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INSTITUTIONAL RESEARCH AND DATA ANALYTICS

Saint Augustine's University

Guide to Using the Institutional Dashboard

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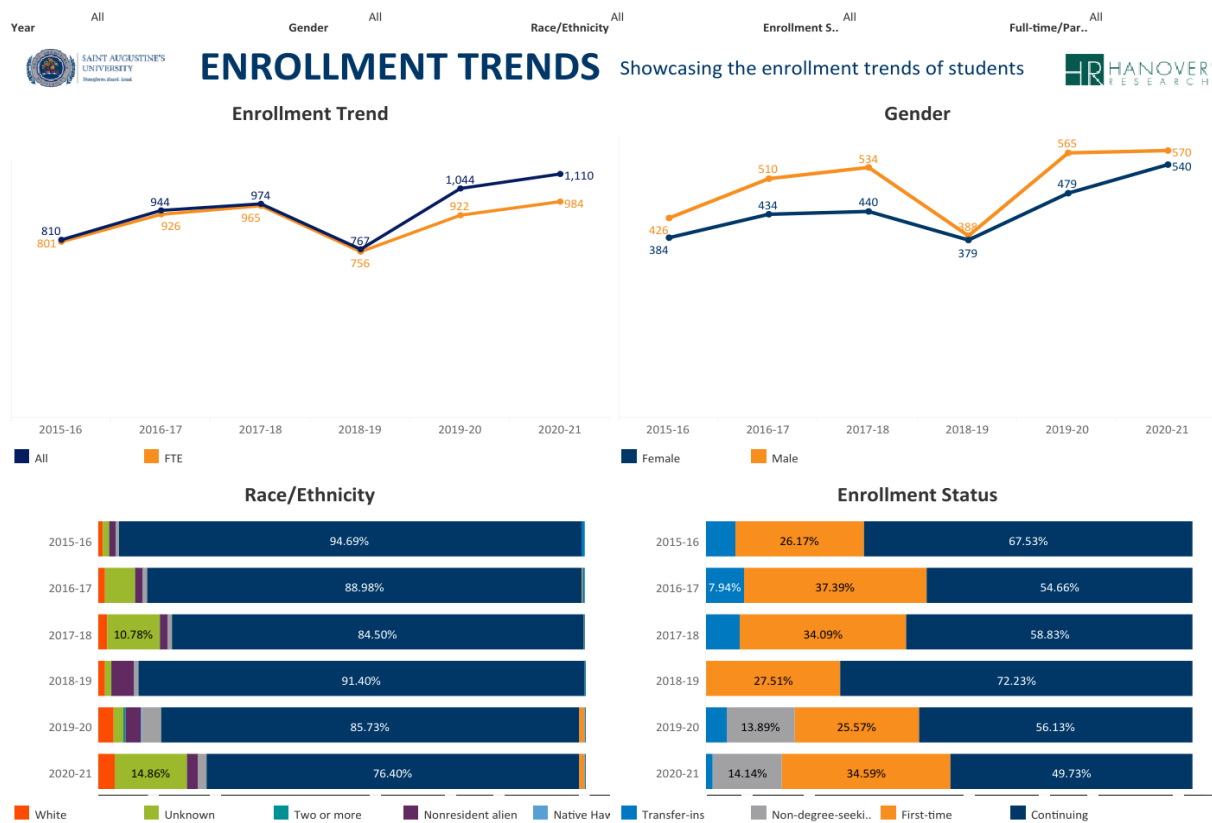
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What is the SAU Institutional Dashboard?

The SAU Institutional Dashboard summarizes data for the University, its colleges, departments, and academic programs over several years. It contains both current and trending data. On the demographic and enrollment features of the institution's student body, and various outcome metrics. The dashboard's primary objective is to provide administrators, faculty, and staff with easy access to institutional data to assist all planning and assessment activities.



This is a public-facing dashboard, so anyone who visits the SAU-IR website can access it. However, there are some restrictions on what data can be presented in the dashboard in compliance with university policy. For additional information not available in the dashboard,



please contact the Office of Institutional Research and Data Analytics at InstitutionalResearch@st-aug.edu for assistance. We also welcome your feedback and input as we continue to expand and develop the dashboard.

What reports are in the Institutional dashboard?

There are currently eleven interactive reports in the dashboard, namely, Current student body, Enrollment trends, Retention rates, Graduation rates, Degrees conferred, First-Time Freshman profile, Faculty profiles, Faculty trends, Faculty data tables, data assumptions. Each report includes filters that allow you to drill down and view different subpopulations of the University. The Alumni, and STEM and Public Health sciences dashboard is unique. Each report requires navigating the mouse on the map or the data visual that allows you to view different information or subpopulations of the University.

An additional dashboard that is planned for development includes the Daily Enrollment report and dashboard that contain information showing a yearly and comparison of the daily changes in enrollment at the beginning of the Fall semester. This report and dashboard provide daily information and comparisons on headcount by college and classification level.

Report Descriptions

- 1. *Current Student Body*:** This report displays the demographics and enrollment characteristics of students for a specific term. For each term, you can see the distribution of new students, race/Ethnicity, Age, Load (attendance status), gender, residency, and financial aid (Pell award).
- 2. *Enrollment Trends*:** This report provides 6-year Enrollment trend data, showcasing enrollment using line graphs for headcount. Enrollment is disaggregated by level, gender, race/ethnicity, classification, and enrollment status.
- 3. *Retention Rates*:** This report provides 6-year Fall-to-Fall retention rates for First-Time, Full-Time Freshmen.
- 4. *Graduation Rates*:** Four- Five- and six-year graduation rates for New First-Time, Full-Time Freshmen are displayed and disaggregated by gender and race/ethnicity.
- 5. *Degrees Conferred*** – This report provides 7-year data on degrees conferred in number and percentage. Degrees conferred disaggregated by gender, race/ethnicity, and school.
- 6. *First-Time Freshman Profile*** – This report displays a 7-year First-time freshman profile. It showcases the geographic distribution and test scores of students.



7. **Faculty Profile** – The 6-year faculty profile report shows different subpopulations of faculty. The report has been disaggregated by term, load (attendance status), tenure status, academic rank, Full-time equivalence (FTE), student to faculty ratio, race/ethnicity, and gender.

8. **Faculty Trend**- This report is a 6-year trend data disaggregated by faculty and FTE faculty by tenure status.

9. **Faculty Data Tables** – The 6-Fall Year report shows the number of faculty, and the report has been disaggregated by rank, attendance status, tenure status, ethnicity and gender.

10. **Data Assumptions** – This report provides necessary information about the dashboard developed by Hanover Research.

11. **Alumni Dashboard** – This report provides information about legally contactable alumni across the world.

12. **STEM and Public Health Sciences Graduates Dashboard** – This report provides information about legally contactable graduates from the STEM and Public Health Sciences academic units.

Where to Access the Institutional Dashboard?

The dashboard was created using Tableau and can be accessed through one of the following links below:

Link to Website: <https://www.st-aug.edu/about-us/>

Link to page: <https://www.st-aug.edu/institutional-research/>

Link to dashboards (1-10): <https://www.st-aug.edu/institutional-data/dashboards/#student-body>

Link to alumni dashboard: <https://www.st-aug.edu/alumni-dashboard/>

Link to STEM and Public Health Sciences Graduates dashboard: Under construction

It is recommended that the dashboard be viewed in full screen mode. Because of the quantity of information, it is not recommended that the dashboard be viewed on any device smaller than a tablet.





If you have any problems accessing the dashboard, please reach out to our office for assistance at InstitutionalResearch@st-aug.edu.

How to Navigate between Reports in the Dashboard

There are two main ways to navigate between reports: the table of contents and report tabs.

Table of Contents -

The Home (or landing) Page of the dashboard includes a description of the dashboard and a table of contents with links to each report page.

OFFICE OF INSTITUTIONAL RESEARCH AND DATA ANALYTICS

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Click to jump to report.

Report Tabs

Along the top of the dashboard, there is a set of tabs that can be used to navigate between pages. The tabs are in the same order as the table of contents. The tabs can also be used to navigate back to the home/landing page.

Current Student Body →

Enrollment Trends →

Retention Rates →

Graduation Rates →

Degrees Conferred →

First-Time Freshman Profile →

Faculty Profiles →

Faculty Trends →

Faculty Data Tables →

Data Assumptions →

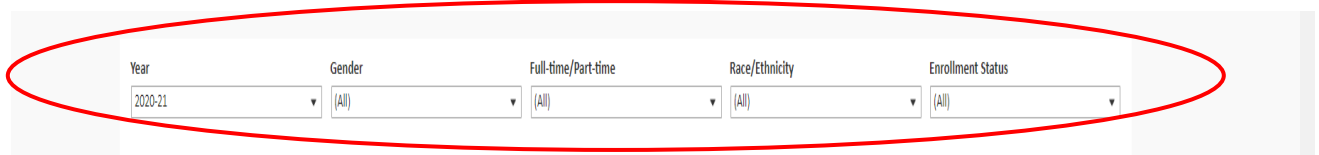
Tap to return to landing page.



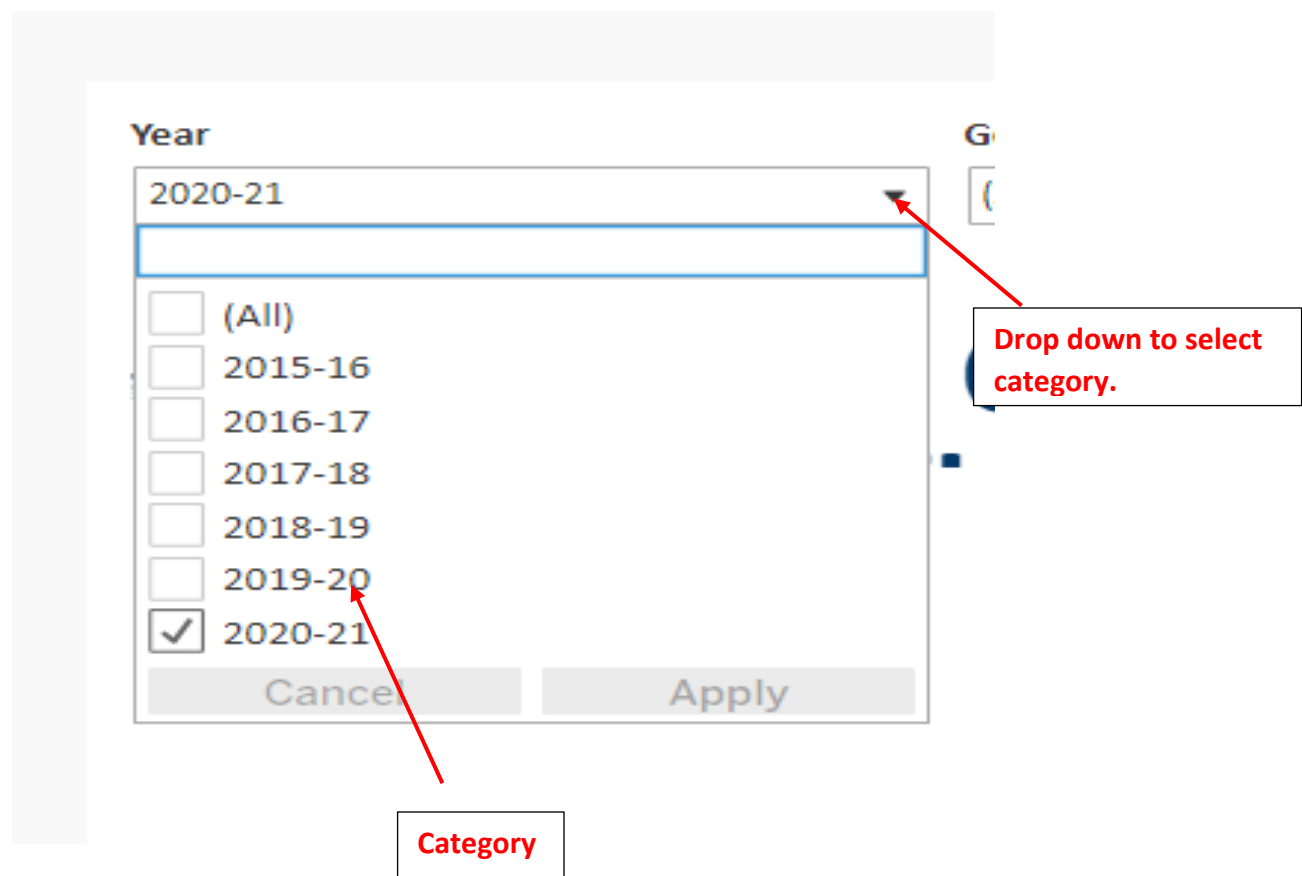
Filters:

Each report within the dashboard contains filters for selecting different subpopulations of the student body at the University. There are two different types of filters – report filters and page filters.

- a) **Report Filters:** Report filters are located on the top of a report's page and will filter all objects on that page.



Each filter acts as a drop-down list where one item can be selected from each.

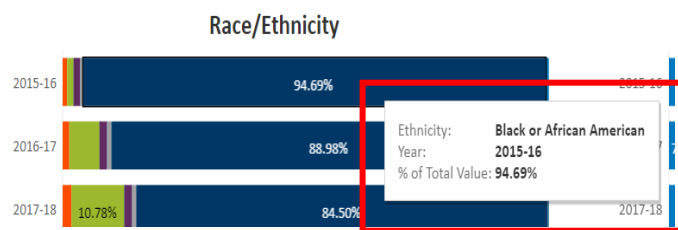




b) Data Tips

Data tips are text boxes that display information about a specific piece of data within a graph. To view a data tip for a specific data element, place your mouse over the desired data element within the graph.

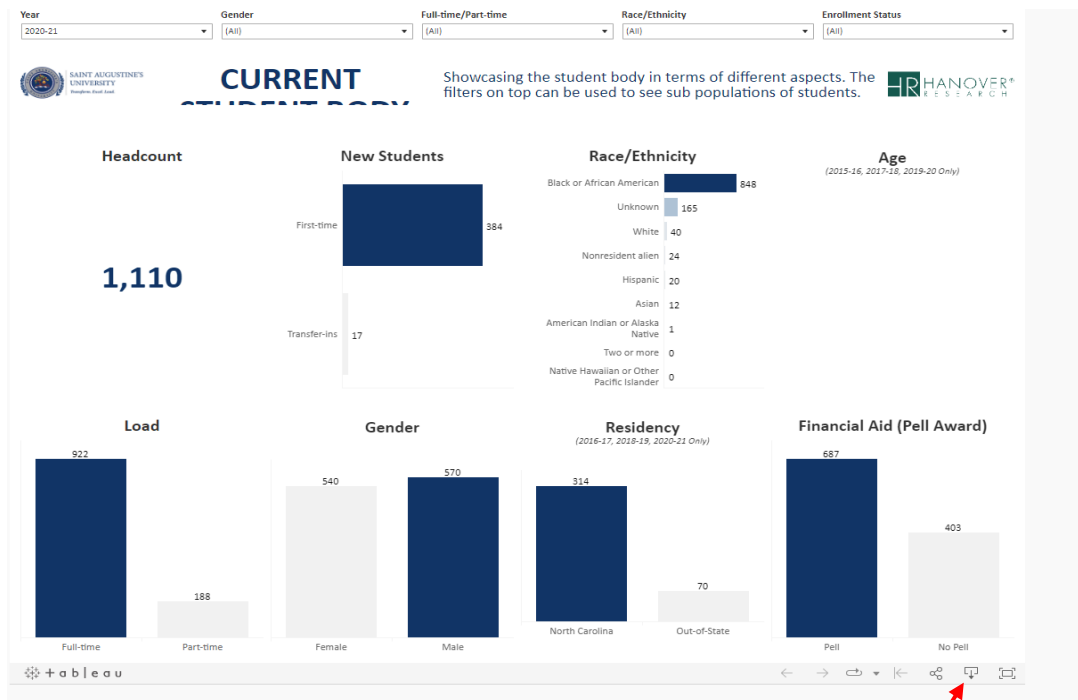
For example, if you hover over a bar on the Enrollment by race and Ethnicity graph within the Enrollment Trends report, a data tip appears displaying the ethnicity, year, and the percent of total value, a part of the overall University headcount.



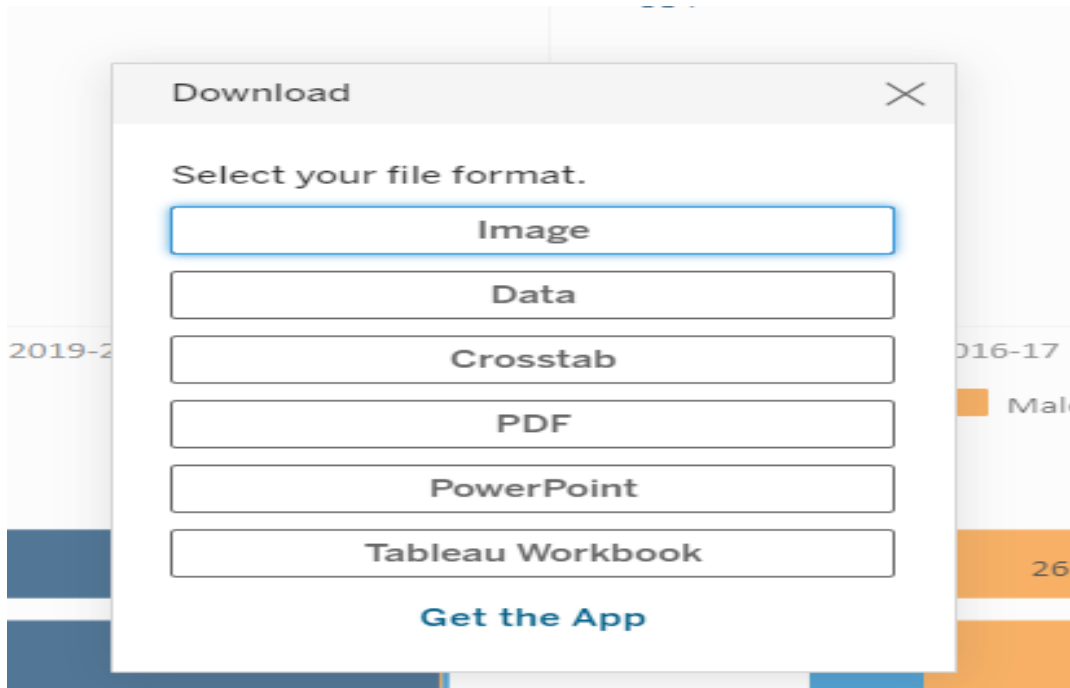
Exporting Summary Data

As a user, you are able to download the summary data for reports generated by Hanover.

Click on "Download button".



Download button.



On selecting the Download button, one has the following options to choose:

Image – It gives us the option of taking an image of the page selected.

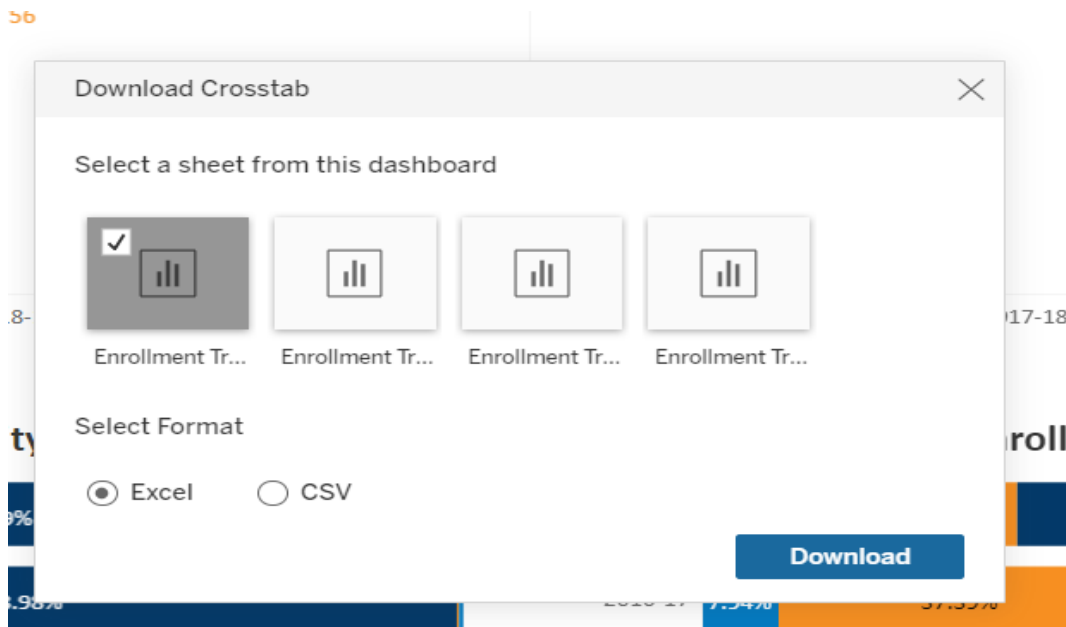
Data – The summary of the data selected can be downloaded.

A screenshot of a Tableau data view titled 'View Data: Enrollment Trend - Full Time Status - Google Chrome'. The view shows a table with 12 rows and 3 fields. The table has columns for 'Year', 'Full-time/Part-time', and 'Value'. The data is as follows:

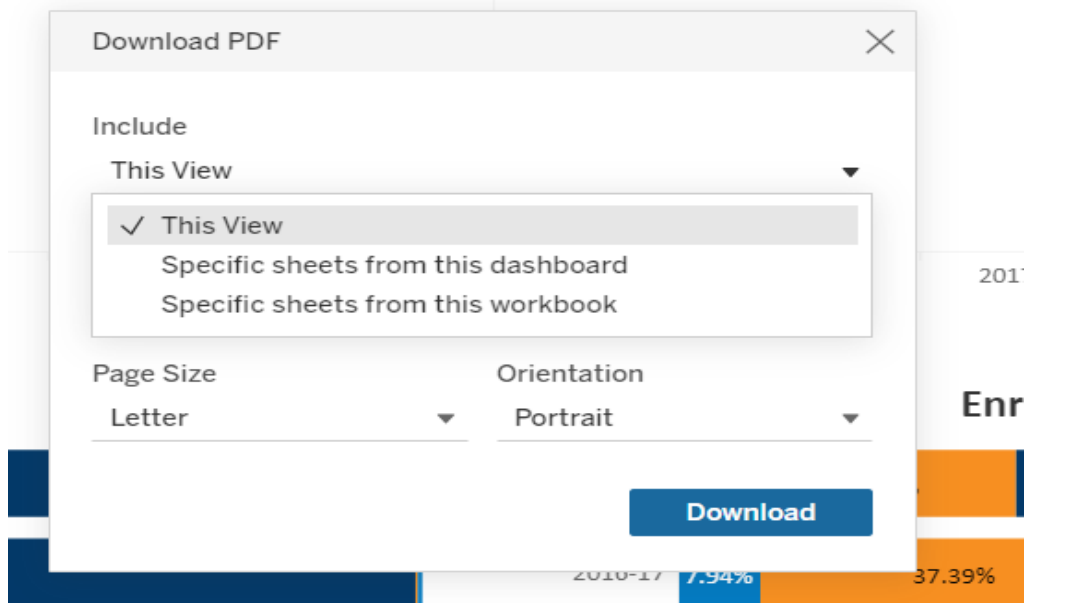
Year	Full-time/Part-time	Value
2015-16	FTE	801.000
2016-17	FTE	926.000
2017-18	FTE	965.000
2018-19	FTE	756.000
2019-20	FTE	922.000
2020-21	FTE	984.000
2015-16	All	810.000
2016-17	All	944.000
2017-18	All	974.000
2018-19	All	767.000
2019-20	All	1,044.000
2020-21	All	1,110.000



Crosstab – The summary data selected from the dashboard can be downloaded either in Excel or CSV file. Choose for which chart you would like to view cross tabular data. And choose what format you would like to use to view it on your computer.

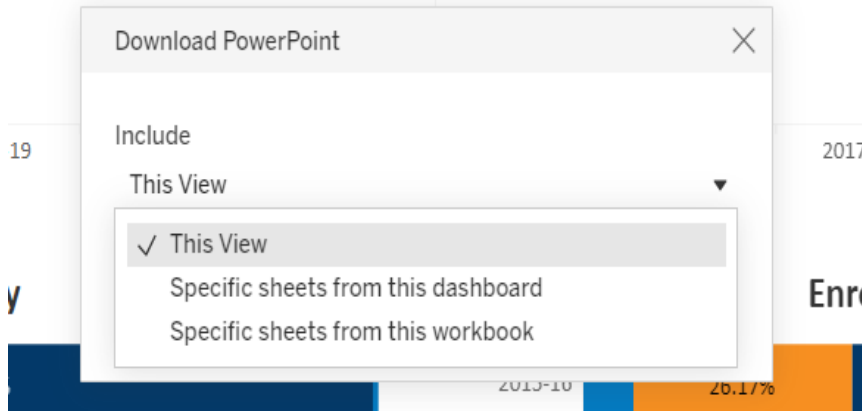


PDF- On selecting PDF, we have the option to choose view, page size, and page orientation.





PowerPoint- PowerPoint gives the option of downloading sheets selected from the dashboard.



Recapitulation

Printing Report Objects and Tables

If you wish to print a dashboard you can save it as a pdf and print it out.

Year: 2020-21 | Gender: [All] | Full-time/Part-time: [All] | Race/Ethnicity: [All] | Enrollment Status: [All]

CURRENT STUDENT BODY | Showcasing the student body in terms of different aspects. The filters on top can be used to see sub populations of students. | HR HANOVER RESEARCH

Headcount: 1,110

New Students: First-time, Transfer-ins (17)

Race/Ethnicity: Black or African American (848), Unknown (165), White (40), Alien (24), Hispanic (20), Asian (12), Alaska Native (1), American Indian or Alaska Native (0), Other (0), Gender (0)

Age: (2015-16, 2017-19, 2019-20 Only)

Load: Full-time (922), Part-time (188)

Gender: Female (540), Male (570)

North Carolina: 314 | **Out-of-State**: 70

Financial Aid (Pell Award): Pell (687), No Pell (403)

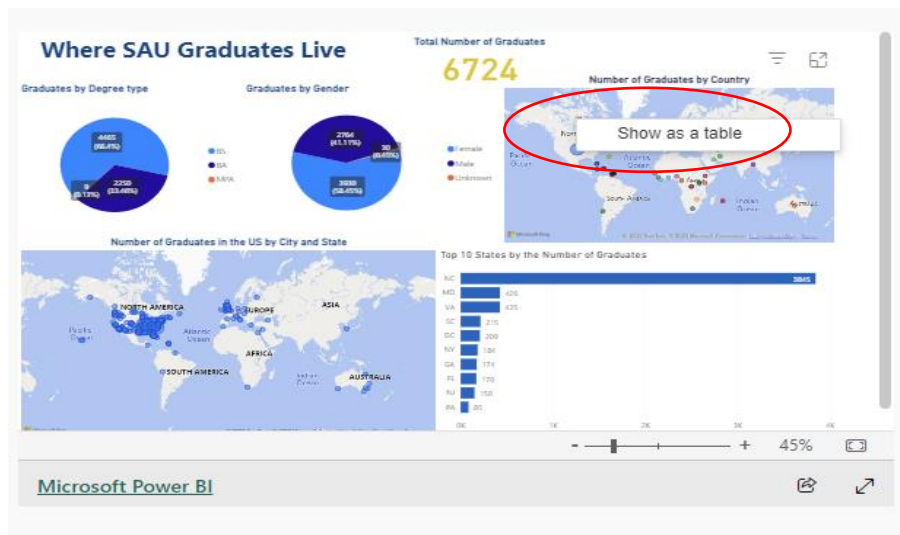
Step 2 (Download dialog): Image, Crosstab, PDF, PowerPoint, Tableau Workbook

Step 1 (Financial Aid chart): No Pell

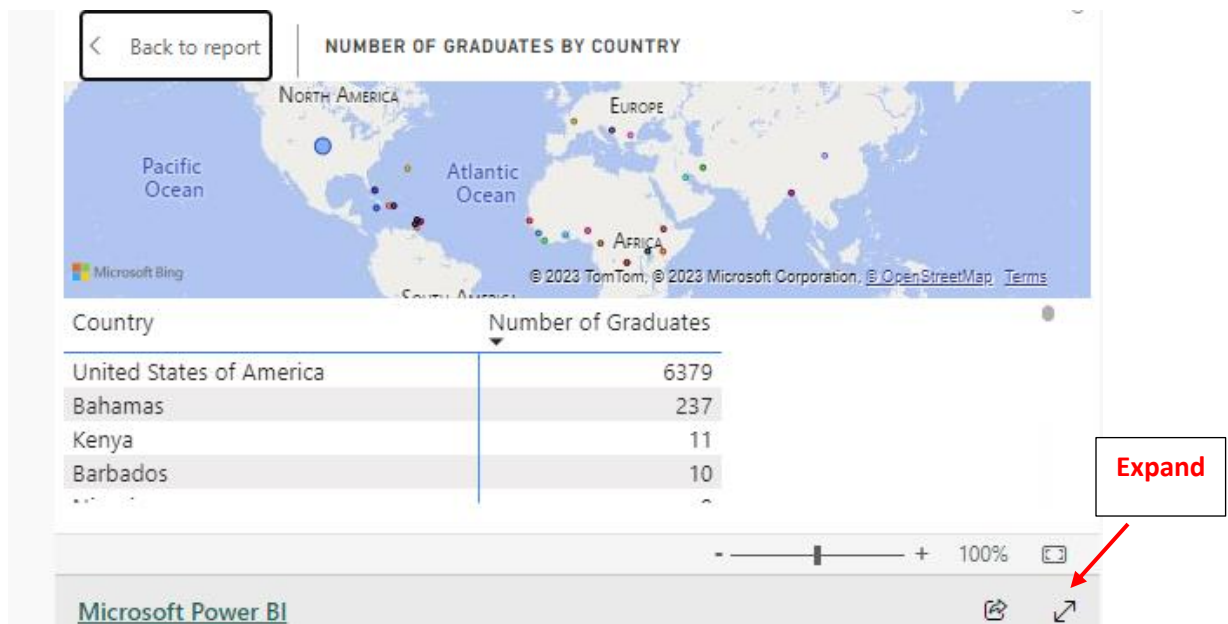


Alumni and STEM & Public Health Sciences Graduates Dashboard

1. For other reports such as Alumni dashboard, you can view the summary data by clicking on "Show table" tab.
 - a) Click on any of the charts on the dashboard.
 - b) Right Click on "Show a table"



2. You will see a chart on top with the table in the bottom. If you'd like to see the output properly, click on "expand".





Data Notes

1. All data conform to SAU internal and external reporting standards and IPEDS.
2. Program names, department names and department affiliations are not the most recent terms. Programs that were different in previous years are mapped to the definition that existed.
3. For questions or additional information, please contact the Office of Institutional Research and Data Analytics at InstitutionalResearch@st-aug.edu

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