



Program Review

Data Packet

Process Documentation

Updated June 2022

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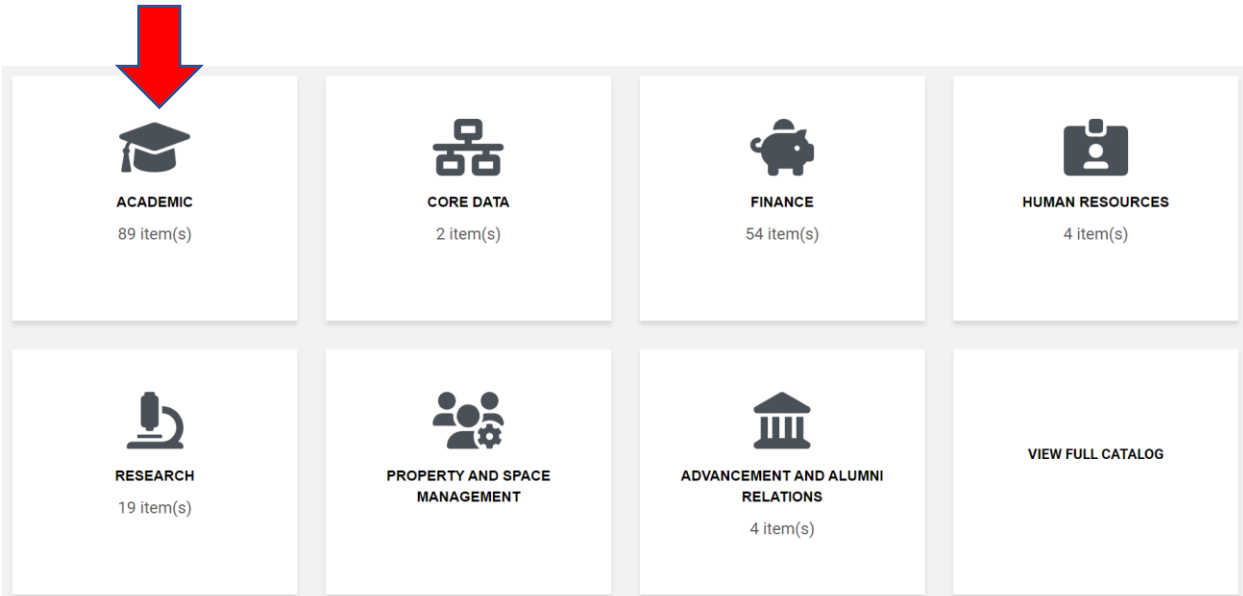
Access

1. Sign in to Husky OnNet
 - a. If you have never used Husky OnNet, go to [Husky OnNet | IT Connect \(uw.edu\)](#) for details on installation and use.
2. Go to [BI Portal - Home Page](#) (the UW Profiles content is now incorporated here and redirects to this page)
 - a. When you login, if you do not have access you will be given instructions to obtain access.
3. Sign in using your UW NetID and Duo Authentication.
4. Use the following instructions and the Data Packet Template to pull all publicly available data into the packet.
5. Contact the Graduate School at gsrpts@uw.edu for data that is not publicly available (listed on page 28).

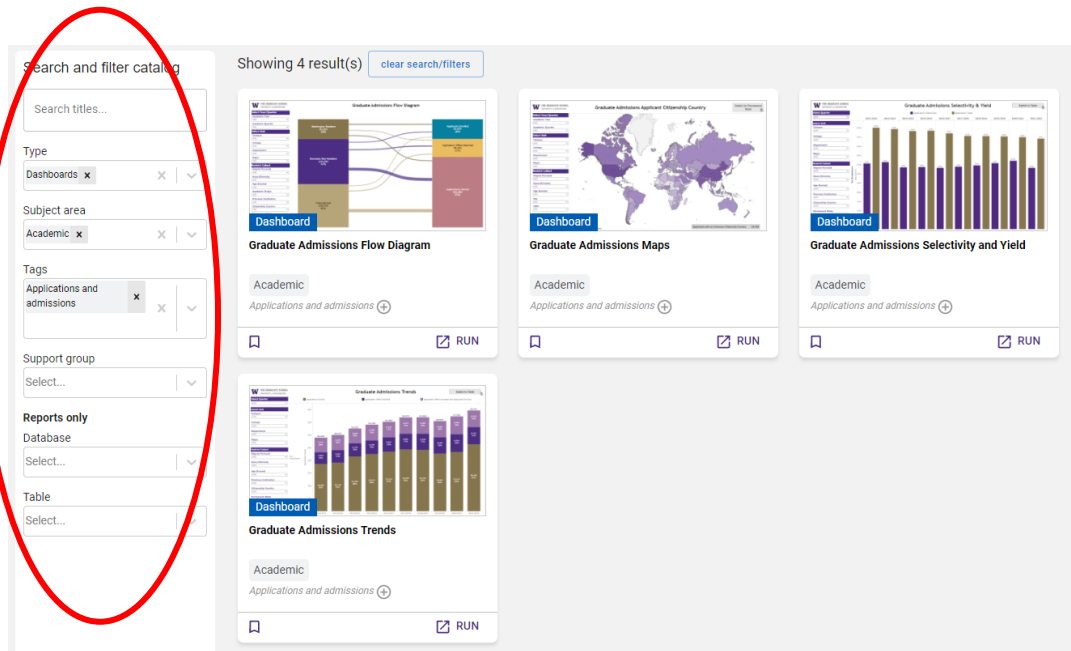
Admissions Data

1. Graduate Admissions

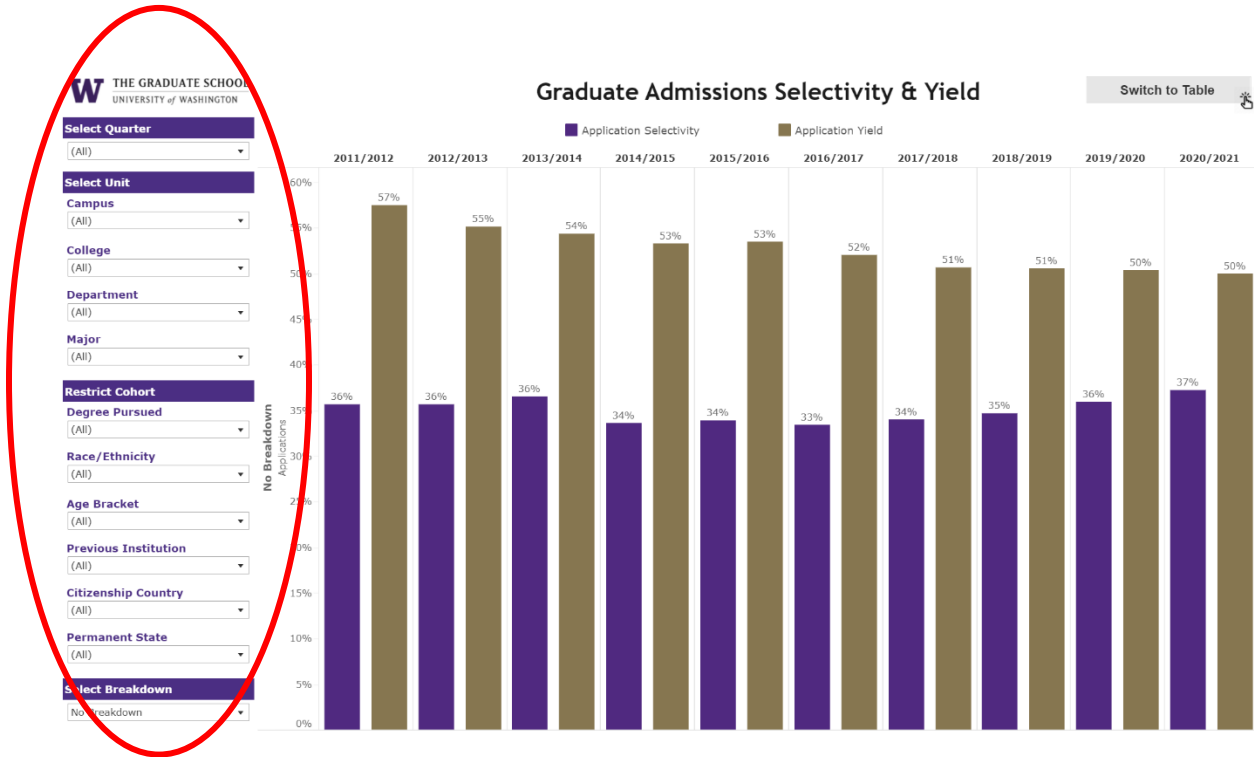
- Go to [BI Portal - Home Page](#)
- Click the “Academic” tile



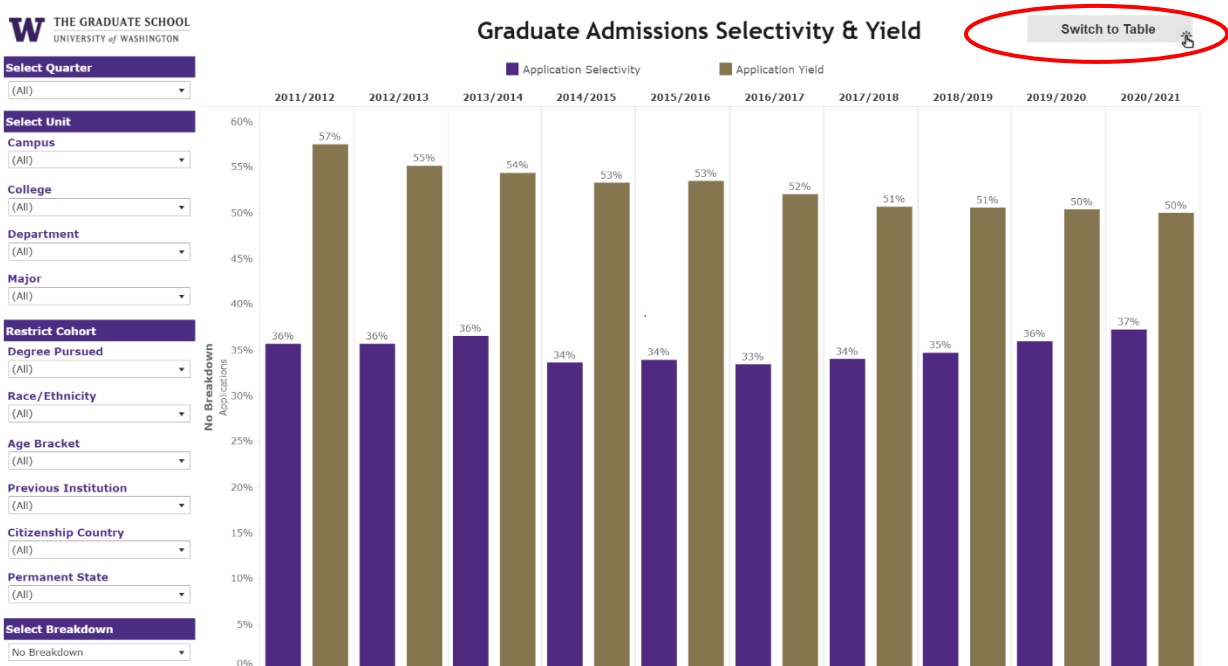
- Filter the results by choosing “Dashboards” under Type and “Applications and admission” under Tags in the panel on the left.
- Choose the “Graduate Admissions Selectivity and Yield” visualization.



- Filter to the department or program under review using the filter on the left side of the dashboard.



- To get the data table that accompanies the visualization, click "Switch to Table" in the top right corner.



Enrollment Data

Undergraduate Enrollment Data

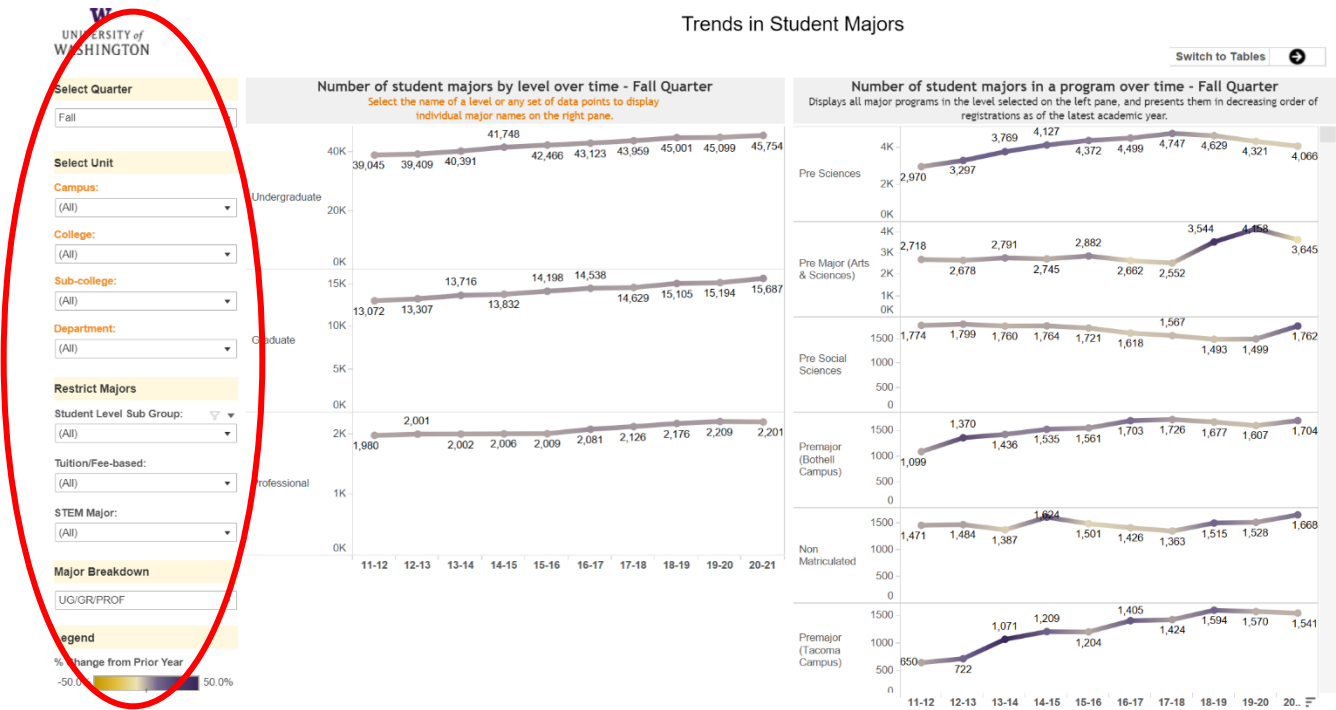
Trends in Student Majors

- Go to [BI Portal - Home Page](#)
- Click on the "Academic" tile.

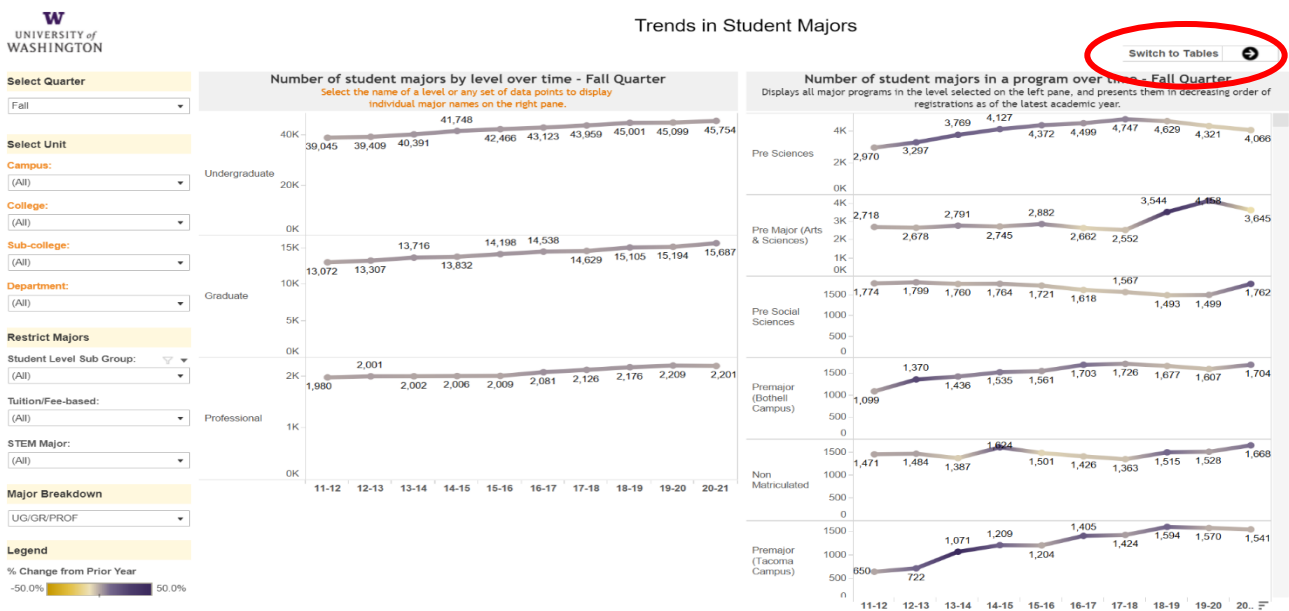


- Filter the results by choosing "Dashboards" under Type and "Student enrollment" under Tags in the panel on the left.
- Scroll down and choose the "Trends in Student Majors" visualization.

- Set the following filters:
 - “Select Quarter” – Fall
 - “Department” –Current department under review
 - “Student Level Sub-Group” – Undergraduate

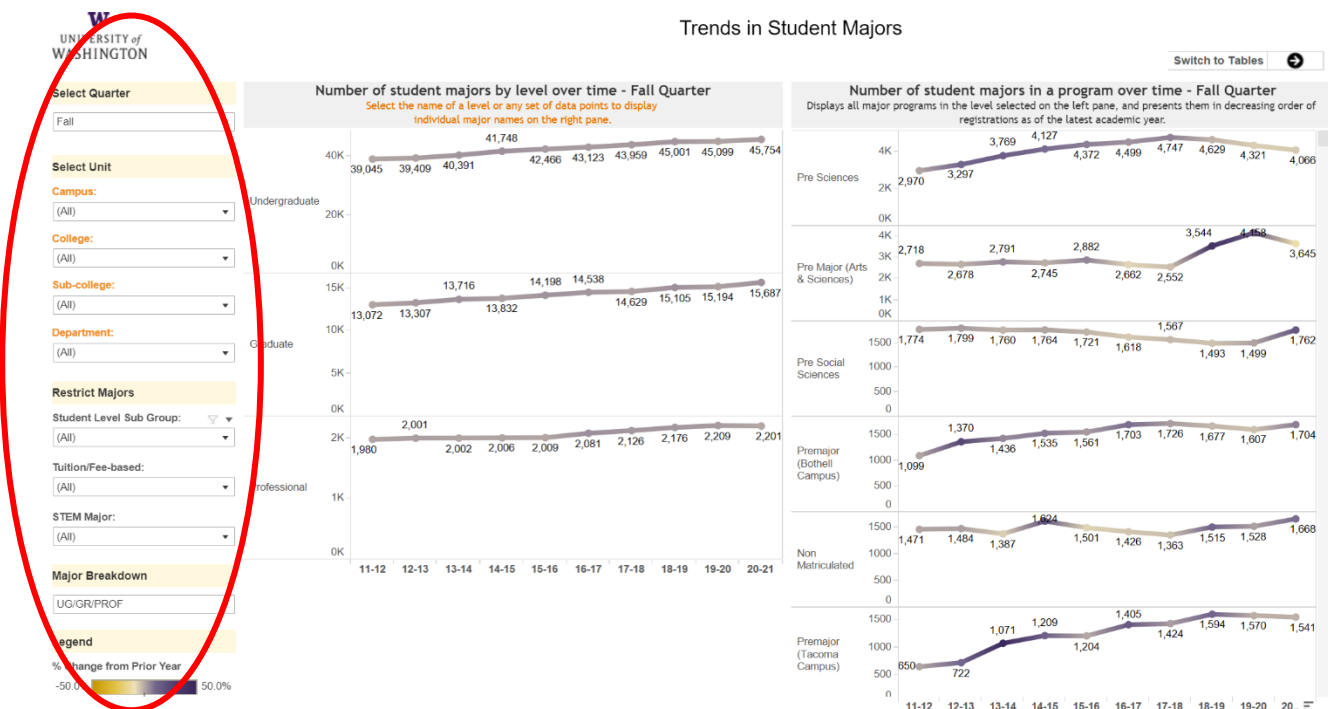


- Click “Switch to Tables” to get the data table view.

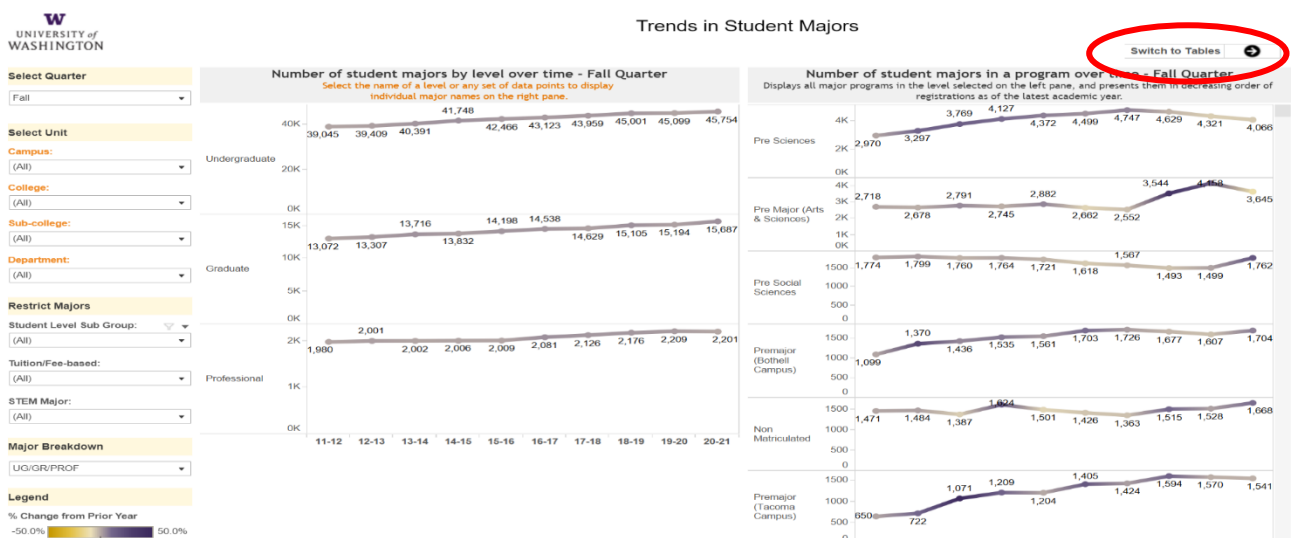


Graduate Enrollment Data

- Navigate to the “Trends in Student Enrollment” visualization as described above
- Set the following filters:
 - “Select Quarter” – Fall
 - “Department” –Current department under review
 - “Student Level Sub-Group” – Graduate

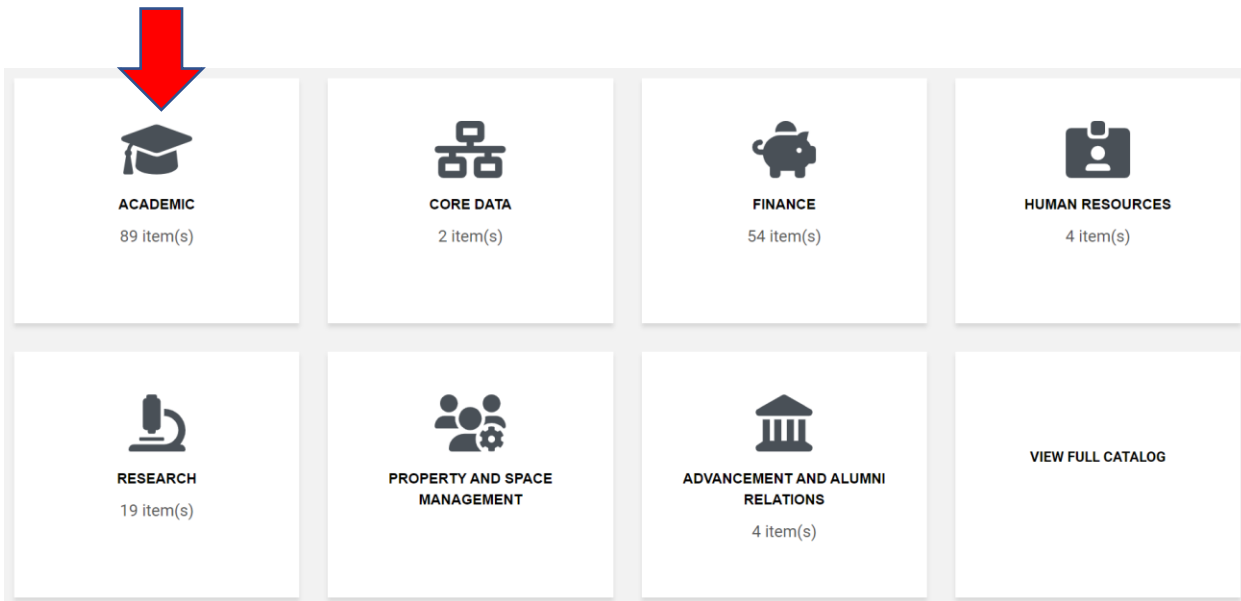


- Click “Switch to Tables” to get the data table view.

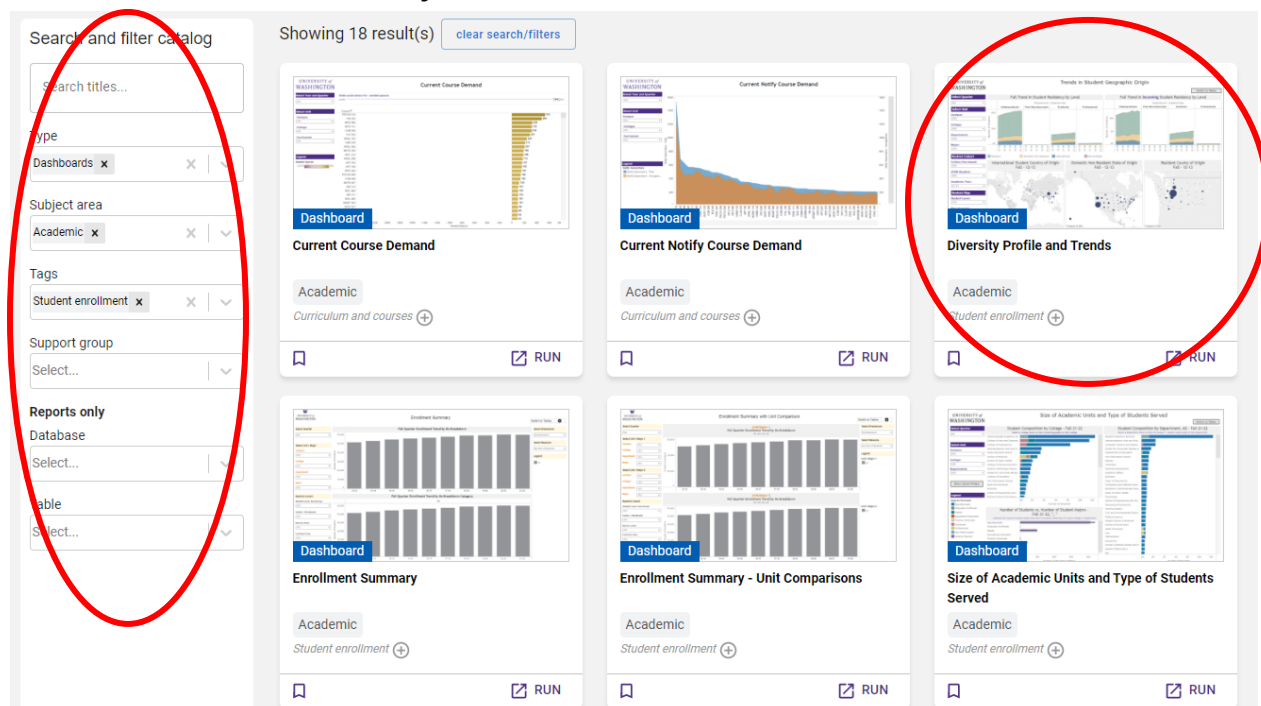


Undergraduate Diversity Profile and Trends

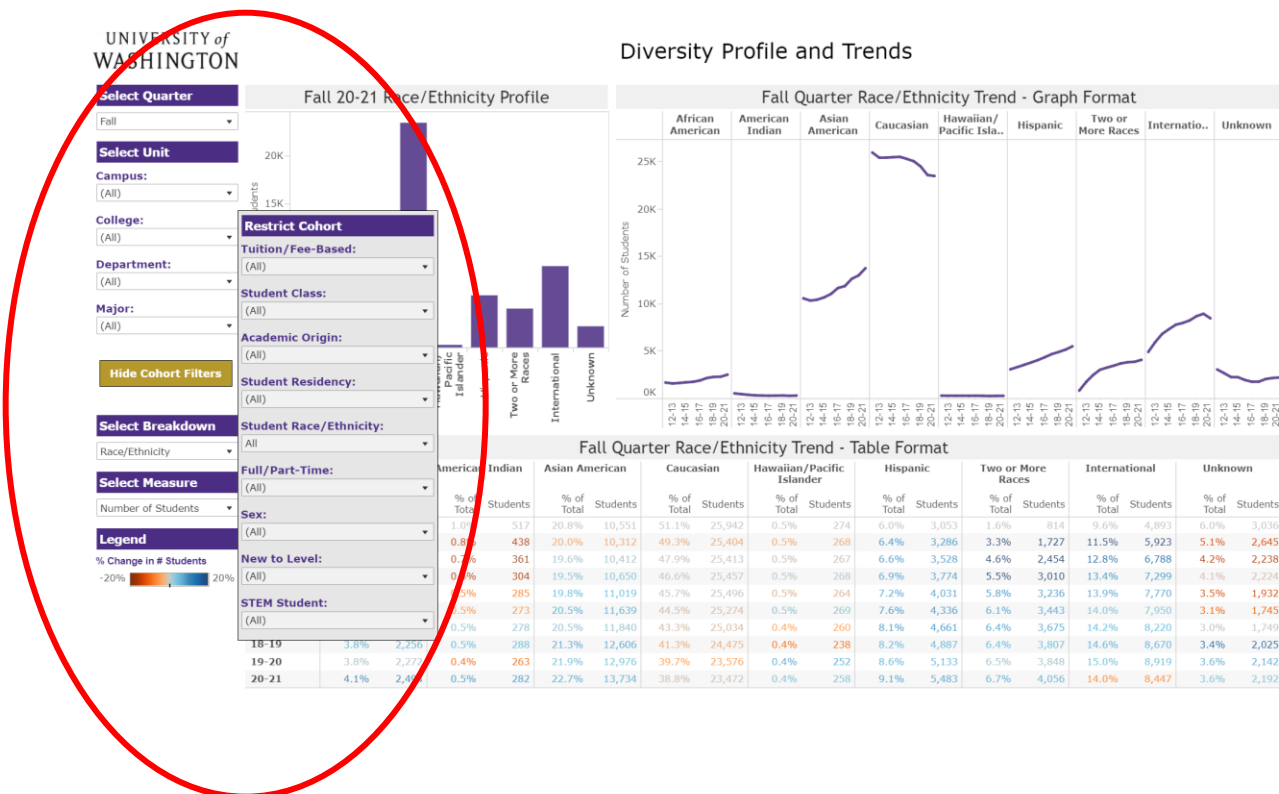
- Go to [BI Portal - Home Page](#)
- Click on the “Academic” tile.



- Filter the results by choosing “Dashboards” under Type and “Student enrollment” under Tags in the panel on the left.
- Choose the “Diversity Profile and Trends” visualization



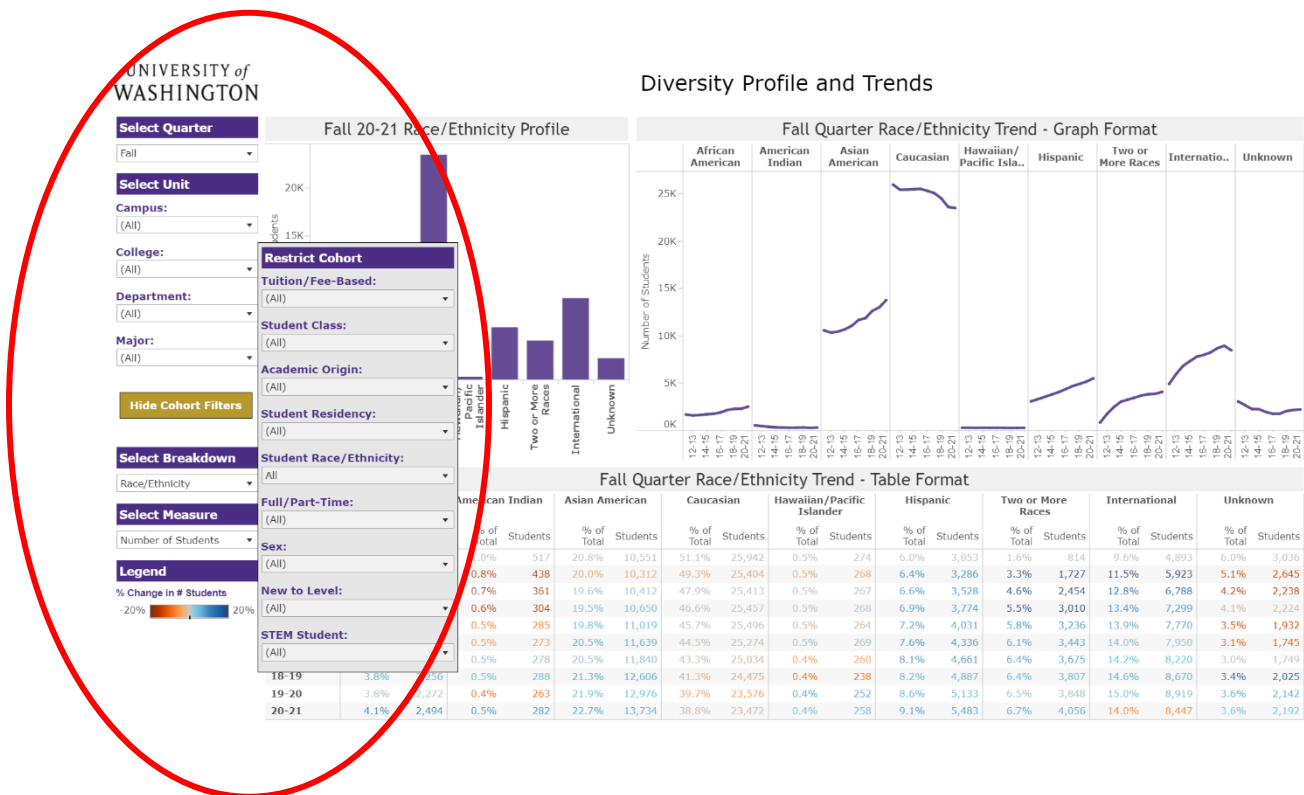
- Using the “Restrict Cohort” menu set the following filters:
 - “Student Class” – Freshman, Sophomore, Junior, Senior.
 - “Select Breakdown” –Set to either Race/Ethnicity or Sex
- Using the menu set the “Department filter to the department under review.



- Click “Hide Cohort Filters” before taking screen shots of the visualization.
- Note:** the different aspects of the dashboard are broken out individually in the data packets.
- Note:** for the College level comparison use the “College” filter rather than the “Department filter. For the Sub-College comparison for Students in the Major use the “Sub-College” filter.

Graduate Diversity Profile and Trends

- Navigate to the “Diversity Profile and Trends” visualization as described above
- Using the “Restrict Cohort” menu set the following filters:
 - “Student Class” – Graduate Certificate, Master, Educational Specialist, Practice Doctorate, Doctorate.
 - “Select Breakdown” –Set to either Race/Ethnicity or Sex
- Using the menu set the “Departmental filter to the department under review.

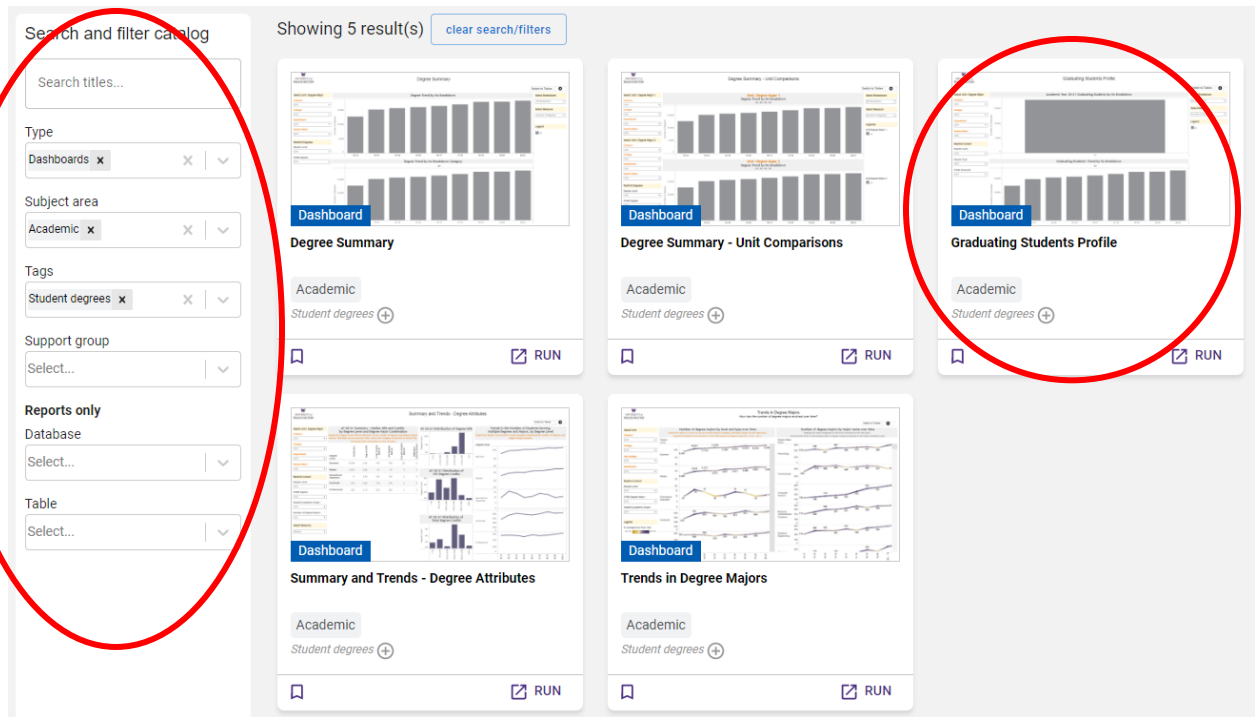


- Click “Hide Cohort Filters” before taking screen shots of the visualization.
- **Note:** the different aspects of the dashboard are broken out individually in the data packets.
- **Note:** for the College level comparison use the “College” filter rather than the “Department filter. For the Sub-College comparison for Students in the Major use the “Sub-College” filter.

Degrees and Outcomes

Undergraduate Degrees

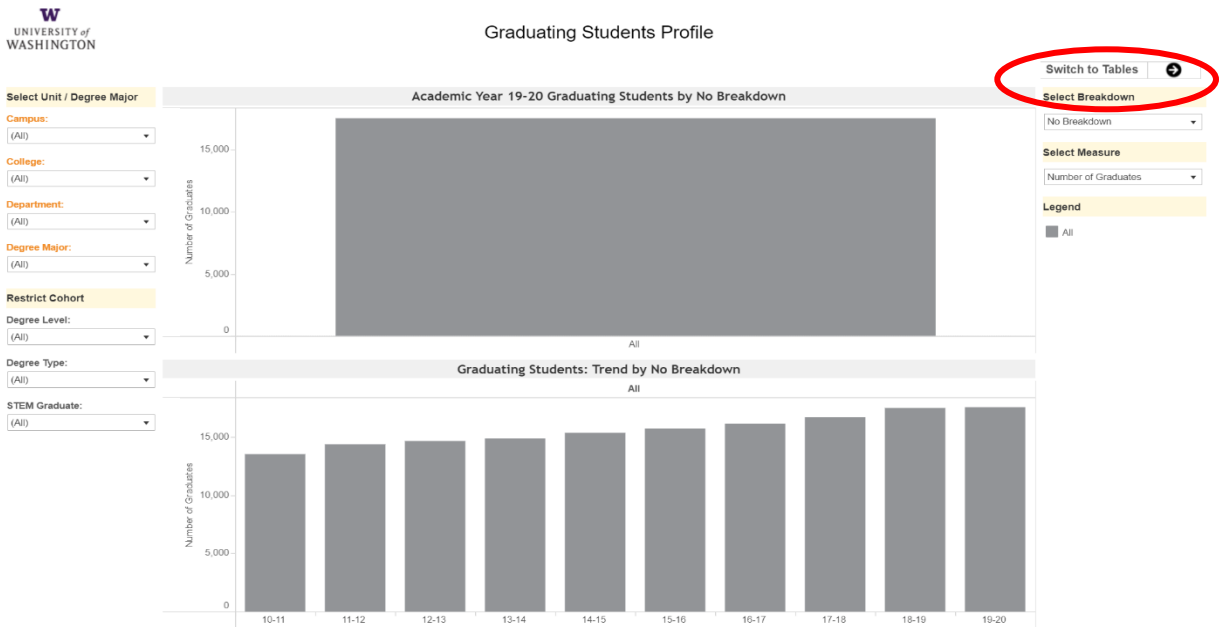
- Go to [BI Portal - Home Page](#)
- Click on the “Academic” tile.
- Filter the results by choosing “Dashboards” under Type and “Student degrees” under Tags in the panel on the left.
- Select the “Graduating Students Profile” visualization



- Set the following filters:
 - “Department” –Department under review
 - “Degree Level” –Bachelor



- Click “Switch to Tables” to get the data tables.



Graduate Degrees

- In BI Portal, Navigate to the “Graduating Student Profile” visualization as described above

Search and filter catalog

Search titles...

Type

Dashboards x

Subject area

Academic x

Tags

Student degrees x

Support group

Select...

Reports only

Database

Select...

Table

Select...

Showing 5 result(s) clear search/filters

Degree Summary

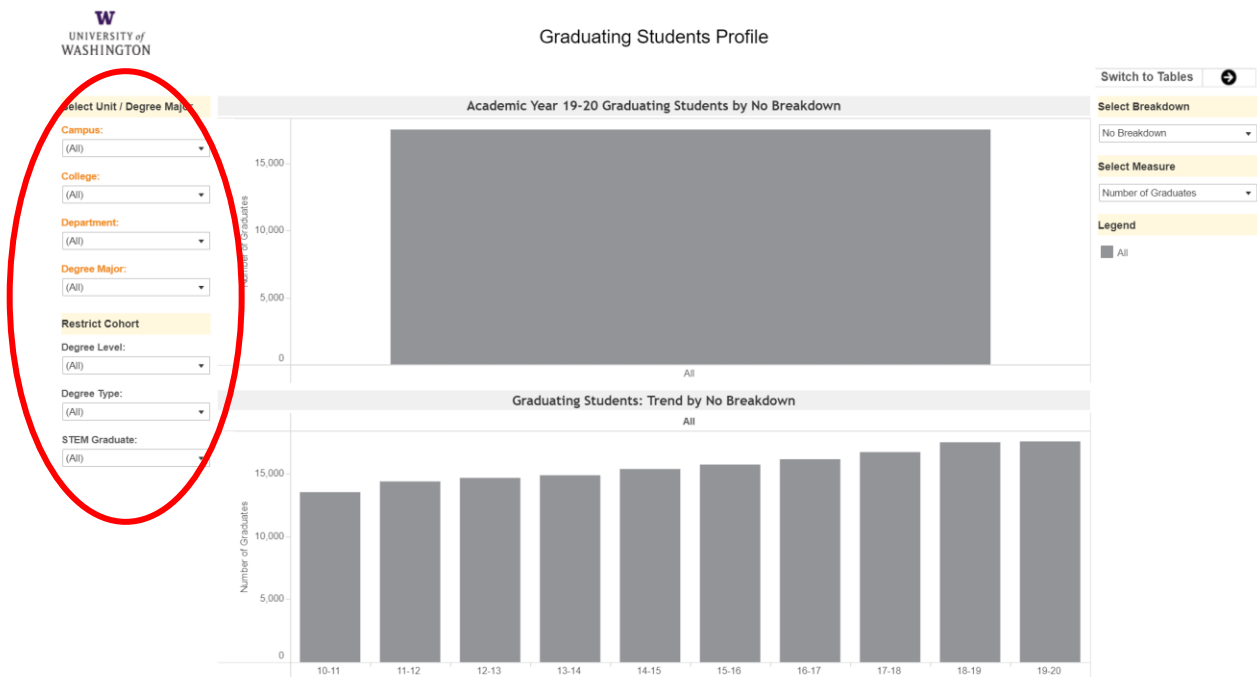
Degree Summary - Unit Comparisons

Graduating Students Profile

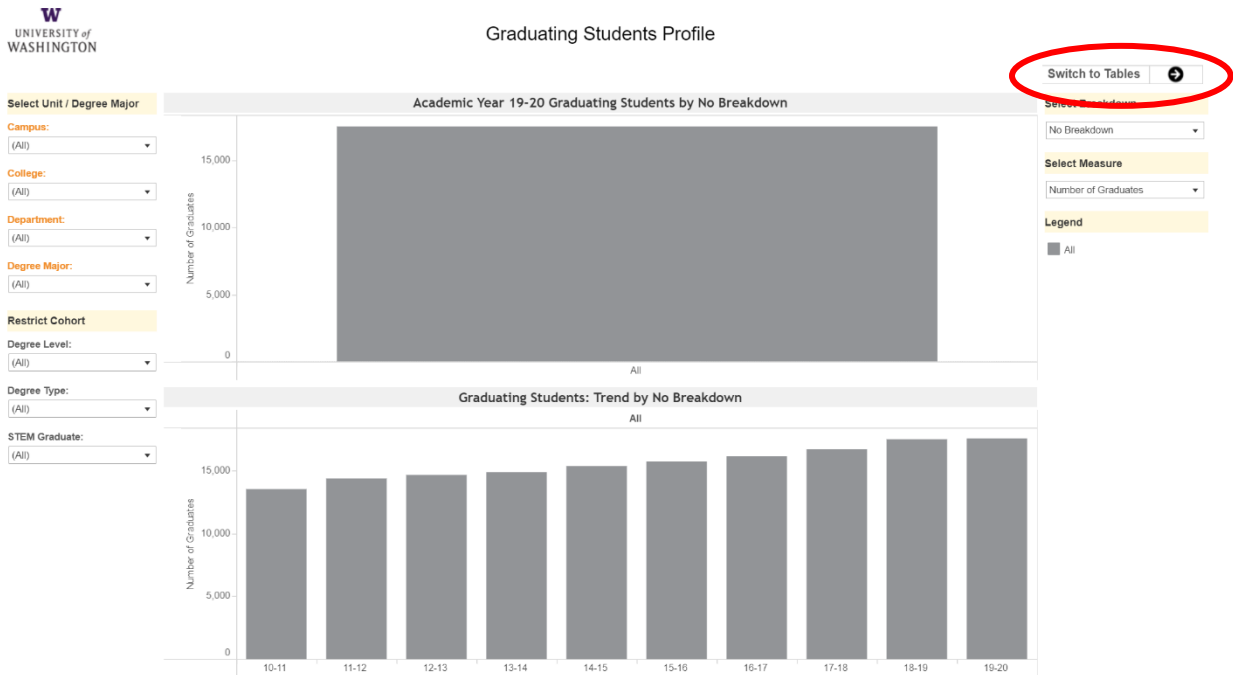
Summary and Trends - Degree Attributes

Trends in Degree Majors

- Set the following filters:
 - “Department” –Department under review
 - “Degree Level” –Masters and Educational Specialist
 - “Degree Level” –Doctorate
 - Note: Masters and Doctoral degrees are disaggregated in the Degrees section of the data packet, so the two separate filters for each data point are listed here.



- Select “Switch to Tables” to get the data tables.



- **Note:** for the College level comparison use the “College” filter rather than the “Department filter.

Exit Survey for Graduate Students

- Go to [BI Portal - Home Page](#)
- Click on the “Academic” tile.
- Filter the results by selecting “Dashboards” under Type and “Student survey” under Tags, from the panel on the left
- Select the “Exit Survey for Doctoral Graduate Students” or the “Exit Survey for Master’s Practice Doctorate and Education Specialist Students” depending on the data you need.

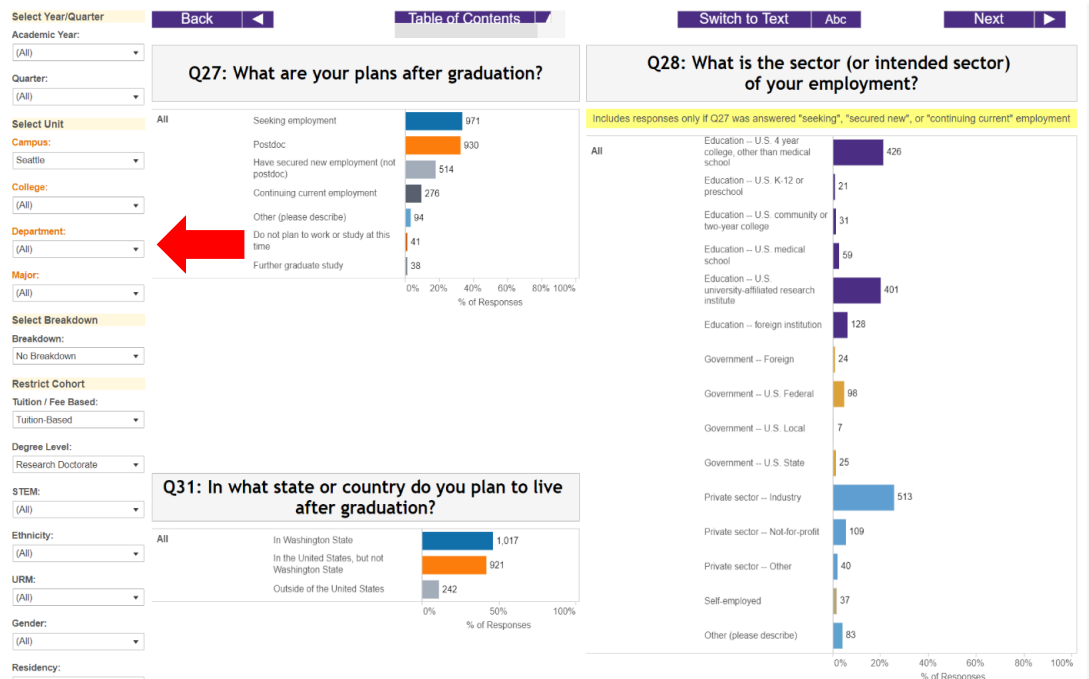
The screenshot displays the BI Portal search and filter catalog on the left, which is circled in red. The catalog includes sections for Search titles..., Type (Dashboards x), Subject area (Academic x), Tags (Student survey x), Support group (Select...), Reports only (Database, Table), and a Table selection dropdown. The main area shows four search results, each with a 'Table of Contents' table and a 'Dashboard' button. Two red arrows point to the first two results: 'Exit Survey for Doctoral Graduate Students' and 'Exit Survey for Masters, Practice Doc, and Ed Specialist Graduate Students'. Each result also includes an 'Academic' tag, 'Student survey' category, and a 'RUN' button.

Exit Survey for Doctoral Graduates

- In the Table of Contents, select the “Outcomes and future plans for after graduation” dashboard.

Table of Contents	
Response rate	Go to dashboard ▶
Quality of program	Go to dashboard ▶
Outcomes and future plans for after graduation	Go to dashboard ▶
Resources and support	Go to dashboard ▶
Mentoring and advising (1 of 2)	Go to dashboard ▶
Mentoring and advising (2 of 2)	Go to dashboard ▶
Professional Development - Teaching Assistantships	Go to dashboard ▶
Professional Development - Instructional Methods	Go to dashboard ▶
Professional Development - Research Assistantships	Go to dashboard ▶
Professional Development - Presentations	Go to dashboard ▶
Professional Development - Publications	Go to dashboard ▶

- Set the “Department” filter to the department under review.



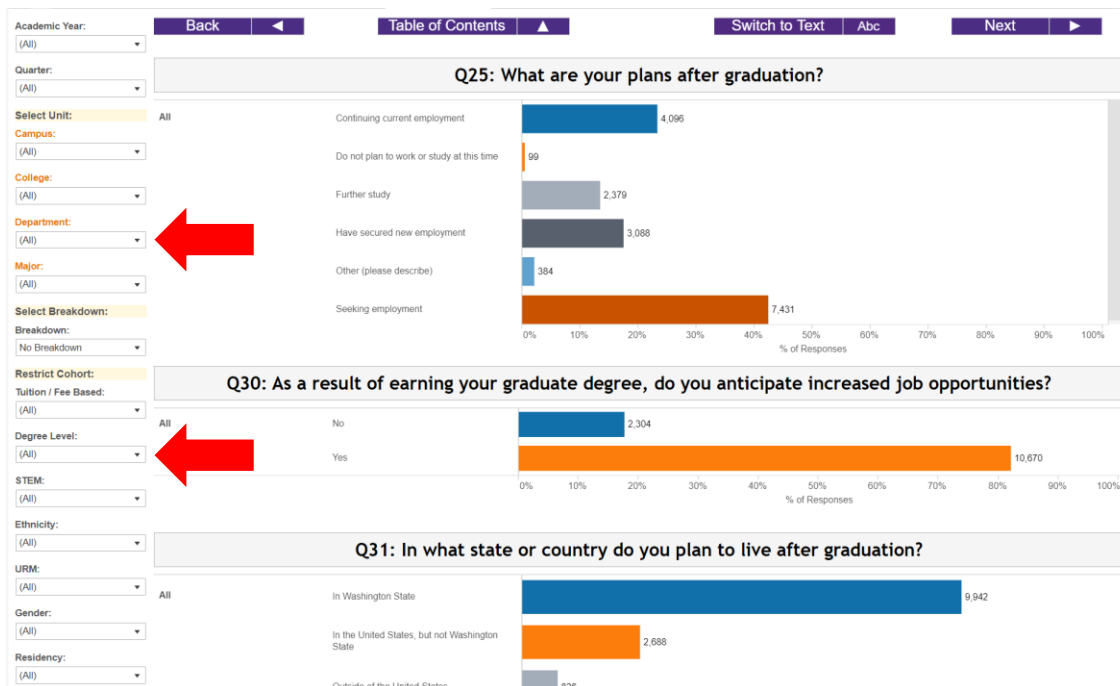
- **Note:** The data packet uses only Q27 and Q28. Each of the visualizations are pulled separately for the data packet.

Exit Survey for Master’s Practice Doctorate and Education Specialist

- In the Table of Contents, select the “Outcomes and Future Plans”

Table of Contents	
Response Rate	Go to dashboard
Quality of UW and degree program	Go to dashboard
Outcomes and future plans for after graduation	Go to dashboard
Intended sector and field of future employment	Go to dashboard
Enrollment intent and preparedness	Go to dashboard
Degree program ratings	Go to dashboard
Online program experience	Go to dashboard
Climate	Go to dashboard
Resources	Go to dashboard
Advising and mentoring	Go to dashboard
Prior and current employment	Go to dashboard
Financial support and debt	Go to dashboard
Employer assistance and reimbursement	Go to dashboard

- Set the following filters:
 - “Department” filter to the department under review.
 - “Degree Level” filter to Master’s and Educational Specialist.



- **Note:** The data packet uses Q25 only.

Doctoral Student Publication Rates

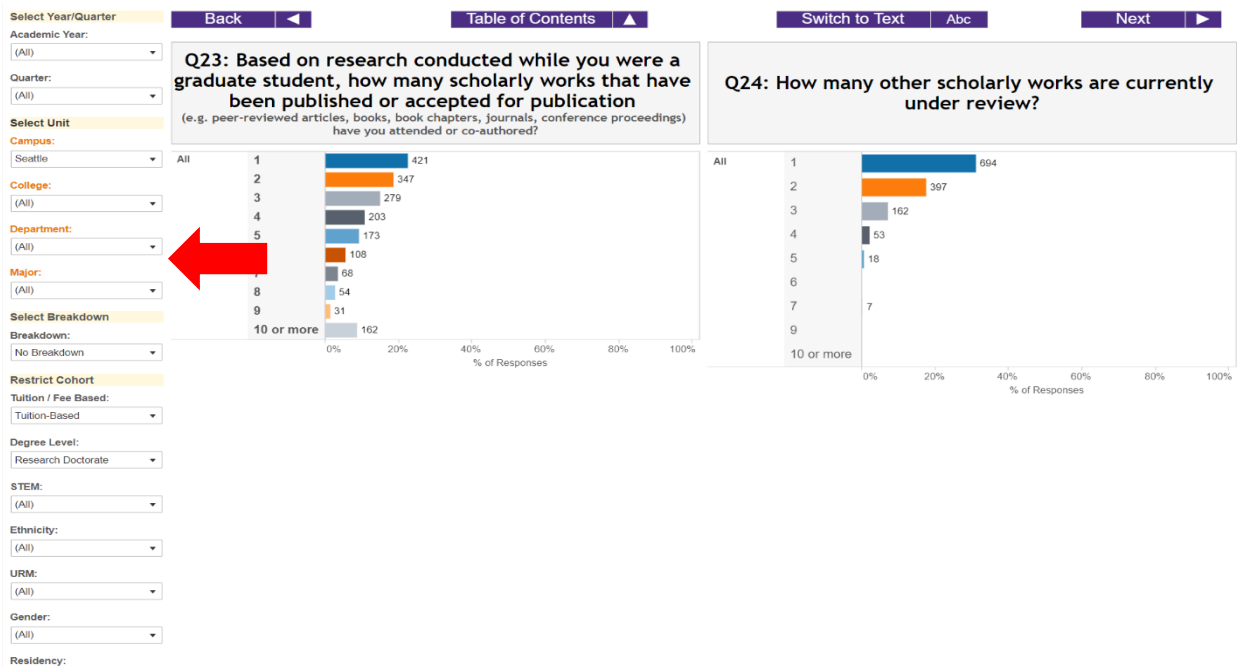
- Select the “Exit Survey for Doctoral Graduate Students”

The screenshot shows a search results page with a sidebar on the left and a main content area. The sidebar includes filters for 'Search titles...', 'Type' (Dashboards x), 'Subject area' (Academic x), 'Tags' (Student survey x), 'Support group', 'Reports only', 'Database', and 'Table'. The main content area displays four search results, each with a 'Table of Contents' link and a 'Dashboard' button. A red arrow points to the 'Dashboard' button for the 'Exit Survey for Doctoral Graduate Students' result.

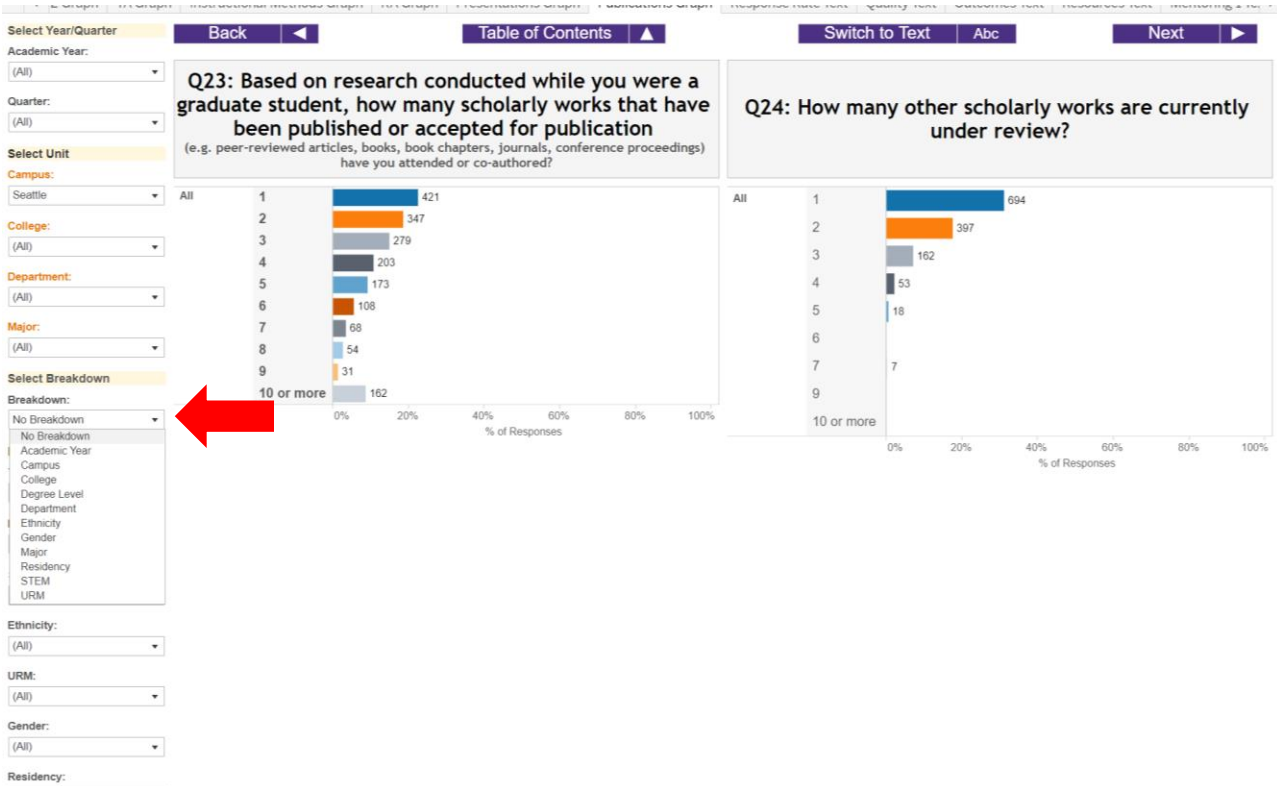
- In the Table of Contents, select the “Professional Development – Publications” dashboard.

Table of Contents	
Response rate	Go to dashboard ▶
Quality of program	Go to dashboard ▶
Outcomes and future plans for after graduation	Go to dashboard ▶
Resources and support	Go to dashboard ▶
Mentoring and advising (1 of 2)	Go to dashboard ▶
Mentoring and advising (2 of 2)	Go to dashboard ▶
Professional Development - Teaching Assistantships	Go to dashboard ▶
Professional Development - Instructional Methods	Go to dashboard ▶
Professional Development - Research Assistantships	Go to dashboard ▶
Professional Development - Presentations	Go to dashboard ▶
Professional Development - Publications	Go to dashboard ▶

- Set the “Department” filter to the department under review.



- The data packet provides Q23 and Q24 both aggregated and disaggregated by race/ethnicity. To disaggregate the data, set “Breakdown” to Ethnicity.



Additional Data Available upon request

Please contact the Graduate School at gsrpts@uw.edu for the following data:

- Number of Students in the Minor
- Graduate Student Funding
- Dissertation Titles for Students
- Faculty—Student Supervisory Committee Data
- Peer Comparison

For additional guidance on institutional data that might be available to you contact help@uw.edu.