

ProClarity Desktop Professional Data Dashboard Instructions

HigherEd Analytics for Datatel

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Browser Information

The ProClarity Desktop Professional Data Dashboard is a web-based system. Pre-generated reports are generated within ProClarity's data management software and published as dashboard web pages to end users. Within the Southwestern Community College District, staff-side computers are able to access the dashboard through a web browser.

ProClarity Desktop Professional Data Dashboard technical specifications/limitations:

- The ProClarity Desktop Professional system may only be viewed through browsers supported on a Windows OS (Internet Explorer, Firefox, Google Chrome)
- Apple computers running **Mac OS X operating system browsers** (Safari, Firefox for Mac, Chrome for Mac,) **are not supported**
- It is **highly recommended** that users download the **Firefox** and/or **Google Chrome** browsers as more recent Internet Explorer versions do not fully support ProClarity Desktop Professional features

Links to Firefox and Google Chrome Downloads.

Firefox Download Link:

<https://www.mozilla.org/en-US/firefox/new/>

Google Chrome Download Link:

<https://www.google.com/chrome/browser/>

Additional Support: Detailed step-by-step instructions on "**Firefox Download Instructions**" and "**Google Chrome Download Instructions**" are included within these district websites.

Office of Institutional Effectiveness, Research Unit:

<http://www.swccd.edu/index.aspx?page=1862>

Institutional Program Review, Data Resources:

<http://www.swccd.edu/index.aspx?page=2572>

Data Dashboard Information

Overview of Basic Data Features & Program Review Elements

Overview

The ProClarity Desktop Professional Data Dashboard is a Microsoft software system that allows users to work with analytic tools based on data files from the college's (Datatel) Colleague data management system. Professional staff, faculty and administrators may access the Data Dashboard from any "employee-side" computer terminal that is internet ready and linked to the campus data warehouse server.

The Data Dashboard is accessed via the web. Once accessed, the Dashboard is capable of displaying visual elements such as charts, performance maps, and decomposition trees. The system also provides data in a table format, which can be exported to an Excel or other database.

The Data Dashboard incorporates multiple pre-assigned institutional measures, including:

Program Review Key Program Indicators (KPI's)

- Retention and success rates based on ethnicity, gender and age
- Section count and capacity by course
- Grades and average grades by subject
- Headcounts at opening day, census, and end-of-term
- Section count and capacity by subject
- Retention and success rate by course and subject
- Course enrollments at opening day, census, and end-of-day
- Outcomes by course and subject end-of-term
- Withdrawal counts by course and subject
- Degrees and Certificates
- FTES by course and subject

Generic KPI's

- Number of sections and courses offered
- Course utilization
- Average enrollments per section and course
- Enrollment data and trend analysis (credit/non-credit data)

How to start...

Option One: Access the [Office of Institutional Effectiveness, Research Unit website](#)

Step 1- Enter, or select the hyperlink: <http://www.swccd.edu/index.aspx?page=1862>

Step 2- Find and select [Data Dashboard \(Login required\)](#)

Step 3- Enter your employee username and password*

User Name:	sccd\"first name initial and last name\"
Password:	\"Outlook login/network login\"

Option Two: Access the [Institutional Program Review, Data Resources website](#)

Step 1- Enter, or select the hyperlink: <http://www.swccd.edu/index.aspx?page=2572>

Step 2- Find and select [Data Dashboard Link](#)

Step 3- Enter your employee username and password*

User Name:	sccd\"first name initial and last name\"
Password:	\"Outlook login/network login\"

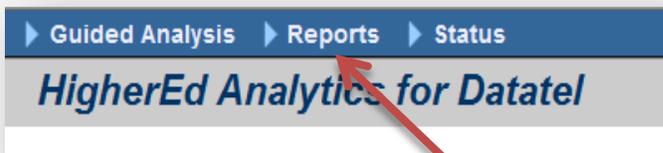
*The \"sccd\" login precursor is required

After successful login, you will be taken to the Data Dashboard:

The screenshot shows the 'HigherEd Analytics for Datatel' dashboard. The top navigation bar includes 'Guided Analysis', 'Reports', and 'Status'. The user is identified as 'Welcome ekozel' and the current registration term is 'Fall 2012'. The main content area is titled 'Guided Analysis: My Dashboard' and features a 'Personalize My Charts' button. On the left, there is a 'Subject Areas' menu with options: 'My Dashboard', 'Program Review Headcount', 'Program Review Gender', 'Program Review Ethnicity', 'Program Review Age', 'Program Review Other', and 'SWC Dashboard'. The 'My KPI's' section shows a table with columns for 'Key Performance Indicator' and 'Value'. A note on the right says 'Click \"Personalize My Charts\" above to add charts to the dashboard.'

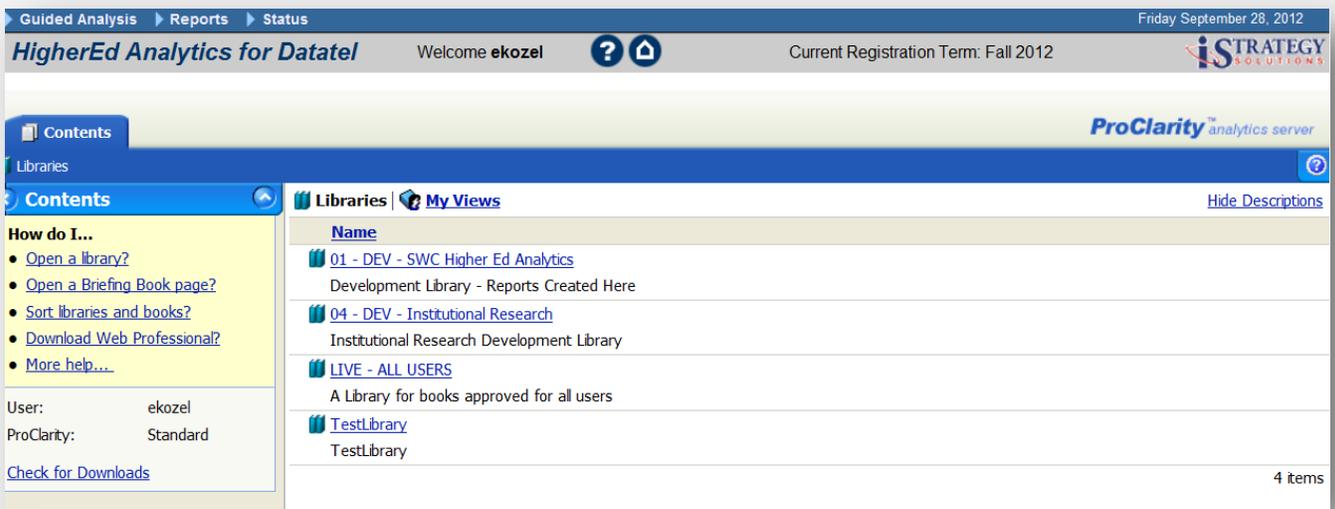
Program Review selection options:

- The Subject Areas portion of the Guided Analysis window includes Program Review specific content and more general data sources.
- These links include “My Dashboard,” “Program Review: Headcount, Gender, Ethnicity, Age, and Other,” and “SWC Dashboard.”



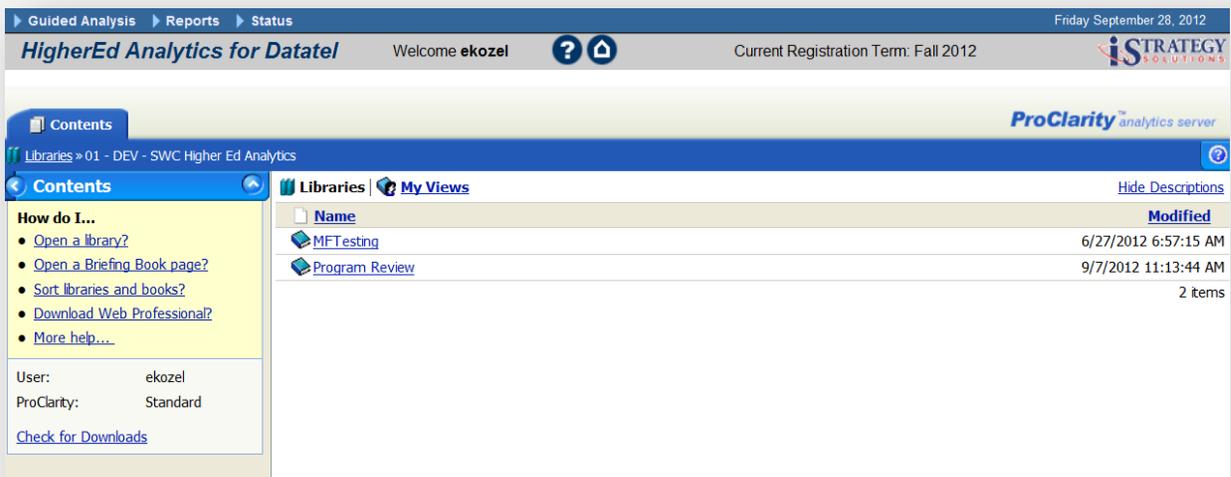
As the first step in a data query, a good practice would be to select the *Reports* option on the ribbon (located in the upper left hand portion of the page).

Window 1



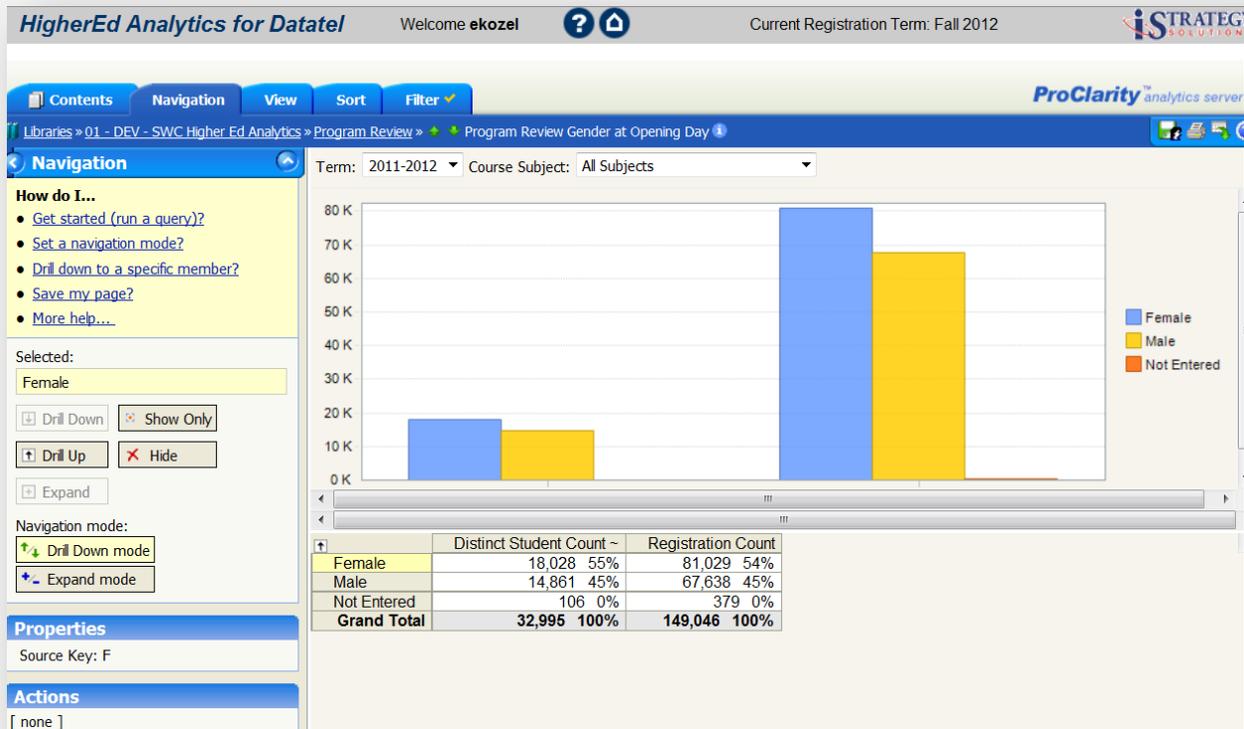
Selecting the *Reports* option will bring you to **Window 1**. The “SWC Higher Ed Analytics” and “Institutional Research” links contain the primary data sources. After selecting “SWC Higher Ed Analytics,” **Window 2** will appear.

Window 2



The *Program Review* link will generate the following list of query items (**Window 3**). In this example, “Program Review Gender at Opening Day” has been selected (**Window 4**).

Window 3



Window 4

The screenshot shows the 'HigherEd Analytics for Datatel' interface with a list of query items under the 'Program Review' category. The list includes the following items:

Name	Modified
Program Review Headcount at Opening Day	8/14/2012 3:47:34 PM
Program Review Headcount at Census	8/14/2012 3:47:34 PM
Program Review Headcount at End of Term	8/14/2012 3:47:34 PM
Program Review Ethnicity at Opening Day	8/14/2012 3:47:34 PM
Program Review Ethnicity at Census	8/14/2012 3:47:34 PM
Program Review Ethnicity at End Of Term	8/14/2012 3:47:34 PM
Program Review Gender at Opening Day	8/14/2012 3:47:34 PM
Program Review Gender at Census	8/14/2012 3:47:34 PM
Program Review Gender at End Of Term	8/14/2012 3:47:34 PM
Program Review Age at Opening Day	8/14/2012 3:47:34 PM
Program Review Age at Census	8/14/2012 3:47:34 PM
Program Review Age at End Of Term	8/14/2012 3:47:34 PM

This data can be saved by one of two methods:

Method One (To Save Chart): A snapshot may be taken of the window and pasted into another document. This can be achieved by the following: (Step 1) Ctrl + Print Scrn, (Step 2) Ctrl + V. This snapshot may then be “cropped” in order retain the most relevant features of the chart.

Method Two (To Save Data): Data can be exported out of the Data Dashboard by selecting the export

icon located in the upper right hand portion of the window (). Choose **Save As** after the download prompt appears; the data will be saved to your computer or a data storage device.