

# Integrated Postsecondary Education Data System (IPEDS)

# IPEDS Trend Generator User Guide

July 2018



# Chapter

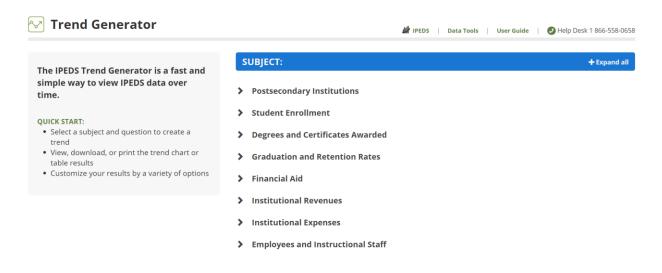
# 1 Introduction

Under the direction of the U.S. Department of Education's National Center for Education Statistics (NCES), the Integrated Postsecondary Education Data System (IPEDS) Trend Generator is a tool designed to provide users with a quick and easy way to view and analyze frequently accessed IPEDS data over time. From optimizing printed reports to effectively navigating and interpreting the available data, this user guide provides guidance for various features, functions, and capabilities.

All of the information in the Trend Generator is based on data collected by NCES through the IPEDS Data Collection System. For additional information about the IPEDS data collection, visit <a href="https://nces.ed.gov/ipeds/report-your-data">https://nces.ed.gov/ipeds/report-your-data</a>.

# 1.1 Homepage

The homepage of the Trend Generator web application displays links to the IPEDS Use the Data portal (Data Tools), IPEDS website homepage, and IPEDS Trend Generator user guide.



# 1.2 Hints & Tips

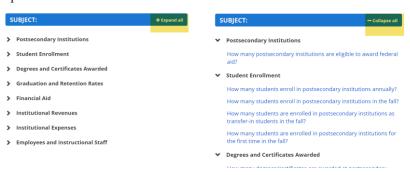
Below are some helpful hints and tips for using the IPEDS Trend Generator. Detailed tips relating to specific functions within the application can be found in the corresponding sections of this guide.

- For assistance with any questions or problems related to system usage, please contact the IPEDS Data Tools Help Desk, toll-free, at 1-866-558-0658 or at <a href="mailto:ipedstools@rti.org">ipedstools@rti.org</a>.
- Helpful links are available at the top of all webpages. See the highlighted area in the following image:



**Trend Generator** 

- To return to the homepage, click on the logo
- To expand all or collapse all subjects, to view or to hide all questions, click on the "+Expand all" or "- Collapse all" links:

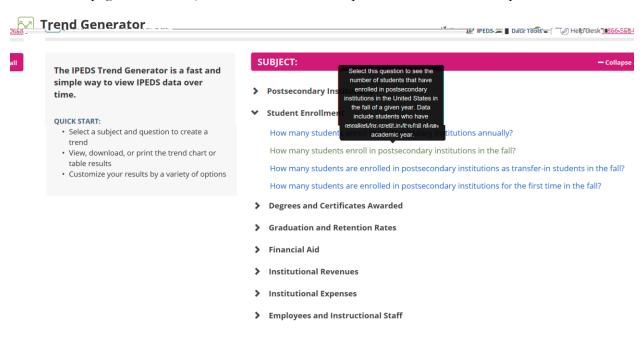


# Chapter 2

# **2 Using the Trend Generator**

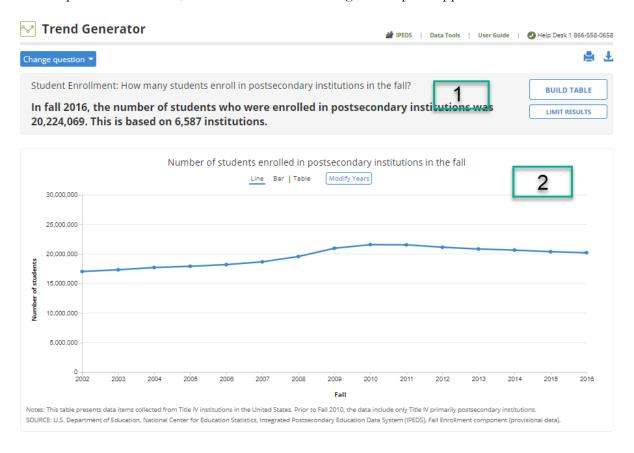
# 2.1 Select Question

On the main page, select a subject to view the available questions, then click on a question to continue.



#### 2.2 View Answer

Once a question is selected, an Answer view consisting of two parts appears:



#### 2.2.1 Answer Part 1: Latest Year Result

The first part of the answer page consists of an answer and the number of institutions used to determine the answer in the most recent year.



The most recent year's answer will remain visible on all views of the application, including the print view and Excel/CSV download options (for more instructions on download and printing features, see section 2.6 Print & Download).

#### 2.2.2 Answer Part 2: Trend Result over Years

Go to section 2.5.1 Trending the Main Answer

#### 2.2.3 Other Actions on the Answer Page

You can limit the result to view the answer for a subset of schools by clicking on the *Limit Result* button.

Student Enrollment: How many students enroll in postsecondary institutions in the fall?

In fall 2016, the number of students who were enrolled in postsecondary institutions was 20,224,069. This is based on 6,587 institutions.

BUILD TABLE

LIMIT RESULTS

For more instructions on limiting the results, go to section 2.3 Limit Result.

In order to use the answer to build a table, click on Build Table button.

Student Enrollment: How many students enroll in postsecondary institutions in the fall?

In fall 2016, the number of students who were enrolled in postsecondary institutions was 20,224,069. This is based on 6,587 institutions.

For detailed instructions, visit section <u>2.4 Build Table</u>.

### 2.3 Limit Result

To limit the results so that the answer, trend, and tables are only displayed for certain schools, click on *Limit Result*. This *Limit Result* option appears in the main answer section, on all pages of the application:

Student Enrollment: How many students enroll in postsecondary institutions in the fall?

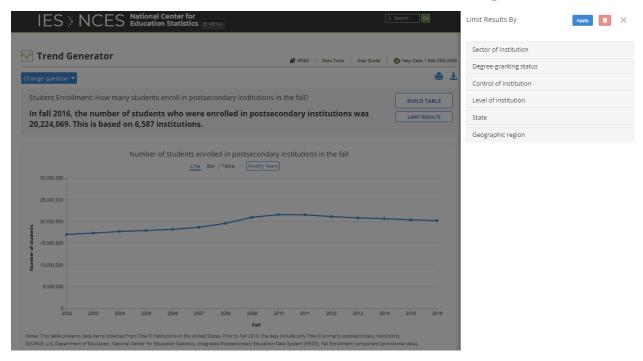
In fall 2016, the number of students who were enrolled in postsecondary institutions was 20,224,069. This is based on 6,587 institutions.

BUILD TABLE

LIMIT RESULTS

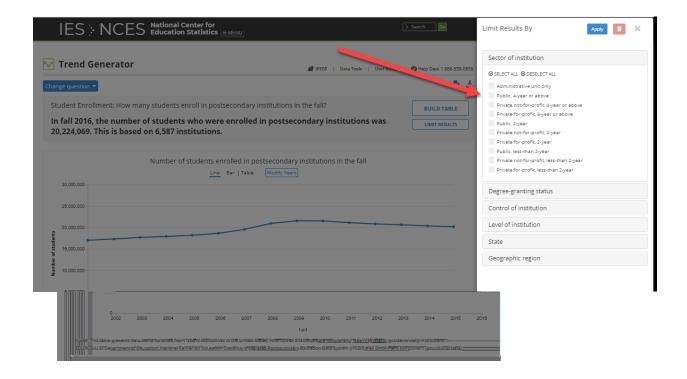
#### 2.3.1 Where do the Limiting Variables Appear?

Clicking the *Limit Result* option will open a panel at the right side of the page with optional (limiting) variables, such as "Sector of institution", "State", and others in the below image.



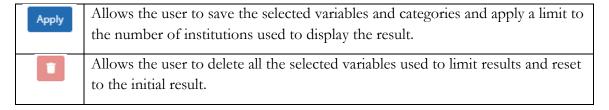
### 2.3.2 Select a Limiting Variable

Click on a variable from the right-side menu (in the above image) to select it and view the available categories for that variable. By default, no categories are selected:



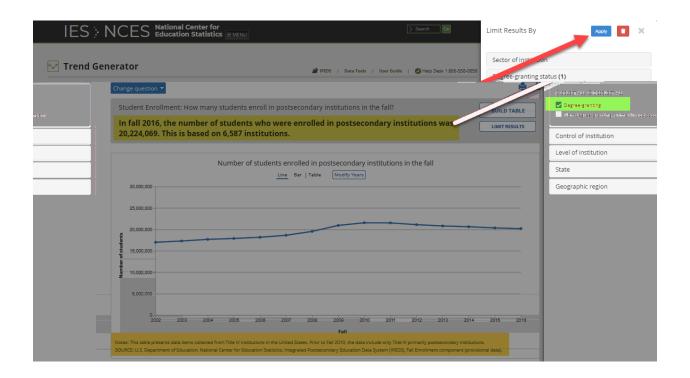
# 2.3.3 Use the Apply and Delete Buttons

In the previous picture, you can see two main buttons at the top the right-side menu:

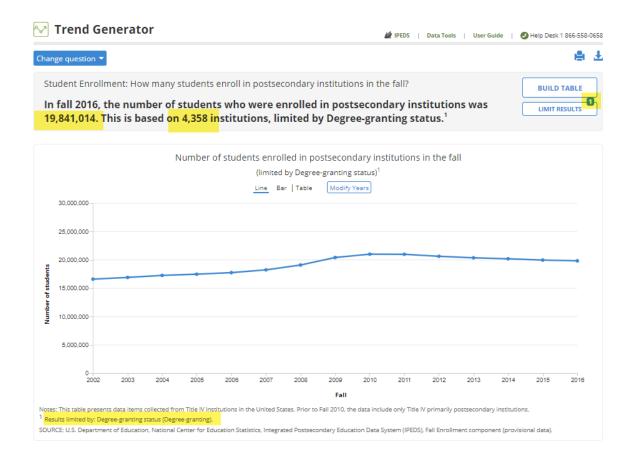


#### 2.3.4 How It Works

Select one or more categories, for one or more variables; then click *Apply* to view the answer.



Once the new categories are applied, new information will be appended to the modified answer and to the footnotes of the table/trends (see image below):



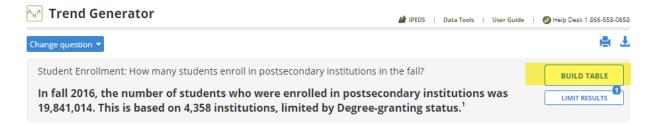
In sum, modifying (adding or removing) limiting variable(s) and their respective values (categories) affects all results through the application:

- changes the number of institution used to calculate the result
- alters the most recent year's answer for all institutions
- modifies the values for selected categories in a text-table
- limits the answer in a trend chart/table
- add new items to the footnotes, explaining which variable/categories are selected

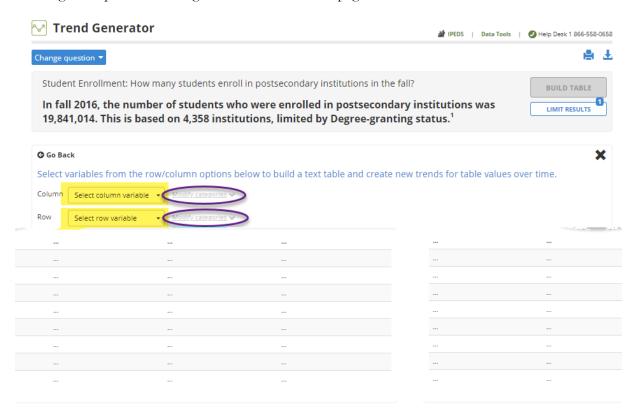
# 2.4 Build Table

# 2.4.1 Navigate to the Build Table Page

To build a table from the answer provided, click *Build Table* in the main answer section.

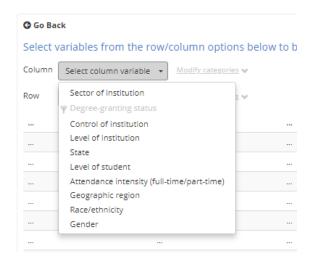


Clicking this option will navigate to the Build Table page.

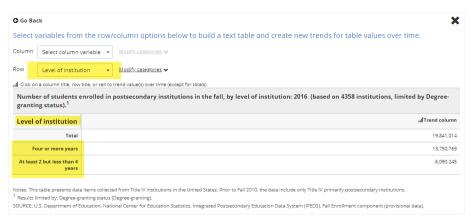


#### **2.4.2 Create Table Dimensions**

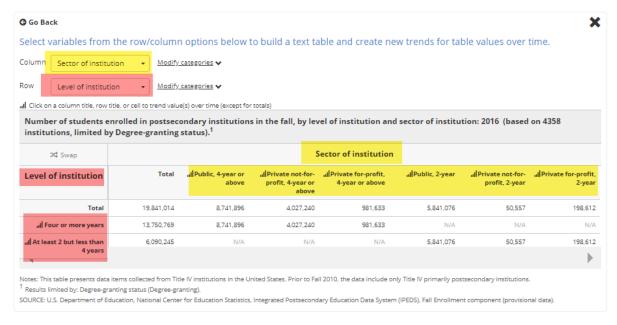
This page will offer two lists of variables, rows and columns, representing table dimension variables. Click on a variable from these lists to select it.



Once a row/column is selected (in the case below a variable is selected from the row list), a corresponding table dimension is automatically created.



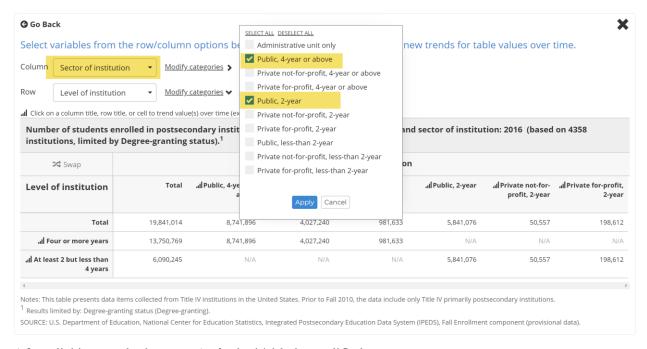
If we select another dimension (in this case a column), a corresponding table dimension is automatically created. When the two dimensions are created we get a 2-dimensional text-table.



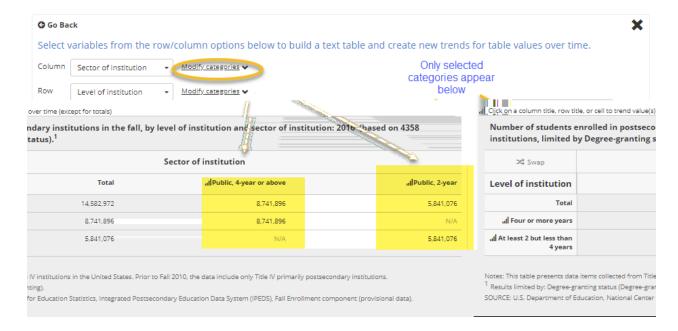
#### 2.4.3 Modify Categories in Rows and Columns

View the available categories for that variable. By default, all categories are selected.

A user may change the default selected categories. In the following image, the user selected two categories only:

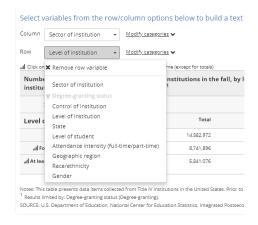


After clicking on the button *Apply*, the Table is modified:



#### 2.4.4 Modify Table Dimensions

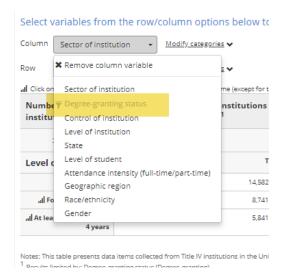
Change the table dimension simply by selecting a new variable from the column or row variables. User may also remove one or both dimensions using the remove option inside the variable lists



## 2.4.4 Trending Values and Dimensions of a Text-Table

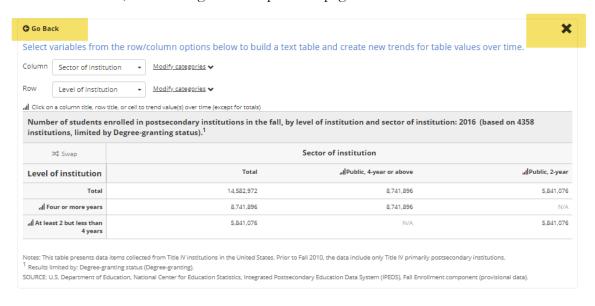
## 2.4.5 Hints and Tips

1- If a variable was used for the filter or row, it will be disabled. In the above image, the "Degree-granting status" is disabled because it is used as a limiting variable (filter)



Once a table is created, a filter can be added, or the current filter can be modified. To add or modify a filter, follow the steps in section 2.3 Limit Result.

2- To go back from the Build Table page to the main answer page, please click on "X" or the "Go Back" button, which navigate to the previous page.



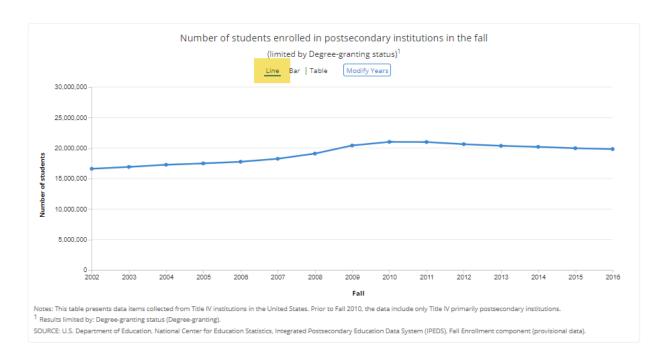
## 2.5 Show Trends

Trends automatically appear on the main answer page (see section 2.5.1) or can be requested by clicking on trend-able values from a one/two-dimensional text-table (see detailed explanation in section 2.5.2).

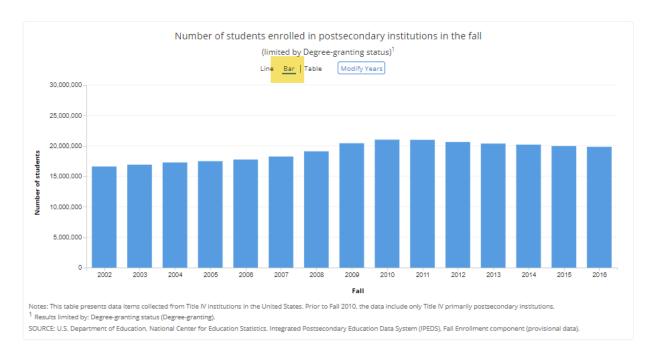
### 2.5.1 Trending the Main Answer

After selecting a new question, the application returns an answer composed of two parts. The first part contains the answer for the selected question. The second part presents answer's value over years. Trend values appear in a default line chart view. The application allows two additional view types for a trend, namely bar chart and text-table:

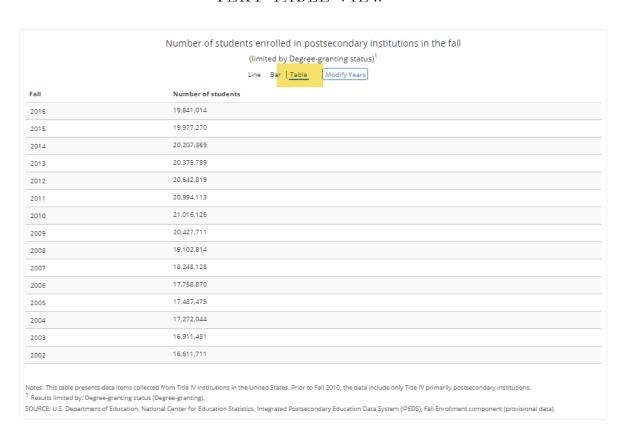
#### LINE CHART VIEW



BAR CHART VIEW



#### TEXT-TABLE VIEW

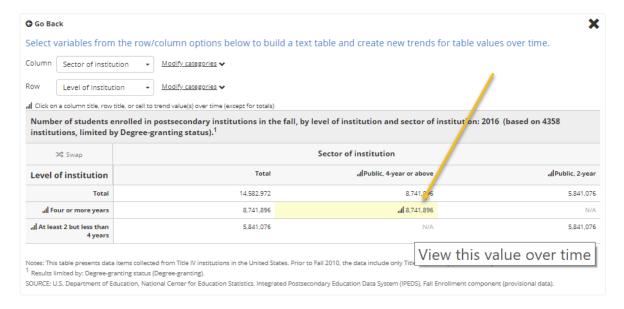


#### 2.5.2 Trend from a Table

Once a table is created on the Build Table page (see section 2.4 Build Table), many of the columns, rows, or cells can be trended. When the mouse hovers over a column, row, or cell that allows trends, a highlighted area appears and will display a trend icon . This icon in a cell indicates a trend that can be generated for that field.

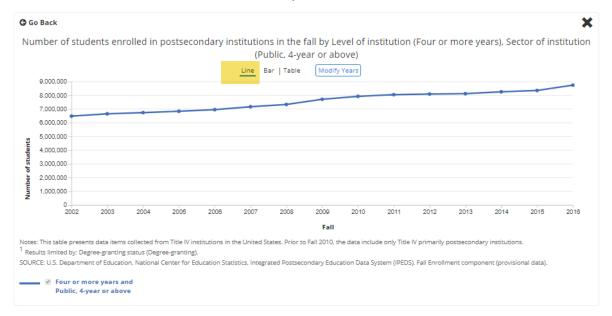
#### TRENDING BY CELL

Clicking on a table cell, generates a trend result for the value over years. See an example below:

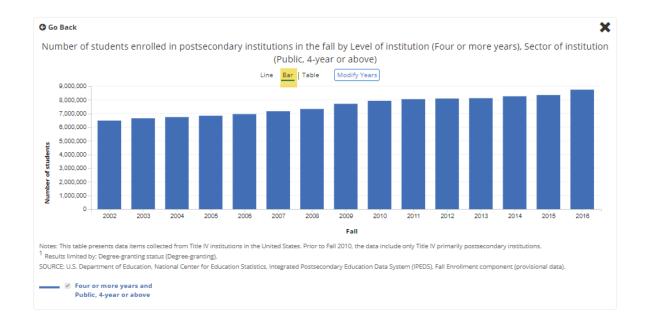


On the next page, the trend then appears in a line chart, bar and text-table view types:

# DEFAULT VIEW, THE LINE CHART:



#### BAR CHART



#### TEXT-TABLE



#### TRENDING BY ROW OR COLUMN

Placing the mouse on a column header or row header, the trendable rows or columns turn yellow as in the two following pictures



Notes: This table presents data items collected from Title IV institutions in the United States. Prior to Fall 2010, the data include only Title IV primarily postsecondary institutions.

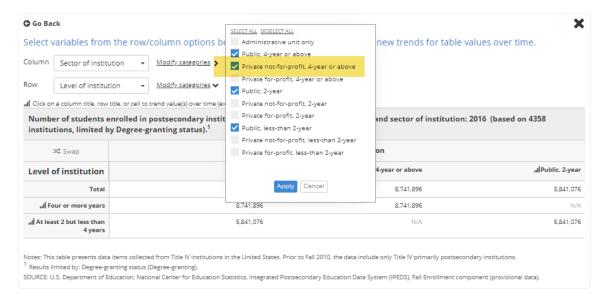
 $^{\mbox{\scriptsize 1}}$  Results limited by: Degree-granting status (Degree-granting).

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Fall Enrollment component (provisional data).

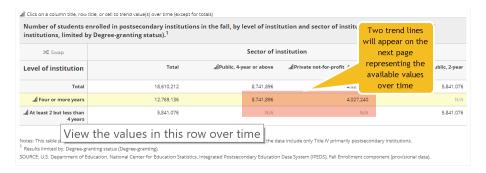
Il Click on a column title, row title, or cell to trend value(s) over time (except for totals) Number of students enrolled in postsecondary institutions in the fall, by level of institution and sector of institution: 2016 (based on 4358 institutions, limited by Degree-granting status).1 Sector of institution >
✓ Swap .ıl Public, 4-year or above Public, 2-year ال Level of institution Total 14,582,972 8,741,896 5,841,076 , | Four or more years 8,741,896 8,741,896 ... At least 2 b View the values in this row over time 5,841,076 5,841,076

Notes: This table presents data items collected from Title IV institutions in the United States. Prior to Fall 2010, the data include only Title IV primarily postsecondary institutions.

#### For the sake of demonstration, modify categories to add more values:



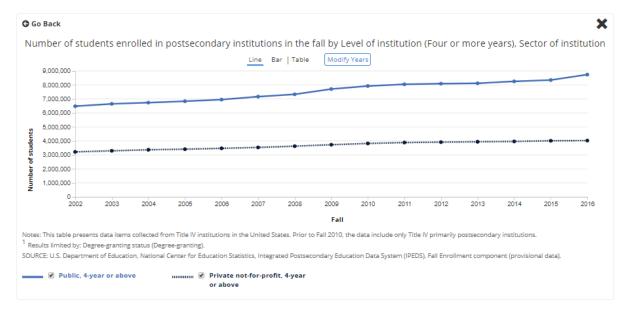
#### Then click, apply and select the option to trend by row:

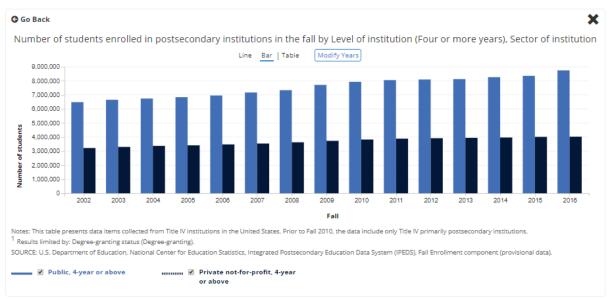


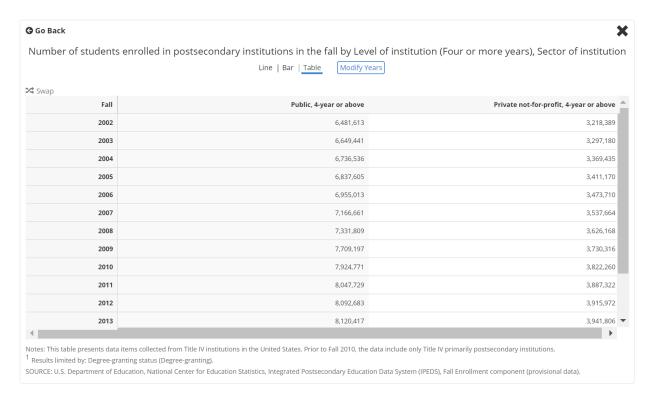
After clicking on a row (or a column) header, the application navigates to the next page and generates a trend in three view types: line, bar, and text-table.

 $<sup>^{1}</sup>$  Results limited by: Degree-granting status (Degree-granting).

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Fall Enrollment component (provisional data).







Notice that the charts and text-table consist of two items. Each item (e.g. public, 4-year or above) represents a category of the "Level of student" row variable that the user trended over years.

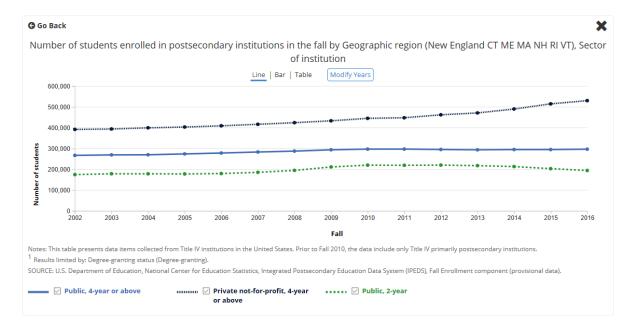
# 2.5.3 Modifying Trend Chart Items

A chart can consist of up to 5 or 6 lines depending on the trended variable. While most variables will generate 5 lines, Race/ethnicity and Sector variables can include up to 6 lines at a time in a chart. At all times, the text-table view will present all the categories available in the trended table dimension (column or variable).

To illustrate, select the "Geographic region" as a row variable, and then click on the row value "New England CT ME MA NH RI VT" to create a trend for the number of students in the selected "Sector of institution" categories over time:

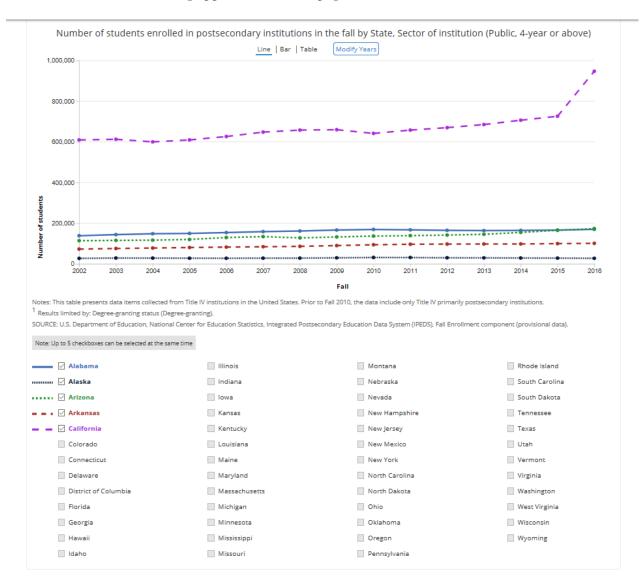


A trend with three lines representing the column variable categories will appear on the chart:



The user will have the option to modify categories on the chart, in order to conduct comparisons and visualize non-default items. For instance, if the user deselects the "public, 2-year" category in the legend below the chart, the line will disappear from the chart area.

In order to add a new category to a chart, the user must deselect an existing category to avoid the maximum limit (5-6 lines) on the chart. When the maximum limit is reached, the unchecked boxes in the legend will become disabled. To illustrate, a user may select "State" as row variable on the "Build Table" page, and then click on the column header "Public, 4-year or above". After the click event, a line chart with 5 lines trending appear on the next page:

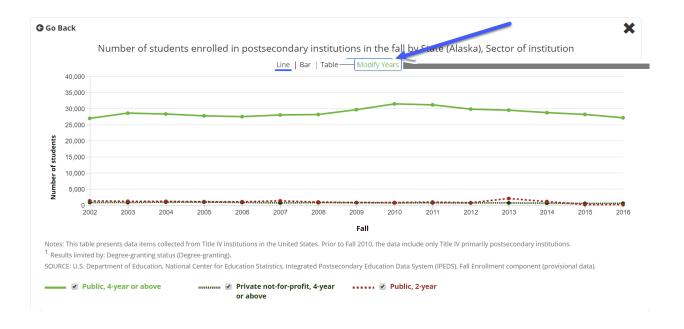


Notice that in the above chart, the legend has 5 checked items (highlighted). The remaining items are disabled, and no more states can be selected, unless one checked box is deselected. To illustrate, deselect "California" from the legend; notice that the remaining states will become enabled. Then select "Illinois." This action will re-increment the count of selected checkboxes to the maximum allowed 5; consequently, the unselected legend items will be disabled.

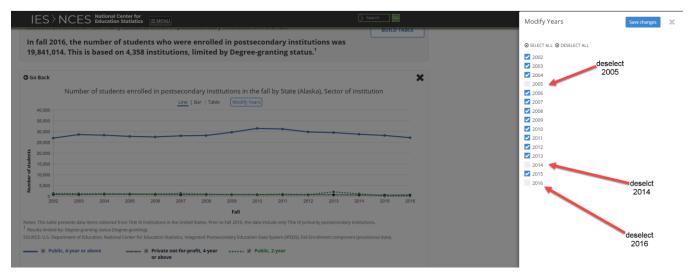


## **2.5.4 Modifying Trend Years**

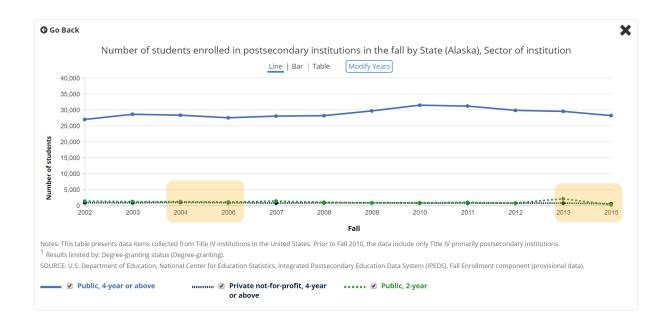
To change the years displayed for any trend screen (chart or table) click on the *Modify Year* button at the top of the chart/table.



Clicking Modify Years option will open a panel at the right of the page:



By default, all years are selected. Select/Deselect one or more years and click *Save Changes*. The changes will be displayed instantly in the chart and graph:



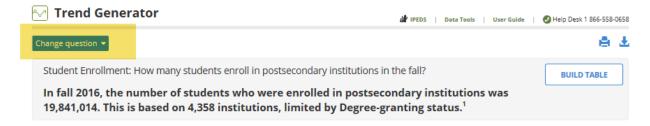
# 2.5.5 Returning to the Table View

In order to return to the previous page, the user has several options, by clicking on the buttons illustrated in the following picture with yellow highlights:

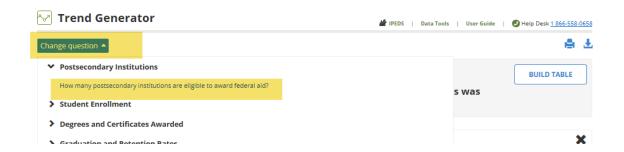


# 2.6 Change Subject or Question

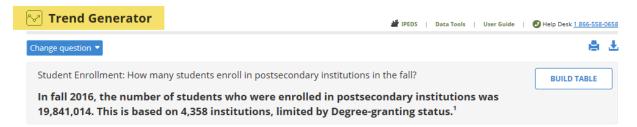
In all the screens of the application, the user may change the subject and select a new question. Above the answer view, the list of subjects and questions will be available through the "change question" list menu:



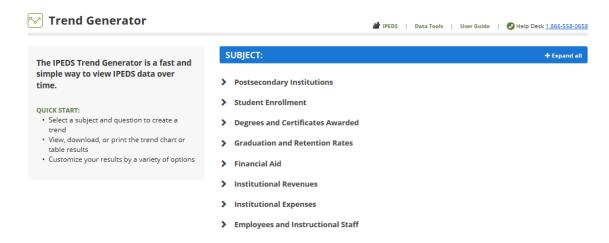
Click on the "Change Question" area (highlighted above) to show a list of subjects and questions, then click on a subject to view list of question(s) under it:



You may also go to the application's homepage by clicking on the logo of Trend Generator highlighted in the following picture:



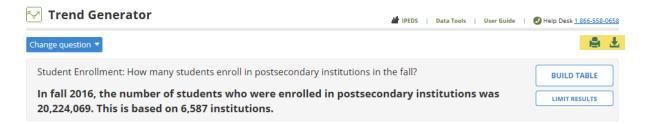
After clicking on the logo, the application navigates to the homepage (first page):



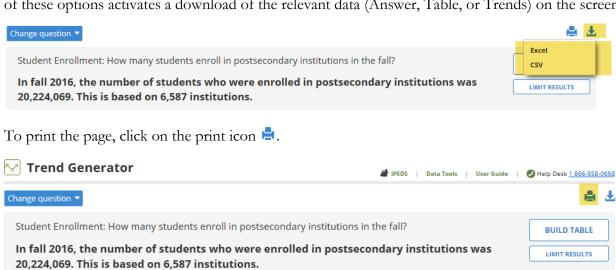
For more on the topic of selecting a subject/question see section 2.1 Select Question.

# 2.7 Print & Download

Options to print or download are available; see highlighted icons in the following images:



To download the information found on the page, click on the download icon . After clicking, a menu containing two download options, in Excel format or CSV format, appears. Clicking on any of these options activates a download of the relevant data (Answer, Table, or Trends) on the screen.



In the print mode, the user may be able to save the print version of the pages to PDF format, rather send the document to a connected printer.