

2023-2024

UMaine Academic Affairs Dashboard Guide

Office of Institutional
Research and Assessment



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Access and Security

The Office of Institutional Research and Assessment (OIRA) uses Microsoft Power BI for [internal](#) and [public](#) sharing of interactive reports (aka dashboards). The University of Maine System has purchased an enterprise level license to ensure that our internal sharing is secure. More information about the UMS Power BI instance can be found here: [Power BI Overview - DARTS - Confluence \(maine.edu\)](#)

Each dashboard has a “sharing level” icon to help provide [guidance](#) on use. The Academic Affairs and accompanying college level dashboards should follow “Sharing Limited” guidance.



Reports may be shared in a limited manner to protect business-sensitive information or findings. Limited report sharing may be internal to a department, school/college, institution, or the UMS as a whole.

Sharing guidelines are determined by a need-to-know correspondence between the data and the report recipients (department, school/college, institution, etc.).

***Please contact the Office of Institutional Research and Assessment or your college’s Dean if you have any questions about sharing.**

Report Author Responsibilities

The author of a data report has the responsibility of meticulously reviewing all aspects of the data and the report to ensure validity & reliability of the report prior to publication. No report should be published beyond an author’s department until the author has made every reasonable effort to validate the data and report, provide appropriate context, and check accessibility & aggregation guidelines for compliance with all publication considerations detailed in the checklist & flowchart at the following link:

[Data Responsible Use & Best Practices - DARTS - Confluence \(maine.edu\)](#)

Report Consumer Responsibilities

Report Authors share reports directly with Report Consumers. Report Consumers should not further disseminate reports to additional individuals or audiences unless authorized to do so. The consumer(s) of any data report are responsible for maintaining confidentiality of data and any interpretations or findings gleaned from the author’s original, published report. Neither the author, the author’s department, nor institution may be held responsible for any misinterpretation that occurs amongst those who review and/or present the information contained in the original, published report. Derived conclusions and analyses generated from a report are the responsibility of the consumer deriving conclusions and/or deriving additional analysis.



About the Data

The data used in the Academic Affairs Dashboard is primarily a snapshot as of the census date of each term. The data feeding interactive reports in Power BI are not “live” data and reflect the most recent census or published update.

Disclaimers

- As noted above, the data represents a snapshot in time and may not reflect real-time information.
- Misuse or misinterpretation of data may lead to erroneous conclusions and inaccurate decision-making.
- Data in the dashboards are intended to provide a general overview of trends over time (or are for informational purposes only) and should not be used as the sole basis for decision-making.
- Please exercise caution when applying multiple filters. Use of filters may cause small sample sizes; unless otherwise stated, small sample sizes are not automatically hidden. We recommend maintaining a sample size of 10 or more.
- Data are not to be used for research purposes without following standard IRB guidelines.
- Please check with the dean of your college before presenting data beyond the department.



Log-in Instructions

First-Time Users:

Please fill out the [OIRA Power BI Access Acknowledgement](#) form before logging in to the Academic Affairs dashboard.

Log-in Instructions:

1. Navigate to the [Internal Reports page](#)
2. Select your college's Academic Affairs Dashboard
3. Sign in with your **existing** UMaine single sign-on email and password. Do NOT create a new account.

For access requests or issues, email: lisa.applegate@maine.edu

OIRA Website

The OIRA website [Interactive Data](#) page is dedicated to Power BI dashboards and tutorials.

Home	Accreditation	Assessment	Faculty Services	Institutional Research	Interactive Data	Report Index	Updates
					Interactive Data Home	Internal Reports (Log-In Required)	Power BI Resources

Here you can find:

[Public Power BI dashboards](#) (No sign in required)

[Internal Power BI dashboards](#) (UMaine sign sign-on and access required)

[Power BI Resources](#): Video tutorials and guides on various topics.



Dashboard Overview

Homepage

Use the "Page Selector" to navigate available topics. You can find this at the top of any page.

Find the "Definitions & Resources" page here.

Use the scroll bar on the right-hand side to view more.

UMaine Academic Affairs Dashboard

Home Page Selector Definitions & Resources

Welcome to the Academic Affairs Dashboard, a secure, internal, self-service interactive dashboard.

NEW: Use the Page Selector tab at the top to navigate to available dashboard topics.

Find information on:

- Headcount, FTE and Credit Hours
- Enrollment
- Student Demographics
- Retention and Graduation Rates (UGRD)
- Degrees Conferred

Coming soon: Admissions

Access is managed at the user level.
For access requests: Email lisa.applegate@maine.edu

Updates Scroll for more>

6/12/23:
· Page Redesign - Use Page Selector Tab at top to navigate to available pages. Format of pages updated to help with annual report prep.

3/7/23
· Access expanded to college Directors and Chairs.

12/12/22

Disclaimer Scroll for more>

*Please note: This dashboard is meant for internal use only. Please do not share or publicly distribute data without prior discussion with the Dean of your college and/or Institutional Research. Use of filters may cause small cell sizes- please be aware to check the size of your disaggregated groupings. We recommend maintaining a sample size of at least 10 or more. Data in the dashboards are intended to provide a general overview of trends over time (or are for informational purposes only) and should not be used as the sole basis for decision-making. The data represents a snapshot in time and may not reflect real-time information.

Check here for latest updates to the data in the dashboard.

Disclaimers about the data in this dashboard will be reiterated here.

Definitions and Resources

The last tab on the dashboard will feature definitions and more Power BI resources.

Data Definitions and Notes
Use the scroll bar on the right to view all.

Search Definitions:
All

Term	Definition
Academic Year	Fall, Spring, and the following Summer Term
Adj. Cohort Size	The initial number of students, adjusted for student mortality.
Adult Learner	Indicates a student is 24 years or older at the census date of the specified term.
Career	Indicates whether a student is an undergraduate or graduate student.

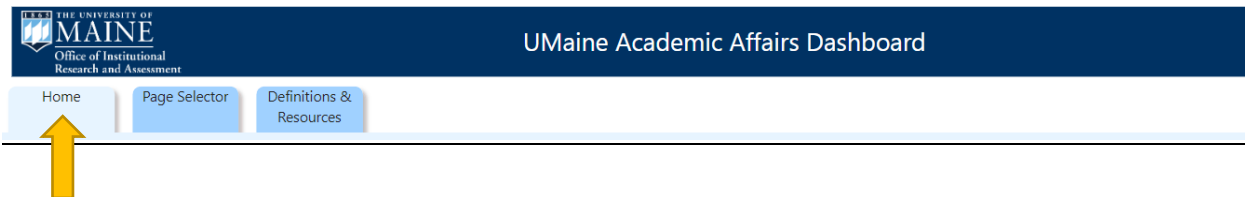
Type a term in the search bar or select the down carrot to filter for a term.



Features of your Power BI Dashboard

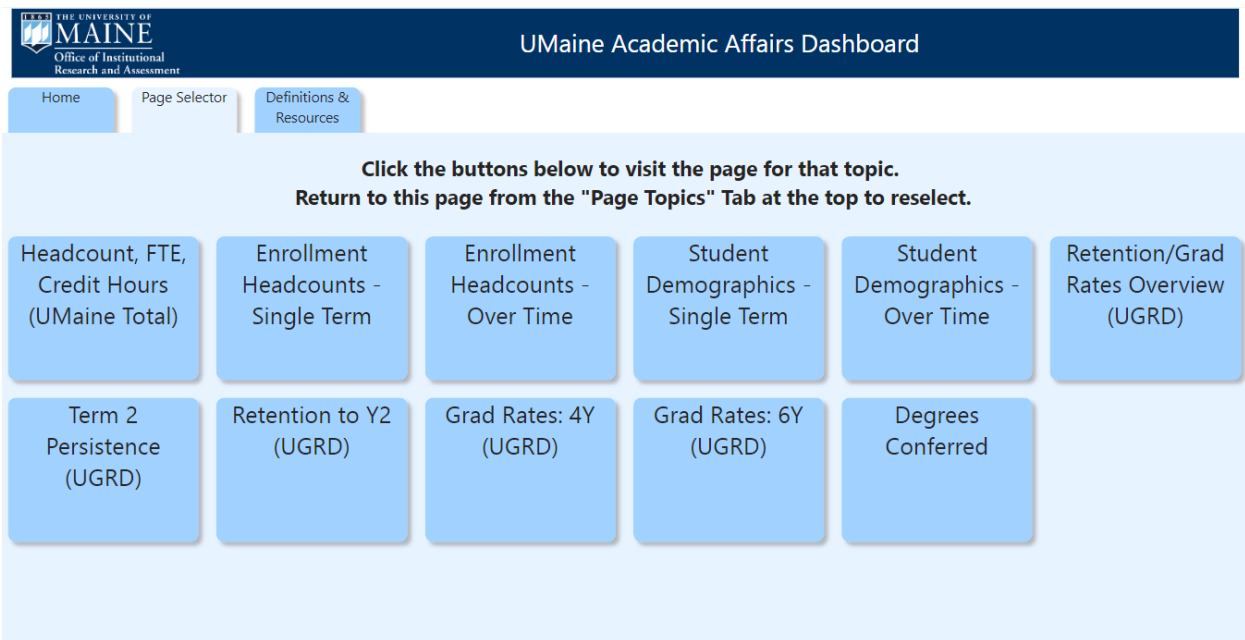
Navigating Pages

Some page topics are listed in the light blue tabs at the top of each dashboard page. You can click directly on the page you want using these buttons.



A light blue tab indicates the page you are currently on.

Most pages are listed in the “Page Selector”.



Use this page to navigate between topics.



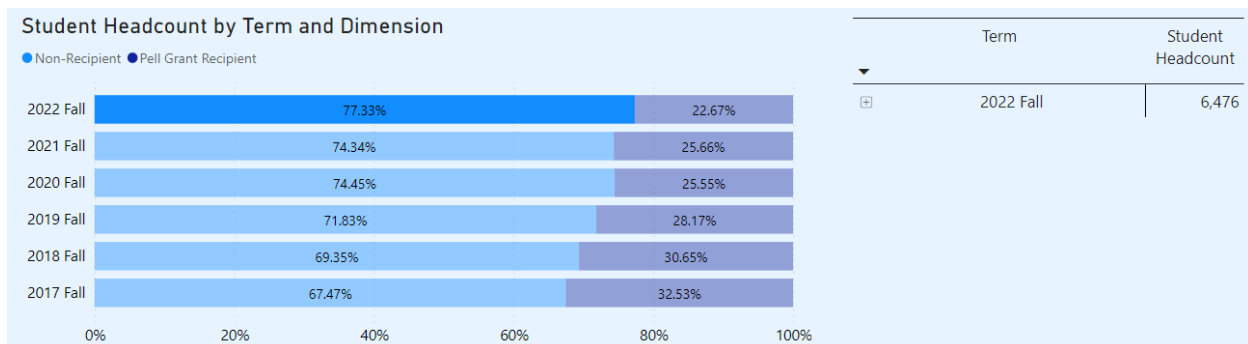
There may be additional selections within topic pages to navigate between visuals and tables or to make selections for your data presentation.

View As:

View By:

Synced Visuals

Clicking on a part of the visual will cause other elements on the page (such as tables and visuals) to dynamically change. For example, by selecting the bar for Non-Recipients of the Pell Grant for 2022 Fall, the statistics for that selection are displayed in the table.





Managing Filters

Filters appear on most dashboard pages and allow the user to make one or more selections to dynamically interact with the tables and visuals on the page.

College Level Dashboard Filters

You will only be able to filter for and view the college, department, and major that you are a member of. If you do not filter for a college, department, or major, the visuals will display data for all of UMaine by default.

The image shows three filter dropdown menus arranged horizontally. The first is labeled 'College' and has a diamond icon; the second is labeled 'Department' and has a diamond icon; the third is labeled 'Major' and has a diamond icon. Each dropdown menu is currently set to 'All' and has a downward-pointing arrow on the right side.

Multiple Choice Filters

Filters with a checkbox allow you to select multiple filter selections at once.

Enrollment Level

- All
- Select all
- Full-Time
- Part-Time

Filters with a circle allow only one filter selection at a time.

Term Filter

- Fall
- Spring
- Summer

Expanding Filters

Some filters have more than one feature to conserve space. Click the down carrot next to a filter selection to view expanded filter options.

Click the carrot to view all the filter options within "Graduate".

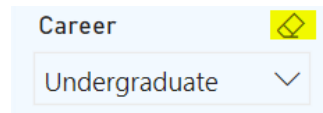
Career, Incoming/Continuing

- All
- Select all
- Graduate
 - Graduate Student
 - Non-Degree Grad
- Undergraduate



Clearing Filters

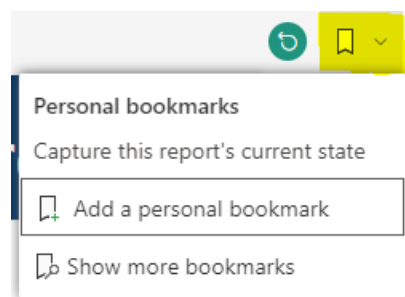
To clear your filter selection, hover over the filter and click on the eraser in the upper right-hand corner of the filter.



Please note that if you select filters on a page and then navigate to another page without clearing your selections, the filters will carry over to the other pages.

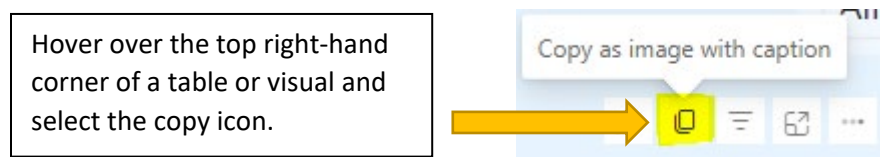
Create a Filter Bookmark

You can also create a “Bookmark” with your choice of filter selections. Choose your desired filters, then click the bookmark icon in the upper right corner of the dashboard and select “Add a Personal Bookmark”. You can then choose for your filters to become the default view for your dashboard.



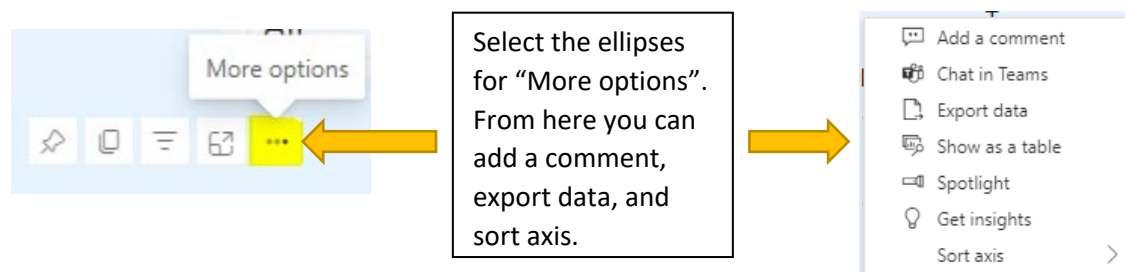
Copy Visual

Copy a visual to paste it in a document, PowerPoint, or email.



More Options

Hover over the top right-hand corner of a table or visual to view options.





Add a Comment

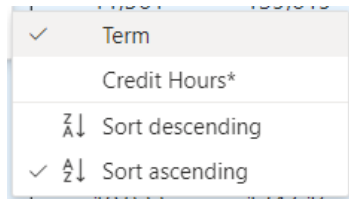
Add a comment on a visual or tag a coworker.

Enter your comments here, and @mention people to grab their attention.

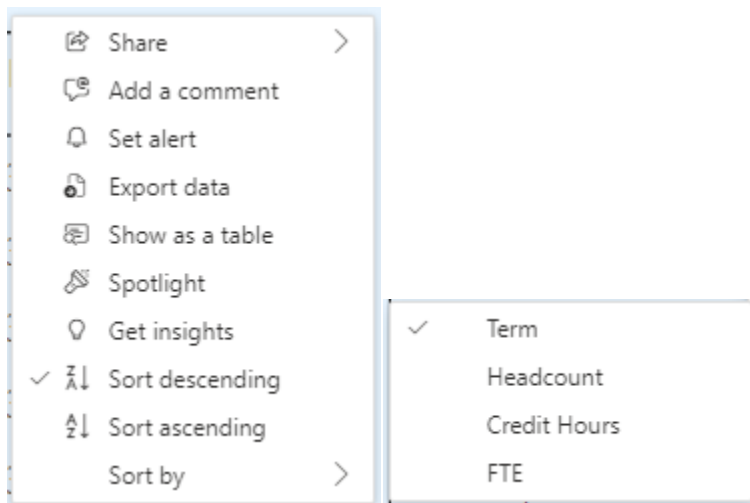
Post

Sort Axis/Sort By

By selecting “Sort axis” you may change the way a visual is displayed. For example, you can sort the bars in a bar chart by increasing or decreasing number of credit hours, rather than by term.



You can do the same for a table by selecting the “Sort by” option, which allows you to sort the table by descending or ascending values of a single column.







Export Data


Select "Export Data" from the "More options" pane. Then, select one of the layout options – "Data with current layout" or "Summarized data" (shown below). Select "Export" to download the data into an Excel workbook.

Which data do you want to export? ×

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)


Data with current layout
 Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.


Summarized data
 Export the summarized data used to create your visual (for example, sums, averages, and medians).


Underlying data

ⓘ The report author turned off this option

File format:

.xlsx (Excel 150,000-row max) ▾

Export
Cancel

Summarized data: exports the data as a flat table of rows and columns.

Data with current layout: exports the data with the matrix layout preserved.

	A	B	C	D
1	Term Lookup[Term Desc]	Term Lookup[Term]	Student Metric Slicer[Metric]	[Student_Headcount]
2	2022 Fall	2310 <18		589
3	2022 Fall	2310 18 - 19		3327
4	2022 Fall	2310 20 - 21		3355
5	2022 Fall	2310 22 - 24		1630
6	2022 Fall	2310 25 - 29		948
7	2022 Fall	2310 30 - 34		536
8	2022 Fall	2310 35 - 39		394
9	2022 Fall	2310 40 - 49		477
10	2022 Fall	2310 50 - 64		274
11	2022 Fall	2310 65 and Over		41

	A	B
1	Term	Student Headcount
2	2022 Fall	11,571
3	2021 Fall	11,989
4	2020 Fall	11,741
5	2019 Fall	11,561
6	2018 Fall	11,404
7	2017 Fall	11,240



Using the Academic Affairs/College Dashboards for Annual Reports

Each dashboard can be used to download data needed for annual reports using the “export data” featured on the prior page.

Beginning in Summer 2023, the following annual report data can be found in the dashboards:

- **Majors Enrollment Headcounts and Student Demographics**
 - NOW INCLUDES:
 - Fall, Spring, and Summer headcounts.
 - Full or part-time status.
 - Filters for Career/College/Dept./Major and Degree Type
 - Residency, Online, and Honors Filters.
 - Incoming First-Time and Transfer status for Undergraduates.
 - Use the Page Selector to choose from:
 - Major Enrollment Headcounts:
 - Enrollment Headcounts – Single Term
 - Enrollment Headcounts – Over Time (Fall 2014 – Fall 2023)
 - Student Demographics:
 - Student Demographics – Single Term
 - Student Demographics – Over Time (Fall 2017 – Fall 2023)
 - Apply filters for College/Dept./Major or Degree Type

- **Retention and Graduation Rates**
 - NOW INCLUDES:
 - Filtering to the level of college, department, and major.
 - Transfers and part-time students.
 - Demographics breakouts.
 - Use the Page Selector to choose from:
 - Retention/Grad Rates Overview (UGRD): This tab provides a comprehensive table formatted similarly to prior year’s annual report packages.
 - Term 2 Persistence (UGRD)
 - Retention to Y2 (UGRD)
 - Grad Rates: 4Y (UGRD)
 - Grad Rates: 6Y (UGRD)

Select “Export data” from the “More Options” menu by hovering over the table or visual and selecting the three ellipses.

This should open an Excel file containing the data with any applied filters you have selected.

If you are having any issues getting the data you need, please contact lisa.applegate@maine.edu for assistance! We are here to help!