

# Step-by-Step Guide to Getting College and University Data from IPEDS

**AAUP Summer Institute, 2016**



# Don't be confused

- ▶ You want IPEDs Data center - Not IPEDS
- ▶ <https://nces.ed.gov/ipeds/datacenter/>

# Google IPEDS Data center



[Help](#) [IPEDS Homepage](#)

LOOK UP AN INSTITUTION

COMPARE INSTITUTIONS

SORT INSTITUTIONS ON ONE VARIABLE

VIEW TREND FOR ONE VARIABLE

STATISTICAL TABLES

SUMMARY TABLES

COMPLETE DATA FILES

CUSTOM DATA FILES

DATA FEEDBACK REPORT

The Data Center allows users to retrieve IPEDS data using the functions listed on the main menu to the left. As you mouse over each function, the function will be described in this bubble. Find the function you wish to use and click on the function to begin. Once inside the Data Center, use the Main Menu to switch between functions without losing the information you have already selected.

### Shortcuts...

- Upload a previously saved session
- Create, Save, or Upload variables
- Create, Save, or Upload institutions

### Use Other IPEDS Tools...

- IPEDS Trend Generator **New**
- Tables Library

## Look up institution (or compare institutions)

LOOK UP AN INSTITUTION  
COMPARE INSTITUTIONS

- After clicking on one of these choices, scroll to the bottom and click the blue continue box
- Use look up an institution when you want to see the raw input
- Use compare institutions to:
  - Get one or multiple variables for one or more years from one institution
  - Get one or multiple variables for one or more years from numerous institutions

# If you've picked an institution



Data Center Help Desk (866) 558-0658

[Start over](#) [Save session](#) [Help](#)

[MAIN MENU](#)

Look up an institution

Final Release Data ([Change](#))

## 1. Select Institutions

My Comparison Institution - None Selected [f](#)

[ADD](#)

How would you like to select institutions to include in your data file/report?

[f By Names or UnitIDs](#) [f By Groups](#) [f By Variables](#) [f By Uploading a File](#)

Enter either an institution name or UnitID (or a comma separated list of UnitIDs) in the text box below. As you begin typing, a list of matching institutions will appear. You can select a single institution by clicking on it from the list, or, if you want all institutions on the list, click "Select".

Institution Name

[Select](#)

- You can type your institution name in the box
- If you want more than one institution, after typing your institution, click on By Name or unitid
- If you want a group (you can search by states or sector or Carnegie classification), type in By Groups

# Takes you here...

Data Center Help Desk (866) 558-0658 [Start over](#) [Save session](#) [Help](#) [MAIN MENU](#)

## Look up an institution Final Release Data [\(Change\)](#)

### 1. Select Institutions

**My Comparison Institution** - None Selected [i](#) [ADD](#)

**Select Institutions** - You have selected 1 institution(s) [VIEW / MODIFY](#)

How would you like to select institutions to include in your data file/report?

[i By Names or UnitIDs](#) [i By Groups](#) [i By Variables](#) [i By Uploading a File](#)

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**Misericordia University** [\(change institution\)](#)

[Institution Profile](#) | [Reported Data](#) | [Data Feedback Reports](#) [Expand All](#) | [Collapse All](#) | [Print](#) | [Download PDF](#)

- [Institution Characteristics](#)
- [Admissions and Test Scores](#)
- [Student Charges](#)
- [Student Financial Aid](#)
- [Net Price](#)
- [Enrollment](#)
- [Retention and Graduation](#)
- [Completions](#)
- [Human Resources](#)
- [Finance](#)

# Choose reported data

you like to select institutions to include

or UnitIDs

By Groups

By UnitIDs

**University** ([change institution](#))

[Profile](#) | [Reported Data](#) | [Data Feedback Reports](#)

Characteristics

Standards and Test Scores

The choice on the right is Data Feedback Reports. Those are pdf files which compare your institution to a pre-determined set of institutions on various metrics

# Choose year and then variable

Final Release Data ([Change](#))

**1. Select Institutions**

My Comparison Institution - None Selected

Select Institutions - You have selected 1 institution(s)

How would you like to select institutions to include in your data file/report?

By Names or UnitIDs  By Groups  By Variables  By Uploading a File

Lebanon Valley College ([change institution](#))

[Institution Profile](#) | [Reported Data](#) | [Data Feedback Reports](#)

NOTE: Revisions made through the Prior Year Revision System will not be reflected here.

2014	<a href="#">Institutional Characteristics</a>
2013	<a href="#">Admissions and Test Scores</a>
2012	<a href="#">Fall Enrollment</a>
2011	<a href="#">12-Month Enrollment</a>
2010	<a href="#">Completions</a>
2009	<a href="#">Graduation Rates</a>
2008	<a href="#">GR 200</a>
2007	<a href="#">Student Financial Aid and Net Price</a>
2006	<a href="#">Finance</a>
2005	<a href="#">Human Resources</a>
2004	<a href="#">Academic Libraries</a>
2003	
2002	
2001	

- The default is 2014; remember that 2015 will not be available until December of 2016
- To change the year, just click on it, and the year you click on will turn orange; but note that this orange year works in look up an institution; you will choose compare institutions to put data into excel



# Browse variables

**JMWTFEDS**  
Data Center Help Desk (866) 558-0658

Start over Save session Help MAIN MENU

Look up an institution Final Release Data (Change)

**1. Select Institutions**

My Comparison Institution - None Selected **ADD**

Select Institutions - You have selected 1 institution(s) **VIEW / MODIFY**

How would you like to select institutions to include in your data file/report?

By Names or UnitIDs  By Groups  By Variables  By Uploading a File

Browse/Search Variables  Choose from My Variables  Create Derived Variables  Upload Variables

**Select Institution**

UnitID	Name	City	State
214069	<a href="#">Misericordia University</a>	Dallas	PA

Once you are done with selecting institutions (and you can just select one if you like), you will press the blue continue box to go to step 2 - select variables

# Multiple variables and years

- ▶ You will now go to a screen that has the following choices:
  - ▶ Frequently used/Derived variables
  - ▶ Institutional Characteristics
  - ▶ Admissions and Test Scores
  - ▶ Student Charges
  - ▶ Fall Enrollment
  - ▶ 12-Month Enrollment
  - ▶ Completions
  - ▶ Retention rates, Entering Class and Student to faculty ratio
  - ▶ Graduation Rates
  - ▶ Student Financial Aid and Net Price
  - ▶ Finance
  - ▶ Human Resources
  - ▶ Academic Libraries
- ▶ You should choose finance (though the other links have oodles of excellent data)

# Keep digging under finance

If you are interested in public institutions, just click on the first link and the same two sub-links of Revenues and Expenses will appear

- Student Financial Aid and Net Price
- Finance**
- Public institutions - GASB 34/35
- Private not-for-profit institutions or Public institutions using FASB**
  - Revenues and investment return
  - Expenses by functional and natural classification**

**Step 1: Select Year(s)**

FY 2014    FY 2013    FY 2012    FY 2011    FY 2010    FY 2009    FY 2008    FY 2007    FY 2006  
 FY 2005    FY 2004    FY 2003    FY 2002    FY 2001    FY 2000    FY 1999    FY 1998    FY 1997

**Select from the List of Variables**

[Select All](#) | [Unselect All](#)

# Select the 9 variables and four years (here's six variables and the years)

## Expenses by functional and natural classification

### Step 1: Select Year(s)

- FY 2014    FY 2013    FY 2012    FY 2011    FY 2010    FY 2009    FY 2008    FY 2007    FY 2006  
 FY 2005    FY 2004    FY 2003    FY 2002    FY 2001    FY 2000    FY 1999    FY 1998    FY 1997

### Select from the List of Variables

[Select All](#) | [Unselect All](#)

- Instruction-Total amount ⓘ  
 Instruction-Salaries and wages ⓘ  
 Instruction-Benefits ⓘ  
 Instruction-Operation and maintenance of plant ⓘ  
 Instruction-Depreciation ⓘ  
 Instruction-Interest ⓘ  
 Instruction-All other ⓘ  
 Research-Total amount ⓘ  
 Research-Salaries and wages ⓘ

# Three more variables

- Other expenses-Interest ⓘ
- Other expenses-All other ⓘ
- Hospital services, independent operations and other expenses (1997 only) ⓘ
- Total expenses-Total amount ⓘ
- Total expenses-Salaries and wages ⓘ
- Total expenses-Benefits ⓘ
- Total expenses-Operation and maintenance of plant ⓘ
- Total expenses-Depreciation ⓘ
- Total expenses-Interest ⓘ
- Total expenses-All other ⓘ

+ Student grants

# Find Continue (up at the top)

Include in your data file/report?

Variables  [By Uploading a File](#)

**Categorical variable**

Search

When you have finished selecting variables from the tree, click Continue

Continue

# Continue

Select Institutions - You have selected 1 institution(s)

VIEW / MODIFY

Select Variables

- You have selected 28 variable(s), 28 can be used in this report. **i**

VIEW / MODIFY

Answer the questions below, then click 'Continue' to get your report.

Continue

Some queries you submit, especially those containing calculated variables, may take time to execute. Please be patient.

Which identification variables would you like to include?

- Institution name only       Both Institution name and UnitID

Would you like long or short (maximum 8 characters) variable names?

- Short variable name       Long variable name

In what format would you like to receive your data?

- View on screen       Download in comma separated format

Would you like to include imputation and status flags? **?**

- No       Yes

# You've continued...

Compare Institutions Final Release Data [\(Change\)](#)

1. Select Institutions   2. Select Variables   **3. Output**

My Comparison Institution - None Selected [ADD](#)

Select Institutions - You have selected 1 institution(s) [VIEW/MODIFY](#)

Select Variables [VIEW/MODIFY](#)

Answer the questions below

Some queries you submit, especially those that require a large amount of data, may take a while to process.

Which identification variables would you like to include?

Institution name only

Would you like long or short (maximum 10 characters) variable names?

Short variable name

In what format would you like to receive the data?


View on screen

Would you like to include imputation and status flags? [?](#)

No    Yes

Opening Data\_7-27-2016.csv [X](#)

You have chosen to open:

 **Data\_7-27-2016.csv**  
which is: Microsoft Excel Comma Separated Values File (1.4 KB)  
from: <https://nces.ed.gov>

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

[OK](#)   [Cancel](#)

[Continue](#)

If you are using a MAC, you will see a screen that asks you to save the csv file; you can then open it in excel as pressing ok above will also open the file in excel





# Keep praying to the Great God of Microsoft (blessed Master!)

- ▶ The file looks like the one below

UnitID	InstitutionName	Instruction-Salaries	Instruction-Benefits	Instruction-Operation and maintenance of plant	Instruction-Depreciation	Instruction-Interest
213507	LebanonValleyCollege	11049268	3048449	2525083	1810739	303636

- ▶ We can first change the formatting of the labels in the first row so we can see what we got; the next slide will transpose the rows to columns:

UnitID	InstitutionName	Instruction-Salaries and wages (F1314_F2)	Instruction-Benefits (F1314_F2)	Instruction-Operation and maintenance of plant (F1314_F2)	Instruction-Depreciation (F1314_F2)	Instruction-Interest (F1314_F2)
213507	LebanonValleyCollege	11049268	3048449	2525083	1810739	303636

# Transpose

- ▶ Copy right data (2014 data on instructional wages, etc)
- ▶ Right click
- ▶ Paste options
- ▶ Transpose (make sure the cursor is in the first cell where you want the column to start). The first few will now look like this:

Instruction-Salaries and Wages (F1314_F2)	11049268
Instruction-Benefits (F1314_F2)	3048449
Instruction-Operation and Maintenance of plant (F1314_F2)	2525083
Instruction-Depreciation (F1314_F2)	1810739
Instruction-Interest (F1314_F2)	303636