

Data Feedback Report

Creating a Custom Data Feedback Report

2021-22 Collection Cycle

Tutorial Script

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 2019,' 'Full-time enrollment, by student level: Fall 2019,' and 'Part-time enrollment, by student level: Fall 2019.' 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 on to our last step, Output, by clicking the Continue button.

Our summary indicates that we have 28 figures selected: the 25 included in the printed Data Feedback Report and the 3 that we added.

We can now see our customized Data Feedback Report on screen. As we scroll down, we can see the report in its entirety. Figures 5, 6, and 7 are the additional figures we specified, and are not part of the standard IPEDS Data Feedback Report. This report 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.

We can now download the customized Data Feedback Report by clicking the Download button. This is the same as what we saw on screen, but can now be shared as it is in .pdf form.

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