Sample Tasks using the IPEDS Data Center

Task 1: List all 4-year institutions not in your state that enroll residents from your state (first-time, full-time), and rank them by enrollment from your state.

Task 2: Compare state appropriations as a percent of total revenues for Public Research and Doctoral/ Research institutions in the region(s) of your choice.

Task 3: Calculate the percent of Black, non-Hispanic full-time instruction/research/public service staff in public 4-year institutions in the 50 states and the District of Columbia. Exclude U.S. service schools. Use Preliminary data, and log in as 214777.

Task 4: Compare the percent of all bachelor's degrees awarded to Hispanics to the percent of all bachelor's degrees in Math/Science awarded to Hispanics. Math/Science includes Engineering, Math, Biology, and Physical Science. Include only public 4-year institutions in the 50 states and the District of Columbia. Also, exclude U.S. service schools.

Task 5: Compare the price of attendance for out-of-state full-time first-time students living on campus at public Master's colleges and universities. (This example uses the Mid-East region and charges for the 2006-07 academic year.).

Task 6: Compare average institutional grant aid as a percent of total price of attendance for in-state full-time, first-time students living on campus at private not-for-profit Master's colleges and universities in Delaware, Maryland, and Pennsylvania.

Task 7: List, in rank order by student enrollment, all public 2-year institutions with greater than 10,000 students enrolled in Fall 2005.

Task 8: Compare the total enrollment from 1995 to 2001 for your institution and a comparison group of your peer institutions. Additionally, produce enrollment counts by level of student (also look at gender and attendance status) for 2001.

Task 9a: Compare tuition and fees vs. state appropriations as sources of revenue for 2-year public institutions that are located in any size towns and grant associate degrees in skilled trades and health fields (includes CIP codes 46, 47, 48, and 49 for skilled trades, 51 for health fields). Eliminate Tribal and HBCU. Institutions should have their own libraries. Use 2006-07 data for directory information only, and 2004-05 data for all others.

Task 9b: Compare sources of revenue for 2-year public institutions that are located in a Anne Arundel's urbanization code (suburb-large). Start with the same variables as used in 9a.

Task 10: Calculate the percentage of operating and nonoperating revenues represented by appropriations for 4-year public institutions in Alabama.

Task 11: Compute the graduation rates for Hispanics at public 4-year degree-granting institutions in Florida.

Task 12: Determine the ranking of your institution among 4-year institutions within your state for appropriations per FTE student.

Task 13. Calculate percentage of operating expenses spent on salaries in 4-year private not-for-profit institutions in your state and rank them.

Task 14: Create a report that shows state and local appropriations for years 1992-93 to 2006-07 for Public Associates Multicampus institutions in the Great Lakes, Plains, and Southwest regions.

Task 15: Generate a list of institutions that would satisfy a definition of minority-serving institution (>50% minority, degree granting, Title IV postsecondary institution) if the definition included Asian or Pacific Islander students (definition #1), but do not satisfy a definition that does not include those students (definition #2).

Task 16: Create a report that shows 6-year graduation rates for as many years that are available of Bachelor degree-seeking students in private-not-for-profit, Baccalaureate Colleges (Arts & Sciences and Diverse Fields) institutions in the Great Lakes, Plains, and Southwest regions.

Task 17: Look at the percent of undergraduate applicants admitted, the full-time admissions yield (percent of undergraduates admitted who enrolled full-time), and the fall-to-fall retention rate of full-time first-time undergraduate students at public research universities in the mideast region using the various functions available in the Data Center.

Task 18: Compute instructional expenditures per FTE for all Title IV participating, public, 2-year, degree granting institutions for academic year 2001-2002.

Task 19: Compute the race/ethnicity distribution of all full-time professional staff (executive as well as other support and service professionals) by primary occupation and control of institution and state for all Title-IV participating, 4-year, degree-granting institutions in New England in 2001.

Task 20: Compute the adjusted 9-month equated average salaries of full-time instructional faculty by academic rank and gender at all Title IV 4-year private not-for-profit degree-granting institutions in the United States, academic year 2006-07.

Task 21. Compute average tuition and fees for full-time, first-time undergraduate students enrolled in Title IV public institutions by level and state for Academic year 2003-04. Include the number of institutions per state, as well as the tuition values for in-state, out-of-state, and in-district.

Sample Solutions to Tasks using the IPEDS Data Center

Task 1: List all 4-year institutions not in your state that enroll residents from your state, and rank them by enrollment from your state.

Click on **Rank institutions on one variable**
Log in at the **Additional Early Release Data** level
Type **163268 or use your unit id** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by variables**
In tree, go to **Frequently used variables → Institutions**
In Step 1: Tag **2007-08**
In Step 2: Tag **FIPS state code; Level of Institution**
In tree, go to **Fall Enrollment → Residence & Migration**
In Step 1: Tag **Fall 2006**
In Step 2: Select **your own state** and **save**
In Step 3: Select **First-time degree-seeking undergraduate students**
Click **Continue**
You are on **My Variables** page, **continue** if all of your variables are correct
For **First-time degree/certificate-seeking undergraduate students (state)**, click on link, enter **>0** in the box, and **save**
For **FIPS state code**, click on link, click **select all** then **deselect your state, save**
For **Level**, click on link, select **4 or more years**, and **save**
Submit your query
Continue to step 2 if your institution group looks correct

Step 2: Select **Variables**

The variable you want to use, **First-time degree/certificate-seeking undergraduate students (state)** is already available since you used it to create your institution group.
Click the **radio button**
Continue to step 3

Step 3: **Output**

View and sort your ranking

Task 2: Compare state appropriations as a percent of total revenues for Public Research and Doctoral/ Research institutions in the region(s) of your choice.

Click on **Compare individual institutions**
Log in at the **Additional Early Release Data** level
Type **214777** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by groups**
Use **EZ Group**
Choose **2007** as **universe year**
Choose **Mideast** for **Geographic region**
Choose **Public 4-yr and above** for **Sector**
Make 3 choices for **Carnegie: Research Universities (very high research activity); Research Universities (high research activity); Doctoral/Research Universities**
Search (institution group = 17 institutions)
Continue to Step 2

Step 2: Select **Variables**

Browse/search variables (default)
In tree, go to **Finance → Public institutions GASB 34/35 → Revenues and other additions**
In Step 1: Tag **2005-06**
In Step 2: Tag **State appropriations** and **Total all revenues and other additions**
Continue to **My Variables** page
Select **Create derived variables**
For calculation type, select **Ratio** and **Continue**
For **A**, select **State Appropriations**
For **B**, select **Total**
Continue and name your variable **State Appropriations as a percent of total**
You will see a page that indicates the variable was added to your **My Variables**
Switch to **Rank institutions on one variable** function
Go to **Choose from my variables**
Click the **radio button** next to your **derived variable**
Continue to step 3

Step 3: **Output**

View and sort your ranking

Task 3: Calculate the percent of Black, non-Hispanic full-time instruction/research/public service staff in public 4-year institutions in the 50 states and the District of Columbia. Exclude U.S. service schools. Use Preliminary data, and log in as 214777.

Click on **Compare individual institutions**
Log in at the **Additional Early Release Data** level
Type **214777** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by groups**
Use **EZ Group**
Choose **2007** as **universe year**
For **Geographic region**, **Check All**, then **Unselect US Service Schools** and **Outlying Areas**
For **Sector**, choose **Public 4-yr and above**
Search (institution group = 652 institutions)
Continue to Step 2

Step 2: Select **Variables**

Browse/search variables (default)
In tree, go to **Human Resources → Full-time IRPS service staff by tenure status, academic rank, race/ethnicity and gender**
In Step 1: Tag **Fall 2005**
In Step 2: Tag **Total full-time faculty** and **Save**
In Step 3: Tag **Grand total** and **Black, non-Hispanic total**
Continue to **My Variables** page
Select **Create derived variables**
For calculation type, select **Ratio** and **Continue**
For **A**, select **Black, non-Hispanic total**
For **B**, select **Grand total**
Continue and name your variable **Percent Black Faculty**
You will see a page that indicates the variable was added to your **My Variables**
Go to **Choose from my variables**
Select all 3 available variables (2 HR and derived)
Continue to step 3

Step 3: **Output**

Select the **options** you want
View output online or in Excel

Task 4: Compare the percent of all bachelor's degrees awarded to Hispanics to the percent of all bachelor's degrees in Math/Science awarded to Hispanics. Math/Science includes Engineering, Math, Biology, and Physical Science. Include only public 4-year institutions in the 50 states and the District of Columbia. Also, exclude U.S. service schools.

Click on **Compare individual institutions**
Log in at the **Additional Early Release Data** level
Type **214777** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by groups**
Use **EZ Group**
Choose **2007** as **universe year**
For **Geographic region**, **Check All**, then **Unselect US Service Schools** and **Outlying Areas**
For **Sector**, choose **Public 4-yr and above**
Search (institution group = 652 institutions)
Continue to Step 2

Step 2: Select **Variables**

Browse/search variables (default)
In tree, go to **Completions → Awards/degrees conferred by program (2000 CIP) award level, race/ethnicity, and gender**
In Step 1: Tag **2005-06**
In Step 2: Tag **First Major** and **Save**
Tag **Engineering, Biology, Math, Physical sciences** and **Save**
Tag **Bachelor's Degree** and **Save**
In Step 3: Tag **Grand total** and **Hispanic total**
Continue to **My Variables** page
Select **Create derived variables**
For calculation type, select **Summation** and **Continue**
Choose the **4 Grand totals**, **Continue**, and name your variable **Total degrees**
You will see a page that indicates the variable was added to your **My Variables**
Select **Create derived variables**
For calculation type, select **Summation** and **Continue**
Choose the **4 Hispanic totals**, **Continue**, and name your variable **Total H degrees**
You will see a page that indicates the variable was added to your **My Variables**
Select **Create derived variables**
For calculation type, select **Ratio** and **Continue**
For **A**, select **Total H Degrees**
For **B**, select **Total Degrees**
Continue and name your variable **Percent Degrees Hispanic**
You will see a page that indicates the variable was added to your **My Variables**
Go to **Choose from my variables**
Select all 3 derived variables (unselect all Completions variables)
Continue to step 3

Step 3: **Output**

Select the **options** you want
View output online or in Excel

Task 5: Compare the price of attendance for out-of-state full-time first-time students living on campus at public Master's colleges and universities. (This example uses the Mid-East region and charges for the 2006-07 academic year.).

Click on **Rank institutions on one variable**
Log in at the **Additional Early Release Data** level
Type **214777** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by groups**
Use **EZ Group**
Choose **2008** as **universe year**
Choose **Mideast** for **Geographic region**
Choose **Public 4-yr and above** for **Sector**
Make 3 choices for **Carnegie: Master's Colleges and Universities (larger programs) and (medium programs), and (smaller programs)**
Search and then view institution group (institution group = 55 institutions)
Continue to Step 2

Step 2: Select **Variables**

Open **Student Charges**
Open **Student charges → Institutions reporting by academic year → Price of attendance of full-time, first-time undergraduate students**
In Step 1: Tag **2006-07**
In Step 2: Tag **Total price for out-of-state students living on campus**
Continue to Step 3

Step 3: View **Output**

View/sort ranking

Task 6: Compare average institutional grant aid as a percent of total price of attendance for in-state full-time, first-time students living on campus at private not-for-profit Master's colleges and universities in Delaware, Maryland, and Pennsylvania.

Click on the **Compare individual institutions** function
Log in at the **Additional Early Release Data** level
Type **163046** as both UserID and password

Step 1: Select **Institutions**

Add institutions **by groups**
Use **EZ Group**
Choose **2008** as **universe year**
Choose **Delaware, Maryland, and Pennsylvania** for **State or other jurisdiction**
Choose **Private not-for-profit, 4-year or above** for **Sector**
Make 3 choices for **Carnegie: Master's Colleges and Universities (larger programs) and (medium programs), and (smaller programs)**
Search and then view institution group (institution group = 35 institutions)
Continue to Step 2

Step 2: Select **Variables**

Select **Create Derived Variables**
Choose **Ratio** as **calculation type**, and then **continue**
Open **Student Charges → Student charges - Institutions reporting by academic year → Price of attendance of full-time, first-time undergraduate students**
In Step 1: Tag **2004-05**
In Step 2: Tag **Total price for in-state students living on campus**
Open **Student Financial aid → Financial aid to full-time, first-time degree/certificate-seeking undergraduate students**
In Step 1: Tag **2004-05**
In Step 2: Tag **Average amount of institutional grant aid received**
Continue
Select **radio button A** in **Average amount of institutional grant aid received** (as the numerator)
Select **radio button B** in **Total price for in-state students living on campus** (as the denominator)
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Go to **Choose from my variables**
Select **the derived variable name** and continue
Continue to Step 3

Step 3: View **Output**

View or **download** your data

Task 7: List, in rank order by student enrollment, all public 2-year institutions with greater than 10,000 students enrolled in Fall 2005.

Click on the **Rank institutions on one variable** function.
Enter the Publicly Released Data section of the Data Center.

Step 1: Select **Institutions**

Add institutions **By Variables**
Open **Fall Enrollment**
Open **Gender, Attendance Status, and Level of Student**
In Step 1: Tag **Fall 2005**
In Step 2: Tag **All Students Total**
In Step 3: Tag **Grand Total**
Close **Fall Enrollment**
Open **Institutional Characteristics**
Open **Institutional Characteristics**
Open **Directory Information, Response Status, and Frequently Used Variables**
In Step 1: Tag **2005-06**
In Step 2 Tag **Sector of Institution**, then **Continue**
Tag both variables in the **My Variables** list, then **Continue**
Open **Sector of Institution**
Tag **Public, 2-year**
Open **Grand Total (All Students Total)**
Type **>10000**
Submit
View the **My Institutions group** (institution group **=**178), then **Continue** to Step 2

Step 2: Select **Variables**

Select the available variable in the My Variable list, **Fall 2005, Grand Total, All Students Total**, then **Continue**

Step 3: Output

The Ranking Report output will be displayed on the screen

Note the options to sort on the different columns in the report and to print or download a PDF of the report.

Task 8: Compare the total enrollment from 1995 to 2001 for your institution and a comparison group of your peer institutions. Additionally, produce enrollment counts by level of student (also look at gender and attendance status) for 2001.

Click on the **Generate pre-defined reports** function.
Enter the Publicly Released Data section of the Data Center.

Step 1: Select **Institutions**
- In the top box, **Add** a comparison institution (use your institution name or unit id)
- Select **By groups** to select your institution group
  - Select **Saved group** if it is available, or **automatic group** if there is no saved group
- **Continue** to Step 2

Step 2: Select **Templates**
- Open **Enrollments**
  - Select **Total enrollment, selected years**
  - Select all years from **1995-2001**
- Click **Display**

Step 3: View **Report**
- View **report** on screen
- Use **Modify options** to change years if you want to
- Use **Report templates** to return to the different pre-defined report options

Step 2: Select **Templates**
- Open **Enrollments**
  - Select **Enrollment by student level**
  - Tag **2001** and **Continue**

Step 3: View **Report**
- View **report** on screen
- Use **Modify options** to expand by **gender** and **full/part-time**

Task 9a: Compare tuition and fees vs. state appropriations as sources of revenue for 2-year public institutions that are located in any size towns and grant associate degrees in skilled trades and health fields (includes CIP codes 46, 47, 48, and 49 for skilled trades, 51 for health fields). Eliminate Tribal and HBCU. Institutions should have their own libraries. Use 2006-07 data for directory information only, and 2004-05 data for all others.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Add institutions **By Variables**
Open **Institutional Characteristics → Institutional Characteristics**
Open **Directory information, response status and frequently used variables**
In Step 1: Tag **2006-07**
In Step 2: Tag **State abbreviation**, **Sector of institution**, **Historically Black College or University**, **Tribal college**, **Degree of urbanization**, and **Postsecondary and Title IV indicator**
Open **Special learning opportunities and selected services**
In Step 1: Tag **2004-05**
In Step 2: Tag **Library facilities at institution**
Open **Completions → Awards/degrees conferred by program (2000 CIP classification), award level, and gender**
In Step 1: Tag **2004-05**
In Step 2: Tag **First major** and save
Tag CIP codes **46 Construction Trades, 47 Mechanics and Repairers, 48 Precision and Production Trades, 49 Transportation and Material Moving Workers, 51 Health Professions and Related Sciences** and Save
Tag Award level **Associates degrees** and Save
In Step 3: Tag **Grand total**

Continue to **My Variables** list
Go to **Create Derived Variables**
Choose **Summation** as **calculation type**, and then **continue**
Tag **Construction Trades, Mechanics and Repairers**, **Precision and Production Trades**, **Transportation and Material Moving Workers**
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Select the **blue first tab (1. Select institutions)**
Select **By variables**
Select all variables under Institutional Characteristics *except* State abbreviation, your skilled trades derived variable, and the Health professions variable
Continue to query form, where you will define your institution group
Type **>0** for **both** Skilled Trades (derived variable) and Health,
Select **Has own library** for Library facilities at institution
Select **Public 2-year** for sector
Select **No** for both **HBCU** and **Tribal**
Select **Town: fringe, distant, and remote** for **Degree of urbanization**
Select **Title IV Postsecondary institution for Title IV postsecondary indicator**
Submit (institution group = 123)
Continue to Step 2

Step 2: Select **Variables**

Note the variables selected to create your institution are still in your **My Variables** list

Go to **Browse/Search** variables

Open **Finance → Public institutions (GASB 34/35) → Revenues and other additions**

In Step 1: Tag **2004-05**

In Step 2: Tag **Tuition & fees**, **State appropriations**, **Total all revenues and other additions**

Open **Institutional Characteristics → Institutional Characteristics**

Open **Directory information, response status and frequently used variables**

In Step 1: Tag **2006-07**

In Step 2: Tag **State abbreviation**

Continue

Go to **Create Derived Variables**

Choose **Ratio** as **calculation type**, and then **continue**

Select **radio button A** in **Tuition and fees** (as the numerator)

Select **radio button B** in **Total all revenues and other additions** (as the denominator)

Provide a name for the derived variable and **Finish**

You will see a page that indicates the variable was added to your **My Variables**

Go to **Create Derived Variables**

Choose **Ratio** as **calculation type**, and then **continue**

Select **radio button A** in **State Appropriations** (as the numerator)

Select **radio button B** in **Total all revenues and other additions** (as the denominator)

Provide a name for the derived variable and **Finish**

You will see a page that indicates the variable was added to your **My Variables**

Select **Choose from my variables**

Select three derived variables (Associates degrees in Skilled Trades, Tuition revenues per total revenues, and State appropriations per total revenues), Associates degrees in Health, and State abbreviation

Click **Continue** to get to Step 3

Step 3: **Output**

Select from options and **Continue**

Format the data in a way that is interesting to you to answer the question

Go to the top of the page and **Save your session**

Make sure to **write down the number!!!**

Start Over

Task 9b: Compare sources of revenue for 2-year public institutions that are located in a Anne Arundel's urbanization code (suburb-large). Start with the same variables as used in 9a.

On main page, go to **Upload a previously saved session**
Enter the **Publicly Released Data** section of the Data Center
Enter the job number and continue; you should have everything from 9a

Step 1: Select **Institutions**

Add **Anne Arundel Community College** as your comparison institution
Select institutions **By Variables**
Select all variables under Institutional Characteristics *except* State abbreviation, your skilled trades derived variable, and the Health professions variable
Continue to query form, where you will define your institution group
Type **>0** for **both** Skilled Trades (derived variable) and Health,
Select **Has own library** for Library facilities at institution
Select **Public 2-year** for sector
Select **No** for both **HBCU** and **Tribal**
Select **Suburb: Large** for **Degree of urbanization**
Select **Title IV Postsecondary institution for Title IV postsecondary indicator**
You will get a box that says **You have a set of institutions in your institution list. Do you want to:;** Select **Disregard the previous set and keep this one**
You should have 83 institutions
Continue to Step 2

Step 2: Select **Variables**

Default page is **My variables**
Select three derived variables (Associates degrees in Skilled Trades, Tuition revenues per total revenues, and State appropriations per total revenues), Associates degrees in Health, and State abbreviation
Click **Continue** to get to Step 3

Step 3: **Output**

Download and format how you want to answer the question

Task 10: Calculate the percentage of operating and nonoperating revenues represented by appropriations for 4-year public institutions in Alabama.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2005** as your universe year
Step 2: Select **State or other jurisdiction** and tag **Alabama**
Select **Type of institution** and tag **Public, 4-year or above**
Search (institution group = 16)

Step 2: Select **Variables**

Browse/Search Variables (default)
Open **Finance → Public institutions-GASB 34/35 → Revenues and other additions**
Step 1: Tag 2004-05
Step 2: Tag **Total operating revenues, Total nonoperating revenues,** and **State appropriations**
Continue
Go to **Create Derived Variables**
Choose **Summation** as **calculation type**, and then **continue**
Select **Total operating revenues** and **Total nonoperating revenues**
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Go to **Create Derived Variables**
Choose **Ratio** as **calculation type**, and then **continue**
Select **radio button A** in **State Appropriations** (as the numerator)
Select **radio button B** in **your derived variable** (as the denominator)
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Select **Choose from my variables**
Select **two derived variables** (unselect other variables)
Click **Continue** to get to Step 3

Step 3: **Output**

Download in Excel and format to answer the question

Task 11: Compute the graduation rates for Hispanics at public 4-year degree-granting institutions in Florida.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2005** as your universe year
Step 2: Select **State or other jurisdiction** and tag **Florida**
Select **Type of institution** and tag **Public, 4-year or above**
Select **Degree-granting Status** and tag **Degree-granting**
Search (institution group = 16 institutions)

Step 2: Select **Variables**

Browse/Search Variables (default)
Open **Graduation Rates → Graduation rate data within 150% - 4-yr and 2-yr institutions**
Open **Race/ethnicity and gender - 1997 to 2007**
Step 1: Tag **August 31, 2005**
Step 2: Under **4-year institutions**, tag **Adjusted cohort** and **Completers within 150%** and **Save**
Step 3: Tag **Hispanic Total**
Continue
Go to **Create Derived Variables**
Choose **Ratio** as **calculation type**, and then **continue**
Select **radio button A** in **Completers within 150% of normal time** (as the numerator)
Select **radio button B** in **Adjusted cohort** (as the denominator)
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Select **Choose from my variables**
Select **your derived variable** and **Continue** to step 3

Step 3: **Output**

Answer the formatting questions and click **Continue**
Format the file the way you want

Task 12: Determine the ranking of your institution among 4-year institutions within your state for appropriations per FTE student.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2007** as your universe year
Step 2: Select **State or other jurisdiction** and tag **(your state)**
Select **Sector** and tag **Public, 4-year or above**
Search
Continue to step 2

Step 2: Select **Variables**

Open **12-month enrollment → 12-month instructional activity and full-time equivalent enrollment: Academic year 2003-04 to current year**
Step 1: Tag **2006-07**
Step 2: Tag **Estimated 12-month full-time equivalent (FTE) undergraduate enrollment**
Open **Finance → Public institutions-GASB 34/35 → Revenues and other additions**
Step 1: Tag **2006-07**
Step 2: Tag **State appropriations**
Continue
Go to **Create Derived Variables**
Choose **Ratio** as **calculation type**, and then **continue**
Select **radio button A** in **State Appropriations** (as the numerator)
Select **radio button B** in **Estimated 12-month full-time equivalent (FTE) undergraduate enrollment** (as the denominator)
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Select **Choose from my variables**
Use **Main Menu drop-down menu** to switch to **Rank institutions on one variable**
Select the **derived variable**
Continue to step 3

Step 3: **Output**

Note the options to sort on the different columns in the report and to print or download a PDF of the report.

Task 13. Calculate percentage of operating expenses spent on salaries in 4-year private not-for-profit institutions in your state and rank them.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2007** as your universe year
Step 2: Select **State or other jurisdiction** and tag **(your state)**
Select **Sector** and tag **Private not-for-profit, 4-year or above**
Search
Continue to step 2

Step 2: Select **Variables**

Create **Derived Variables**
Go to **Create Derived Variables**
Choose **Ratio** as **calculation type**, and then **continue**
In tree, go to **Finance → Private not-for-profit institutions or Public institutions using FASB → Expenses by functional and natural classification: Fiscal year 2002 to current year**
Step 1: Tag **2006-07**
Step 2: Tag **Total expenses – salaries and wages** and **Total expenses – Total amount**
Continue
Select **radio button A** in **Total expenses – salaries and wages** (as the numerator)
Select **radio button B** in **Total expenses – Total amount** (as the denominator)
Provide a name for the derived variable and **Finish**
You will see a page that indicates the variable was added to your **My Variables**
Select **Choose from my variables**
Use **Main Menu drop-down menu** to switch to **Rank institutions on one variable**
Select the **derived variable**
Continue to step 3

Step 3: **Output**

Note the options to sort on the different columns in the report and to print or download a PDF of the report.

Task 14: Create a report that shows state and local appropriations for years 1992-93 to 2006-07 for Public Associates Multicampus institutions in the Great Lakes, Plains, and Southwest regions.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2007** as your universe year
Step 2: Select **Geographic Region** and tag **Great Lakes, Plains, and Southwest**
Select **Carnegie** and tag **Public Associate's Suburban-serving Multicampus** and **Public Associate's Urban-serving Multicampus**
Search (institution group = 73)
Continue to step 2

Step 2: Select **Variables**

Browse/Search variables (default)
Open **Finance → Public Institutions GASB 34/35 → Revenues and other additions**
Step 1: Tag **all available years**
Step 2: Tag **State appropriations** and **Local appropriations**
Open **Finance → Public institutions - Reporting Standards before (GASB 34/35): Fiscal year 1987 to 2003 → Current funds revenues by source**
Step 1: Tag **years back to 1992-93**
Step 2: Tag **State appropriations** and **Local appropriations**
Continue to **My Variables**
Continue to step 3

Step 3: **Output**

Format the way you want to **download your data**
Format data in Excel

Task 15: Generate a list of institutions that would satisfy a definition of minority-serving institution (>50% minority, degree granting, Title IV postsecondary institution) if the definition included Asian or Pacific Islander students (definition #1), but do not satisfy a definition that does not include those students (definition #2).

Click on the **Create/Download an institution group** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Variables**

Open **Fall Enrollment → Race/ethnicity, gender, attendance status, and level of student**

Step 1: Tag **Fall 2007**

Step 2: Tag **All students total** for level of student and **Save**

Step 3: Tag **Grand total**, **Black non-Hispanic total**, **Hispanic total**, **Asian or Pacific Islander total**, **American Indian or Alaskan Native total**, and **Continue**

Go to **Create Derived Variables**

Choose **Summation** as your calculation type

Tag **Black non-Hispanic total**, **Hispanic total**, **Asian or Pacific Islander total**, **American Indian or Alaskan Native total**, and **Continue**

Name variable **Minority definition #1**

You will see a page that indicates the variable was added to your **My Variables**

Go to **By Variables**

Select **Create Derived Variables**

Choose **Summation** as your calculation type

Tag **Black non-Hispanic total**, **Hispanic total**, **American Indian or Alaskan Native total**, and **Continue**

Name variable **Minority definition #2**

Go to **By Variables**

Select **Create Derived Variables**

Choose **Ratio** as your calculation type

Select **radio button A** in **Minority definition #1** (as the numerator)

Select **radio button B** in **Grand total** (as the denominator)

Name variable **Percent minority definition #1** and **Finish**

Go to **By Variables**

Select **Create Derived Variables**

Choose **Ratio** as your calculation type

Select **radio button A** in **Minority definition #2** (as the numerator)

Select **radio button B** in **Grand total** (as the denominator)

Name variable **Percent minority definition #2** and **Finish**

Go to **By Variables**

Select **Browse/Search variables**

Open **Frequently Used/Derived variables → Institutions**

Step 1: Tag **2007-08**

Step 2: Tag **Degree-granting status** and **Postsecondary and Title IV institution** and **Continue**

In **My Variables List**, tag the **two percent calculated variables, degree-granting status, and Postsecondary and Title IV institution**, then **Continue**

For Percent #1 box, Type **>.5**

For Percent #2 box, type **<=.5**

Tag **Degree-granting** for degree-granting status

Tag **Title IV postsecondary institution**

Submit (institution group = 169 institutions)

Task 16: Create a report that shows 6-year graduation rates for as many years that are available of Bachelor degree-seeking students in private-not-for-profit, Baccalaureate Colleges (Arts & Sciences and Diverse Fields) institutions in the Great Lakes, Plains, and Southwest regions.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **by group**
Use **EZ Group** (default)
Step 1: Select **2006** as your universe year
Step 2: Select **Geographic region** and tag **Great Lakes, Plains, and Southwest**
Select **Sector** and tag **Private not-for-profit 4-year or above**
Select **Carnegie 2005 Basic** and tag **Baccalaureate Colleges-Arts and Sciences** and **Baccalaureate Colleges–Diverse Fields**
Search (institution group = 173)
Continue to step 2

Step 2: Select **Variables**

Browse/Search variables
Open **Graduation rates → Graduation rate data for 4-year and 2-year institutions**
Step 1: Tag **August 31, 2005**
Step 2: Open **Bachelor's or equivalent degree/certificate-seeking subcohort (4-year institutions**) and tag both **Adjusted cohort** and **Completers of bachelor's or equivalent degrees total (150 % of normal time)**
Step 3: Tag **Grand total**
Continue
In **My Variables List**, select the **A/D button** in the dark blue bar
Add all dates from 2002-2005 and **Save**
Continue to Step 3

Step 3: **Output**

Select formatting options and **download** into Excel
In Excel, calculate graduation rates

Task 17: Look at the percent of undergraduate applicants admitted, the full-time admissions yield (percent of undergraduates admitted who enrolled full-time), and the fall-to-fall retention rate of full-time first-time undergraduate students at public research universities in the mideast region using the various functions available in the Data Center.

Click on the **Compare individual institutions** function
Log in at the **Additional Early Release Data** level
Type **163268** as both UserID and password

Step 1: Select **Institutions**

Add institutions **By groups**

Use **EZ Group** (default)

Step 1: Tag **2008** for **universe year**

Step 2: Open **Geographic region** and tag **Mideast**
Open **Sector** and tag **Public 4-yr and above**
Open **Carnegie** and tag **Research Universities (both high activity and very high activity)** and **Doctoral/Research**

Search (institution group = 17 institutions)
Continue to Step 2

Step 2: Select **Variables**

Browse/Search variables (default)

Open **Frequently used/derived variables → Selectivity and admissions yield**

Step 1: Tag **2007-08**
Step 2: Tag **Percent admitted total** and **Admissions yield full time**

Open **Fall enrollment → Retention rates**

Step 1: Tag **Fall 2007**
Step 2: Tag **Full-time retention rate**

Continue and view/select variables to include in output
Continue to Step 3

Step 3: View **Output**

Select how you want your output formatted
Continue and download data

Switch to **Rank institutions on one variable**

Rank on admissions yield full-time

Switch to **View trend for one variable**

Trend on retention rates

Switch to **Generate pre-defined reports**

Open **Admissions and test scores**
Open **Admission trends**
Display on screen

Task 18. Compute instructional expenditures per FTE for all Title IV participating, public, 2-year, degree granting institutions for academic year 2001-2002.

Click on the **Download Custom Data Files** function.
Enter the Publicly Released Data section of the Data Center.

Step 1: Select **Institutions**

Click **By Groups**

In Step 1, click **Change Year** and select the 2001 institutional universe.

In Step 2

Check **Title IV Participating**

Click **Type of Institution**

Select **Public, 2-year** and click **Save.**

Click **Degree granting status**

Select **Degree-granting** and click **Save.**

Click **Search.** The system should report that you have selected 1113 institutions. If so, click **Continue to Step 2.**

Step 2: Select **Variables**

For the required enrollment data:

Click **2001** in the survey year tree.

Click the plus next to **Enrollments**.

Click the plus next to **Full-time equivalent enrollment: Fall 2001.**

Check the box next to **Full-time equivalent enrollment**

For the required finance data:

Click **2002** in the survey year tree, recalling that fiscal year 2002 corresponds to the 2001-2002 academic year.

Click on the plus next to **Finance**.

Because of a change in 2002 to financial reporting, click on the plus next to

Public institutions – GASB Reporting Standards before GASB 34/35: Fiscal Year 2002

Click on the plus next to **Current fund expenditures by function**

Check the box next to **Instruction**

Scroll down and click on the plus next to **Public institutions – GASB 34/35: Fiscal year 2002**

Click on the plus next to **Expenses and other deductions**

Check the box next to **Instruction-Current Year Total**

Once finished, click **Continue** at the top left of your screen.

Verify that the system now reports a total of 3 variables selected at the top of the screen. Then, click **Continue**.

Step 3: **Output**

The system should indicate that two custom data files have been created:

Click the **Download** button next to each file, and then click **Download** next to the type of file you prefer to work with (e.g., CSV, SAS, STATA, or SPSS). The system will then save a ZIP file containing the data you requested. If you selected a download in SAS, STATA, or SPSS format, a read program will also be included. Running this read program will ensure that the data files you downloaded will contain the proper variable and value labels.

Task 19. Compute the race/ethnicity distribution of all full-time professional staff (executive as well as other support and service professionals) by primary occupation and control of institution and state for all Title-IV participating, 4-year, degree-granting institutions in New England in 2001.

Click on the **Download Custom Data Files** function.
Enter the Publicly Released Data section of the Data Center.

Step 1: Select **Institutions**

Click **By Groups**
In Step 1
Click **Change Year** and select the 2001 institutional universe.
In Step 2
Check **Title IV Participating**
Click **Sector**
Select **Public, 4-year and above**, **Private not-for-profit, 4-year or above**, and **Private for-profit, 4-year or above** and click **Save.**
Click **Degree granting status**
Select **Degree-granting** and click **Save.**
Click **Geographical region**
Select **New England** and click **Save.**
Click **Search.** The system should report that you have selected 201 institutions. If so, click **Continue to Step 2.**

Step 2: Select **Variables**

From the list of data years on the left, select **2001**.
First, select basic descriptive variables about institutions you have selected. Click the plus sign next to **Institutional Characteristics** to expand the variable tree. Then click the plus sign next to **Directory and response status information** and, once that tree expands, the plus sign next to **Directory information**. Gather institution's **control** and their **state**.
Then, gather specific staffing variables. Scroll down, and click the plus sign next to **Fall Staff**. Then, select **Employees by primary occupation, salary categories, race/ethnicity, and gender (Degree-granting institutions): Fall 2001**.
To get data on professional staff only, click **Primary function/occupational activity** and click the box next to **Full time total**. Then, check **Executive/administrative and managerial total** and **Other professionals (support/service) total**. Finally, click **Save**. Note that the system now reports 2 value(s) selected.
So that you can produce the distribution by race/ethnicity, click the check boxes next to **White non-Hispanic total, Black non-Hispanic total, Hispanic total, Asian or Pacific Islander total, American Indian/Alaskan Native total, Race/ethnicity unknown total,** and **Non-resident Alien total.**
Once finished, click **Continue** at the top left of your screen.
Verify that the system now reports a total of 16 variables selected at the top of the screen. Then, click **Continue**.

Step 3: **Output**

The system should indicate that two custom data files have been created.
Click the **Download** button next to each file, and then click **Download** next to the type of file you prefer to work with (e.g., CSV, SAS, STATA, or SPSS). The system will then save a ZIP file containing the data you requested. If you selected a download in SAS, STATA, or SPSS format, a read program will also be included. Running this read program will ensure that the data files you downloaded will contain the proper variable and value labels.

Task 20: Compute the adjusted 9-month equated average salaries of full-time instructional faculty by academic rank and gender at all Title IV 4-year private not-for-profit degree-granting institutions in the United States, academic year 2006-07.

Click on the **Download Custom Data Files** function.
Enter the Publicly Released Data section of the Data Center.

Step 1: Select **Institutions**

Click **By Groups**

Step 1: Tag **2006** for **universe year**

Step 2: Check **First Look universe**
Check **US only**
Open **Sector** and tag **Private not-for-profit 4-year** and **Save.**
Open **Degree granting status** and tag **Degree-granting** and **Save.**

Click **Search.** The system should report that you have selected 1533 institutions. If so, click **Continue to Step 2.**

Step 2: Select **Variables**

From the list of data years on the left, select **2006**.
Open **Faculty Salaries → Salaries of full-time instructional faculty, by contract length, gender, and academic rank: Academic year 2006-07).**

Step 1: For **contract length** open and click **Equated 9-month contract** and **Save**
For **academic rank** open and click **Select all academic ranks** and **Save**

Step 2: Tag **Number of full-time instructional staff (total, men, and women)**
Tag **Salary outlays of full-time instructional staff (total, men, and women). Continue.**

Continue and you will be taken to a page where you will confirm your variables
Continue to **Step 3** if you have all the variables you need

Step 3: **Output**

Click the **Download** button next to the file (note, it is a multi record file), and then click **Download** next to the type of file you prefer to work with (e.g., CSV, SAS, STATA, or SPSS). The system will then save a ZIP file containing the data you requested. If you selected a download in SAS, STATA, or SPSS format, a read program will also be included. Running this read program will ensure that the data files you downloaded will contain the proper variable and value labels. Open CSV file in EXCEL and compute average salaries.

Task 21. Compute average tuition and fees for full-time, first-time undergraduate students enrolled in Title IV public institutions by level and state for Academic year 2003-04. Include the number of institutions per state, as well as the tuition values for in-state, out-of-state, and in-district.

Click on the **Compare individual institutions** function
Enter the **Publicly Released Data** section of the Data Center

Step 1: Select **Institutions**

Select institutions **By Groups**
Use **EZ Group** (default)
Step 1: Select **2003** as your universe year
Step 2: Tag **E.D. Universe**
Tag **US only**
Open **Type of institution** and select all **3 publics**
Search
Go to **By Variables**
Open **Student Charges-Institutions reporting by academic year → Price of attendance of full-time, first-time undergraduate students**
Step 1: Tag **2003-04**
Step 2: Tag **Published in-state tuition and fees (Current year)**
Continue to My Variables
Continue to Query Form
Enter **>0** as your search value and **Save**
Submit and select **Keep only the institutions existing in the two sets** (institution group =1772)
Continue to Step 2

Step 2: Select **Variables**

One variable of interest is already in your **My Variables** list
Go to **Browse/Search Variables**
Open **Frequently used/derived variables → Institutions**
Step 1: Tag **2003-04**
Step 2: Tag **State abbreviation**
Open **Student Charges-Institutions reporting by academic year → Price of attendance of full-time, first-time undergraduate students**
Step 1: Tag **2003-04**
Step 2: Tag **Published in-district tuition and fees (Current year)**
Tag **Published out-of-state tuition & fees (Current year)**
Continue to **My Variables List**
Select **all 3 tuition variables** and **State abbreviation**
Continue to Step 3

Step 3: **Output**

Select formatting options (**click Download, not view on screen**)
Open in Excel and **create a Pivot Table** to match the 2003 State Table 2a