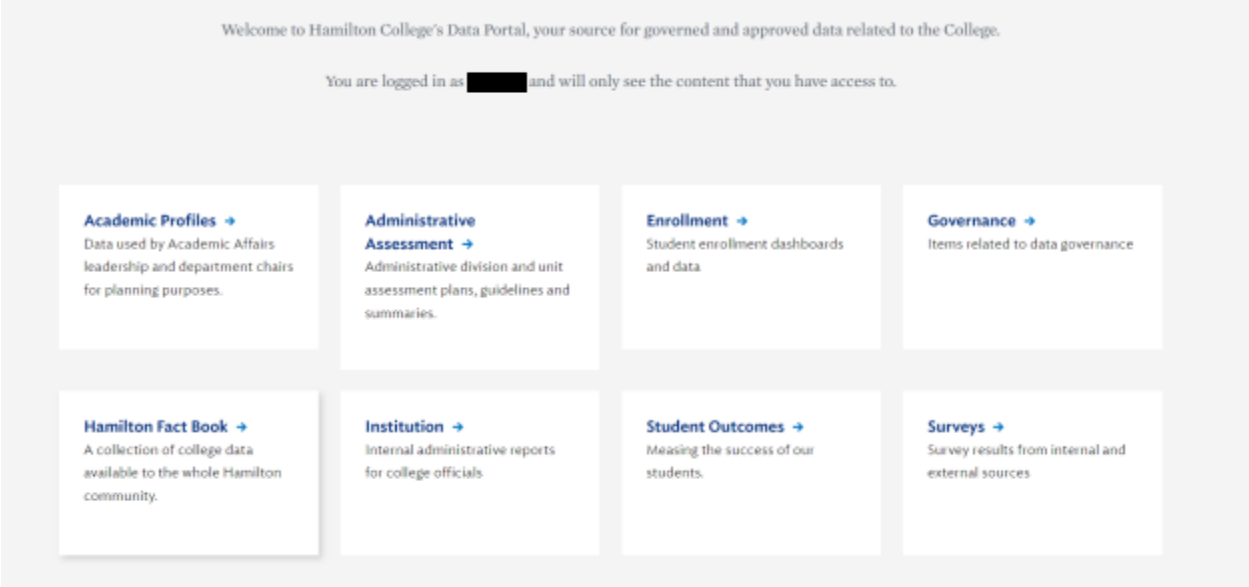
**Hamilton College Institutional Research Team**
**Data Dashboard: New User Guide**

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](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.

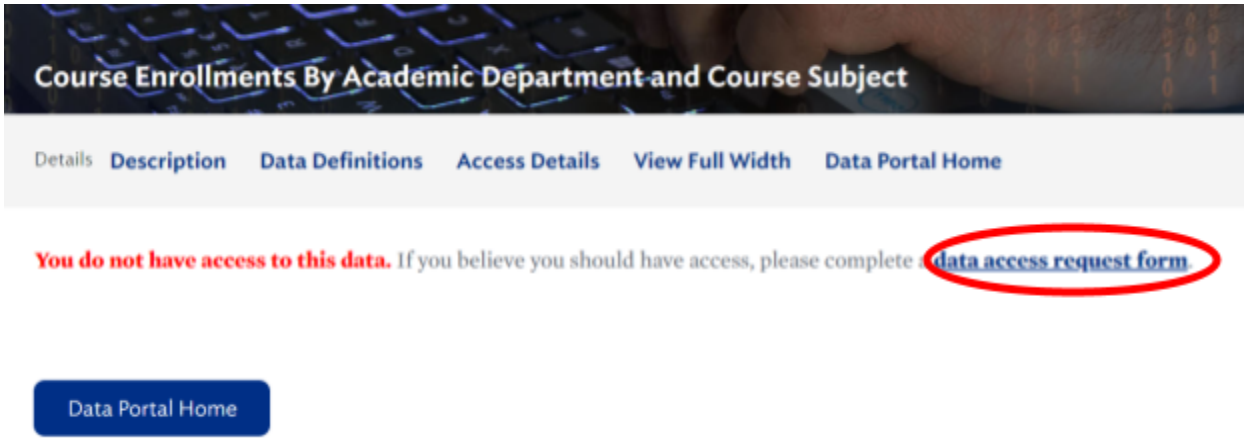
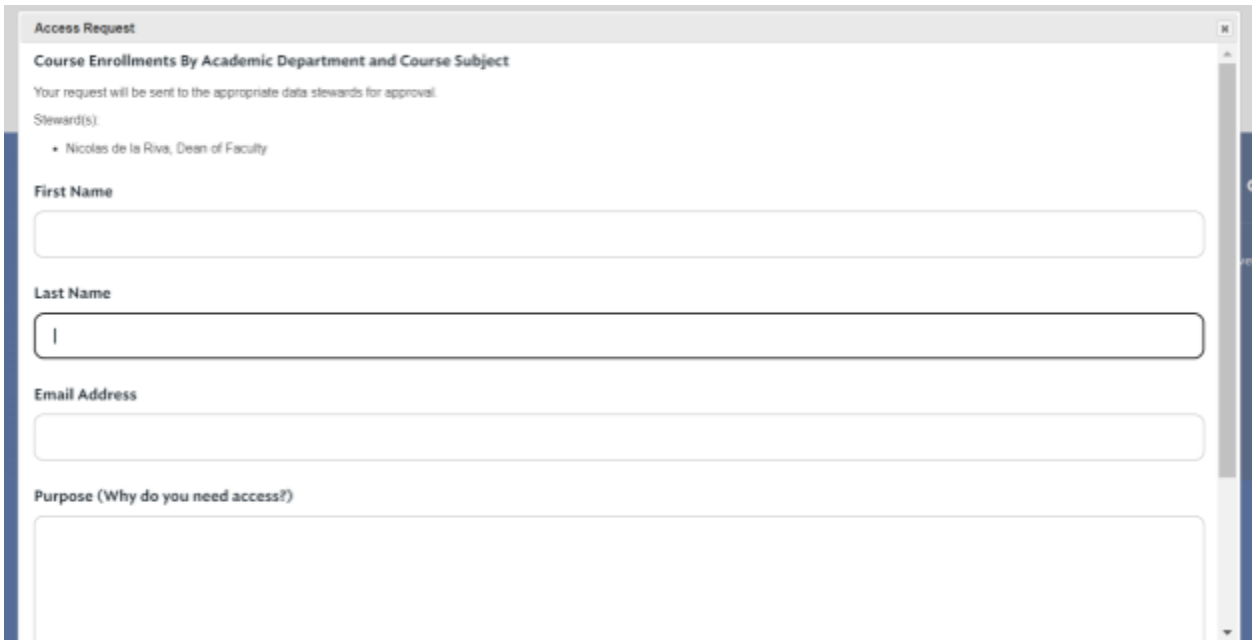
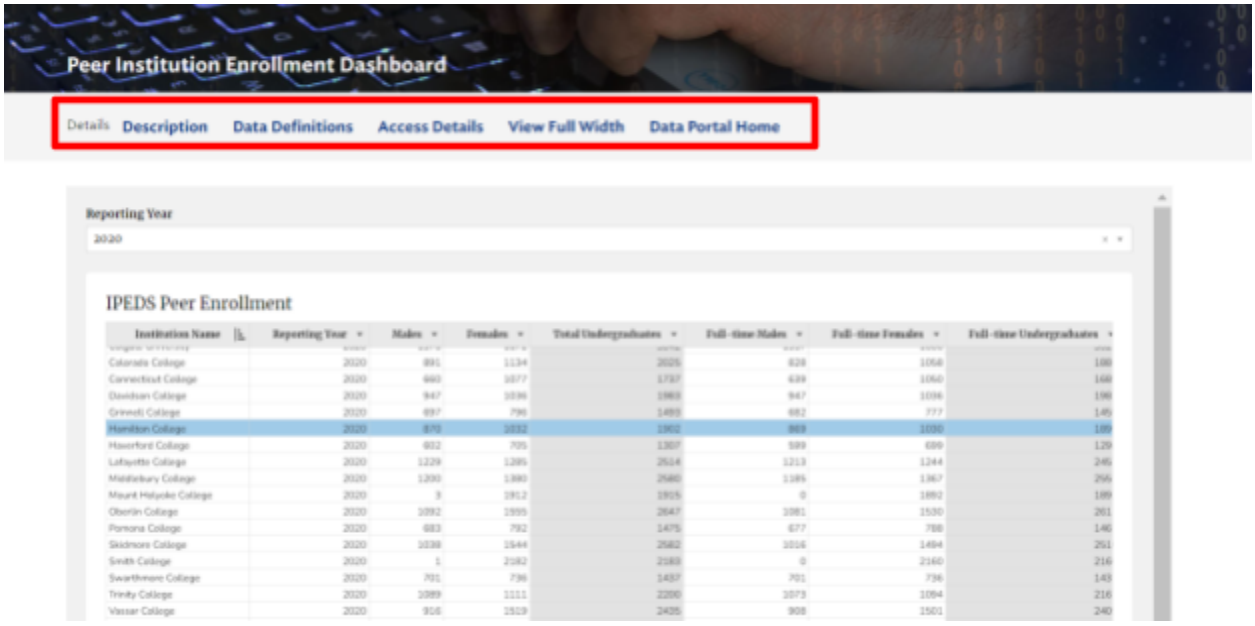

Course Enrollments By Academic Department and Course Subject
Details
Description
Data Definitions
Access Details
View Full Width
Data Portal Home
You do not have access to this data. If you believe you should have access, please complete t
data access request form.
Data Portal Home

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**.




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

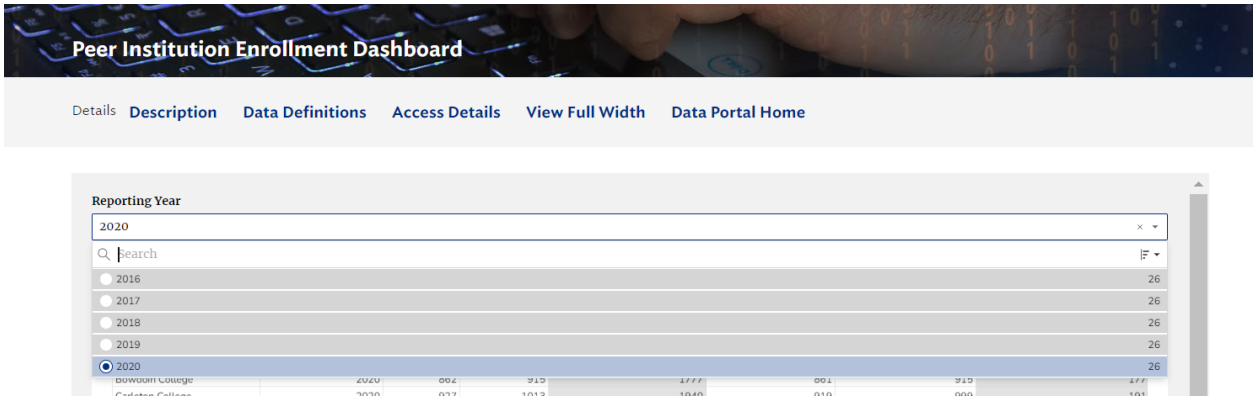
**Description**: The description tells you about the data, what the data covers, what the purpose of the data is, and the source it was collected from.

**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.

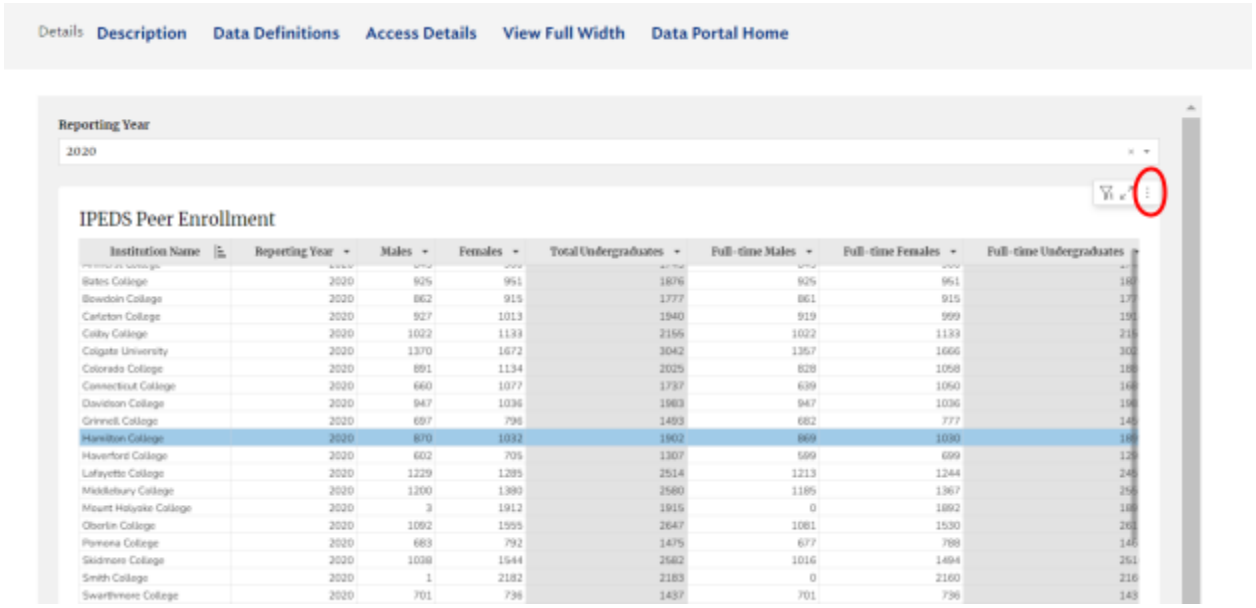
**View Full Width**: This tab opens up a new window in your browser that enlarges the data and makes it easier to see.

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




## 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.




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 oira@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 oira@hamilton.edu.