

# Precision Campus Fundamentals Guide

This guide serves as a reference for the Precision Campus application.

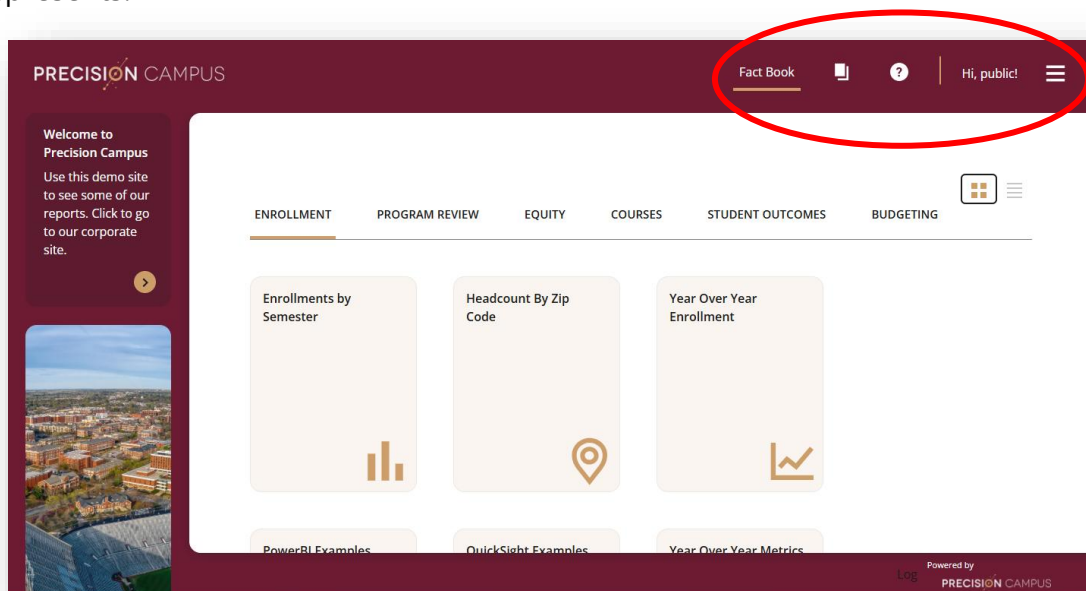
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## Basic Navigation options

Navigation options remain consistent throughout site. Hover over the icons to see what each icon represents.



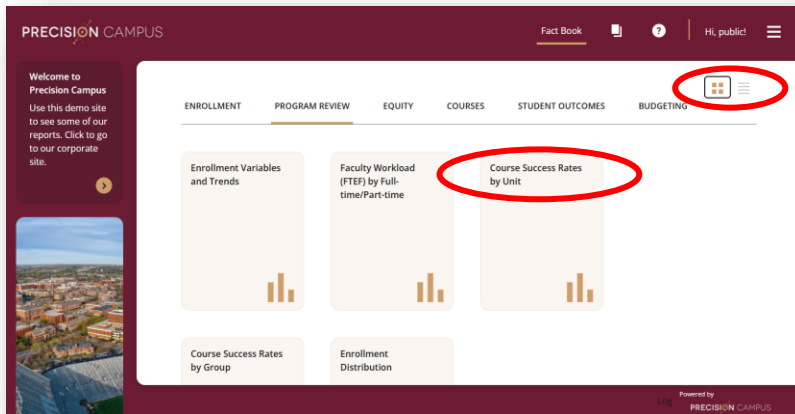
## Icons Defined

<b>Fact Book</b>	Returns you to your organization's home page
	<b>Open clipboard</b> – view items that have been saved to the clipboard
	<b>Help videos</b> – access the how-to video library for help with filtering, user features and building reports
	Reset settings and/or logout of application

## Accessing reports

The Fact Book displays the standard reports by category. A list view is available in addition to the default card view. Report types are customizable through vendor request. Due to customization, reports may appear differently than what is displayed in this guide.

Click on a report title to access



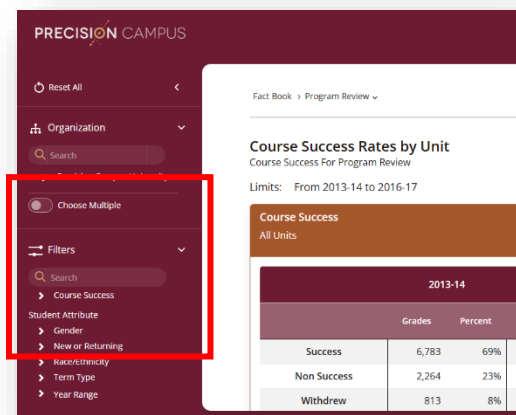
## Filters

Options for filtering are located in the navigation area of each report. Options differ by report.

## Creating filter criteria

When filtering, one or more criterion can be chosen

1. Click on filter category



2. Select Filter options by expanding the categories and selecting criteria or clicking the Plus sign next to a category. The way you choose the filter criteria may differ by report.

Filter criteria shows under report title

PRECISION CAMPUS

Fact Book > Program Review >

### Course Success Rates by Unit

Course Success Rates by Unit

Limits: Course Success Success New or Returning First-time Student

Course Success Rates by Unit

All Units

	2013-14		2014-15	
	Grades	Percent	Grades	Percent
Success	2,397	100%	683	100%
Non Success	0	0%	0	0%
Withdraw	0	0%	0	0%

## Using hidden filters

Some reports have hidden filter options

1. Click on **More...**
2. Choose hidden filter options

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Filter

Search

Student Attribute

- > Disability
- > Foster
- > Low Income
- > Veterans
- > Term Range

Enrollment

2,000

1,500

1,000

500

0

201

Add Table Column

More...

## Clearing filters

Click on **Reset All**

This will clear all filters

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Reset All

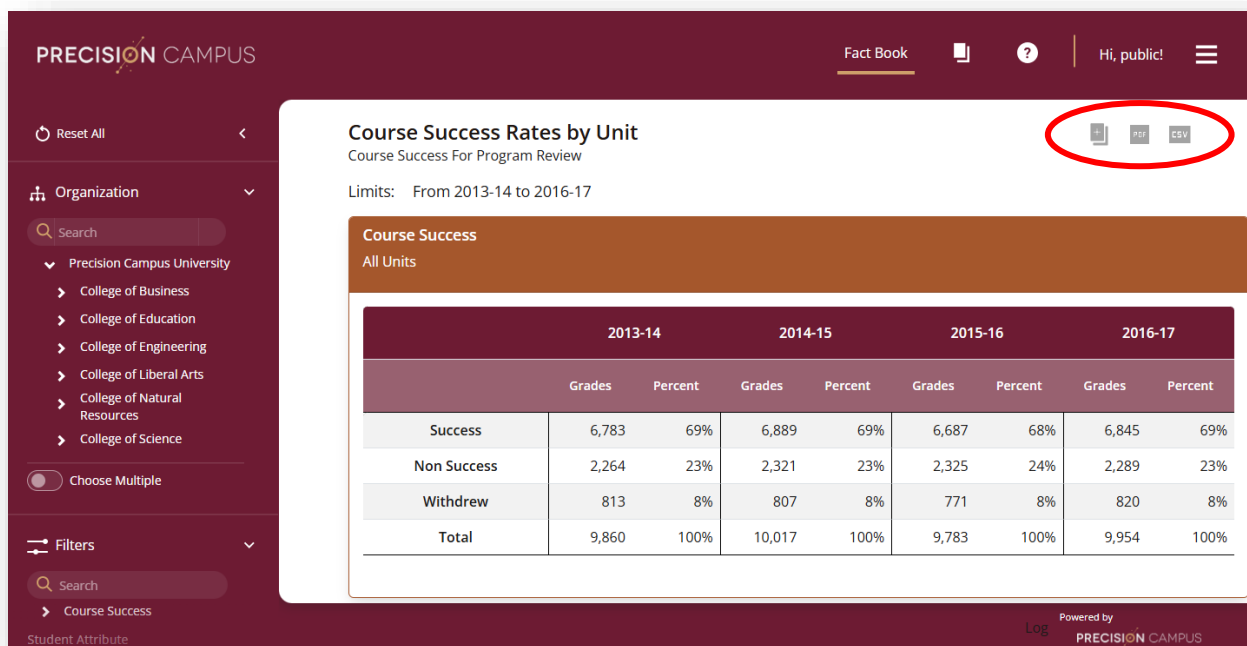
Organization

Search

Precision Campus University

## Features

After choosing and filtering a report, basic functions can be executed by clicking on the appropriate icon in the upper right corner of the report. Options may be slightly different depending on what report you have chosen.



**PRECISION CAMPUS** Fact Book Hi, public!

Reset All

Organization

Search

- Precision Campus University
  - College of Business
  - College of Education
  - College of Engineering
  - College of Liberal Arts
  - College of Natural Resources
  - College of Science

Choose Multiple

Filters

Search

- Course Success

Student Attribute

**Course Success Rates by Unit**  
Course Success For Program Review






Limits: From 2013-14 to 2016-17

**Course Success**  
All Units

	2013-14		2014-15		2015-16		2016-17	
	Grades	Percent	Grades	Percent	Grades	Percent	Grades	Percent
Success	6,783	69%	6,889	69%	6,687	68%	6,845	69%
Non Success	2,264	23%	2,321	23%	2,325	24%	2,289	23%
Withdrew	813	8%	807	8%	771	8%	820	8%
Total	9,860	100%	10,017	100%	9,783	100%	9,954	100%

Log Powered by PRECISION CAMPUS

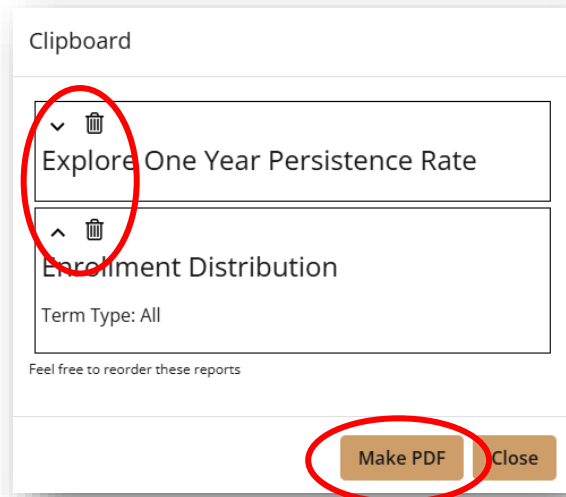
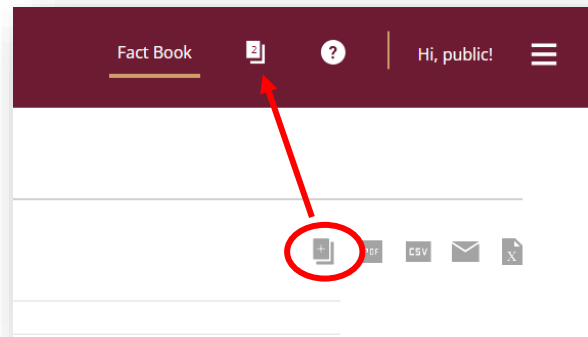
## Icons Defined

	Save report to clipboard
	Create PDF
	Download report as CSV
	Email report as PDF
	Download report as Excel file

## Using the clipboard

Add one or more report to the clipboard to combine the output for sharing.

1. Click on **Save report to clipboard** for all the reports you would like to combine. Once report is saved to clipboard the icon in the top right of webpage will have a number associated with it. This number represents the number of reports that you have saved.
2. Click on the *Clipboard icon* in the top right of webpage
3. Reorder/delete reports as necessary
4. Click **Make PDF**



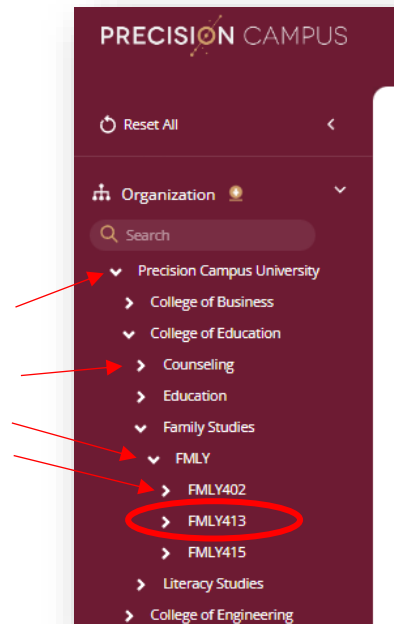
## Organization tree

After choosing a report category from the Fact Book, use the navigation area to run reports on filtering criteria that are specific to certain colleges/departments within your organization. Units can be applied down to the course level.

### Choose one unit of organization


1. Click on the arrow next to your organization name to expand options
2. Choose unit by either expanding further or clicking on the name of the unit

EX. Precision Campus University>College of Education>Family Studies>FMLY>FMLY413



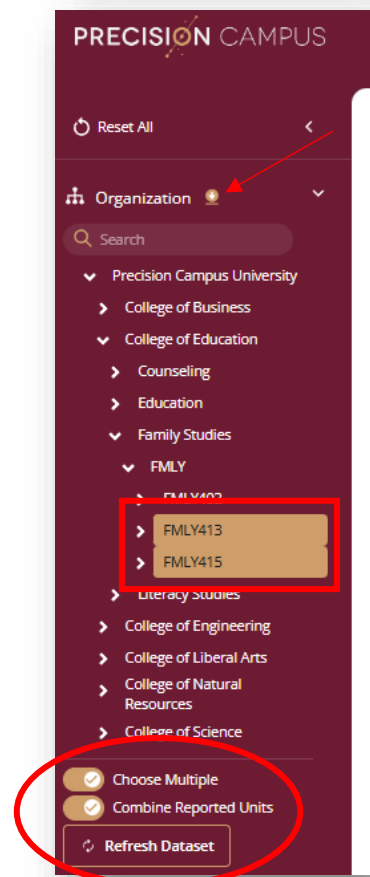
### Select, save, and combine multiple units of the organization

1. Click on **Choose Multiple**
2. Click on additional unit names. Expand when necessary. (To remove click unit name again)  
All chosen units will be highlighted in tan.
3. Click **Refresh Dataset**

To save selected units for future use, click the Saved Orgs Dropdown button. 

Data for each unit can be displayed separately on the same report or can be combined by clicking **Combine Reported Units**

EX Filtering criteria applied to Courses FMLY413 and FMLY415 with a combined report



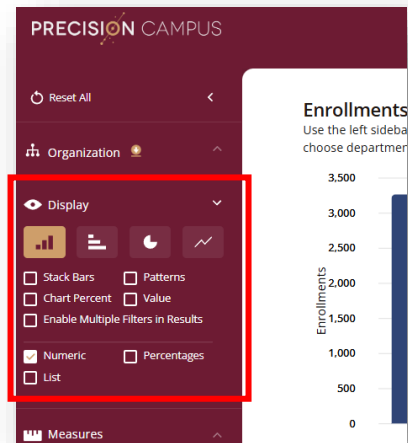
# Building Reports

There are multiple ways to display a report depending on your desired output needs.

## Adjust the display settings

Certain reports can be viewed in different ways to make it easier to view data.

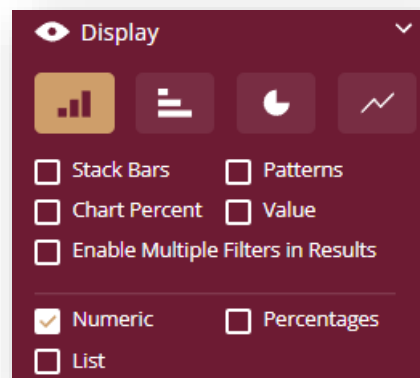
1. After choosing a report from the Fact book notice the Display Settings in the navigation area. If you do not see Display settings it means the report is meant to be displayed in one way only.



2. Choose how you would like your data to be displayed by clicking on the appropriate icons in Display options.
  - Chart options are a vertical bar chart, horizontal bar chart, pie chart, and line chart.
  - Clicking **Stack Bars** will display bars in stacked orientation.
  - Charts display in color by default. Clicking **Patterns** adds a different pattern to each data output to make it more assessable.
  - **Chart Percent** displays the chart as a proportion.
  - **Values** shows value labels in chart.
  - Clicking **Enable Multiple Filters** in Results removes the chart. This allows you to add more filtering options to the report output.

The report output can display **Numeric** values and/or **Percentages**.

The **List** display is available to view row-level records for users with drill down permissions.





## Viewing additional data in report

Some data are hidden from view when the reports are generated. If you have permission within the application, information such as student ID can be found by running the report and then clicking on the numbers in the data table.

## Sorting columns to adjust data display

1. Create report
2. Adjust columns by clicking on the options located next to the column titles

Options include: Sorting data categories and adjusting column locations within a table

**Enrollments by Semester**  
Use the left sidebar filter to choose which variables to disaggregate and which values to exclude. Use the organization tree to choose departments and courses.

Measures: Enrollments

	New or Returning	Student Modality	2013 Fall	2014 Fall
Continuing Student	Enrolled both in-person and online		0	411
	Enrolled in-person only		0	356
	Enrolled online only		0	1,637
First-time Student	Enrolled both in-person and online		300	79
	Enrolled in-person only		249	81
	Enrolled online only		1,134	294

## Collapse, exclude, and focus on rows to adjust data display

1. Create report
2. Click on a row to view the following options:
  - a. Exclude row
  - b. Focus on row
  - c. Collapse all values below the row for a rollup effect (ideal for showing the "top" categories when combined with a column sort, as in the "top 3 age groups" in this example)

### Measures: Enrollments

Student Age	2015 Fall	2016 Fall
20-21 years old	651	664
18-19 years old	639	661
25-30 years old	339	367
Exclude 25-30 years old	62	364
Focus on 25-30 years old	33	330
Collapse all values below 25-30 years old		
> 51 years old	299	312
21-24 years old	330	301
41-50 years old	314	297
Total	3,267	3,296

Measures: Enrollments

Student Age	2015 Fall	2016 Fall
20-21 years old	651	664
18-19 years old	639	661
25-30 years old	339	367
Other	1,638	1,604
Total	3,267	3,296

