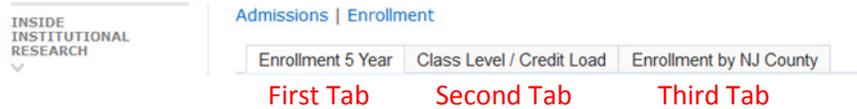


## Instructions for using the Interactive Enrollment/Admissions Data

At the Stockton homepage, using the search box, type **institutional research** and press enter. When the Institutional Research Welcome link appears, click on it. Then click "Enrollment" from the left hand menu options. Or you can click here. <http://intraweb.stockton.edu/eyos/page.cfm?siteID=54&pageID=35>

The Enrollment page contains 3 tabs across the top.



Each tab will display a different page with search/filter options, graphs, tables or maps.

### Enrollment 5 Year Tab

This page contains graphs for Headcount & FTE, Gender, Race/Ethnicity plus a table containing 5 years of Enrollment by Major.

#### Categories for Searching/Filtering Data

The dropdown boxes on the left of the graphs have choices for filtering data using the dropdown arrow:

<u>Categories</u>	<u>Searchable/Filter Options</u>	<u>Default</u>
Terms	All/Fall/Spring	Fall Term
Level	All/Undergrad/Grad	Undergraduate
Attendance Status	All/Full-Time/Part-Time	
Residence	All/In State/Out of State	
New Students	All/Continuing/First Time/Readmit/Transfer	

**Note: To reset the options selected, scroll to the bottom and click on Reset.**



### Graphs

Choosing any of these options will automatically change the data on this page: Headcount & FTE, Gender and Race/Ethnicity and the Enrollment By Major table.

*Example: To find the Fall term enrollment for **all** first time, full and part-time, undergraduate students, go to the search/filter choices drop down menu and select the following criteria:*

*Term = Fall term*

*Level = Undergraduate*

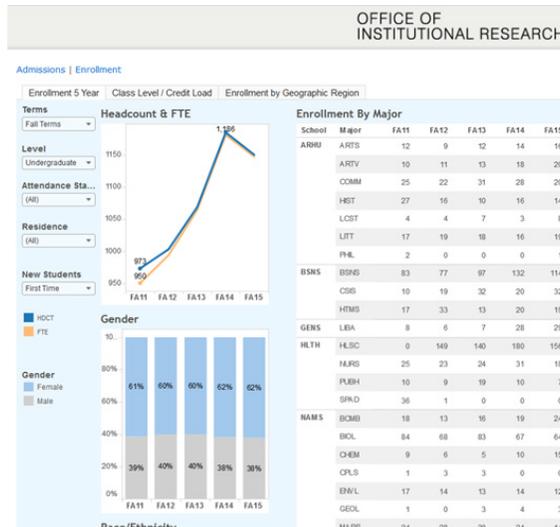
*Attendance Status = ALL*

*Residence = ALL*

*New Student = First Time*

The results are on the next page.

## Filtering Institutional Data



Graphs reflect Institution data

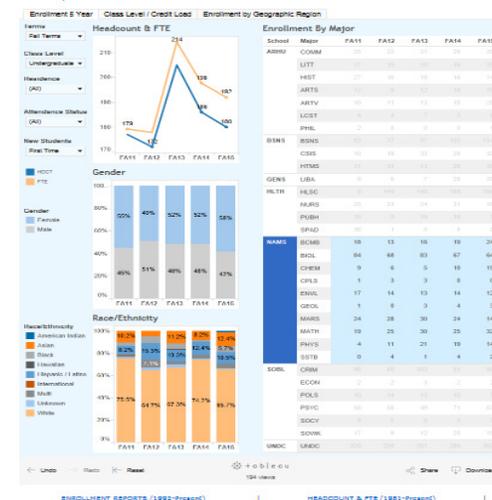
The table data is displayed in the Head Count & FTE graph

### Using the "Enrollment By Major" Table

In addition to using the filter options on the left of the graphs, the table can also be filtered. Choices can be made by clicking on School, Majors or Semesters. Filtering by any of these will change the information on the graphs.

Using the same filtering as the example above and clicking NAMS (under School) in the table changes the data in the graphs and only NAMS will be highlighted in the table:

### Filtering by School



Graphs automatically update to NAMS data

Only NAMS data is highlighted

To filter *within* the School, by Major, Click on the major – data will be further refined to represent just that major.

School	Major	FA11	FA12	FA13	FA14	FA15
NAMS	BCMB	92	99	91	121	111
	BIOL	692	647	623	523	501
	CHEM	78	75	63	71	77

**REMEMBER:** To reset the options selected, scroll to the bottom and click Reset.

Download Instructions on last page

## Class Level/Credit Load

This page contains a visual graph representation for average credit load and a table depicting total credits by Class Level.

### Categories for Searching/Filtering Data

This page is similar to the Enrollment 5 Year page above. The top three dropdown boxes on the left, terms, level and attendance status are exactly the same as the Enrollment 5 Year page and can be filtered by clicking the dropdown arrow and clicking choices. In addition, this page allows filtering by class, school and major using the dropdown arrows to select:

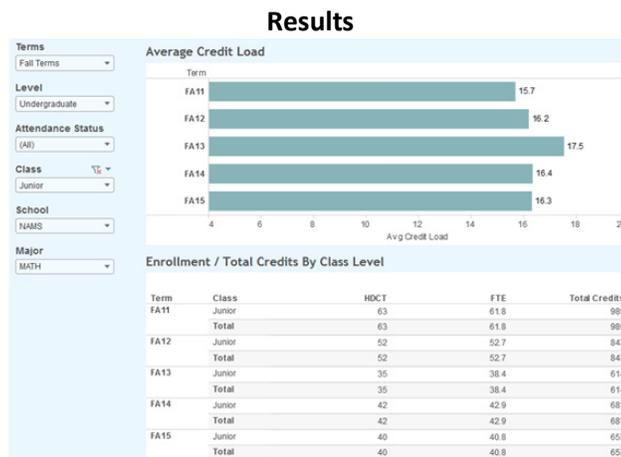
Categories	Searchable/Filter Options	Default
Terms	All/Fall/Spring	Fall
Level	All/Undergrad/Grad	Undergraduate
Attendance Status	All/Full-Time/Part-Time	
Class	All/FR/SO/JR/SR/Non-Degree	
School	All/ARHU/BSNS/EDUC/GENS/HLTH/NAMS/SOBL/UNDC	
Major	All/+ Choice of all majors	

**Note:** To reset the options selected, scroll to the bottom and click on Reset.



See example below.

Choose:  
 Terms = Fall  
 Level = Undergraduate  
 Attendance Status = All  
 Class\* = Juniors  
 School = Nams  
 Major\* = Math  
 \* Click the All box to clear selections, click individual box choices



**Graph:** Quick visualization of 5 year average credit load.

**Table:** Shows only Junior's, in NAMS, who have a Math major for last 5 years

**Reordering the Graph:** Visual representation of the Table data can be changed by placing the cursor near the column titles to produce a small icon. For example, see the icon near the Term title below. Clicking the icon will reorder the data by that column. Likewise, the data across the titles: Class, HDCT, FTE, and Total Credits, can be reordered by placing the cursor near the title and clicking the mouse.



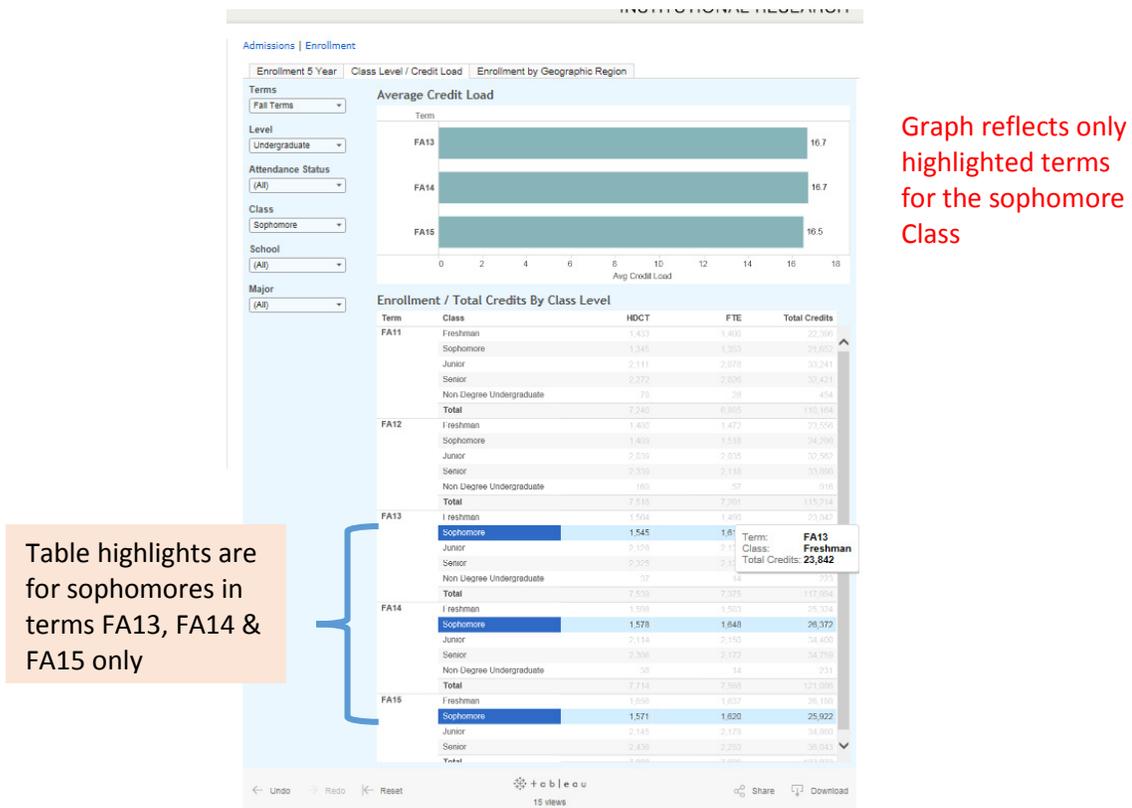
**REMEMBER:** To reset the options selected, scroll to the bottom and click Reset.

## Table Options:

**Selecting terms** – Used to filter certain terms. Clicking the Term year will highlight just that year. To compare multiple years (not all 5 years), click on the one of the terms preferred – it will turn dark blue. To add more terms, hold the control key on the keyboard and click the mouse for the chosen terms. The data for the chosen years will be highlighted in blue and the graph will display only the term years selected.

**REMEMBER:** To reset the options selected, scroll to the bottom and click Reset.

**Selecting class** – Used to filter class levels less than the 5 terms displayed for Freshman, Sophomore, Junior, Senior or Non-Degree Undergraduate. Choose the class level within the term by clicking it. To choose the same class level for additional terms, hold the control key while choosing the terms and click. The class will be highlighted within the chosen terms. The graph will reflect the corresponding data. For example, choosing Sophomore's for FA13 through FA15 will result in the following:



**REMEMBER:** To reset the options selected, scroll to the bottom and click Reset.

Download Instructions on last page

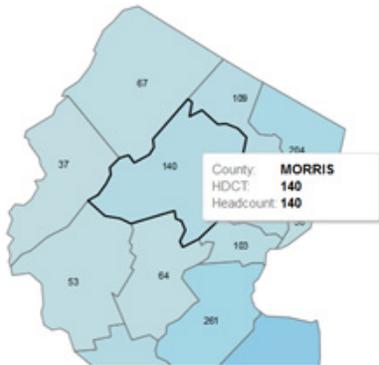
## Enrollment by NJ Counties

This tab shows the number of students enrolled by counties in New Jersey for a chosen term. The darker the blue, the higher the number of students attending.

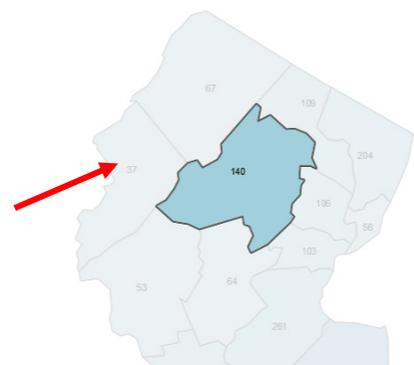
### Categories for Searching:

Categories	Searchable/Filter Options	Default
Terms	All/Fall 2011 - current/Spring 2011 - current	Fall current year
Level	All/Undergrad/Grad	Undergraduate
Counties	All/Individual Counties within NJ	

**Map Information without filtering:** Place the mouse over the county, the borders become bold and a textbox displays the name of the county and the headcount (enrollment) for that county.



Clicking on the county will cause the other counties to fade and the chosen county will be prominent.



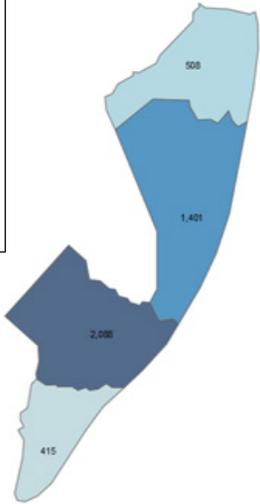
### Filtering Data

**Term:** Clicking the dropdown arrow, filtering can be done by clicking on the fall or spring semester.

**Level:** Click the dropdown arrow to select all students, undergraduates or graduates.

**County:** To choose to visually see only certain counties, click the dropdown arrow and click all – this will cause all counties to be unchecked and the map will disappear. Chose counties by clicking their name from the dropdown list. Only those counties will appear on the page. For example, Selecting only those undergraduates from the southern coastal counties in New Jersey for the 2015 Fall semester:

Term & Level = Defaults  
(FA15 & undergraduate)  
Choose:  
Counties = Atlantic,  
Cape May, Ocean &  
Monmouth



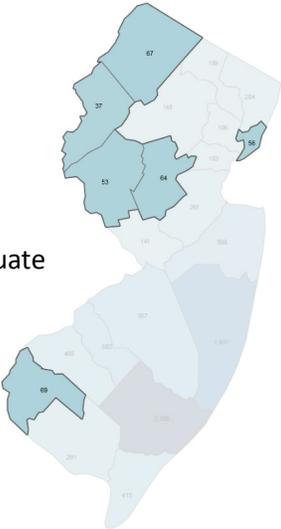
Only chosen counties  
appear on the page

**Note:** To reset the options selected, scroll to the bottom and click on Reset.



**Retaining the entire map while highlighting Counties:** Click on county of choice. Move the mouse to an additional county and while holding the control key, click the county. Repeat for however many counties preferred. The chosen counties will be bold while the rest of the map will be faded. For example: Selecting counties with less than 100 students attending would look like this:

Default filter:  
FA15 & Undergraduate



**Map Toolbar:** Moving the mouse anywhere on the map or background will produce a toolbar on the upper left corner of the map background. The toolbar options are explained on the next page.

## Toolbar options:

Search icon: Type county name, look at dropdown

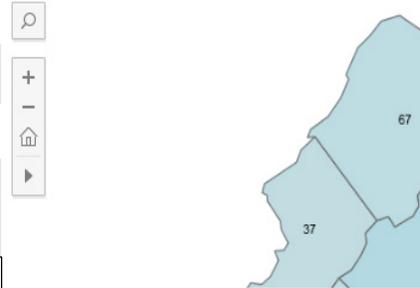
+ / - Enlarge or reduce map

Home Icon: Resets the map\*

▶ See functions below

\*Or use the reset at bottom of page

### Enrollment By NJ County



### Solid line box = Zoom



Click to zoom, place over area, Magnifying glass appears, click to enlarge.

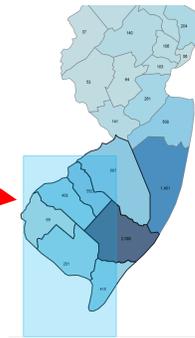
**Note: The following icons will be more effective if they are "locked". To lock the icons, place mouse pointer over the icon until dialog box appears stating "press shift key to lock". Hold shift key and click mouse simultaneously to lock.**

### Dotted line square and Lasso (kidney shape)

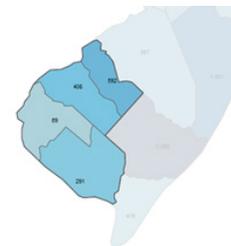
Both of these will choose a section of the map. Square will make a box. Lasso is free form.

Click either icon to choose a section of the map.

Place mouse over area of map and drag to cover area desired.



### Results



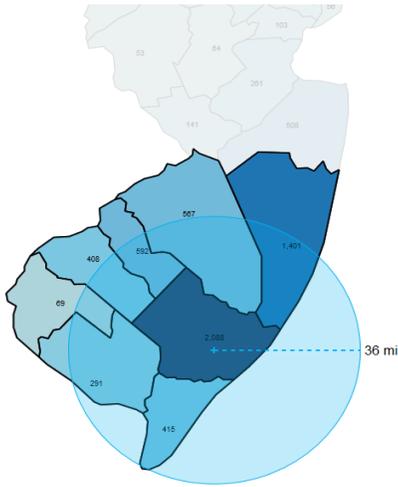
This is an alternative to choosing the counties by holding the control key described above under "Retaining the entire map while highlighting Counties".

**REMEMBER: To reset the options selected, scroll to the bottom and click Reset.**

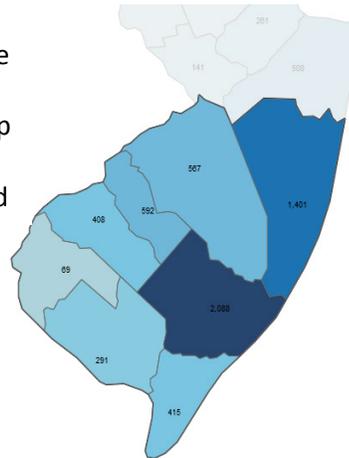
## Dotted Circle



The dotted circle icon will display a radius from a given point within the map. Click the circle, place the cursor anywhere within the map and click and drag to enlarge. The circle will calculate the miles as it highlights the radius from the original point chosen.



Results:  
When the mouse  
is no longer  
pressed, the map  
converts to the  
counties covered



[Download Instructions on last page](#)

## Downloading Information

Scroll to the bottom of the page. On the right side, under the table, click download. There are two choices: pdf or Image.

### PDF Download

Click PDF choice, this window will appear:

**Export PDF**

**Layout:** Portrait Landscape

**Paper Size:** Letter

**Scaling:** Automatic

**Content:** This Dashboard Sheets in Dashboard Sheets in Workbook

**Sheets to Export:** Enrollment 5...

Export Cancel

**Layout** – Click Portrait or Landscape

**Paper Size** – drop down for legal, etc.

**Scaling** – Can choose to reduce or specify how many pages (Select "At most 1 page high" to print on one page)

**Content:** When either The Dashboard, Sheets in Dashboard or Sheets in Workbook are selected, a visual representation appears under **Sheets to Export**.

*The Dashboard* – will print the Dashboard page

*Sheets in Dashboard* – Options to print individual graphs

Gender, Headcount & FTE, Major or Race/Ethnicity

*Sheets in Workbook* – Option to print information based on tab pages: Enrollment 5 Year, Class Level/Credit Load or Enrollment by Geographic Region

When options are chosen, click Export

The following window will appear, click Download

**Export PDF**

The PDF file has been generated.

Download Cancel

This message appears at the bottom of the page – click open to preview pdf. From this page, Choose File, Save as, Name document, Save.

Do you want to open or save **EnrollmentReport.pdf** (214 KB) from **public.tableau.com**?

Open Save Cancel

### Image download

Click Image, the following window appears:

**Export Image**

The image has been generated.

Download Cancel

Click Download. Image will be a ".png" file format. From the next window, chose Open with.... Or Save File, click OK