



# Custom Data Feedback Reports Tutorial Script 2018-19 Data Collection Cycle



Now that we have chosen a comparison institution and selected a custom comparison group, let us review our analysis and continue on to create a Custom Data Feedback Report.

At the top of the screen, we see a summary of our analysis to this point. East Stroudsburg University of Pennsylvania is identified as 'My Comparison Institution.' We have selected a 'Custom Data Feedback Report' as our data report type, and we have selected 30 institutions for our comparison group.

We are now ready for Step Four of our analysis, specifying the figures that we want to include in our Custom Data Feedback Report. We can move to Step Four by clicking on the 'Continue' button, or clicking on the tab for Step Four 'Figures.'

We want to create a Custom Data Feedback Report and include some of the charts not available in the standard IPEDS DFR. If we click on Expand/Collapse All, we can see all the variables that are included in each chart.

Notice that while you can see the individual variables, we can only select whole figures, not variables within figures. To modify those variables, we need to make a Statistical Analysis Report. For now, let us continue with our Custom DFR.

The small book icon with a checkmark indicates those charts included in the standard IPEDS DFR. Clicking the link to 'Select Only Figures Printed in IPEDS DFRs' automatically checks all those charts for inclusion in our Customized DFR. We'll add three more by manually checking boxes. Use the Info buttons to see a description of any chart and expand the chart to view its component variables.

We'll add the figures for Enrollment by Student Level Fall 2017, Fulltime Enrollment by Student Level Fall 2017, and Part-time Enrollment by Student Level Fall 2017. Scroll down the list to see what other charts are available. Later, you will get a chance to make your own selections, but for now, we will move to our last step, Output, by clicking the Continue button.

Our summary indicates that we have 29 figures selected: the 26 included in the printed Data Feedback Report and the 3 that we added.

Preview any section of the Customized DFR using the tabs. Figures 5, 6, and 7 are the additional figures we specified and are not part of the standard IPEDS Data Feedback Report.

As we return to the top of the window, notice that we can enter a description of the comparison group before we download our Custom DFR. The description that we enter will be included in our report and is helpful when you review your report later. We will enter IPEDS Automatic Group minus California State University-San Marcos & Virginia State University, plus Bloomsburg University of Pennsylvania, as that matches the selections we made when creating this comparison group.

We can now download the Customized Data Feedback Report by clicking the Download button. Click on the file to view the Customized DFR. Here it is, complete with methodological notes, comparison group list, footnotes, and sources for all charts. It differs from a standard IPEDS DFR only by the title on the cover and the additional Figures 5, 6, and 7.

When you are finished, close the window to return to your analysis.