Introduction to IPEDS Data
Tools: IPEDS PAS

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Introduction to IPEDS Peer Analysis System (PAS)

http://nces.ed.gov/ipedspas
What You Will Learn Today

• An Overview of the IPEDS
• The features of PAS
  – Comparison groups
  – Reports and Stats
  – Master Variables List
• Time for you to explore PAS
  – Building a comparison group
  – Using Reports and Stats function
• Data availability issues
• PAS Strengths and Weaknesses

Peer Analysis System (PAS)

• Enables users to easily retrieve data on a group of postsecondary institutions of their choice.

• Users can:
  - compare one institution to a group of comparison institutions.
  - select comparison institutions
  - generate reports or files using selected IPEDS variables of interest.
Peer Analysis System (PAS)

- Includes two additional tools:
  - ExPT
  - Dataset Cutting Tool (DCT).
    - Allows users to dump tables of raw data or
    - quickly create customized datasets.
      - designed for advanced users (advanced training)

IPEDS Survey Components

- Graduation Rates Survey
- Finance
- Student Financial Aid
- Fall Enrollment
- Completions
- Institutional Characteristics
- Human Resources
Steps 1-4: Navigating PAS

1. Select a level of access
2. If necessary, login to the peer tool
3. Select PAS or DCT
4. Identify a focus institution
5. Construct a comparison group
6. Retrieving data
Navigation Step 1: Select Level of Access

IPEDS Executive Peer Tool and Peer Analysis System

Executive Peer Tool
Allows access to data presented in the 2016 IPEDS Data Feedback Report for your institution and a companion group of institutions.

Peer Analysis System (PAS)
If you are using this system for the first time, click here to read an introduction. If you have used this system before and are familiar with the levels of access to the system, click on the desired level to login.

- Guest Level
  - Allows access to adjudicated data.

- Institution Level
  - Includes access to guest level files plus early release data. The early release files are provided for peer analysis only, and should not be used to provide aggregate estimates.

- Collection Level
  - Available only to institutions that submitted data electronically using our data entry facilities.

Data Release Stages

- **Final release:** login at *guest level*
  - Data are imputed and fully adjudicated
  - No restrictions on data use

- **Early release:** login at *institution level*
  - All institutions are migrated to PAS
  - Data available for peer comparisons only

- **Pre-release:** login at *collection level*
  - Data are reviewed and perturbed
  - Locked institutions are migrated to PAS
  - Data available for peer comparisons only
Navigation Step 2: Login

Welcome to the IPEDS Peer Analysis System

To enter the system at the Institution Level... you must login first.

Enter User ID (an IPEDS Unit ID)
Enter Password (same Unit ID)
Click the Login button

You can use your institution's Unit ID or choose another. Find other Unit IDs using IPEDS Cool.

Navigation Steps 3 & 4: Selecting PAS & Identify Focus Institution

You are now logged in at the Institution Level

Peer Analysis System (PAS)
The system provides a variety of analytical features for peer analysis. This includes the ability to create new analyses, load custom data, view reports, and download the data items selected, and to view standard report templates.

To use the PAS, you must first select a focus institution to use as the basis for your analyses. Enter either the name of the institution or a keyword in the name. Or enter the unit ID (do not enter both). You may also select the "Use My Institution" button to begin your session.

Dataset Cutting Tool (DCT)
This tool allows users to download IPEDS data to use with software packages for analysis and comparisons. The tool provides 36 data sets in SAS/STAT, SPSS, STATA, and spreadsheet formats. These data sets are formatted for easy data downloading. It is not intended for providing tables of data for estimation.

Click here to access the Dataset Cutting Tool

Choose between PAS and DCT
For PAS - identify a Focus institution (usually your institution)
Exercise: Logging into PAS

- Go to the PAS website
- Enter your institution’s user id and password
- Log in at the institution level
- Review options for PAS and DCT
- Select a Focus institution
Step 5: Constructing Comparison Groups

You can begin to construct your comparison group by clicking on either link.
Constructing Comparison Groups- Step 2

Choose Comparison Groups by:
- Institution Name
- Variable
- Generate an automatic comparison group
- Get a saved comparison group

Construct a comparison group: By Name

Comparison Group Institution Selection

The institutions you select will be added to the comparison group. The name or Unit ID(s) will be searched for in the Institutional Characteristics 2014-2015 table. You can enter a partial name and/or one or more UnitID(s) separated by commas.

At any time, you can opt to use another method to construct your comparison group by clicking on the menu item.

Choose an institution using their Unit ID.
Construct a comparison group: By Variable

Select By:
- Searching for variables
- Defining calculated variables
- Select the topic of your choice and choose from the variables listed

From the Institutional Characteristics/Admissions/Student Charges Menu, choose Institutional Characteristics.
Specify the directory information section

You can choose from the menu list of items contained in the directory information portion of the Institutional Characteristics Survey.

Choose:
- State abbreviation
- Sector of institution
Choose the reporting year of the comparison variables. This example uses 2005-06. Click Continue.

The Query Search option menu appears showing you the variables you have selected. Options are also available to add more variables, delete the current variable, add or delete years for the variables chosen or edit the current variables. Go to Query Form is available from this point.
Construct a comparison group: By Variable

Choose Enrollments

Choose total Entering Class

Choose Total entering students at the undergraduate level.
Choose continue.

Choose the year.
Choose continue.
The three variables are selected.

Click Go to the Query Form.

A pop-up box will appear for variables that are continuous.

These variables require that relations and ranges be defined.

You can print these instructions for future reference.
Construct a comparison group: By Variable

Query Form

- Allows the user to narrow the scope from which the comparison group will be chosen.
- Displays the values of the focus institution.

If you make a mistake, you can reset the values.

The option to add more variables is available.

Or you can submit your choices to run the query.
PAS returns 21 institutions that meet our criteria.

We have chosen to include 5 institutions in our comparison group.

Choose ‘Keep’ selected.

The final comparison group is returned.

The option to add institutions is available.

Saved comparison groups may be retrieved.

And this group can be saved for future use.

Click Save comparison group.
Construct a comparison group: By Variable

Not a Power User?

We can store your institution list (.UID) for 30 days. You can retrieve your file at any time during this period by clicking the Import button and entering your Job Number.

Select as options:

- [ ] Save UID and print my Job Number
- [ ] Save UID and send Job Number to my e-mail

Power User?

This step will prepare a text file to download. It is not a program or an executable so it can't harm your computer in any way; save it on your computer so that the next time you use this site, you don't have to select your comparison group again.

!!! WARNING !!!

If you change the name or the content of the file you download, the Peer Analysis System may not be able to use it and you will lose the information.

Once the browser retrieves your file, it will ask you what you want to do with it. Choose Save and save it on your hard disk in a place you can remember. The next time you visit the system, you can upload the file to use it.

Enter a name for the file:

[Back] [Continue] [Cancel] [Help]

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UID files are now saved on the NCES server.
Click Save UID and print my Job Number.
Use the Help button at the bottom for more information about Power User.

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Start a new session using your institution as the focus institution.

The system will confirm that a new session is desired.

Save number to access the saved UID file.
Construct a comparison group: Auto Generate a Peer Group

The focus institution is named. Click on either menu to continue.

Choose Generate automatic comparison group.

PAS generates a comparison group based on several factors. Institutions may be removed from or added to this list. This comparison group may also be saved for future use.
Click on Get saved comparison group.

Job number or Power User are the options to Retrieve Saved Files. Type the number of the file and Click submit.

The saved group has been loaded into PAS. Several options are available at this point. We will use this group for our purposes.
Step 6: Retrieving Data

Retrieving Data = Reports & Stats

- **Ranking report**
  - One variable, with values sorted high to low
- **Institutions Data report**
  - Multiple variables, perhaps from multiple files
- **Statistical Summary report**
  - Basic descriptive statistics, with optional graphs
- **Report Templates**
  - Prepackaged formats
- **Forms Facsimile**
  - Survey data, presented in survey grid format
- **Trend Report**
  - One variable, multiple years
Select Reports & Stats from the left menu bar

The next slides describe the different reports in PAS

Select the variable you would like to rank the comparison group from the IPEDS Surveys.
Click Continue.
Values are sorted from high to low, with the Focus institution highlighted.

Select the variable(s) to be displayed for the comparison group.
Click Continue.
Use Search to find variables.
Search Function

Click on Search and type in a key word
Identify where to Search

Use Navigation to return to Report

Puts the Selected Variable in the Master Variables List

Now run the Institutions Data Report by returning to the Reports & Stats Menu.
Select “Total dormitory capacity” variable and click “Finished Selection”
Complete Form on next screen – Enter a Table Name
Click “Continue”

You can download the data to your hard drive for further analysis using your own software. Very flexible, most common method for extracting data.
Statistical Summary Report

Note: The number of institutions that reported data for each of the variables is enclosed in parentheses.

<table>
<thead>
<tr>
<th>Variable Name</th>
<th>Focus Value</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Standard Deviation</th>
<th>25 Percentile</th>
<th>75 Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total enrollment capacity</td>
<td>6332</td>
<td>2567</td>
<td>1664</td>
<td>6496</td>
<td>3,243.17</td>
<td>3300</td>
<td>5664</td>
</tr>
</tbody>
</table>

Select the Report and then select year.
Over twenty report templates already in place. More added regularly. Check the list of templates often! It’s a quick way to get a professional report with little effort.

Forms Facsimile

IPEDS data in the format originally submitted. Remember: data in four surveys have been perturbed!
### Forms Facsimile - Enrollment

**Select “Level of Student”**

**Select “Grand total”**

### Trend Report

**Select “Level of Student”**

**Select “Grand total”**
These selections yield this report

Exercise

- Download comparison group characteristics using Institution Data
- Collect 5 years of total enrollment data by using the enrollment report template
- Compile a trend report - Take a few minutes to explore the other report templates
Locating & Managing Variables

Tips

- Know data elements of IPEDS component surveys
  - IPEDS Survey Screens/ Forms 1994-Present
    http://nces.ed.gov/ipeds/ipedssurveys.asp
  - Use IPEDS Glossary to get a sense of data definitions
    http://nces.ed.gov/ipeds/glossary/
Locating & Managing Variables

Tips
• Take the time to map out the variables for your analysis
• Use the PAS Variables/Master Variables List search function to locate variables by key word

Managing Variables
• The Master Variable List (MVL)
• Frequently used variables for building comparison groups
The Master Variable List (MVL)

- List of variables available when constructing comparison groups or running reports.
  - All variables selected are added to this master list;
  - Makes it easy to select the same variables for multiple activities.
  - You may modify the Master Variable List by adding or deleting variables from your master list
  - You can save your Master Variable List to your hard drive and retrieve it for subsequent sessions.

Select Master Variables List from the Left Menu
To Search - click here
Search Function

Click on Search and type in a key word search.

Identify where to Search

Navigation to return to Report

Puts the Selected Variable in the Master Variables List

You can add more variables by clicking "Select More Variables"
Navigating MVL

**X** - deletes variable
**E** - edits variable
Add/ Delete years - allows for multiple years in 1 step

Use HELP for more information

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Exercise: Add a New Variable to MVL & Create a Ranking Report

- Add variable to our MVL to use to create a ranking report.
- We will,
  - Get a finance frequently used variable to master variables list
  - Run a ranking report for your peer group
  - Save the Master Variables List to your hard drive for future retrieval
First: Locate the Variables

Select: Frequently used/Derived Variables

Select: Revenues Tuition & fees as a percent of core revenues

Click Continue at top of page

Next - Select the Year

Select: Reporting year
Click Continue

Variable Added to MVL
To generate a ranking report with this variable, select Reports and Stats

Select “Tuition and fees as a percent of core revenues”

Report will run as soon as you select the variable.

Note: The Ranking Report always orders variables from highest to lowest value.
Saving the Master Variable List

Focus Institution:
KENT STATE UNIVERSITY-MAIN CAMPUS (Change focus institution)

Comparison Group:
Institutions in comparison group: 22
You can work on your comparison group

Variables:
Variables currently in your Master Variables List: 2
You can work on your master variables list.
Calculated variables in your Master Variables List: 0
You can create calculated variables.

Select the MVL files are now saved on the NCES server.
Click Save MVL and print my Job Number.
Use the Help button at the bottom for more information about Power User.
MVL Job Number

- Your Job Number: 1146065325929
- You will use this number to retrieve data that is necessary to run your tables.

Save number to access the saved MVL file.

Opening a Saved MVL

- Need to become a “Power User”
- Follow directions to get user login password
- Once you are Power User
  - Browse machine
  - Click Upload File
Frequently Used Variables

- **Enrollment**
  - Fall credit headcount – total
  - Percent full-time/part-time
  - Percent minority enrollment
  - Fall to Fall Retention rate
  - Student Intensity measures
    - Full-time to part-time ratio
    - Fall headcount to FY unduplicated headcount ratio

- **Institutional Characteristics**
  - Pre-Determined Groups based on Classifications
  - Tuition and fees

- **Variables**
  - Institutional Characteristics
    - Pre-Determined Groups based on Classifications
    - Tuition and fees

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Comparison Group: Frequently Used Variables

- **Completions**
  - Number of awards by level
  - Percent awards by transfer/ career high level categories (community colleges)
  - Percent awards that are allied health
  - Percent awards for signature programs

- **Graduation and Transfer-out rates**
  - Graduation Rate by cohort
  - Transfer-out Rate by cohort

Frequently Used Variables

- **Financial Aid**
  - Fall/ FY First-time degree-seeking cohorts
  - Number, %, avg. award amounts

- **Student Financial Aid**
  - Student financial aid for full-time first-time degree/certificate-seeking students
  - Student counts, fall cohort
  - Student counts, full-year cohort
  - Financial aid
  - Number receiving any financial aid (info)
  - Percentage receiving any financial aid (info)
  - Number receiving federal grant aid (info)
  - Percentage receiving federal grant aid (info)
  - Average amount of federal grant aid received (info)
  - Number receiving state/local grant aid (info)
  - Percentage receiving state/local grant aid (info)
  - Average amount of state/local grant aid received (info)
  - Number receiving institutional grant aid (info)
  - Percentage receiving institutional grant aid (info)
  - Average amount of institutional grant aid received (info)
  - Number receiving student loan aid (info)
  - Percentage receiving student loan aid (info)
  - Average amount of student loan aid received (info)
  - Response status
Frequently Used Variables

Finance
- Total E and G expenditures and for subcategories (instruction, academic support, institutional support, public service, student services)
  - Ratio of subcategories to E & G expenditures
  - Total Revenue and sub-categories (tuition and fees, state and local revenues)
  - Ratio of subcategories to Total Revenue
  - Local appropriations as a percent of (State and local appropriations)

Human Resources
- Percent full-time personnel with faculty rank
- Percent instructional personnel with faculty rank
- Number of full-time faculty
Exercises

Data Availability & Issues
Available Data

• 1980, 1984, 1985 HEGIS data
• 1986 – Present IPEDS data
• Selected HEGIS data not in the PAS are available at through the International Archive of Education Data housed at the University of Michigan

Availability Caveats

• Not all data are available for all years
• New surveys have been added over time
• Some data fields have been discontinued
• New data fields have been added
• Definitions may change
Data Availability by Year

<table>
<thead>
<tr>
<th>Survey Component</th>
<th>Years of Data Collection (school year beginning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Characteristics</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Enrollment</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>- Enrollment by Age</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>- Residence of First-time Freshmen</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Completions</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Graduation Rates</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Employees by Assigned Position</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Fall Staff</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Salaries</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Finance</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>X X X X X X X X X X X X X X X X X X X X X X</td>
</tr>
</tbody>
</table>

Data Availability

- Some data required in alternate years, but some schools submit for all years:
  - Enrollment by age: odd years
  - Residence of first-year students: even years
  - Fall staff: odd years

- Be very careful working with data from the years when submission is **not required**
Strengths and Weaknesses

**System Strengths:**
- Data Retrieval.
- Data Access
- Data Timeliness
- Data "On-Demand"
- Support:
  - On-line User Manual
  - Help buttons
  - Info buttons that define variables
  - NCES supported training/ workshops

The User Manual may be accessed from the main menu at any point in the PAS session. A separate window will appear allowing you to choose from menus.

PAS Strengths: Help Buttons

Help buttons are available in many areas of PAS. Click Help.

An information box will appear. The information can be printed for future reference.
Each variable has an information (info) link. Click the link.

A pop up box appears containing data values, labels, Frequencies and Descriptive Statistics (for continuous data).

Variable Descriptions are included.
PAS Weaknesses

- **System Weaknesses**
  - Limited ability to manipulate, format, summarize or report data
  - Does not function as a statistical, spreadsheet, or database package.
  - Data are organized by survey components
    - consult the keyholder or data reporter for particular data elements and where it can be found.
    - understand the structure of the files and the data.
    - go to the NCES website to look at survey forms.

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