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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 Profession 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 Re	eview Key Program Indicators (	KPI's)
<ul> <li>Retention and success rates based on ethnicity, gender and age</li> </ul>	<ul> <li>Headcounts at</li> <li>opening day, census,</li> <li>and end-of-term</li> </ul>	Course enrollments at opening day, census, and end-of-day
<ul> <li>Section count and capacity by course</li> </ul>	• Section count and capacity by subject	Outcomes by course and subject end-of- term
<ul> <li>Grades and average grades by subject</li> </ul>	Retention and success rate by course and subject	Withdrawal counts by course and subject
<ul> <li>Degrees and Certificate</li> </ul>	s • FTES by	course and subject
	Generic KPI's	
<ul> <li>Number of sections and courses offered</li> </ul>	Course utilization	• Average enrollments per section and course
Enrollment data a	and trend analysis (credit/non-	credit data)

w to start	How to start.			
ion One: Access the Office of Institutional Effectiveness, Research Unit website	Option One: Access			
o 1- Enter, or select the hyperlink: <u>http://www.swccd.edu/index.aspx?page=1862</u>	Step 1- Enter, or sel			
o 2- Find and select Data Dashboard (Login required)	Step 2- Find and sel			
o 3- Enter your employee username and password*	Step 3- Enter your e			
User Name: sccd\"first name initial and last name"	User Nar			
Password: "Outlook login/network login"	Passwo			
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"	User Nar			
Password: "Outlook login/network login"	Passwo			
*The "sccd\" login precursor is required				

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

Guided Analysis	Reports 🕨 Status			Friday September 28, 2	2012
HigherEd Ana	lytics for Datatel	Welcome <b>ekozel</b>	60	Current Registration Term: Fall 2012	ΓE
					П
Guided	Analysis: My Dashboard			Personalize My Charts	
Subject Areas	My KPI's <u>Personalize</u>			My Charts	
My Dashboard	Key Performance Indicato	or	Value	Click "Personalize My Charts" above to add charts to the dashboard.	
<ul> <li>Program Review Headcount</li> </ul>					
<ul> <li>Program Review Gender</li> </ul>					
Program Review <u>Ethnicity</u>					
Program Review <u>Age</u>					
Program Review     Other					
▶ <u>SWC Dashboard</u>					
	_	-	-		٢

Program Review selection options:
The <u>Subject Areas</u> 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."

Guided Analysis	Reports > Status	
HigherEd A	nalytics for Datatel	

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

▶ Guided Analysis 🕨 Reports 🕨 Sta	itus				Friday September 28, 2012
HigherEd Analytics for I	Datatel w	elcome <b>ekozel</b>	00	Current Registration Term: Fall 2012	STRATEGY
Contents					<b>ProClarity</b> <sup>™</sup> analytics server
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How do I • Open a library? • Open a Briefing Book page? • Sort libraries and books? • Download Web Professional? • More help User: ekozel ProClarity: Standard	Name           If 01 - DEV - SWC           Development Li           If 04 - DEV - Inst           Institutional Res           ILIVE - ALL USE           A Library for bo           Istilibrary           TestLibrary           TestLibrary	C Higher Ed Analytic brary - Reports Cre itutional Research search Developmen <u>RS</u> loks approved for a	s ated Here t Library II users		
Check for Downloads					4 items

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				
► Guided Analysis ► Reports ► Sta HighorEd Analytics for I	tus	20	Ourront Degistration Term: Fall 2012	Friday September 28, 2012
				SOLUTIONS
Contents				<b>ProClarity</b> analytics server
∬ Libraries » 01 - DEV - SWC Higher Ed Anal	ytics			0
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<ul> <li><u>Open a Briefing Book page?</u></li> </ul>	Program Review			9/7/2012 11:13:44 AM
<u>Sort libraries and books?</u>				2 items
<u>Download Web Professional?</u>				
<u>More help</u>				
User: ekozel				
ProClarity: Standard				
Check for Downloads				

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).

HigherEd Analytics fo	or Datatel Welcome ekozel ? (a) Current Registration Term: Fall 2012	STRATE
Contents Navigation	View Sort Filter 🕶	<b>ProClarity</b> analytics services
Libraries » 01 - DEV - SWC Higher Ed A	Analytics » <u>Program Review</u> » 💠 🐥 Program Review Gender at Opening Day 🗓	
Navigation	Term: 2011-2012  Course Subject: All Subjects	
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Get started (run a query)?	80 K	
Set a navigation mode?	70 K	
Drill down to a specific member?	60 K	
Save my page?	50 K	
More help		Female Male
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emale	30 K	
Dril Down Show Only	20 К	
	10 K	
Drill Up X Hide		
Expand		
avigation mode:		
🛊 Dril Down mode	Distinct Student Count ~ Registration Count	
- Expand mode	Male         14,861         45%         67,638         45%	
	Not Entered 106 0% 379 0%	
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Window 4  Contents Co	nalytics > Program Review	ProClarity analytics serv Modifie 8/14/2012 3:47:34 PM 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

). Choose *Save As* after the

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