



PRECISION CAMPUS TUTORIALS

HOW TO SAVE ITEMS TO THE CLIPBOARD

With Precision Campus you can create custom PDFs using the Clipboard feature. In this example, let's say you wanted to compare Enrollment Variables and Trends for the Accounting and Finance Departments along with Faculty Workloads for the Accounting and Finance Departments.

PRECISION CAMPUS Fact Book

FINANCE

- portsmouth
- Portsmouth University
- College of Business
 - Accounting
 - Economics
 - Finance
 - Information Systems
 - Management
 - Marketing
 - College of Education
 - College of Engineering
 - College of Liberal Arts
 - College of Natural Resources
 - College of Science
- Multi-Unit Selection
- Combine reported units
- Get data for selected units

Enrollment Variables and Trends

Limits:

Enrollment Trends
College of Business > Accounting, College of Business > Finance

	2013-14	2014-15	2015-16	2016-17	4-yr %Inc
Unduplicated Headcount	446	424	438	423	-5.2%
Census Enrollment	454	431	451	434	-4.4%
Sections	21	21	21	21	0.0%
WSCH	1,410	1,348	1,371	1,399	-0.8%
FTES (end of term)	179	245	226	233	29.9%
FTEF (end of term)	18.8	28.2	18.1	25.7	36.3%
Productivity (WSCHFTEF)	25	16	25	18	-27.2%

2) Directly above the table and to the right you'll notice you have five buttons. The first button is Save to Clipboard. Click the button and your table will be saved to the clipboard.

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Fact Book

3) Click Fact Book to return to the main menu.

The screenshot shows the 'Enrollment Variables and Trends' report page. In the top right corner, the 'Fact Book' button is circled in red, with a red arrow pointing to it from the right side of the page. The report displays enrollment data for various categories from 2013-14 to 2016-17, along with a 4-year percentage change.

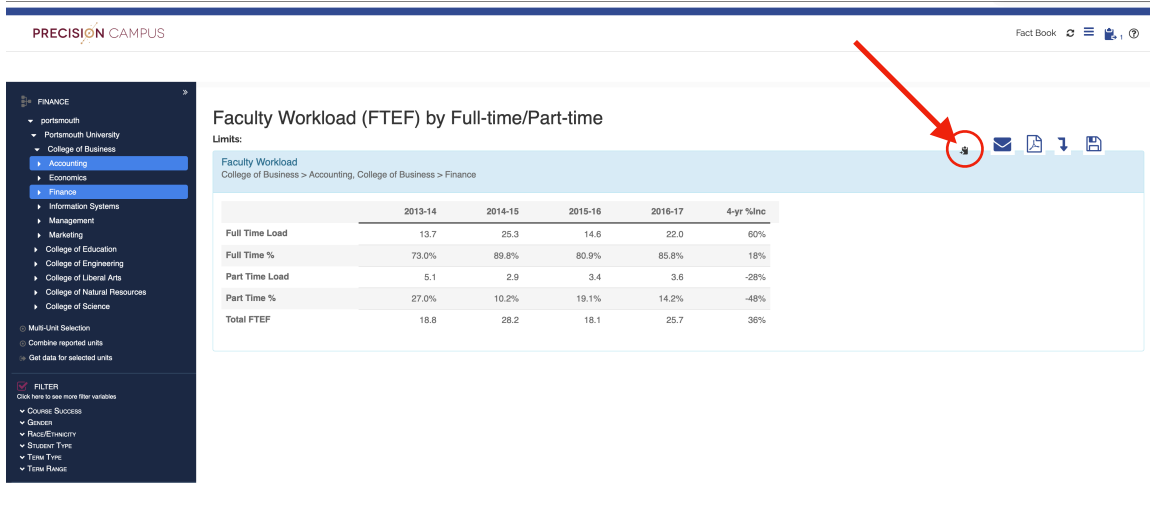
	2013-14	2014-15	2015-16	2016-17	4-yr %Inc
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4) From the main menu select Faculty Workload.

The screenshot shows the 'University of Portsmouth Fact Book' main menu. The 'Faculty Workload (FTEF) by Full-time/Part-time' option is circled in red. The menu is organized into four main categories: ENROLLMENT, COURSES, STUDENT OUTCOMES, and PROGRAM REVIEW.

- ENROLLMENT**
 - Explore Enrollments
 - Headcount By Zip Code
 - Year over Year Enrollment
 - Year Over Year Metrics
- COURSES**
 - Enrollments by Department
- STUDENT OUTCOMES**
 - Explore One Term Persistence Rates
 - Explore One Year Persistence Rate
- PROGRAM REVIEW**
 - Enrollment Variables and Trends
 - Faculty Workload (FTEF) by Full-time/Part-time**
 - Course Success Rates by Unit
 - Course Success Rates by Group
 - Enrollment Distribution
 - EQUITY**
 - Course Completion Rates by Term
 - Course Completion Rates by Year
 - Disproportionate Impact with Margin of Error by Term
 - Disproportionate Impact with Margin of Error by Year

5) When the table appears you'll be able to see that we're already looking at Faculty Workload for the Accounting and Finance Departments because that's what we were looking at previously. Save this table to the Clipboard by returning to the buttons over on the right.



PRECISION CAMPUS

Fact Book

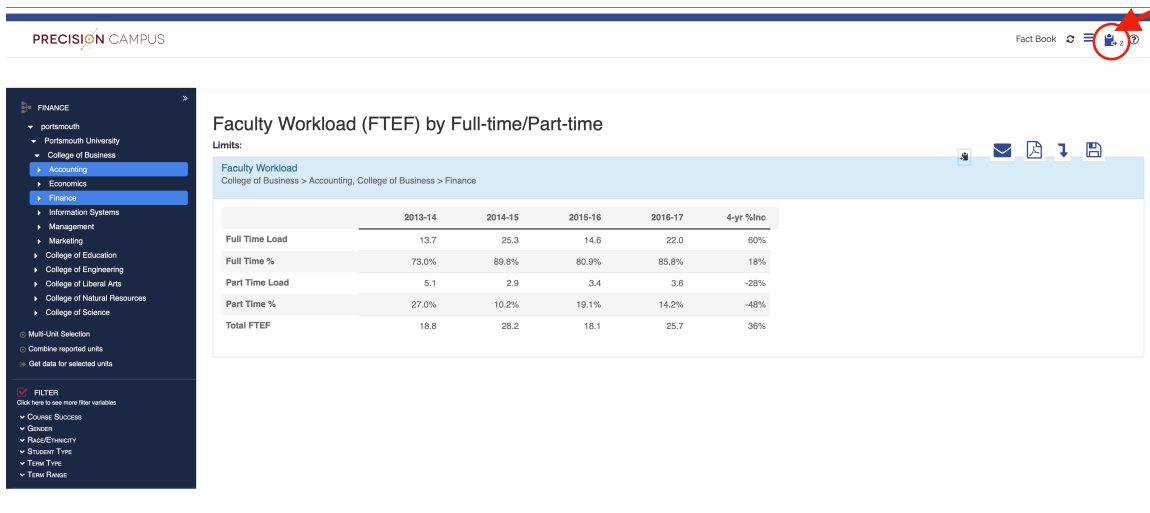
Faculty Workload (FTEF) by Full-time/Part-time

Limits:

Faculty Workload
College of Business > Accounting, College of Business > Finance

	2013-14	2014-15	2015-16	2016-17	4-yr %Inc
Full Time Load	13.7	25.3	14.6	22.0	60%
Full Time %	73.0%	89.8%	80.9%	85.8%	18%
Part Time Load	5.1	2.9	3.4	3.6	-28%
Part Time %	27.0%	10.2%	19.1%	14.2%	-48%
Total FTEF	18.8	28.2	18.1	25.7	36%

6) To view the items saved to your clipboard, click on the clipboard button in the top right corner of the screen



PRECISION CAMPUS

Fact Book

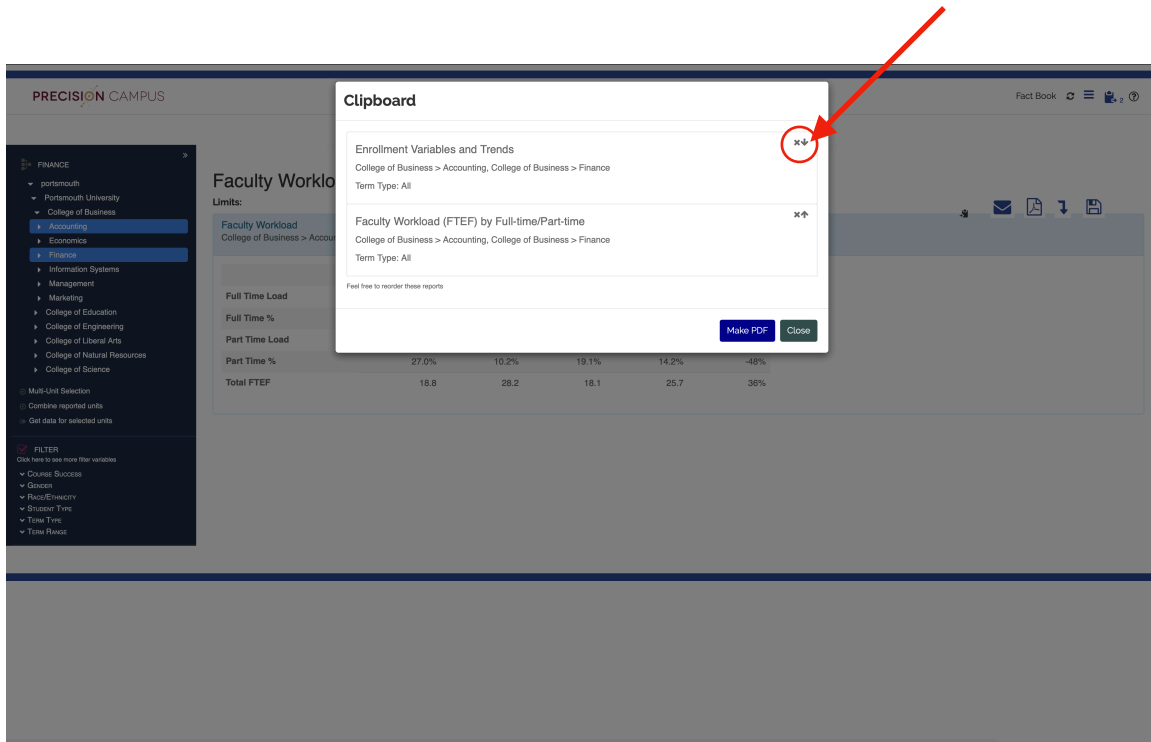
Faculty Workload (FTEF) by Full-time/Part-time

Limits:

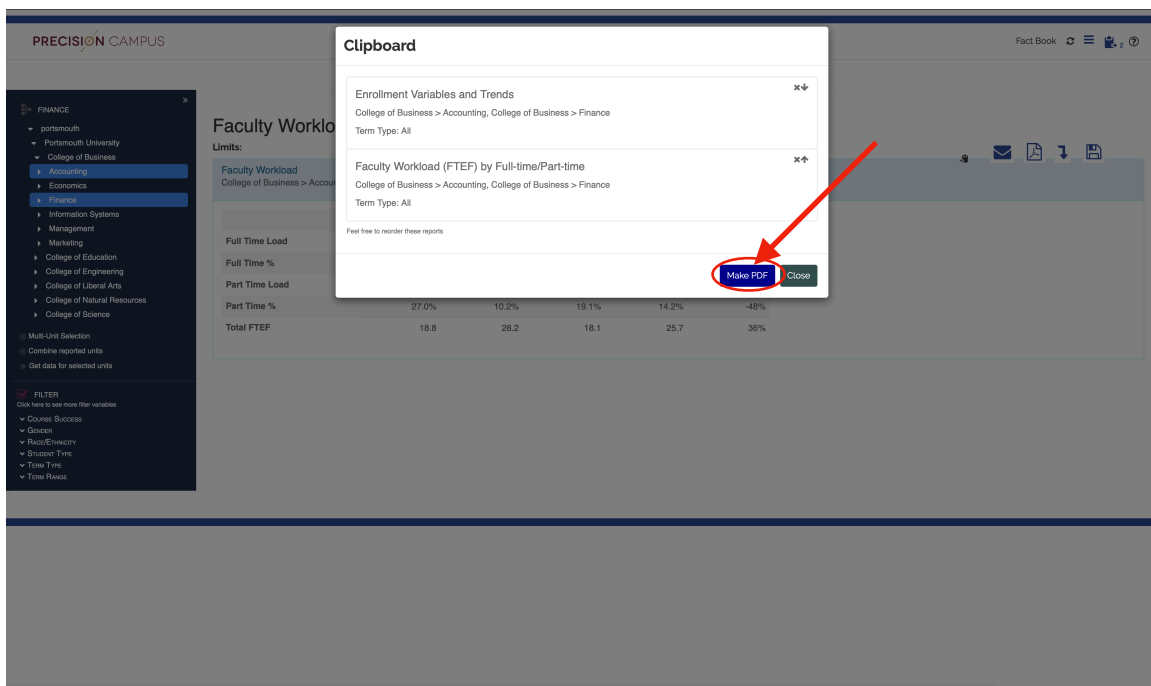
Faculty Workload
College of Business > Accounting, College of Business > Finance

	2013-14	2014-15	2015-16	2016-17	4-yr %Inc
Full Time Load	13.7	25.3	14.6	22.0	60%
Full Time %	73.0%	89.8%	80.9%	85.8%	18%
Part Time Load	5.1	2.9	3.4	3.6	-28%
Part Time %	27.0%	10.2%	19.1%	14.2%	-48%
Total FTEF	18.8	28.2	18.1	25.7	36%

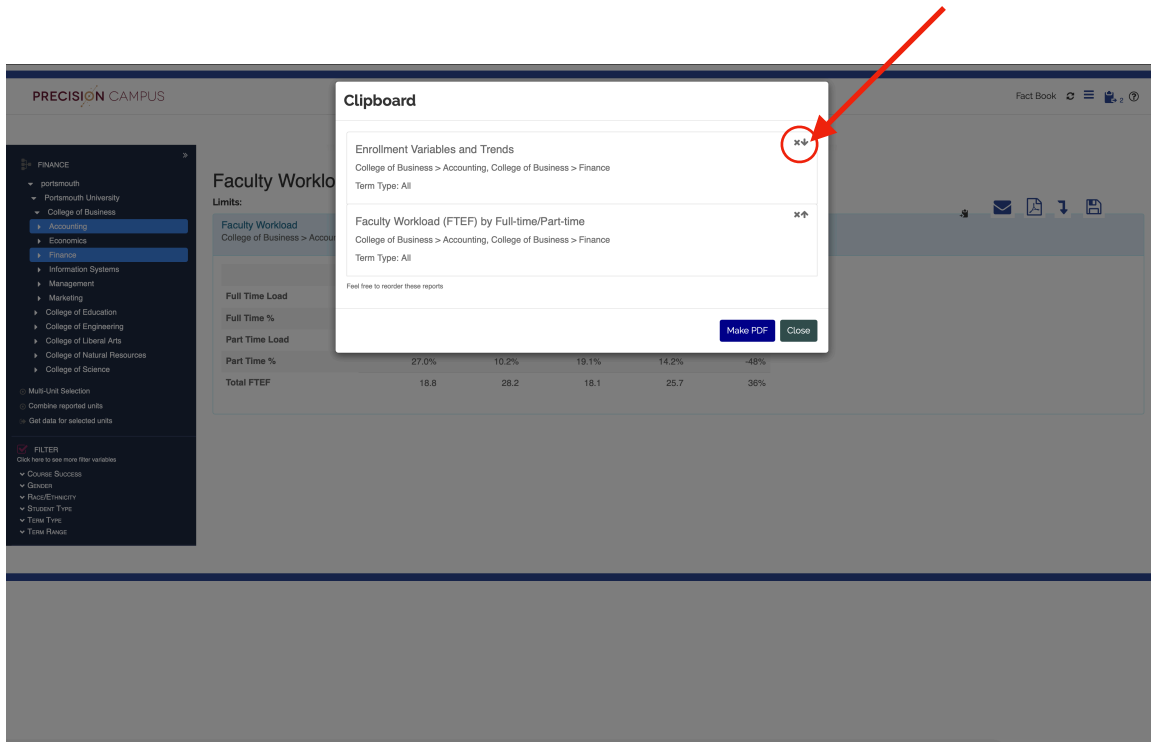
7) Both tables have been saved to the Clipboard. You can rearrange the order by clicking on the up or down arrows for each table.



8) To create a PDF, click 'Make PDF'.



9) A window will appear giving you the option to either open your PDF with a PDF Viewer or save it to your computer.



8) To create a PDF, click 'Make PDF'. A window will appear giving you the option to either open your PDF with a PDF Viewer or save it to your computer.

