudsburg University of Pennsylvania wants to compare itself to the other 4-year public institutions located in Pennsylvania, with an enrollment between 5,000 - 9,999. So, we'll select State or Other Jurisdiction, and we'll choose Pennsylvania. Next, we'll select Institution Size Category, and choose 5,000-9,999. Finally, we'll select Sector, and choose public, 4-year or above. This gives us the 7 institutions you see on screen. Select Search to confirm your selection. To save this list of institutions for future reports, select Main Menu, then Create, Save, or Upload Institutions. After you select it, you'll have the option to export your list. When you export it, the extension is .uid, and can be opened with Notepad.

To upload a list, we'll return to the screen with only East Stroudsburg University of Pennsylvania as our selected institution. Next, we'll choose to upload a file. You'll be prompted to log in, and after logging in, you'll need to select the file for upload. If you do not have a login, you can request one easily using the "Create and account" link shown on the login page. Once you select the file and upload it, the list you saved in a previous session will appear, and you can use the remaining steps in this tutorial in the same way we have demonstrated our Automatic Group selections from the previous screens.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.