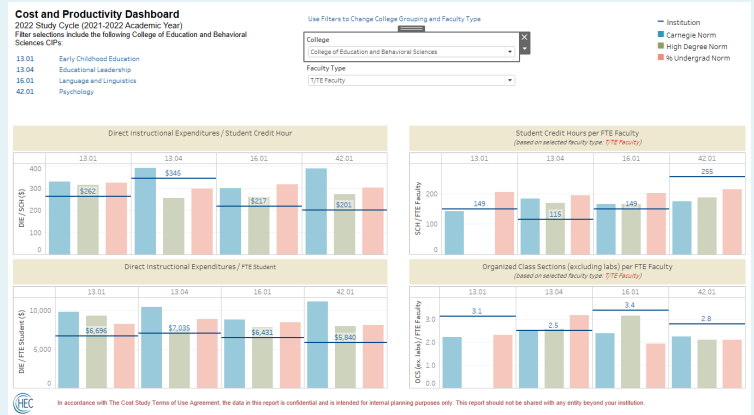


What is the Dashboard Data File?

- ◆ Compare your institution data to all three norm group values at the program level: *Carnegie Classification, Highest Degree Offered, and Percent Undergrad*
- ◆ On the *Cost and Productivity Dashboard*, simultaneously view four metrics at one time, with a filter by College/School to view similar programs together
- ◆ Explore details about faculty teaching loads and expenditures in the *Program Details* dashboard
- ◆ Build additional tables and dashboards with the newly formatted data structure



Benefits of the Dashboard Data

Easy-to-use visualizations help support decision-making.

Tell your cost and productivity data story for each program.

Provide data for Academic Program Reviews, accreditation reports, and more!

Excel vs. Tableau: What's the Difference?

Tableau Packaged Workbook

- ◆ For use by Tableau desktop users
- ◆ Dashboards include a hover function with additional insights about the norm group comparison such as sample size
- ◆ Connects to an Excel file with your institution data and all the norm data

Excel File

- ◆ Available to all Excel users
- ◆ Uses filter and xlookup functions with the name manager feature to mimic both Tableau Dashboards

Or Request "Both" Versions

- ◆ Maximize your use of the new data format by exploring the Tableau option while also having the ability to share the report with non-Tableau users.

How to Request the Dashboard Data Files

Step 1

Request the Dashboard Data File in The Cost Study web portal

- Log into the web portal and select the correct study year
- Click on the Reports tab, then "Request Dashboard Data File"

Institution Reports

- [Approved Institution Report \(view and download\)](#)
- [Approved Institution Report with 3-year-average benchmarks](#)
- [Direct Instructional Expense per Student Credit Hour Report](#)
- **Request Dashboard Data File**
- [Snapshot Report \(PDF\)](#)

Note: Your institution's data submission must be approved for the relevant study cycle. Dashboard data files are released after the annual norms.

Step 2

Complete the form and click *Submit Request*

Request Data Dashboard File

Use this form to request a data dashboard for your institution. Please choose the file type you would like for the dashboard, and in the fields provided, add any missing College/Department names. The College/Department names are used for grouping similar programs together within a filter option on the dashboard.

Choose which type of file you would like to receive:

Excel ▾

Select file type:

- **Excel:** For non-Tableau desktop users. Includes institution data, norm data, and two dashboards.
- **Tableau:** Packaged workbook that references the Excel data file and includes two dashboards. Only select this option if you use Tableau desktop.
- **Both:** Select this option if you use Tableau desktop, but also have non-Tableau users on your campus that would benefit from seeing the two dashboards.

Add College/School name for each program:

Please use consistent spelling throughout, as these names will be used for grouping similar programs together within a filter option on the dashboard.

CIP	Name	College/School
9.01	Communication Studies	College of Arts and Humanities
13.01	Early Childhood Education	College of Education and Behavioral Scien
13.04	Educational Leadership	
16.01	Language and Linguistics	
23.01	English	
26.01	Biology	

Programs submitted by your institution for the study year

Maximum 6 programs per group

Due to space constraints on the dashboard, each grouping should contain a maximum of 6 programs. For larger colleges/schools, please provide subgroupings (e.g., the College of Arts and Sciences – Social Sciences).