User's Guide to Analytics on theFort

How to get access to Analytics on theFort

Please be aware of the **External Reporting Policy**.

1. Take the **FERPA** course in FLC Employee Training: https://courses.fortlewis.edu
2. Take the **Data Handling Best Practices** course: https://courses.fortlewis.edu/courses/12441/
3. Have your department head or Chair request access through AskAnalytics@fortlewis.edu.
   a. The information I will need is:
      i. Your email address
      ii. The dashboard or type of information you need access to (examples: Program Review, Enrollment and Graduation information)
      iii. The reason you need access to this information (examples: Grant application, Program Review)
      iv. Include a copy of your FERPA certificate of completion and the screen print of the Completion page of the **Data Handling Best Practices** course.

When you have access:

Sign in to theFort.

Click on the Analytics task. If you do not see the Analytics task after signing into theFort, search for Analytics in the search window. You can click on the heart on the Analytics task to save it to your favorites. When you click on the Analytics task, it may ask you to log in, then it will take you to the Analytics Menu. If you get an error, email AskAnalytics@fortlewis.edu or see instructions at the end of this document.

We will be looking at the Institutional Analytics Dashboards.

Program Review

The first tab in all the dashboard is a title page. It reminds the user that the information is for **internal use only**, has a link to the FERPA Policies, Best Data Handling Practices and information about who is the author of the dashboard.
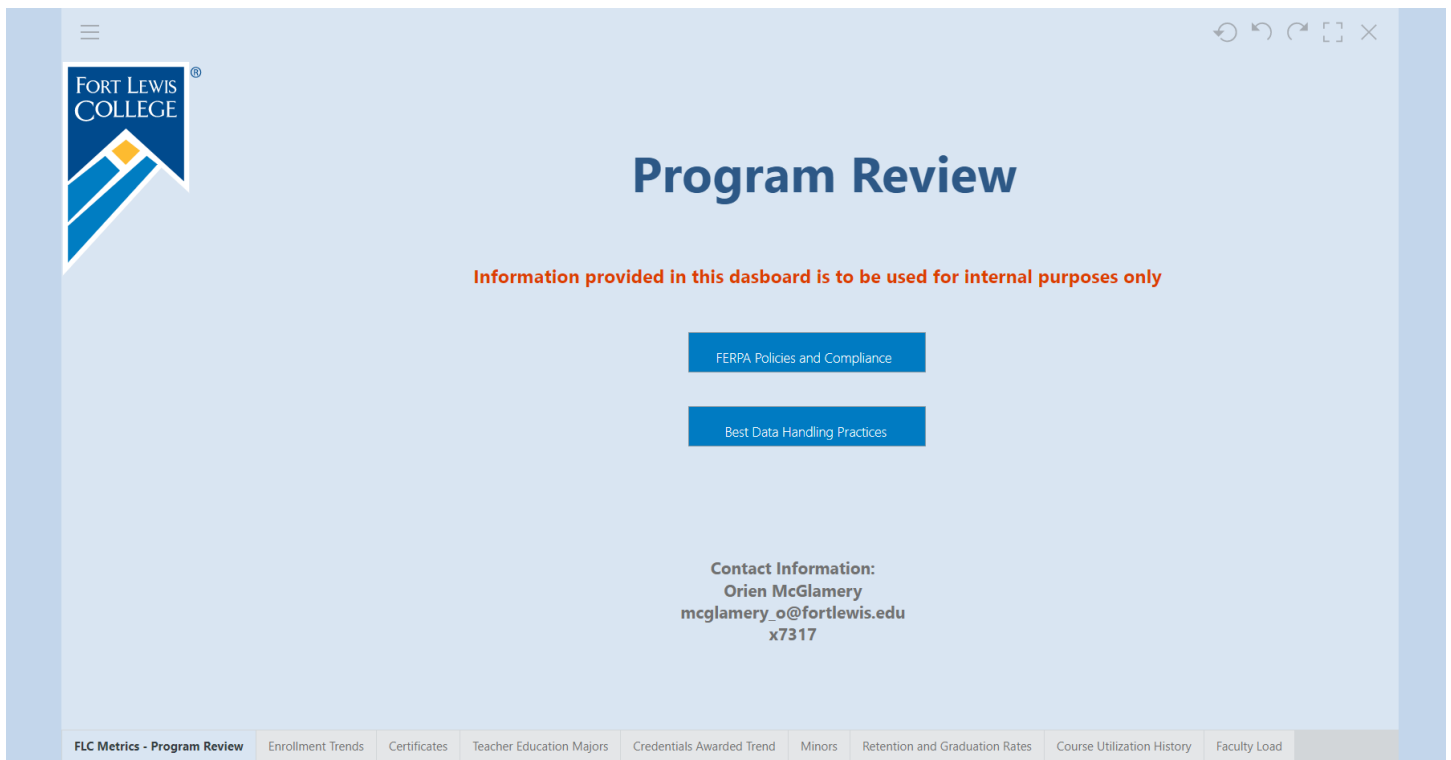
The different reports are presented as tabs at the bottom of the dashboard: Enrollment Trends, Certificates, Teacher Education Majors, Credentials Awarded Trend….

If there are more tabs than there is room for then there will be a tab with … on it. _____ When you click on the down arrow it will show the other reports.

Let's look at the Enrollment Trends Tab to explore the features available.

Enrollment Trends tab

The Enrollment Trends tab shows Enrollment trends for FLC, the individual Schools and Departments.

Slicers:

Slicers allow you to make predefined selections. The slicers on this are School, Student Level CDS, Teacher Ed Indicator and Student Type.
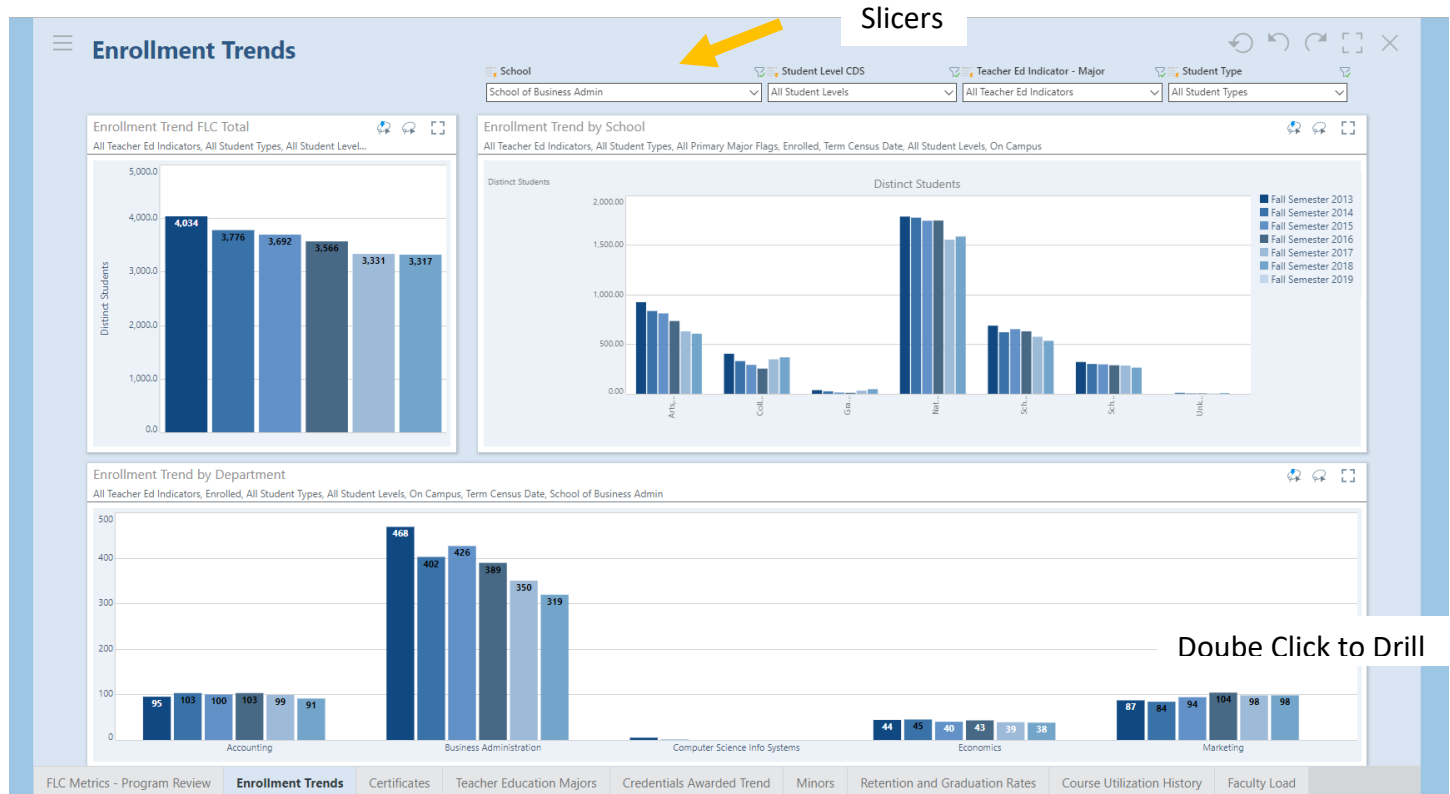
Options on Right Click

Drill Down

Drill down allows you to view information deeper in the hierarchy. For example; department to major. Say you want to see the majors in Business Administration. Right click on the chart label Business Administration in the Enrollment Trend by Department Chart. Select Drill Down or Expand down to see the Majors with in the Department.
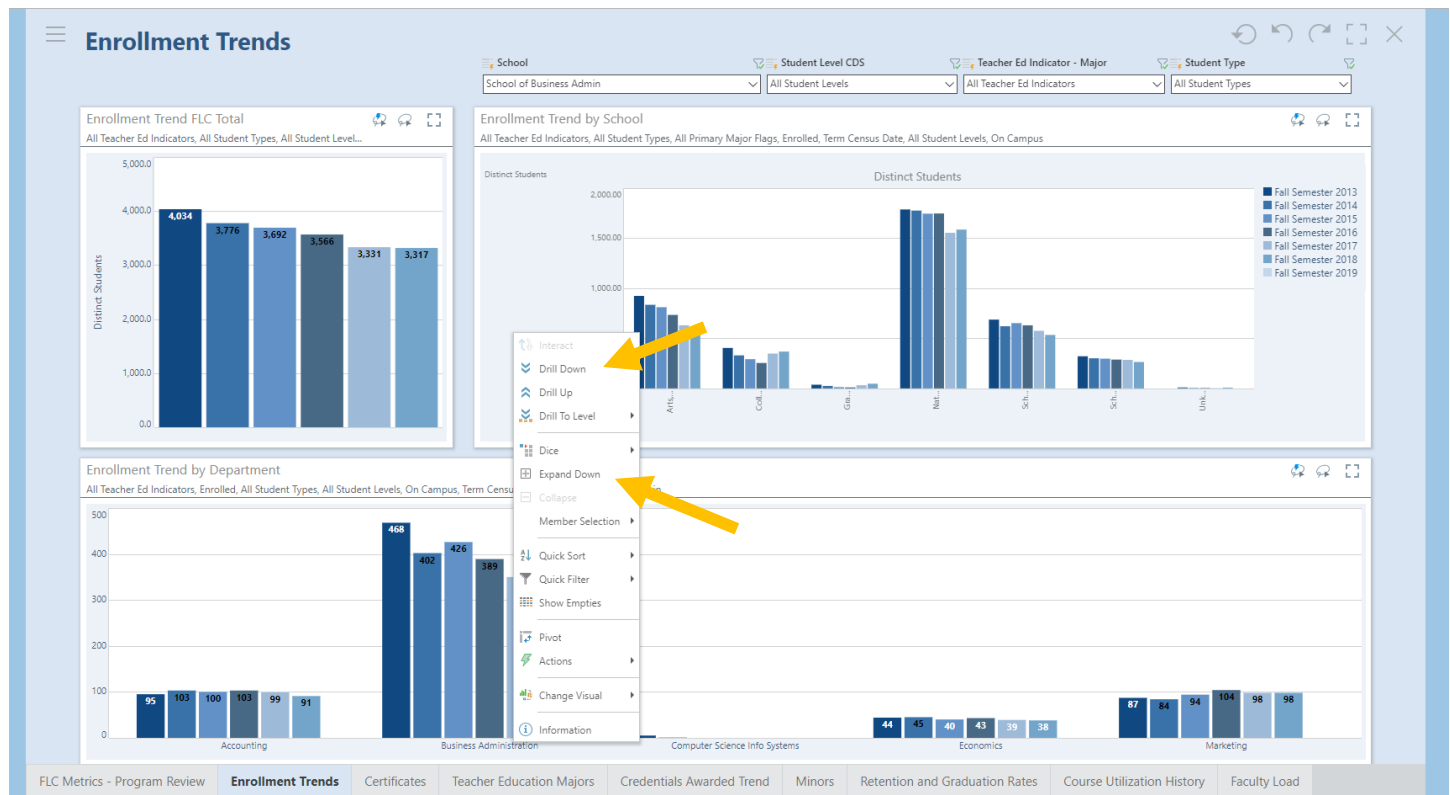
Results after Drilling
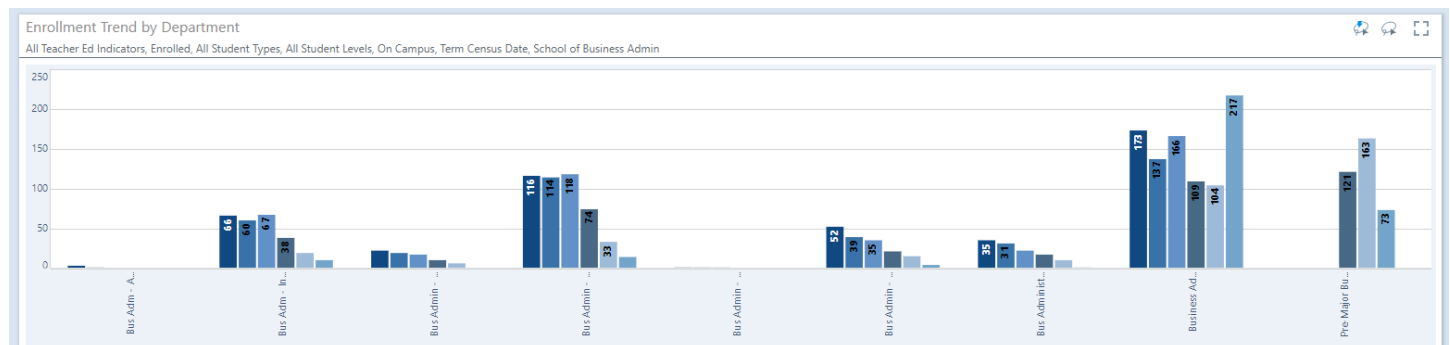
Change Visual

Change Visual is another way to see the majors on the chart. Right click in the white space on the chart and select Change Visual. In this option you will see Grid then Matrix Grid or Tabular Grid. Choose Matrix Grid.
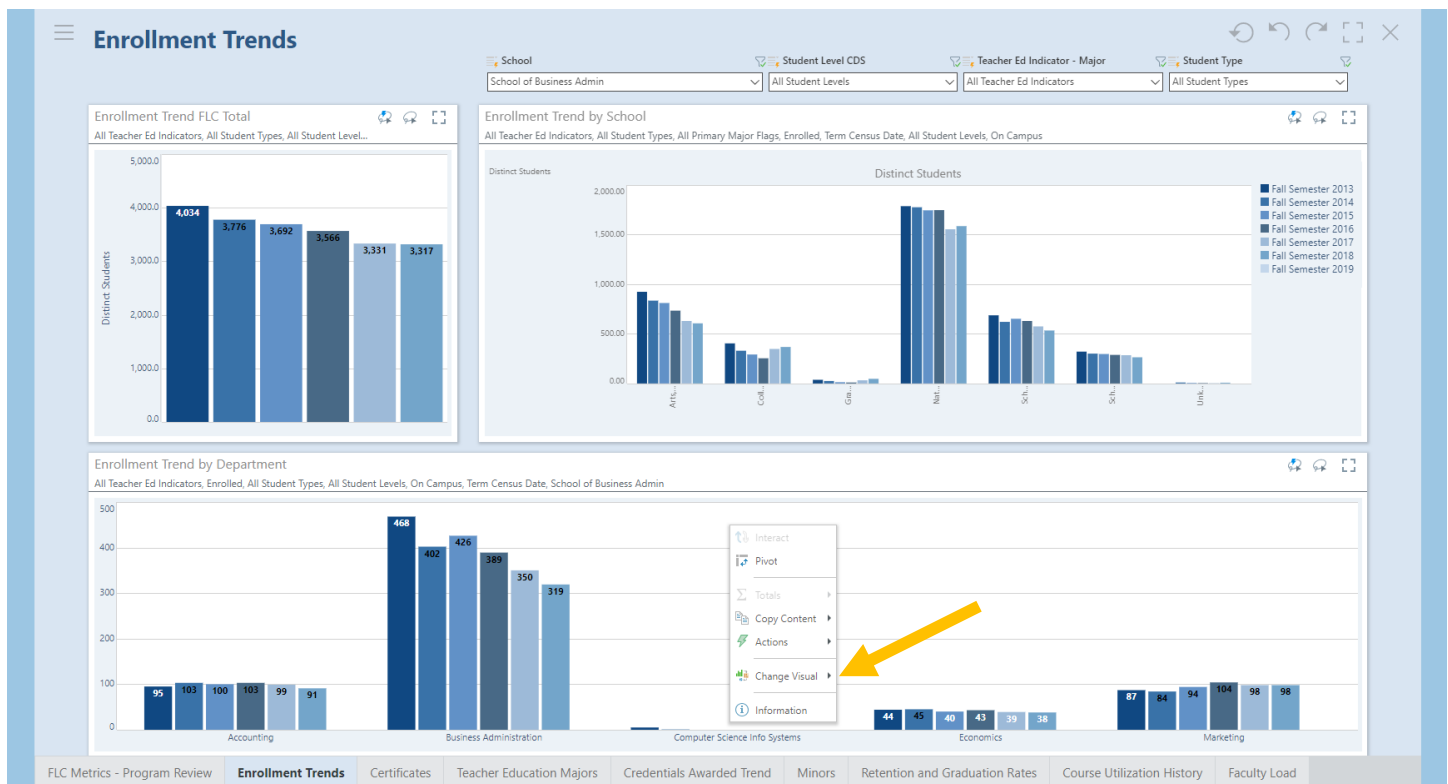
In this option you will see Grid then Matrix Grid or Tabular Grid. Choose Grid Matrix. This will show +'s on the Departments. Click on the + and it will show the Majors.

You can click on the square in the top right-hand corner to make it full screen. The square will be inverted to exit full screen.

Dice

Dice allows you to analyze the data on variables that are not visible on the dashboard.

For example, for the School of Business Administration you would like to see the Race and Ethnic breakdown for enrolled students. To accomplish this hover over the label for the school in the chart Enrollment Trends by School and right click. Hover over IPEDS Ethnicity and click on the Hierarchy IPEDS Ethnicity.
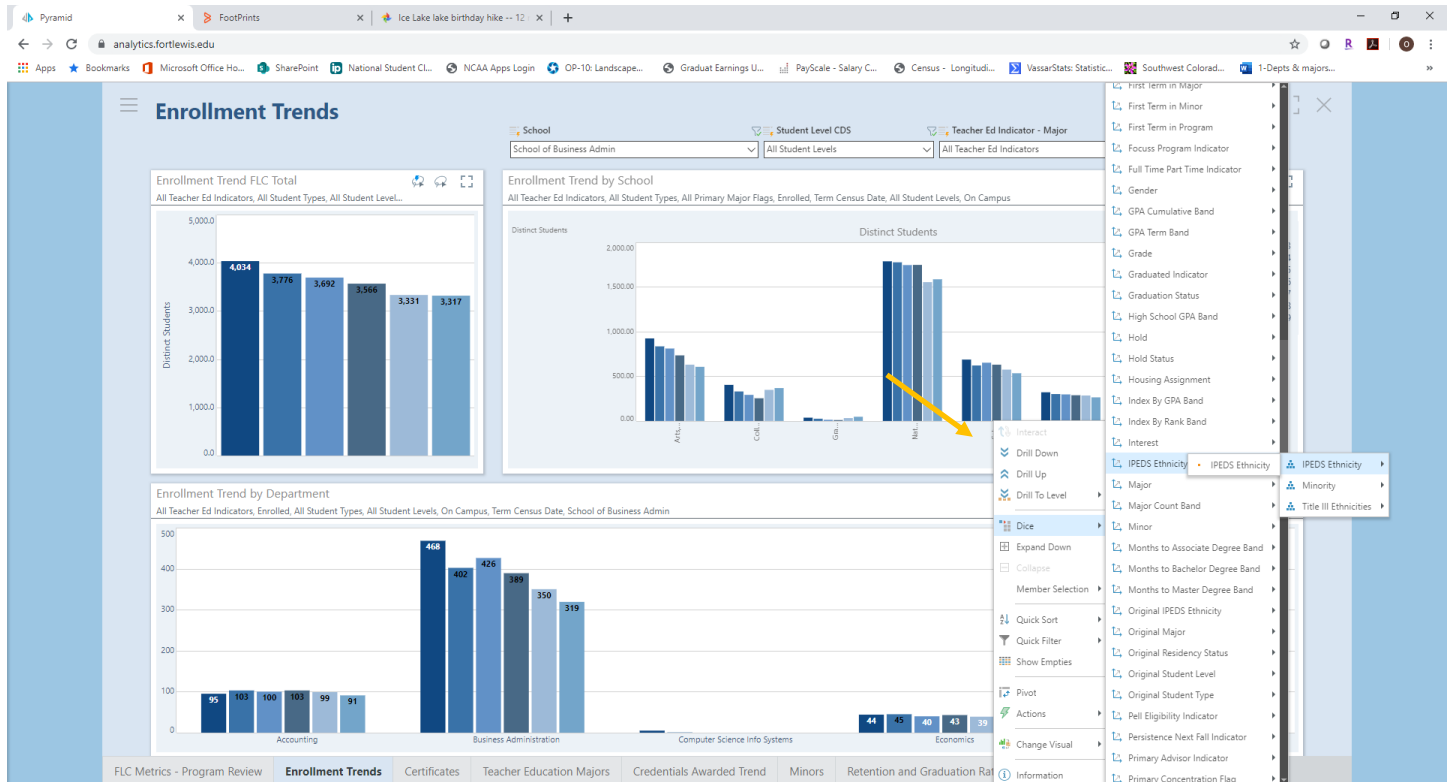
The dashboard now shows for the School of Business the Race/Ethnic breakdown as well as the enrollments in the concentrations of Business Administration.
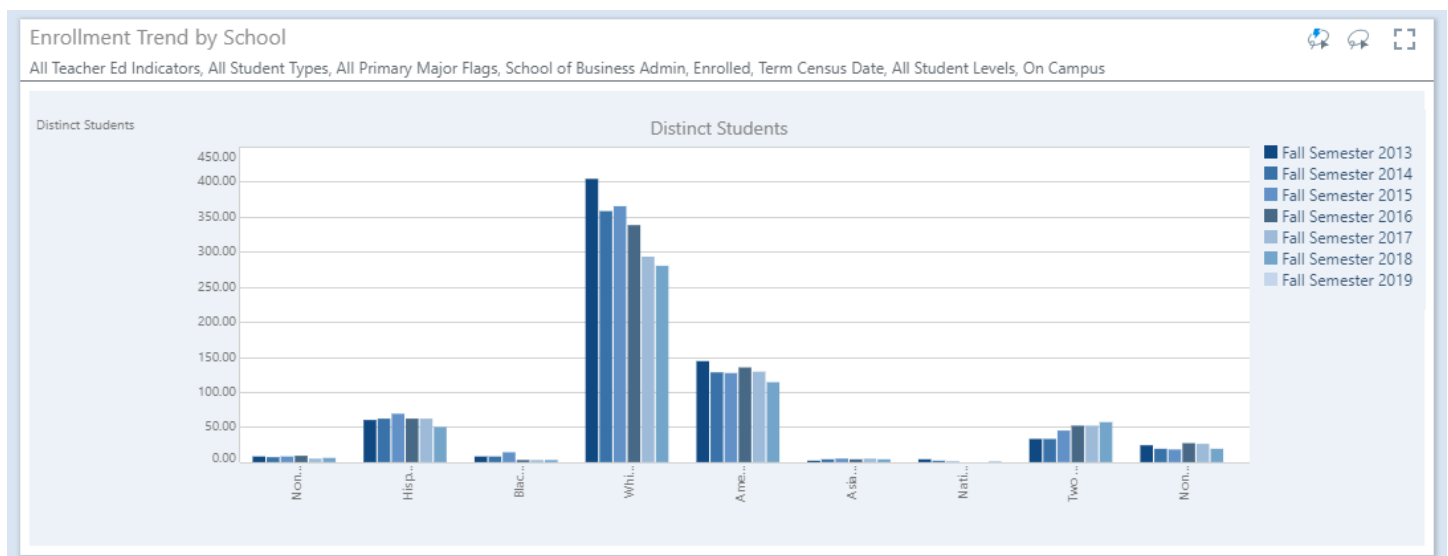
You can reset either the panel or the entire sheet when you want to go back to your previous analysis. The half arrow icons in the top left corner of the sheet will either undo or redo your analysis. The full circle will set the dashboard back to the way it was when you started.
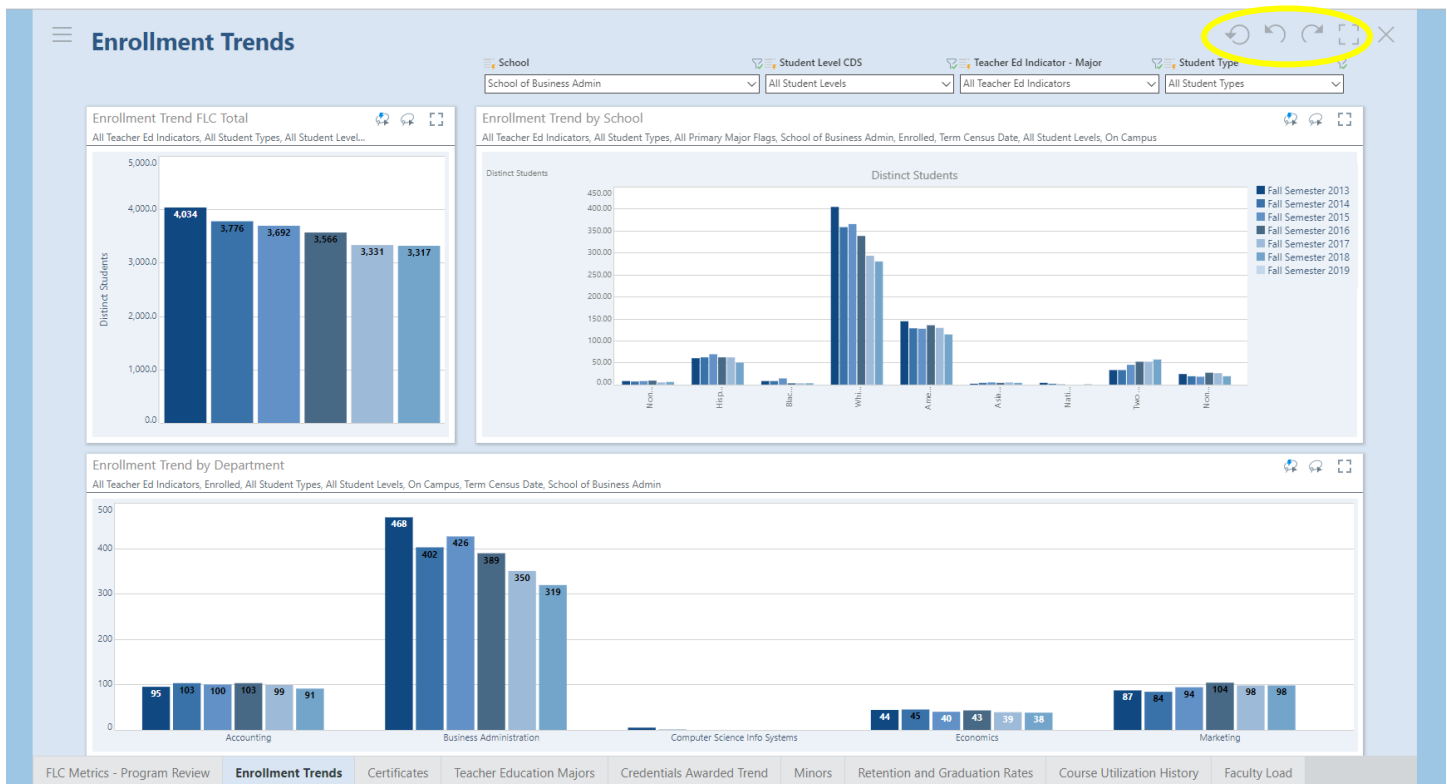
Other right click on either the white space or a data point are useful. The options on the data point I use the most are Focus Data Point and Change Visual. The option on the white space is Copy Content. This allows you to copy the data to your clipboard and paste to Excel.

Printing/Exporting

There are two ways to export information on the dashboard. If you just want to export part of the analysis, say the Race/Ethnic breakdown, right click on that section of the dashboard (not on a number) and select Copy Content. This allows you to copy the data to your clipboard and paste to Excel.
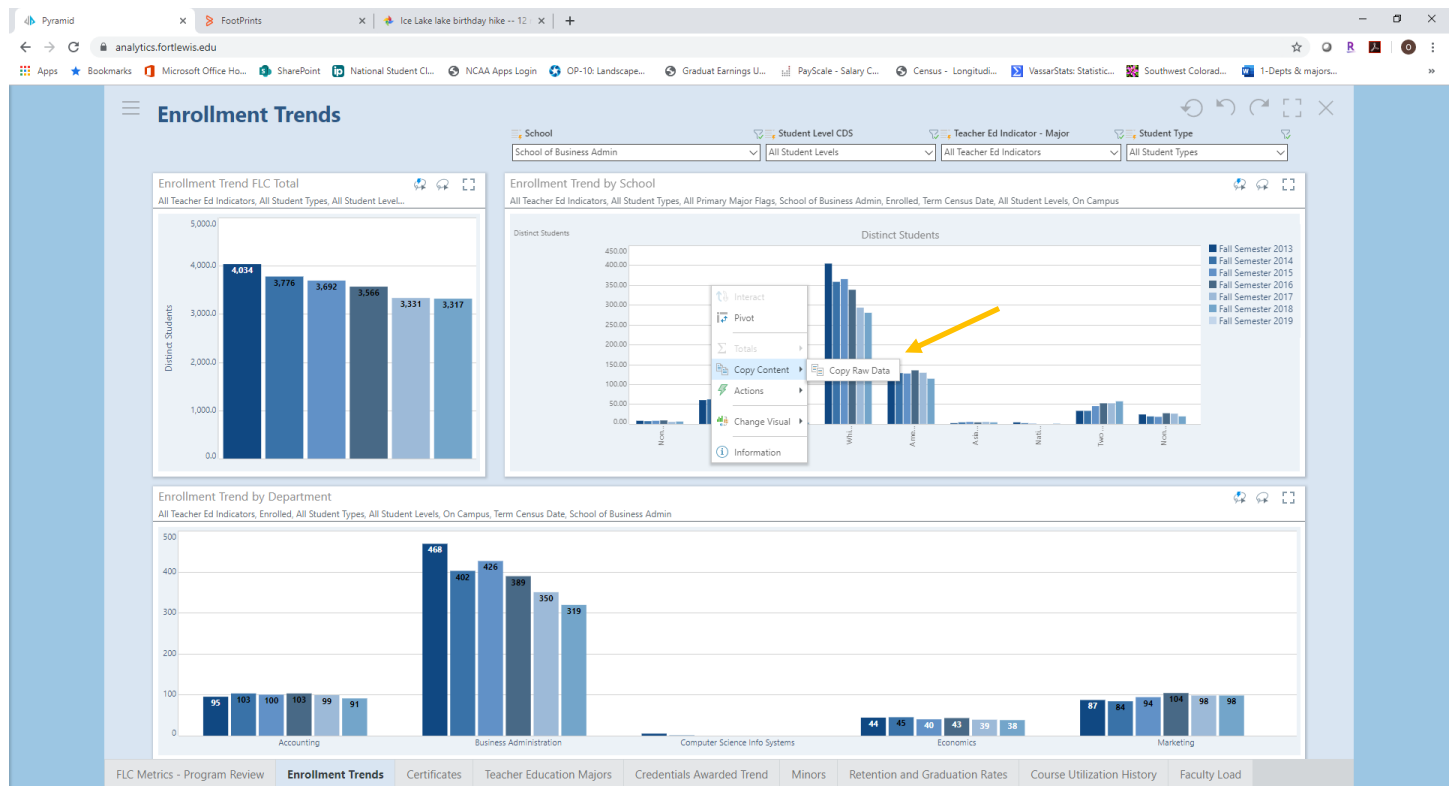
When you paste to Excel, this is what it will look like:

	Distinct Students	Term	Nonresident Alien	Hispanics of any race	Black or African American	White	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Two or more races	None Reported
2	Distinct Students	Fall Semester 2013	8	60	8	404	144	2	4	33	24
3	Distinct Students	Fall Semester 2014	7	62	8	358	128	4	2	33	19
4	Distinct Students	Fall Semester 2015	8	69	14	365	127	5	1	45	18
5	Distinct Students	Fall Semester 2016	9	62	3	338	135	4		52	27
6	Distinct Students	Fall Semester 2017	5	62	3	293	129	5		52	26
7	Distinct Students	Fall Semester 2018	6	50	3	280	114	4	1	57	19

The second way to export the dashboard is to click on the "hamburger", three lines in top left corner.
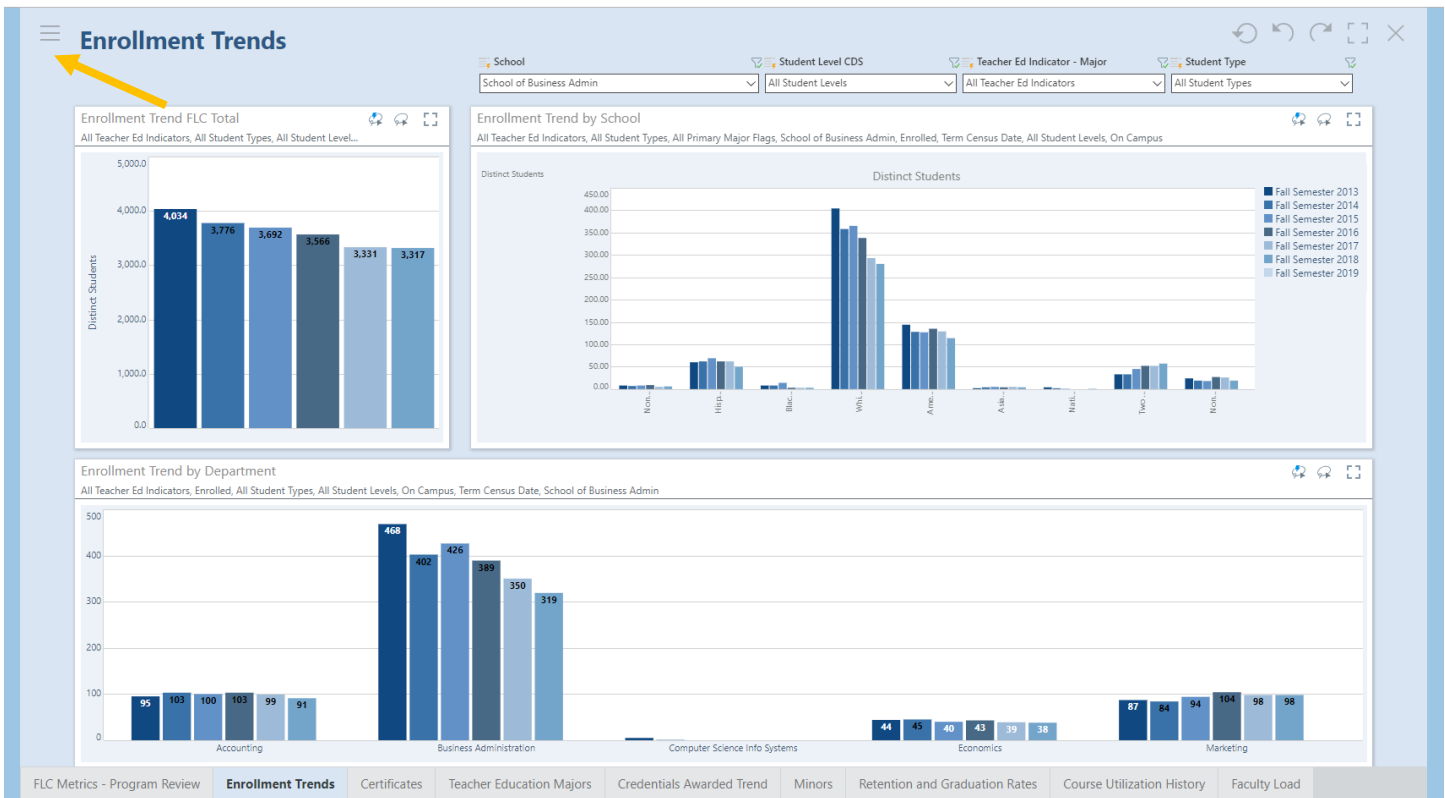
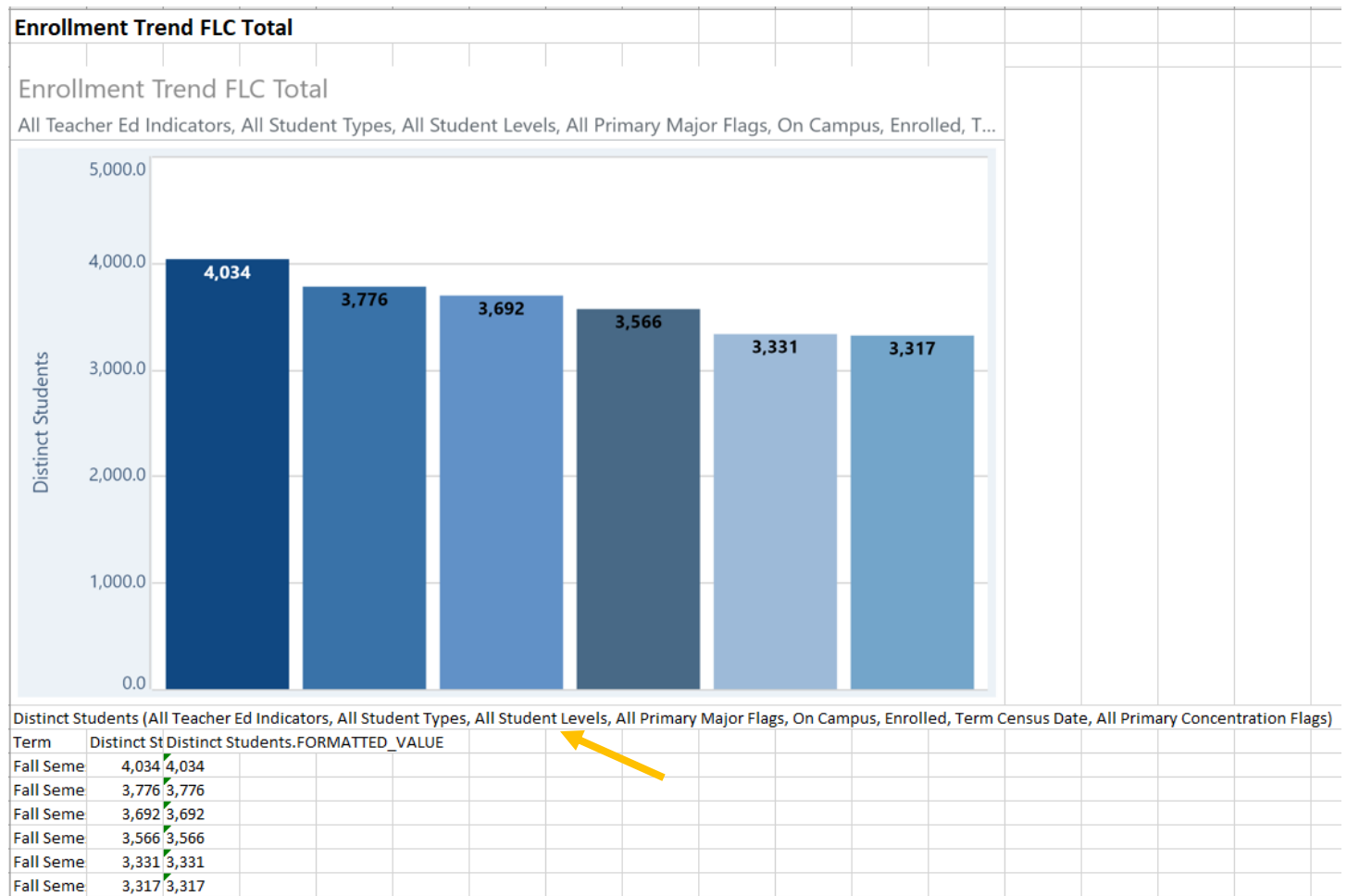This will bring up a menu of options including Print. You can print the current slide, the entire presentation or selected slides.
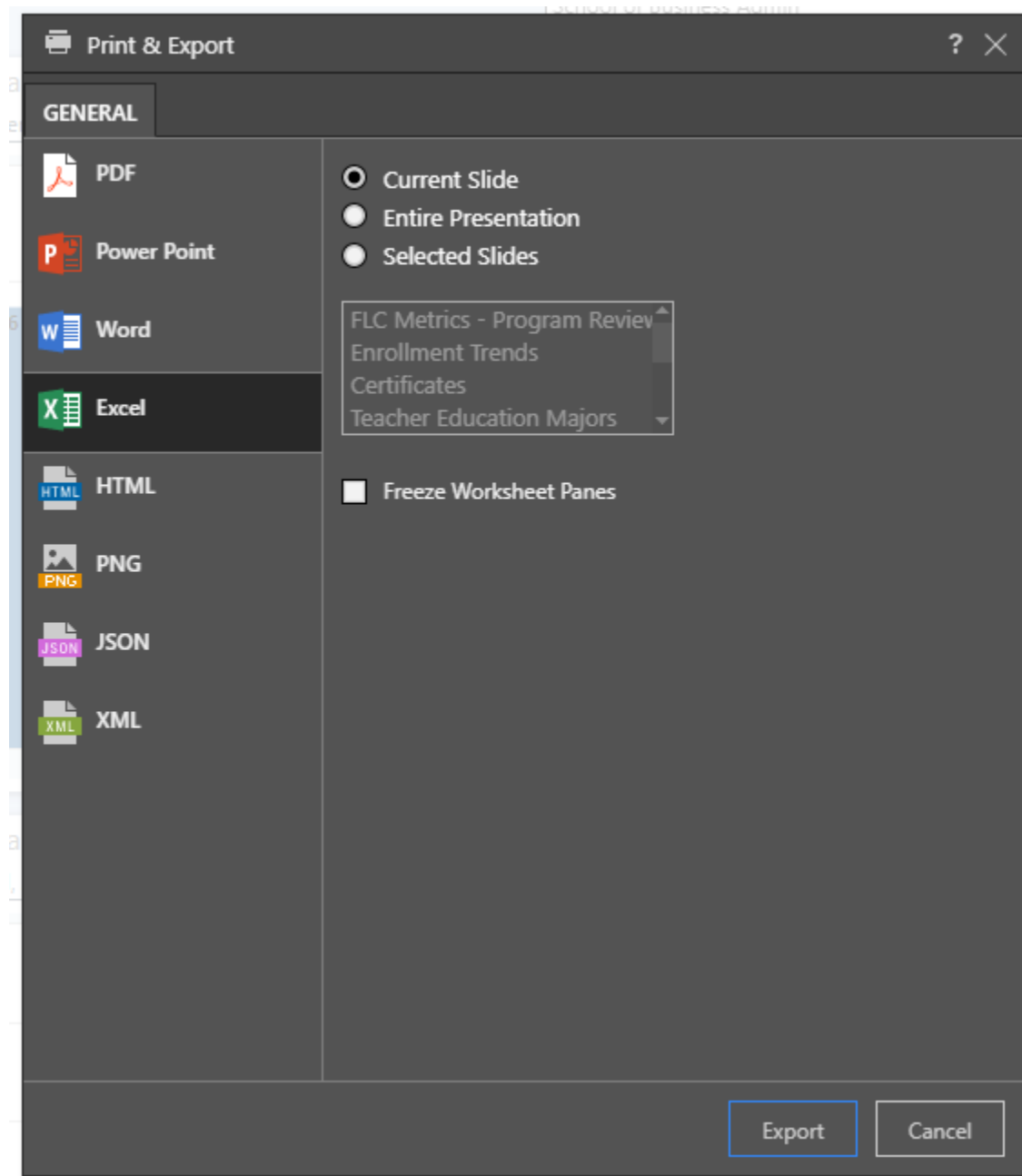
When you use this method to export to Excel, you will get one tab for each report on the slide. It will export both the graph and a data table. It will also show you the selection criteria for the reports.

That's it for now. Have fun exploring the data.

Please let me know if you have any questions. My contact information is:

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