

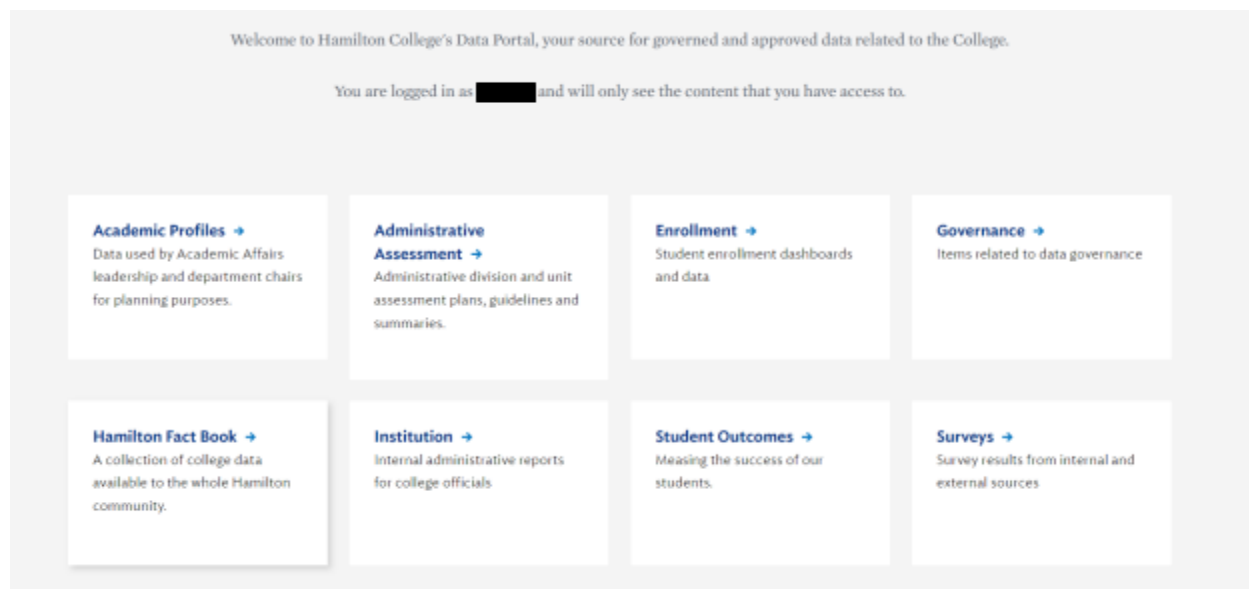


Hamilton

Hamilton College Institutional Research Team
Data Dashboard: New User Guide

This guide will give you a short overview outlining how to use the data portal, explaining functions like: **how to read, download and access the data**

You can access the data portal by going to <https://www.hamilton.edu/data-portal> and logging in with your Hamilton account. Then, you can select the data set you want to use from the list.



In this case, we will be using the **Hamilton Fact Book** category, but other categories will follow the same format. After clicking on the **Hamilton Fact Book** category, you can choose the data set you would like to work with. Since this guide is to help you learn how to read, download and access the data, we will be looking at one dataset, but keep in mind that the same process works for every data set.

Accessing Data

If you do not have access to the data you are trying to access, you should fill out the data access request form underlined on the page (fig. 1). Make sure you have pop-ups enabled when you click the data access request form. It will pull up the form (fig 2.). Once you fill out the form, it may take a few days for the data access to be approved or denied. The request is sent to the appropriate data stewards at the College for approval.

Fig 1.

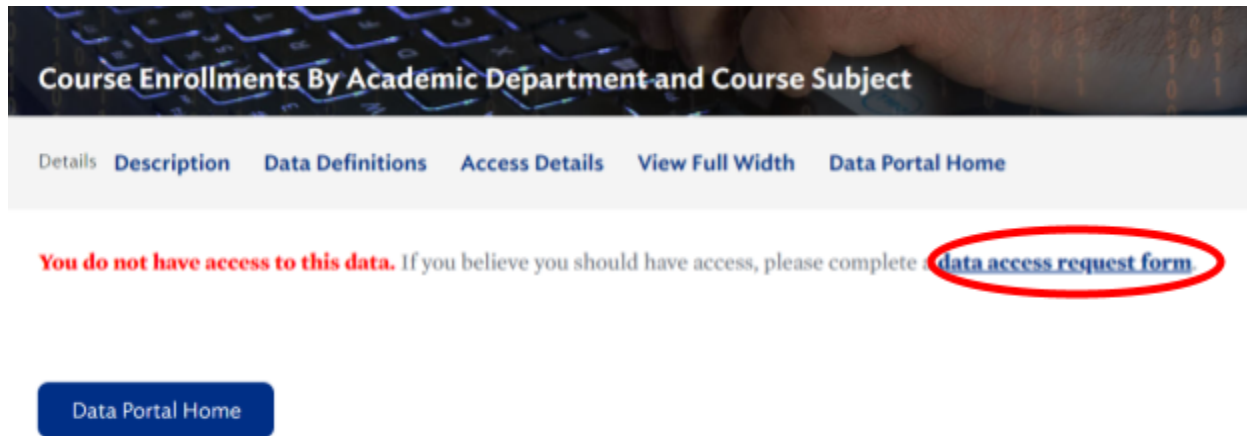


Fig. 2

Access Request

Course Enrollments By Academic Department and Course Subject

Your request will be sent to the appropriate data stewards for approval.

Steward(s):

- Nicolas de la Riva, Dean of Faculty

First Name

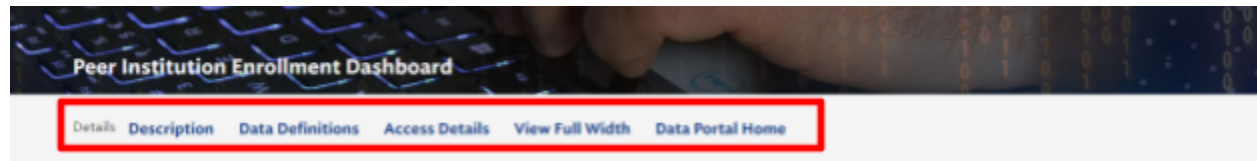
Last Name

Email Address

Purpose (Why do you need access?)

How to read the data

To find out more information about the data you have selected, the data portal has various options that tell you more about the data under **details**.



Reporting Year
2020

IPEDS Peer Enrollment

Institution Name	Reporting Year	Males	Females	Total Undergraduates	Full-time Males	Full-time Females	Full-time Undergraduates
Virginia Wesleyan	2020	891	1134	2025	628	1368	1996
Cabrillo College	2020	660	1077	1737	628	1060	1688
Connecticut College	2020	947	1036	1983	947	1036	1983
Dartmouth College	2020	697	798	1495	697	777	1474
Hamilton College	2020	879	1032	1911	868	1086	1954
Harvard College	2020	652	705	1357	659	699	1328
Lafayette College	2020	1229	1285	2514	1213	1244	2457
Middlebury College	2020	1280	1360	2640	1285	1367	2652
Mount Holyoke College	2020	3	1912	1915	0	1910	1899
Oberlin College	2020	1092	1005	2097	1081	1030	2051
Pomona College	2020	683	792	1475	677	788	1465
Sidmore College	2020	1039	1544	2583	1016	1494	2510
Smith College	2020	1	2182	2183	0	2160	2161
Swarthmore College	2020	791	736	1527	791	736	1527
Trinity College	2020	1089	1111	2200	1073	1094	2167
Vassar College	2020	916	1019	1935	908	1001	1909

It's important to understand what each button under the details bar means for the data.

Description: The description tells you about the data, what the data covers, what the purpose of the data is, and the source it was collected from.

Definition: The definition tab defines the variables and data points shown in the data dashboard

Access Details: This tab displays the access permissions on this dataset. You can also request access from this tab.

View Full Width: This tab opens up a new window in your browser that enlarges the data and makes it easier to see.

Reporting year: Under reporting year, you can change the year that the data covers based on a filter as shown below:

Peer Institution Enrollment Dashboard

Details Description Data Definitions Access Details View Full Width Data Portal Home

Reporting Year

2020

Q Search

- 2016 26
- 2017 26
- 2018 26
- 2019 26
- 2020 26

Institution Name	2020	2019	2018	2017	2016	2015	2014	2013
Bowdoin College	926	902	915	1777	861	915	1777	1876
Colgate College	927	897	1013	1840	919	999	1193	2195

How to download the data

If you would like to export the data to modify outside of the dashboard; you can download the data in different formats. In order to do this you want to find the 3 dots on the right-hand side of the data.

Details Description Data Definitions Access Details View Full Width Data Portal Home

Reporting Year

2020

IPEDS Peer Enrollment

Institution Name	Reporting Year	Males	Females	Total Undergraduates	Full-time Males	Full-time Females	Full-time Undergraduates
Bates College	2020	926	951	1876	926	951	1876
Bowdoin College	2020	862	915	1777	861	915	1777
Carleton College	2020	927	1013	1940	919	999	1918
Colby College	2020	1022	1133	2156	1022	1133	2155
Colgate University	2020	1370	1672	3042	1357	1666	3023
Colorado College	2020	891	1134	2025	828	1058	1886
Connecticut College	2020	860	1077	1937	839	1050	1889
Davidson College	2020	947	1036	1983	947	1036	1983
Grinnell College	2020	697	798	1495	682	777	1459
Hamilton College	2020	870	1032	1902	869	1030	1900
Haverford College	2020	602	705	1307	599	699	1298
Lafayette College	2020	1229	1285	2514	1213	1244	2457
Middlebury College	2020	1200	1390	2590	1185	1367	2552
Mount Holyoke College	2020	3	1912	1915	0	1892	1892
Oberlin College	2020	1092	1595	2687	1081	1530	2611
Pennine College	2020	683	792	1475	677	788	1465
Skidmore College	2020	1038	1544	2582	1016	1494	2510
Smith College	2020	1	2182	2183	0	2180	2180
Swarthmore College	2020	701	798	1499	701	798	1499

When you click on the 3 dots you should see a drop down menu with different options, click the option that says “download”. If your dataset does **not** have a download option, email oir@hamilton.edu or busintel@hamilton.edu , and request to download the data.



Once you click/hover over the download button, you will be presented with options to download the data in different formats; choose the one that is most suitable for your work.

This is the end of the New User Guide for the data portal; if you have any further questions regarding the dashboard, please contact oir@hamilton.edu.