



Institution Reports User Guide

Learn How To Navigate and Leverage Your Institution's Reports

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Introduction to Institution Reports

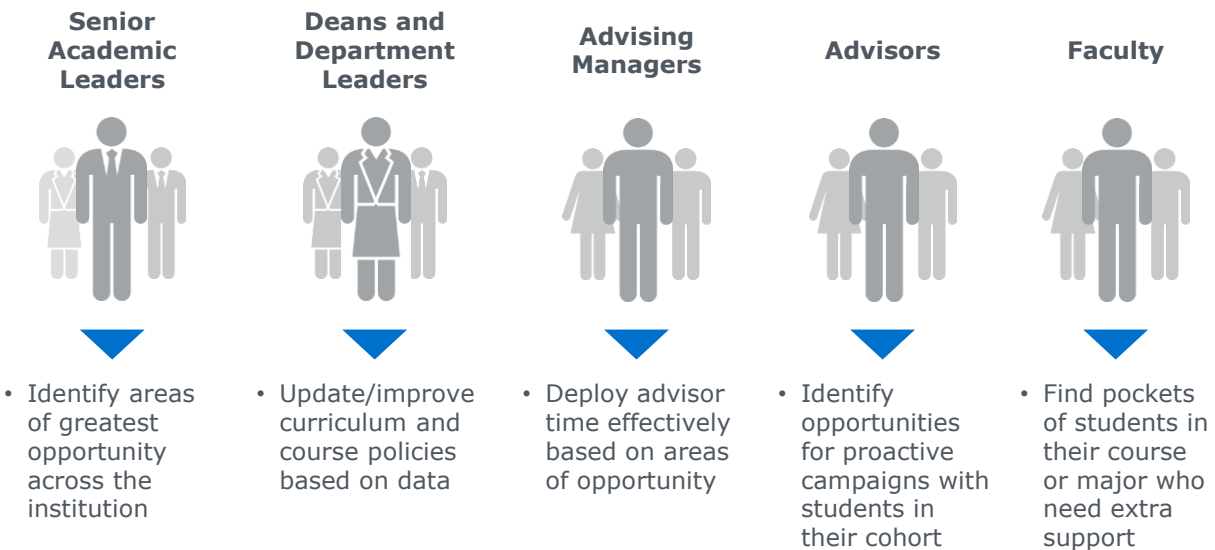
Purpose and Intended Audience

Institution Reports provide insights into historical patterns of student performance at your institution, with a special focus on factors impacting graduation. They can be used by deans and program leaders to look for opportunities to impact student success, either through direct intervention with students or by changing curricula or advising programs. To build the reports, SSC acquires up to 10 years of historical data, cleanses it, and loads it into the SSC platform, where the reports can be configured based on institution preferences; for example, whether transfer students should be included.

The historical trends provided by SSC have evolved over time, from raw data used in the identification of “success marker” courses, to Excel-based workbooks with several available insights, and now to an interactive web-based application with three different categories of reports. These data are meant to help different stakeholders understand the opportunities for improvement in student success, to rally colleagues around those opportunities, and to decide how to use available tools (like the SSC platform) to take action. Each report has been created with a specific purpose, meaning that Institution Reports may differ in format and data from other reports you receive.

Use this guide to learn how to locate and navigate between the different reports, the insights included within each report, common data definitions, and FAQ.

Possible Impact of Reports on All Levels of Institution Stakeholder




If you have questions that aren't answered in this document or by the online help, please contact your program leader or SSC Dedicated Consultant. For technical issues with the reports, please contact EAB Tech Support at EABTechSupport@eab.com. We want you to get the most value possible from these reports and welcome your feedback on improvements that will make them more useful and more usable.


Migration from Predictive Workbooks

Evolution of SSC Analytics


Migration from “Predictive Workbooks”: Institution Reports are the online successors to SSC’s Predictive Workbooks. Originally created to help members select SSC success markers, Predictive Workbooks were a collection of Excel spreadsheets analyzing historical student academic performance. As program leaders found broader uses for the insights derived from Predictive Workbooks, demand grew not only for new types of workbooks, but for an easier way to share them with colleagues. Transitioning from spreadsheets to online reports also provided opportunities to refine and enhance the content and platform. The improvements include the following:

1 **Look & Feel** 


- New “home” page with report descriptions
- Better visualizations
- Dynamic drop downs to load different visualizations
- Dynamic help text (hovers)

2 **Data Navigation** 

- Ability to sort tables and easily view “N”
- Ability to filter by historical timeframe
- Ability to export to CSV
- Consideration of multiple majors (primary, secondary, or other declarations)

3 **Permissions & Use** 

- Permissions control and easy distribution to different constituents
- Utilization tracking

4 **Access & Configuration** 

- Easy access (linked to SSC platform)
- Compatible with most internet browsers on PC or MAC computers
- Faster turnaround for configuration or mapping changes

As part of this transition, some reports have been renamed and reorganized. The table below shows the relationship between the previous Predictive Workbooks and the new Institution Reports.

Predictive Workbook Tab	Institution Report	Main Differences
Graduation by Student Attribute	Grad Rate by Student Attribute	<ul style="list-style-type: none"> • Interactive legend to click and hide different graduation rates
Summary of Top Courses	Course Analysis	<ul style="list-style-type: none"> • Chart display for both top attempted and top predictive courses
Analyze a Course, Compare 2 Courses, Graduation & Course Timing	Grad Rate by Grade Earned & Credit Range	<ul style="list-style-type: none"> • Consolidation of three analyses into one report
Major Switching Patterns	Major Change Analysis	<ul style="list-style-type: none"> • Terminology changes for additional clarity
Course & Exam Performance	Course & Exam Performance	<ul style="list-style-type: none"> • Improvements to display and selection of exam ranges

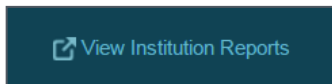
Home Page Navigation

Choosing Your Analysis

Accessing Institution Reports: Currently, the SSC platform and Institution Reports are separate applications. The link will open the Institution Reports homepage in a separate tab of your internet browser. The timeout period, meaning the amount of time you can idle in the Institution Reports before being automatically logged out, is the same as the SSC advising platform – 60 minutes.

To Access in SSC Foundation: Log into your institution’s SSC advising platform and click the link in the upper right hand corner to “View Institution Reports.”

To Access in SSC Campus: Log into your institution’s SSC advising platform and click the three lines in the upper left hand corner to view the fly-out navigation bar and access “Institution Reports.”



Choosing a Report: Once logged into the Institution Reports, you will be directed to the homepage where you can select different reports to view within three main categories (currently Graduation Rates, Courses, and Major Change). Throughout the application, you can easily navigate to different reports by clicking within the fly-out navigation bar to the left.

Refine Your Analysis: To narrow the population of students in the reports, select the drop down box on the top left and choose the college or major of interest. In addition, users can refine the historical timeframe for the analysis by choosing the appropriate terms in the drop downs to the right. By default, the report will pull for all majors at the institution between the largest set of historical data available from your institution.

The screenshot shows the Institution Reports homepage. At the top, there is a header with the logo and "Student Success Collaborative™". On the right, the user name "Erin (Whitehurst_University)" is displayed. Below the header, there are filters for "Analyze students in" (set to "All Majors") and "who first enrolled between" (set to "Fall Semester 2001" to "Spring Semester 2010"). A callout box points to these filters with the text: "Choose the scope of the analysis – all majors, Undeclared, all majors within a College, or individual majors." and "Narrow the historical timeframe using the term filter." The main content area is titled "Select a report to get started..." and is divided into three columns: "GRADUATION RATES", "COURSES", and "MAJOR CHANGE". Each column contains a report title and a brief description. A callout box points to the "GRADUATION RATES" section with the text: "Fly-out navigation bar allows for easy access to all reports on any screen." Another callout box points to the "MAJOR CHANGE" section with the text: "Choose a report to view from the Institution Reports Home Page. Reports are categorized and include a description."

Understanding Configuration Options: Hover over the “More...” text on the upper right to display the configurations set by your institution.

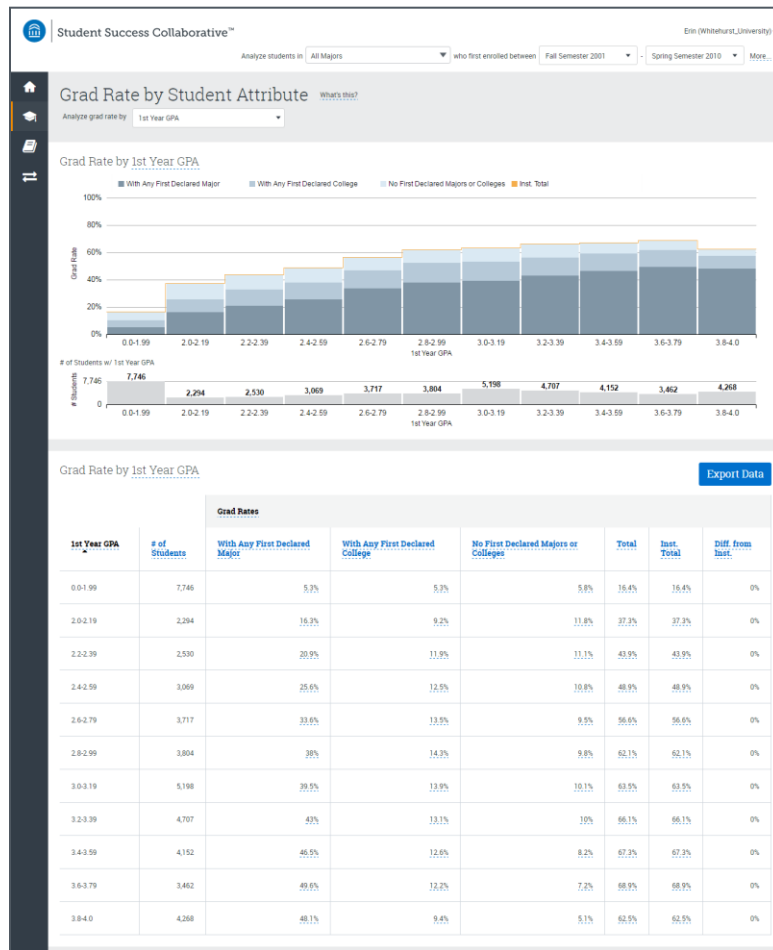
The screenshot shows a configuration menu titled "Options set by your institution". It contains two bullet points: "Include transfer students." and "Exclude transient students. Students with less than 5 credits will be excluded." A "More..." link is visible at the bottom right of the menu.

Reports Navigation

Finding Your Way Around Each Analysis

Each report is structured in a similar format – at the top, users can filter the analysis by several different drop down choices, the data is populated in a visual chart in the middle, and then the bottom of the page includes the table of data.

Breaking Down the Report Structure



Header

- Title and purpose of report in hover text
- Filter to change analysis based on attribute or course from the drop down

Chart

- Graphical display of information, including legends
- Hover text
- Number of students visually displayed below for easy understanding of impact

Table

- All data points within the chart, plus additional when appropriate
- Sort each column by clicking the column header
- Export aggregated data into CSV by clicking "Export Data"
- Hover text for each column definition

Understanding the Data: One of the biggest advantages to the online reports is the ability to provide web-style help text, in this case hovers. The hovers are available in several different areas of the reports and will explain the definition and/or source for the data. To find the help text, simply hover over any word or phrase with blue hashed underline. In addition, each data bar within the Chart section of the report will provide additional explanation upon hovering. For detailed definitions of each data point, please refer to the Glossary section of this guide.

All Majors

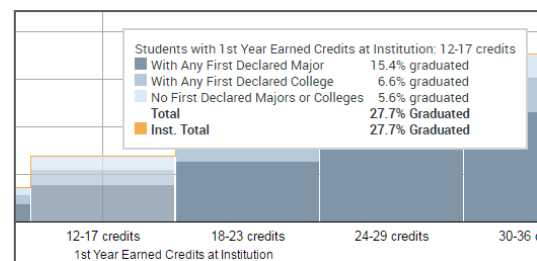
What's this?

Shows historical graduation rates for this institution or major. It can be further narrowed by student attributes that often correlate to student success, such as first year GPA. Use this report to gain a general understanding of graduation patterns and identify opportunities to improve.

Grad Rate by 1st Year Earned Credits at Institution

The total # of credits earned within the student's first 365 days at this institution.

■ With Any First Declared Major ■ With Any First Declared College ■ No First Declared Majors or Colleges ■ Inst. Total



Report Overview – Grad Rate by Student Attribute

Important Considerations

All students at the institution are included, whether first time freshman, transfer, part time, or full time.

Chart illustrates **graduation rate ever**—this does not take into account the length of time it took students to graduate.

College/major selections include all students who **ever declared** in the program.

In the case of double major, dual degree students, etc., **all majors are considered**.

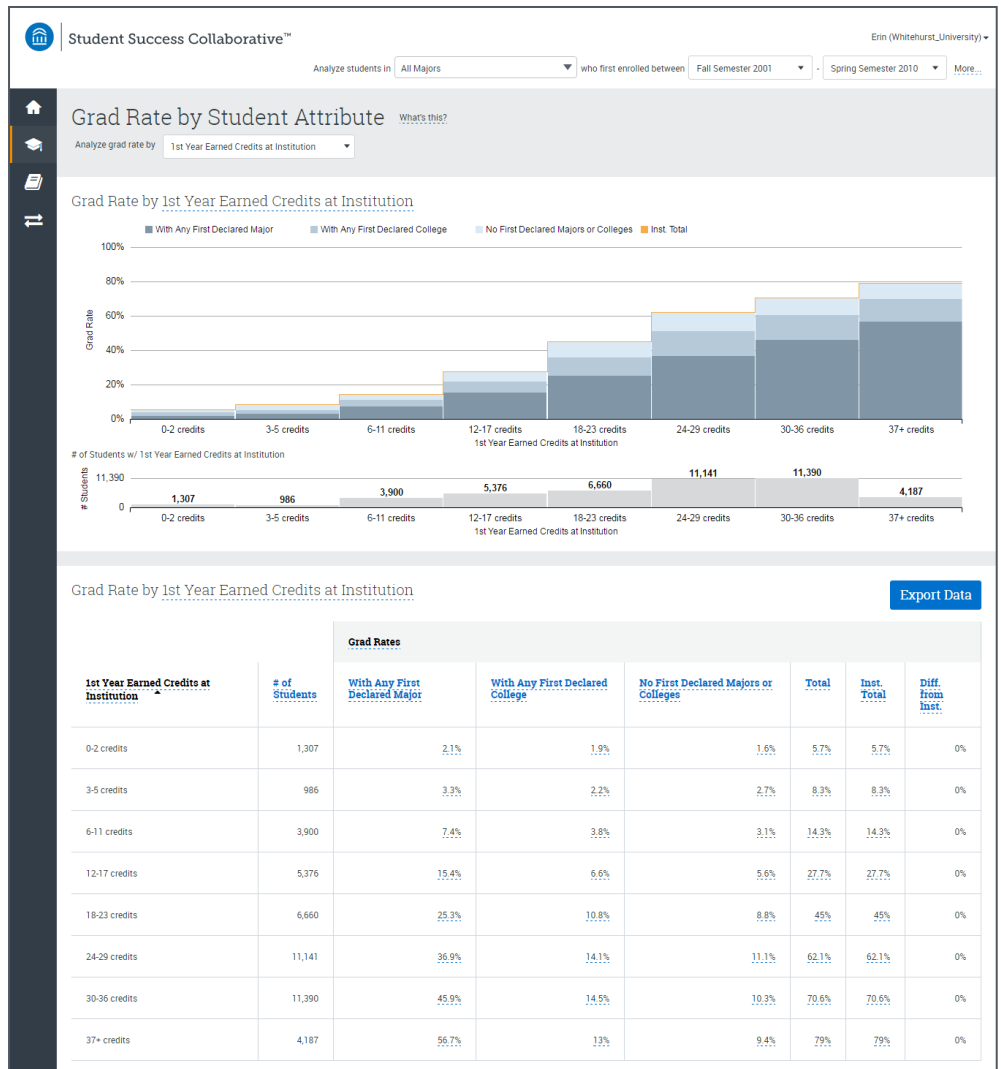
Dropdown Selections

Attribute Options:

- 1st Term Attempted Credits at Institution
- 1st Term Earned Credits at Institution
- 1st Year Attempted Credits at Institution
- 1st Year Earned Credits at Institution
- 1st Term GPA
- 1st Year GPA
- 2nd Year GPA
- Transfer Status
- High School GPA

Shows historical graduation rates for this institution or major. It can be further narrowed by student attributes that often correlate to student success, such as first year GPA. Use this report to gain a general understanding of graduation patterns and identify opportunities to improve.

Grad Rate by Student Attribute



Finding Insights and Opportunities

Are there opportunities for GPA-based early interventions *before* students are placed on probation?

How many credits should students earn at a minimum during their first year at the institution?

Which programs have “high flyer” students who might benefit from proactive engagement and relationship-building?

Report Overview – Course Analysis

Important Considerations

'N' describes the number of **all course attempts** in each listed course.

Predictive Course Rank refers to likelihood of this course predicting success of students in selected major or college, based on an analysis of **distribution of grades, the graduation rates for the grades, and historical enrollment**. See the Glossary for a more detailed definition.

Dropdown Selections

Metric Options:

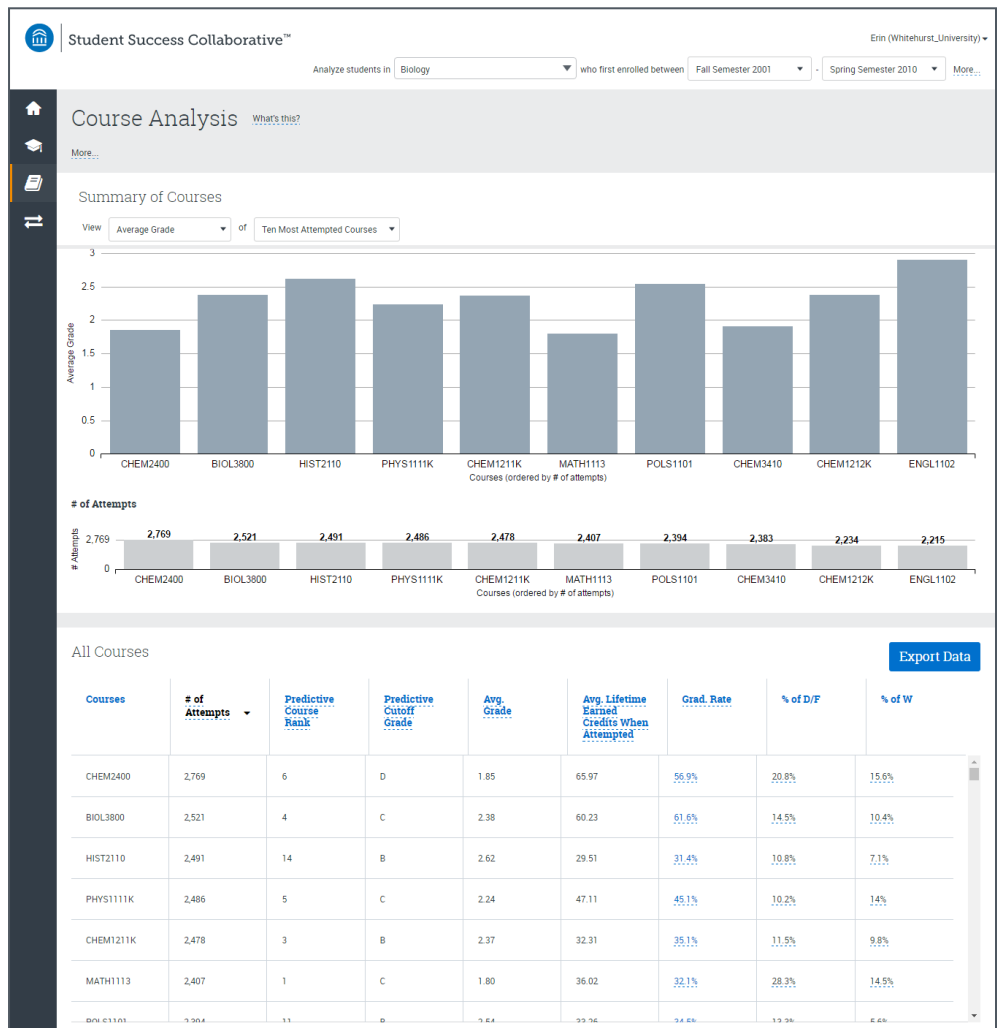
- Avg Course Grade
- Avg Lifetime Earned Credits When Attempted
- Grad Rate
- % of D/F
- % of W

Course Type Options:

- Ten Most Attempted Courses
- Ten Most Predictive Courses

Shows how course grades relate to student success. Use this report to help select Success Markers and understand which courses have the greatest impact on graduation rates.

Course Analysis



Finding Insights and Opportunities

In which courses might supplemental resources have a large and significant impact on students?

Which lower level courses are creating barriers to student progress and might benefit from curricula redesigns?

Report Overview – Grad Rate by Grade Earned or Credit Range

Important Considerations

Graph and table depict **number of attempts** at a course.

The data displays **all course attempts**. For example, if a student receives an F at the first attempt, but a B at the second attempt, he/she will be counted twice in this data.

Graph and table depict those attempts where the selected major was **ever declared**.

Graph and table depict **graduation rate ever from the selected college or major**.

Dropdown Selections

Metric Options:

- Grade Earned
- Credit Range

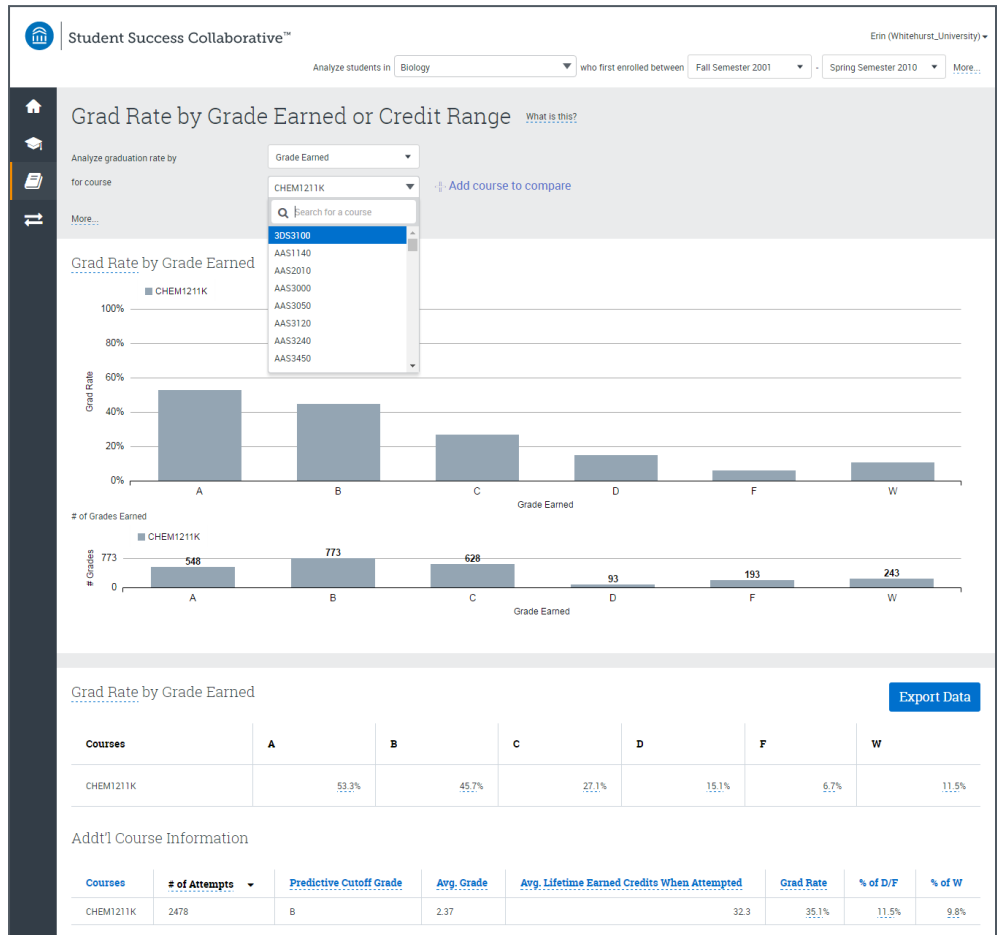
Course Options:

- All courses at institution taken by students in selected major

Add Course to Compare also available for a side by side comparison of two courses.

Shows how course grades relate to student success. Use this report to help select Success Markers and understand which courses have the greatest impact on graduation rates.

Grad Rate by Grade Earned or Credit Range



Finding Insights and Opportunities

What is the optimal timing for taking sequenced courses – and how should advising or degree plans be adjusted to incorporate timing recommendations?

What are the appropriate grade and timing thresholds for Success Marker courses identified in the SSC platform?

Report Overview – Course & Exam Performance

Important Considerations

The data will only consider the **best score** if the student took the exam more than once. If they took the course more than once, then **all course attempts** are included.

Use the slider to **adjust the score threshold** higher or lower.

Graph and table depict those attempts where the selected major was **ever declared**.

Graph and table depict **graduation rate ever from the selected college or major**.

Dropdown Selections

Analysis Options:

- % of Grades Earned by Exam Score
- Grad Rate by Grade Earned & Exam Score

Course Options:

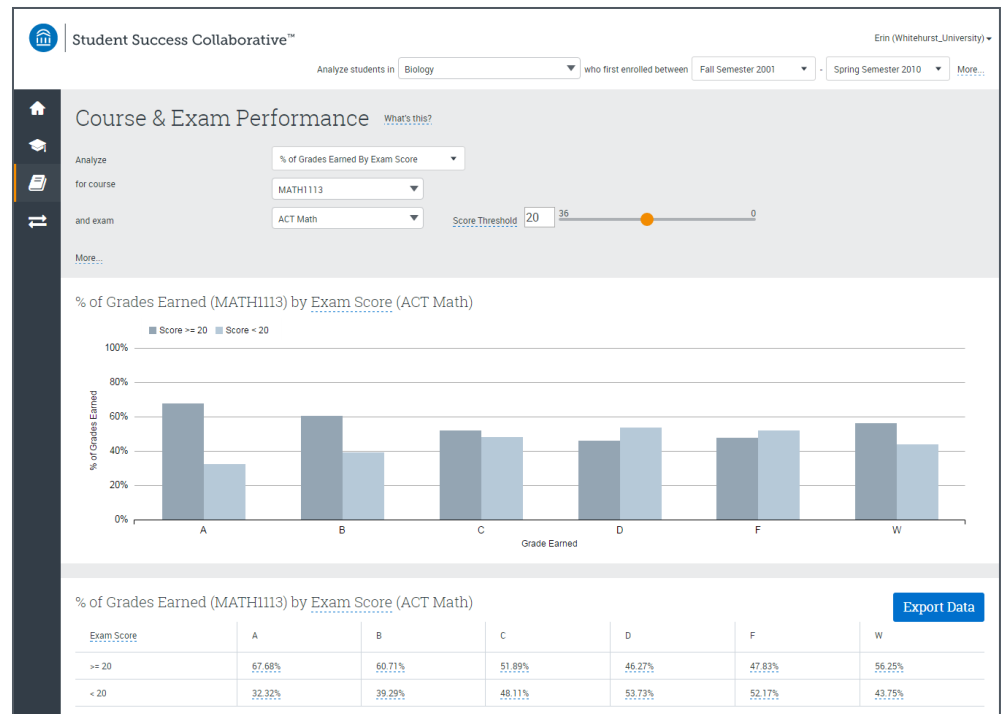
- All courses at institution taken by students in selected major

Exam Options:

- All exams at institution taken by students in selected major and course

Correlates students' performance on standardized exams to course performance and grad rate. Select "% of Grades Earned by Exam Score" to understand which students may require additional preparation or assistance to succeed in key courses. Select "Grad Rate by Grade Earned & Exam Score" to understand how students' performance on exams and courses impact their likelihood to graduate.

Course & Exam Performance



Finding Insights and Opportunities

How can faculty leverage this data to improve instruction and student support in these courses?

Are required scores on certain exams adequately preparing students to perform well in various courses?

Report Overview – Major Change Analysis

Important Considerations

Previous Majors are majors that students come from when moving into the selected major for the analysis. **No Prior Major** includes students who entered the institution with the selected major.

Next Majors are majors that students transition into coming out of the selected major for the analysis. **No Subsequent Major** includes students who did not transition out of the selected major.

Unmapped Major is a major no longer offered on campus.

Any “Time to Degree” displayed in **terms only includes non-transfer students**. Any “Time to Degree” displayed in **lifetime credits includes both transfer and non-transfer students**.

Dropdown Selections

Major Change Options:

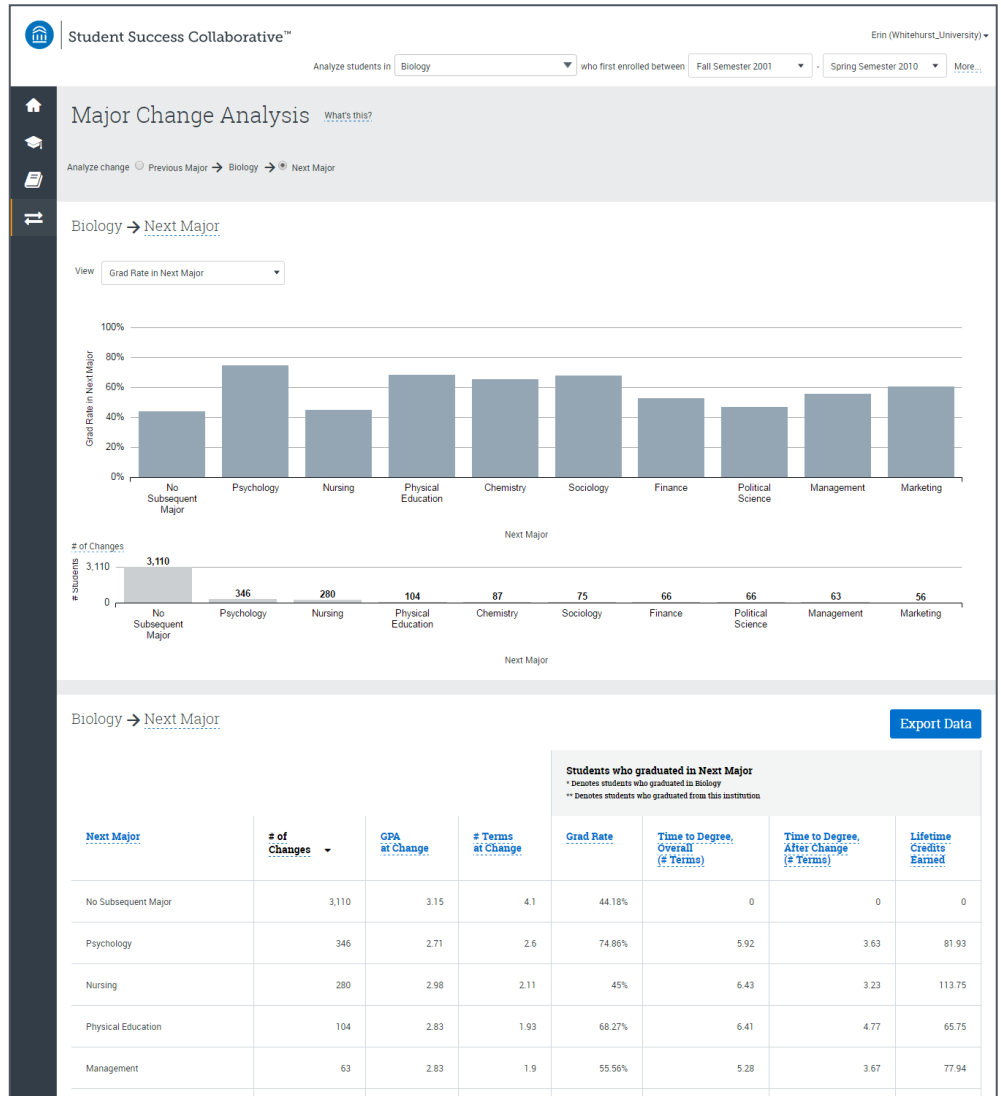
- Previous Major
- Next Major

Metric Options:

- Grad Rate
- Lifetime Credits Earned
- # of Terms at Change
- GPA at Change
- Time to Degree, After Change (# Terms)
- Time to Degree, Overall (# Terms)

Shows major changing patterns and outcomes for students who transferred from or to selected majors. Use this report to understand which paths are likely to be successful and plan for common major transitions.

Major Change Analysis



Finding Insights and Opportunities

What are the top feeder majors where students are transitioning from and what are the common majors that students transition into? What makes a successful major transition?

Is there a specific timeframe when students most frequently switch majors?

Are students time to degree prolonged after the major switch?

Glossary

Institution Reports Data Definitions

All Reports

Data Field	Definition
College or Major Dropdown Selection	Displays all students who ever declared the selected college or major within the historical timeframe (includes primary majors, secondary majors, etc.).
Term Dropdown Selection	Displays all students who first enrolled at the university from the first term selected, through the second term selected. Enrollment is determined by the minimum term record for the student in the data provided to EAB.
Transfer Student	Determined by the transfer student indicator in the data provided to EAB; this definition may differ based on the institution.
Transient Student	Determined by the configuration set by each institution, based on each student's total earned credits in the first year.

Grad Rate by Student Attribute

Data Field	Definition
1st Term Attempted Credits at Institution	The total number of credits attempted within the student's first countable term (i.e., summer, fall, winter, or spring) at this institution.
1st Term Earned Credits at Institution	The total number of credits earned within the student's first countable term (i.e., summer, fall, winter, or spring) at this institution.
1st Year Attempted Credits at Institution	The total number of credits attempted within the student's first 365 days after the start of their first term at the institution. First term at the institution is defined by the minimum term record for the student in the data provided to EAB.
1st Year Earned Credits at Institution	The total number of credits earned within the student's first 365 days after the start of their first term at the institution. First term at the institution is defined by the minimum term record for the student in the data provided to EAB.
1st Term GPA	The student's cumulative GPA after their first countable term (i.e., summer, fall, winter, or spring) at this institution.
1st Year GPA	The student's cumulative GPA 365 days after the start of their first term at the institution. First term at the institution is defined by the minimum term record for the student in the data provided.
2nd Year GPA	The student's cumulative GPA 730 days after the start of their first term at the institution. First term at the institution is defined by the minimum term record for the student in the data provided.
Transfer Status	Determined by the transfer student indicator in the data provided to EAB; this definition may differ based on the institution.
High School GPA	Determined by the High School GPA in the data provided to EAB. If the data does not include a High School GPA, then the value is considered "null."
# of Students	Total number of students with the selected attribute.
Grad Rate: Dropdown Selection - Major	<ul style="list-style-type: none"> With this Major: Rate of students who graduated with this major. Different Major, Same College: Rate of students who graduated with a different major, but in the same college. Different Major, Different College: Rate of students who graduated with a different major, in a different college.
Grad Rate: Dropdown Selection - College	<ul style="list-style-type: none"> With a Major in this College: Rate of students who graduated with at least one major in this college. No Majors in this College: Rate of students who graduated without any majors in this college.
Grad Rate: Dropdown Selection - All Majors or Undeclared	<ul style="list-style-type: none"> Any First Declared Major: Rate of students who graduated with any of their first declared majors Any First Declared College: Rate of students who graduated with any of their first declared colleges. No First Declared Majors or Colleges: Rate of students who graduated, but not with any of their first declared majors or colleges.

Glossary, Continued

Institution Reports Data Definitions

Grad Rate by Student Attribute, Continued

Data Field	Definition
Total	Grad rate of all students in the selected analysis.
Inst. Total	Total percent of students who graduated from this institution.
Diff from Institution	Difference between the Total and Institution Total.

Course Analysis

Data Field	Definition
Avg Course Grade	Mean of the grades received in the course, determined on a 4-point scale where A = 4.0, A- = 3.7, B+ = 3.3, etc.
Avg Lifetime Earned Credits When Attempted	Mean of the lifetime earned credits (External Credits + Lifetime Earned Credits at Inst) when the course was attempted by students.
Grad Rate	Percent of students who graduated from the selected major(s). Time to degree (4-year versus 6-year) is not considered.
% of D/F	Percent of course attempts that resulted in D or F grades.
% of W	Percent of course attempts that resulted in W grades.
# of Attempts	Total number of course attempts for students who ever declared the selected major(s) and attempted the course. If a student attempted the course multiple times, include all attempts.
Predictive Course Rank	Suggested importance of a course in predicting students' graduation success. Rank is determined by comparing the grad rate and grade distribution in the course between graduates and non-graduates.
Predictive Cutoff Grade	Suggested minimum grade that students should earn in order to successfully graduate.

Grad Rate by Grade Earned or Credit Range

Data Field	Definition
Grade Earned	Final grade earned in course. Default is whole letter grades only, including A, B, C, D, F, and W.
Credit Range	Range of the lifetime earned credits (External Credits + Lifetime Earned Credits at Inst) when the course was attempted by students.
Grad Rate	Percent of students who graduated from the selected major(s). Time to degree (4-year versus 6-year) is not considered.
# of Attempts	Total number of course attempts for students who ever declared the selected major(s) and attempted the course. If a student attempted the course multiple times, include all attempts.

Glossary, Continued

Institution Reports Data Definitions

Course & Exam Performance

Data Field	Definition
Grade Earned	Final grade earned in course. Default is whole letter grades only, including A, B, C, D, F, and W.
Grad Rate	Percent of students who graduated from the selected major(s). Time to degree (4-year versus 6-year) is not considered.
Exam Score	The score a student received on the exam, in the data provided to EAB. If a student took the exam multiple times, only the highest score is included.
# of Attempts	Total number of course attempts for students who ever declared the selected major(s) and attempted the course. If a student attempted the course multiple times, include all attempts.

Major Change Analysis

Data Field	Definition
Previous Major	Majors that students come from when moving into the selected major for the analysis. For example, consider a student who first declared Biology, then changed to Psychology, and finally changed to Sociology. When looking at the Biology analysis in the report, the Previous Major for this student is "No Prior Major." When looking at the Psychology analysis in this report, the Previous Major for this student is "Biology." Only the immediately preceding major declaration is taken into consideration.
Next Major	Majors that students transition into coming out of the selected major for the analysis. For example, consider a student who first declared Biology, then changed to Psychology, and finally changed to Sociology. When looking at the Biology analysis in the report, the Next Major for this student is "Psychology." When looking at the Psychology analysis in this report, the Next Major for this student is "Sociology." Only the immediately following major declaration is taken into consideration.
No Prior Major	Students who did not have a previous major. For example, consider a student who first declared Biology upon entering the institution. When looking at the Biology analysis in the report, the Previous Major for this student is "No Prior Major."
No Subsequent Major	Students who never left the major. For example, consider a student who first declared Biology, then changed to Psychology, and finally changed to Sociology. When looking at the Sociology analysis in the report, the Next Major for this student is "No Subsequent Major."
Unmapped Major	Major no longer offered on campus (i.e., inactive major).
Grad Rate: Dropdown Selection - Major	<ul style="list-style-type: none"> When Analyzing Previous Major Change: Percent of students who graduated from the selected major for the analysis. Time to degree (4-year versus 6-year) is not considered. When Analyzing Next Major Change: Percent of students who graduated from the Next Major. Time to degree (4-year versus 6-year) is not considered.
Grad Rate: Dropdown Selection - Undeclared	<ul style="list-style-type: none"> When Analyzing Previous Major Change: Percent of students who graduated from the institution at all. Time to degree (4-year versus 6-year) is not considered. When Analyzing Next Major Change: Percent of students who graduated from the Next Major. Time to degree (4-year versus 6-year) is not considered.
Lifetime Credits Earned	Mean of the lifetime earned credits (i.e., External credits + lifetime earned credits at institution) at graduation.
# of Terms at Change	Mean of the countable term (i.e., fall, spring, or winter) when the major change occurred. Does not include transfer students.
GPA at Change	Average cumulative GPA at time of major change.
Time to Degree, After Change (# Terms)	Mean of countable terms (i.e., fall, spring, or winter) after students change to the graduating major. Does not include transfer students.
Time to Degree, Overall (# Terms)	Mean of countable terms (i.e., fall, spring, or winter) at graduation. Does not include transfer students.
# of Changes	Total number of students who made this change.

Frequently Asked Questions

FAQ

Why doesn't the count of students in a major for a particular year match with the count I see in another system?

Differences between the Institution Reports and another system at your institution could be due to differences in data definitions, data configurations, or data sources. Possible factors include:

- Date Range - within the Institution Reports the date range is based on student start date and is capped to allow students enough time to graduate,
- Major declarations - the Institution Reports include students who ever declared a selected major/college and include all primary, secondary, or other declarations, or
- Major configurations - the Institution Reports are configured so that small, new, or inactive majors are mapped to related majors or colleges.

Can these analyses be used in lieu of obtaining analyses from the office of Institutional Research at my institution?

The analyses housed within SSC 's Institution Reports are not designed to replace the analyses developed by the IR office at your institution. In general, as referenced in response to the question above, the analyses within the SSC Institution Reports may use data definitions, configurations, or sources that differ from those used by your Institutional Research office. For example, the Institution Reports center around analyses of student success (specifically defining success as graduation from the institution), which requires the student cohorts within the analyses to have had sufficient time to graduate; this may contrast from Institutional Research analyses designed to officially report on recent student cohorts. Additionally, Institution Reports are not intended to replace the wide variety of data sources and analytical scopes that may be available through your Institutional Research office.

What types of students are included in each report?

The Institution Reports analyze graduation trends for bachelor's degree seeking students only, regardless of student type (i.e., transfer vs. native, full-time vs. part-time, Dual Enrollment, re-admit, etc.). Associate degree seeking and graduate degree seeking students are not included at this time.

Can I see exactly which students are included in a segment or cohort?

At this time, the raw data that populates each report is not available for extraction. Each user can export the aggregated data from each report by clicking the "Export" button to the right side of the table.

How can my colleagues get access to these reports?

Please contact a representative from your institution's SSC leadership team.

Can I request additional reports or analyses?

By offering these analyses in a live, interactive, web-based format, one of our goals is to be able to incorporate member feedback and recommendations in an ongoing manner, as we continue building out additional analyses over time. If there is a specific type of report that you'd like to see in a future iteration of the Institution Reports, please contact your Dedicated Consultant.

Frequently Asked Questions, Continued

FAQ

How is the list of majors in the drop down determined? I don't see my major in the list.

In order to display robust sample sizes within the analyses, the Institution Reports are configured so that small, new, or phased out majors are linked to related majors or colleges. Students who declared one of these small or phased out majors would therefore be part of the analysis of the related major or college. These configurations can be updated annually based on an updated count of students declared in the majors. If you have questions about how your programs were mapped, please contact your Dedicated Consultant.

How do you handle double majors?

Students are included in the analysis for a specific major if they ever declared the selected major, regardless of whether the declaration was primary, secondary, etc. To determine graduation, the reports assume that the student graduated from every major included in the term record that corresponds with the graduated term.

How do the reports account for non-standard grading schemes, such as A*, CR, B., P/F, I, etc.?

In order to standardize the grading scheme across all member institutions, the grades within the Institution Reports are mapped to a standard set of whole letter grades, including A, B, C, D, F, and W. Additional grades will be mapped to the whole letter grades on a case by case basis.

Are transfer courses included in the reports?

Transfer credits and transfer course grades are not considered throughout the reports.

Can I change (or request that EAB change) the ranges—for instance credit or GPA—that are showing up in the charts?

At this time, the ranges for each attribute are standard for every member and cannot be changed. If you have suggestions for improvements to the ranges, please contact your Dedicated Consultant.



EAB

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