



## Statistical Analysis Report Tutorial Script 2017-18 Data Collection Cycle



Now that you have created a Custom Data Feedback Report, we will continue on and use the Statistical Analysis Report capability to review the underlying data for each school and modify the variables within the figures.

To switch from a Custom Data Feedback Report to a Statistical Analysis Report, we need to return to Step Two, Data Report. To do so, click on the tab for 'Data Report' or click on the 'Change' button across from Data Report Type, which is currently set to Create a Custom Data Feedback Report.

This time, choose 'Create a Statistical Analysis Report.'

We can see that the summary of our analysis has changed. East Stroudsburg University of Pennsylvania is identified as My Comparison Institution, and we still have 32 institutions in our comparison group. But now, we have selected a Statistical Analysis Report as our data report type. Also notice that after making our selection, we have been brought to Step Four, and the name of this step has changed.

Instead of being labeled Figures, as it was in our Custom DFR, it is now labeled Variables.

If we click on the 'Expand/Collapse All' link, we can again see all the variables that are included in each chart. But instead of selecting whole figures, we select the individual variables within each figure. For this analysis, we will again 'Select all the variables that are printed on the IPEDS DFR,' but uncheck 'Women' from our first figure under Student Enrollment. So, our Figure three will include the percentage distribution of enrollment by race and ethnicity only. Also, we will include two additional sets of variables from the Finance section.

As we can see when we scroll down, the standard printed IPEDS DFR contains the percent distribution of core revenues by source, but reports the core expenses by function per FTE enrollment. It is often nice to have the two different breakdowns: percent distribution and per FTE enrollment for both revenues and expenses. As a result, we click on Check All under core revenues per FTE enrollment by source and percent distribution of core expenses by function. We now proceed to Step Five, Output, by clicking on 'Continue.'

This is our Statistical Analysis Report.

We are on the 'Statistics' tab, which displays the values for the comparison institution, East Stroudsburg University, and the median values for the comparison group for each component variable within each figure. Notice that while the title of the third variable still includes the percentage of students who are women, we excluded that variable in an earlier step, so it is no longer listed in the report.

Now, we'll view the graph for our third figure, Enrollment, by clicking the icon.

The graph looks like the one in our DFR, but without footnotes. Use the 'Back' button to return to the report.

To download an Excel file with the statistics, click on the link above the Statistical Analysis Report. Click on the file to open it. Your computer may prompt you to verify that the file is an appropriate format for Excel and is a trusted source. The file just contains formatting commands that produce this message. So, click 'Yes' to access the nicely formatted Statistical Analysis Report complete with the NCES header.

While the Excel file includes the basic statistics for each component variable for the comparison institution and the comparison group, it does not contain the list of institutions in the comparison group or the underlying data for each institution within the comparison group.

Next, close Excel and return to our analysis.

Now, select the 'Data' tab of the report to see the values for all variables for each school in the comparison group. Notice in the summary of our analysis that we have data for 32 institutions on 139 variables: definitely, a lot of data to view. The data are displayed in tab format. Use the scroll bar to see all the variables, and use the page links to see the data for all 32 institutions. Click on the column names to sort the data on any one variable in ascending or descending order. We will sort by FTE enrollment.

Since the data can be awkward to view on screen, we will download the data by clicking on the link. Open the file in excel. 'Click on the file to open it. Here we have a formatted report. But more importantly, we have access to the raw data so we can recreate any of the graphs or tables using our own style and format. Let us close Excel and return to our analysis.

[end video 4]

