

User's Guide

Thank you for subscribing to the AGB Benchmarking Service. This service provides you with easy access to multi-year data from several surveys and sources, and a set of powerful benchmarking tools to create a wide variety of customizable reports on variables of your choosing. This User's Guide provides new users with an introduction to various features, and will help you get started. It illustrates how to create several different styles of reports based upon the institutions, variables, and criteria of your choice.

The Quick Start Guide (pages 3 and 4) gives brief definitions of each function on the menu bar, and lists the pages where more information can be found. If you'd like information on a specific aspect of the service, this is a great place to begin. Starting on page 5, a thorough exploration of the Benchmarking Service menu bar will take you step by step through each individual benchmarking function in a logical order, from creating personalized comparison groups to producing slides and graphs for presentations.

Some users may want to jump right in. Just use the menu bar to explore the site. If you need quick help while using the Benchmarking Service, click the "Help" button in the top right corner of the web page for relevant definitions and explanations of the page you are currently on. Additional information is available under "About Benchmarking" on the menu bar, including the User's Guide, User's Agreement, and Data & Tools.

Please let us know if you have any questions or comments about the User's Guide or the service. You may send an email to Merrill Schwartz at Benchmarking@agb.org.

Revised August 2010

About the Data

The AGB Benchmarking Service features data from multiple surveys from the US Department of Education Integrated Postsecondary Education Data System (IPEDS). Data are available on finance, enrollment, financial aid, completions, graduation rates, and faculty and staff, starting in 1998-1999 through the most current year available. (For GASB data the earliest year available is 2000-2001, when new reporting standards were introduced.) Early release data are used until final adjudicated data are available, to provide access to the most current data. IPEDS data regarding institutional characteristics (Carnegie classification, state, control, etc.) were obtained from the most recent survey for use with the New Group Wizard for creating comparison groups.

Be aware that changes have been made by the US Department of Education in the FASB and GASB versions of IPEDS surveys and in reporting requirements. For example, some public institutions may have used a FASB survey in some years and GASB survey in others. This could explain why you have blank fields for financial data for an institution in your comparison group (another possibility is incompletely reported data). Please also note that FASB and GASB data have different variable names in the AGB Benchmarking Service. If you have both public and private institutions in your comparison group, you will have to use both FASB and GASB variables for finance data.

The population of institutions in the AGB Benchmarking Service database includes all U.S. degree granting, public and private nonprofit colleges and universities, totaling over 4,000 institutions. Proprietary institutions were excluded. Most data for institutions within systems were reported at the individual institution level.

In addition to data from IPEDS, the AGB Benchmarking Service will include data from several other sources. It now includes NACUBO's Total Endowment. Suggestions for expanding the database or other comments may be made by sending an email message to Merrill Schwartz at Benchmarking@agb.org.

Quick Start Guide

What would you like to do?	Where to Go on the Menu Bar
1. Select an institution to highlight in reports (my own institution or another of my choosing)	Set Focus Institution (page 5)
2. Create my own group of colleges or universities to use as a comparison group	Comparison Groups (page 6)
3. Use a preexisting report template to view complex comparative data on a particular topic	Quick Reports (page 9)
4. View trend data (multiple years) for one variable at a time for my institution and one or more comparison groups or institutions	Tables and Graphs (page 11)
5. Compare multiple variables in the same report for a given year	Report writer (page 14)
6. Run an ordered list of institutions for any variable I choose	Sorted Lists (page 17)
7. View a series of preexisting reports (a slide show) on a variety of topics, or create my own slide show using reports I have saved online	Slide Shows (page 18)
8. Add additional users for my institution	User Set-Up (page 21)

Set Focus Institution (page 5)

To get started using the AGB Benchmarking Service, select your focus institution. The focus institution is highlighted in reports that include other institutions, and featured in tables and graphs in addition to the comparison groups you select. Most users select their own institution as the focus institution. Your selection will remain in effect until you change it.

Comparison Groups (page 6)

The AGB Benchmarking Service allows you to create comparison groups to compare aggregate data of a group to those of your own institution, other groups, or other institutions. These groups are completely customizable. You can use the **New Group Wizard** to select institutions by characteristics such as

enrollment, location, and Carnegie classification, or use **Create New Group From Scratch** to select institutions by name.

Quick Reports (page 9)

The Quick Reports function gives you immediate access to pre-designed reports that compare large quantities of useful and relevant data from your institution to the comparison group of your choice. For example, view all FASB variables in “Financials (FASB).” Other reports cover key governance areas such as enrollment, staffing, and diversity; feature selected strategic indicators; and provide the option to view detailed reports for a specific year or track percentage change over time. Quick Reports were prepared for you by AGB on a limited number of key areas, to easily manage large data sets. You will also want to create your own reports using other Benchmarking tools, such as Tables and Graphs, Report Writer, and Sorted Lists (see below).

Tables and Graphs (page 11)

The Tables and Graphs feature is a very versatile tool designed to help you explore differences among institutions and groups of institutions, over time. This is great for examining trend data for several institutions or groups at once, for any one variable, for all available years. You can display the results as a table, line graph, or bar graph. You can customize tables by editing the years displayed, using a divisor, and adjusting for inflation. If you are working with data for one specific year, this may not be the most efficient tool, and you might consider working with **Report Writer** and **Sorted Lists** first.

Report Writer (page 14)

Report Writer is a tool to create a table of multiple variables for a specific comparison group in a specific year -- all of your own choosing. It provides you with data on each institution (complete report) and descriptive statistics for the comparison group you are examining (summary report). Check out the available divisors, such as per student, in the drop down menu. Report Writer is the best tool to use to create your own reports with multiple variables.

Sorted Lists (page 17)

The Sorted Lists function allows you to rank order institutions in a group according to values on a variable you select. These groups can be ordered “lowest to highest” or “highest to lowest.” Divisors such as per student are also available here.

Slide Shows (page 18)

Slide Shows provide an efficient way to explore survey data. A Slide Show is a set of tables, graphs, reports, and text pages that can be created and organized to present an analytical sequence exploring a topic. You can create your own shows online (Personal Slide Shows) and you can use shows created and shared by others (Shared or Public Slide Shows). The Public Slide Shows are provided by AGB to all users and are a good teaching tool and starting point. Public Slide Shows are already formatted and arranged by themes, such as Admissions & Test Scores. You can select any of the Public Slide Shows to use with your focus institution and comparison group. To create your own Personal Slide Show, use the “Save as Slide” button to save any output you generate using other Benchmarking tools (Tables and Graphs, Sorted Lists, or Report Writer). Saving slides allows you to build a collection of slides (saved online) that you can arrange into a show. (If you prefer to save your work on your own computer, you can copy and paste your output into Excel, PowerPoint, Word, or other application.)

User Set-Up (page 21)

The person at your institution designated as the Unit Administrator has “Administration” on their menu bar and can access the User Set-Up page. The first and last name and an email address is the information needed to add new users to (or delete users from) the Benchmarking Service.

Exploring the Benchmarking Menu

Part 1: Set Focus Institution



Select your institution as the focus institution, when you first use the Benchmarking Service. This will highlight your institution's data in the reports you create. On the menu bar, select **Set Focus Institution**. Type in the name of the institution and click Search. Click the name of your institution from the search results. You will always have this institution as your focus institution when you log on, unless you change the focus institution. You can follow the same steps to select another institution as the focus institution, at any time.

Select a Focus Institution

Please select the institution that you wish to be the Focus Institution in Benchmarking. Your selection will remain in force until you make a new one.

Search

California

Results

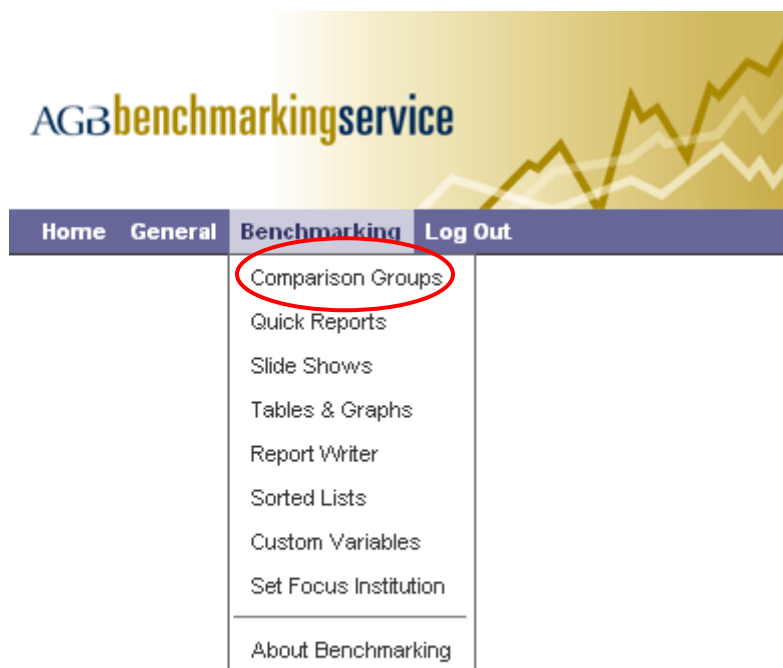
Click the Institution you wish to focus on.

Institution
Art Institute of California-Orange County (Santa Ana, CA)
Art Institute of Southern California (Laguna Beach, CA)
California Baptist University (Riverside, CA)
California Christian College (Fresno, CA)
California College of Arts and Crafts (Oakland, CA)
California College of Podiatric Medicine (Vallejo, CA)

Most users will select their own institution as the focus institution, but you are not required to do so. Tip: In **Tables & Graphs** you can select one or more other institutions (rather than a comparison group) to do head-to-head comparisons with your institution and another, on a selected variable, over time.

Exploring the Benchmarking Menu

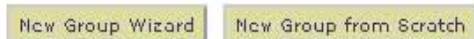
Part 2: Comparison Groups



Creating Comparison Groups

The AGB Benchmarking Service is all about comparative data. To start, you'll want to create a comparison group—or several. Click on **Comparison Groups** on the menu bar and choose your preferred group creation method—New Group Wizard or Create a Group from Scratch. Or you may copy and modify an existing group from the list of “Public Groups” on this page; comparison groups listed as “Public Groups” are available to all users.

Comparison Groups



- **New Group Wizard** – If you'd like to select institutions based on certain characteristics.
- **Create from Scratch** – If you know the names of the institutions you'd like in the new group.

With the **New Group Wizard** you can select a set of institutions based on characteristics such as Carnegie classification, state, enrollment size, budget size, or control (public, private independent, and private religious). When you click the New Group Wizard link, the selection interface will open in a new window. Use your cursor to click on the criteria you want. To make multiple selections from a field—such as NJ, NY, and PA for states or to select several Carnegie classifications—hold down the Control key (Command key on a Mac) while clicking each desired option. You need to have a minimum of five institutions in a comparison group. Using “State” as a search criterion is optional.

New Group Wizard

Instructions

- Select from one or more fields below. To make multiple selections from a field, hold down the Control key (Command key on a Mac) while clicking each desired option.
- Click Search button. Results will display in browser's main window. Leave this pop-up window open to adjust search criteria until satisfied with results, then close.
- Name group and click "Save List" button at top of main browser window. New group will appear under "Your Personal Groups."

Select State: (optional)

AK	<input type="checkbox"/>
AL	<input type="checkbox"/>
AR	<input type="checkbox"/>
AS	<input type="checkbox"/>
AZ	<input type="checkbox"/>
BC	<input type="checkbox"/>
CA	<input type="checkbox"/>
CO	<input type="checkbox"/>
CT	<input type="checkbox"/>
DC	<input type="checkbox"/>

Other Variables (optional)

Add a Variable to the Selection Criteria:

Total FT & PT employees	<input type="checkbox"/>	Add
-------------------------	--------------------------	-----

Enroll: All Students Combined is between and

Participation (optional)

(Not Applicable)

Classifications (optional)

Control:

Public	<input type="checkbox"/>
Private Independent	<input type="checkbox"/>
Private Religious	<input type="checkbox"/>

Carnegie Class:

Doctoral-Extensive	<input type="checkbox"/>
Doctoral-Intensive	<input type="checkbox"/>
Master's I	<input type="checkbox"/>
Master's II	<input type="checkbox"/>

Region:

Canadian	<input type="checkbox"/>
Far West	<input type="checkbox"/>
Great Lakes	<input type="checkbox"/>
Mid East	<input type="checkbox"/>

When you are finished selecting criteria, click "Search." The results based on your selections will appear in your original window. If you want to adjust your criteria, go back to the Wizard window, which will have been minimized, adjust the criteria, and hit "Search" again. To accept the list, give it a name by filling in the box next to Comp Group Name and click "Save Comparison Group."

You can also fine-tune the list. Click on the box next to an institution to unselect it. To add an institution, type its name in the box next to "Add an institution." When you're satisfied with the list, give it a name and click Save Comparison Group.

Or create a comparison group with **Create New Group from Scratch**. Just add your institutions by name, one at a time. Type the name of the institution and hit Search. Check the box next to the institution(s) you want to preserve in the list. Now type the name of another institution and hit Search again. Again check the box next to the new institution(s) you want to keep in the list. You can continue to edit the list until you have all the institutions you want. To save the list, give it a name and click "Save List."

Creating Comparison Groups



Home General Administration Benchmarking Log Out

Comparison Group

Search for Institutions to add

(search by name):

No matter which way you create a comparison group, you will need to give the group a name and save it. That comparison group will be there whenever you log on. Groups you create appear in a list as “Your Personal Groups” on the Comparison Groups page. These groups will also be listed as a choice in a drop down menu for selecting a comparison group in any of the Benchmarking tools, whenever you use the service. Use the check box next to group’s name to control whether or not it appears in your Comparison Group drop-down lists. Note that you must click the Save Changes button after changing the set of groups you want to appear in your drop down lists while using the Benchmarking tools.



Organizing Custom Comparison Groups, Public Groups, and Shared Groups

You can share a group with others at your institution by using the red arrow icon to move a group from “Your Personal Groups” to “Shared Groups.”

You can also use any comparison group listed under “Public Groups.” These groups were created by AGB for use by any subscriber.

Remember to use the “Help” icon in the upper right hand corner of the web page for more tips, such as how to copy and modify a comparison group.

Using Your Comparison Groups

You can now create reports using your custom comparison group(s) by clicking on any of the Benchmarking tools (Slide Shows, Tables and Graphs, Report Writer, Sorted Lists, and Quick Reports.) Your comparison groups and any shared or public groups that you have checked for inclusion will appear as options in Comparison Group drop down menus in all of the Benchmarking tools.

Exploring the Benchmarking Menu

Part 3: Quick Reports

The **Quick Reports** function gives you immediate access to pre-designed reports that compare large quantities of useful and relevant data from your institution to those of the comparison group of your choice. Quick Reports have been designed for you by AGB to display multiple variables or ratios on key topics in a nicely formatted table. For example, view all FASB variables in “Financials (FASB),” or see complex reports on “Completions,” “Staff Diversity,” or “Employee Benefits.” Of course, these reports will automatically be updated with the most recent year of data. Some reports can be opened directly into an Excel spreadsheet; you can also print your report from the web or copy and paste it into another application. Variable definitions are provided in a pop-up window and can also be printed from the web.

Setting Up the Report

Check to make sure the focus institution is the one you want to use for your report. (If it isn't, you can change it in the “Set Focus Institution” tab on the menu bar. See Part I, Set Focus Institution, for details.) Choose your Comparison Group and the type of display you prefer. The default display format is actual reported values for each variable in your report, but you can choose to use a divisor (such as per student or per total assets), if applicable. Choose the year and the display scale (e.g. thousands or millions) you'd like to use in your report, or you may let the display scale be chosen for you automatically. Choose the output format (standard web page or Excel). Lastly, adjust the percentage thresholds above and below which variables will be highlighted in the report to indicate discrepancies between the value for the focus institution and the comparison group median. After you have chosen all of these parameters, click “Go to Report” to bring up the Quick Report. The process may take a few moments, as your report is created “on the fly.”

Quick Reports (continued)

IPEDS FASB - finance data almost exclusively on private institutions: Detailed Report

Report Parameters
Focus Institution Wheaton College (Baccalaureate-Liberal Arts)
Comparison Group All Private Institutions
Display Reported Values
Year AY 2006-07
Output Format HTML (Standard Web Page)
Display Scale Automatic
Highlight measures where the Focus Institution's value is
More than percent of the Comparison Group median
Less than percent of the Comparison Group median
Variable Definitions
[Open variable definitions in a new window](#)

Viewing Your Report

We will use the FASB Financial Report as an example of a Quick Report. The report lists the selected information about your focus institution (Column A) and the chosen comparison group (Column B). The table generated for the FASB report displays a summary of statistical information listing the average, minimum, median, and maximum values for each variable. The table also displays the number of institutions reporting (N), as well as the 25th and 75th percentile values. When your institution's values exceed or fall below the percentage thresholds relative to the comparison group median you specified on the previous screen, the row will be highlighted (notice the shading for "Total unrestricted net assets," below). This is a useful way to see if your institution's values are excessively high or low relative to the comparison group for a particular variable.

The easiest way to save a Quick Report on your computer is to choose "Excel" as the output format, when you set up the report. When you click on Generate Quick Report, you will be prompted to click "Save" to download the report. The file will automatically be given a name and saved to your desktop.

Like any other benchmarking output, you may also copy and paste this report from the web into another application by selecting the text (highlighting it with your mouse) and typing Ctrl-c (or Command-c) to copy, and Ctrl-v (or command-v) to paste it into the application you have opened. You may also use the copy and paste menu displayed with a right click of your mouse.

	A. Focus Value	B. Comparison Group Statistics ((\$MM))							A's Value / B's Median (%)	
		Average	Minimum	25th	Median	75th	Maximum	N		
Balance Sheet										
Long-term investments	147.0	179.2	0.0	3.5	17.1	55.6	52,118.8	1,417	859.1	☺
Total assets	243.1	294.3	0.2	17.3	53.2	140.7	60,049.2	1,415	456.8	☺
Total liabilities	41.8	89.7	0.0	3.6	16.0	43.9	33,111.9	1,407	261.2	☺
Total unrestricted net assets	93.6	120.7	0.0	5.9	19.1	57.6	9,390.1	1,380	489.7	☺
Total restricted net assets	107.7	87.3	0.0	2.9	12.7	39.1	20,738.2	1,417	849.7	☺
Land and land improvements-end of year	5.1	6.8	0.0	0.7	2.2	5.8	513.5	1,320	233.3	☺
Buildings-end of year	89.2	83.4	0.0	9.6	28.6	64.8	4,104.8	1,363	312.3	☺
Equipment, including art and library collections-end of year	10.6	24.5	0.0	2.4	7.6	17.4	1,487.8	1,399	139.8	☺

Exploring the Benchmarking Menu Part 4: Tables and Graphs

One way to generate reports is with “**Tables and Graphs.**” You can use this tool to pick your own indicators, add one or more comparison groups or additional institutions, and display the data as a table or a graph. When you first open Tables and Graphs you will see a default table showing your institution's results over a range of years on Enrollment, the default variable. If you do not see a table, you will need first to set a focus institution (see Part 1, above), and the table will appear.

Selecting the Institutions and Variables You Wish to Compare

Tables & Graphs

- [+ Add Institution](#)
- [+ Add Comparison Group](#)
- [x Change Variable](#)

- Graph
- Graphics Free Table
- Save as Slide

Divisor: None (Reported Values) ▾

Inflation: Not Adjusted for Inflation (2009) ▾

Out-of-state average tuition for full-time undergraduates	
Year <small>Edit</small>	x Wheaton College (Norton, MA) Baccalaureate-Liberal Arts
↔ AY 1998-99	\$21,840
↔ AY 1999-00	\$22,950
↔ AY 2000-01	\$24,225
↔ AY 2001-02	\$25,565
↔ AY 2002-03	\$27,105
↔ AY 2003-04	\$28,675
↔ AY 2004-05	\$30,355
↔ AY 2005-06	\$32,115
↔ AY 2006-07	\$34,365
↔ AY 2007-08	\$36,430
↔ AY 2008-09	\$38,585

In the top left corner of the screen, underneath the menu bar, you'll see the following options:

- **Add Institution** – To add a specific institution, click on this option and a pop-up search window will display. Search results are listed in the pop-up window up to five at a time; to see the next five, click on Next 5. Click on the name of the institution to add it. Once the institution is selected, data for it will appear in the table.
- **Tip:** Multiple institutions and comparison groups can be added to the same table.
- **Add Comparison Group** – Click this, and a pop-up selection window will display. Select one of the comparison groups from the list. Repeat this step to select additional groups to display in the same table. Data for a comparison group will appear in the table, when it is selected.
- **Change Variable** - Click to display a pop-up window from which you can select a new variable for the table or graph. You must first select a family of variables and then select the specific variable from within that family. Repeat this step to select a different variable. Click on the underlined variable name in the table, to see a definition.

Your results will automatically appear in the table as you make the changes to the institutions, comparison groups, and variables involved.

Data Dictionary

The variable name will appear at the top of each table. Most variables will be underlined and are linked to the data dictionary. Just click on the underlined variable name and a pop up window will appear with the Definition, Notes, and Source. Below is an example for the variable “Enroll: All Students Combined”

Enroll: All Students Combined

Definition

All Full-time and Part-time Undergraduate, First Professional Degree and Graduate students combined. Includes all ethnic categories, men and women combined.

Notes & Caveats

IPEDS collects Fall student headcounts, not full-time equivalents (FTEs).

Source

IPEDS Fall Enrollment forms.

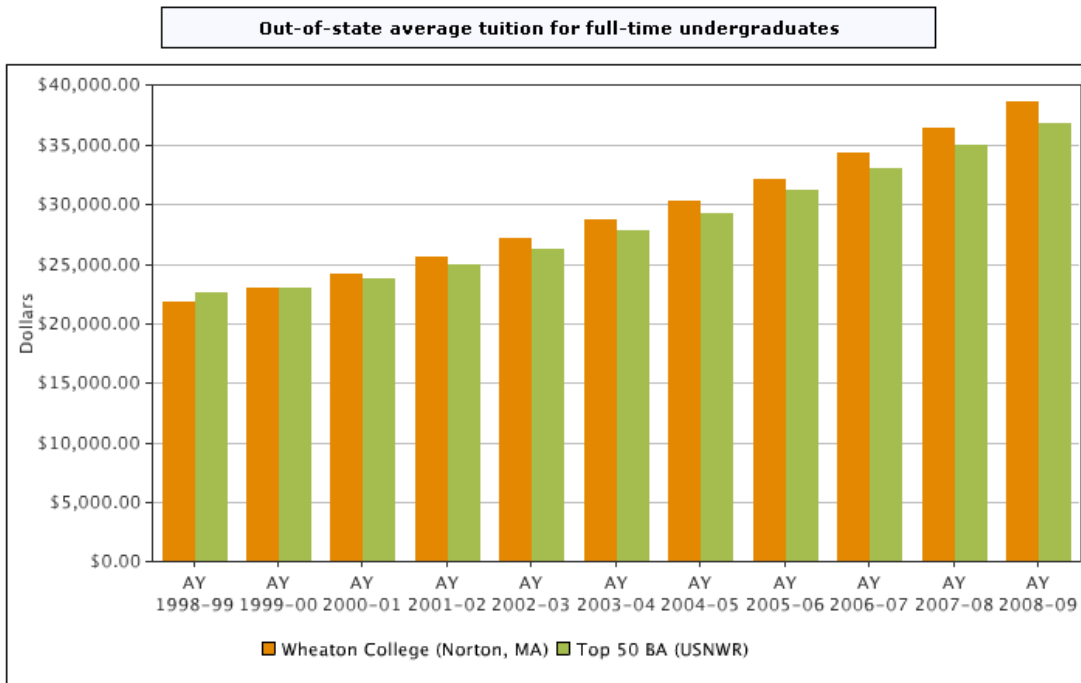
Viewing and Presenting Your Results

Data will be displayed as a table, as the default. To see the data as a bar graph, just click on “Graph” from the menu above the table. When you are viewing a bar graph, the menu above the table will offer other options, including line graph or table. You can also choose the “Graphics Free-Table” formatting option, if you want to copy the table to another application.

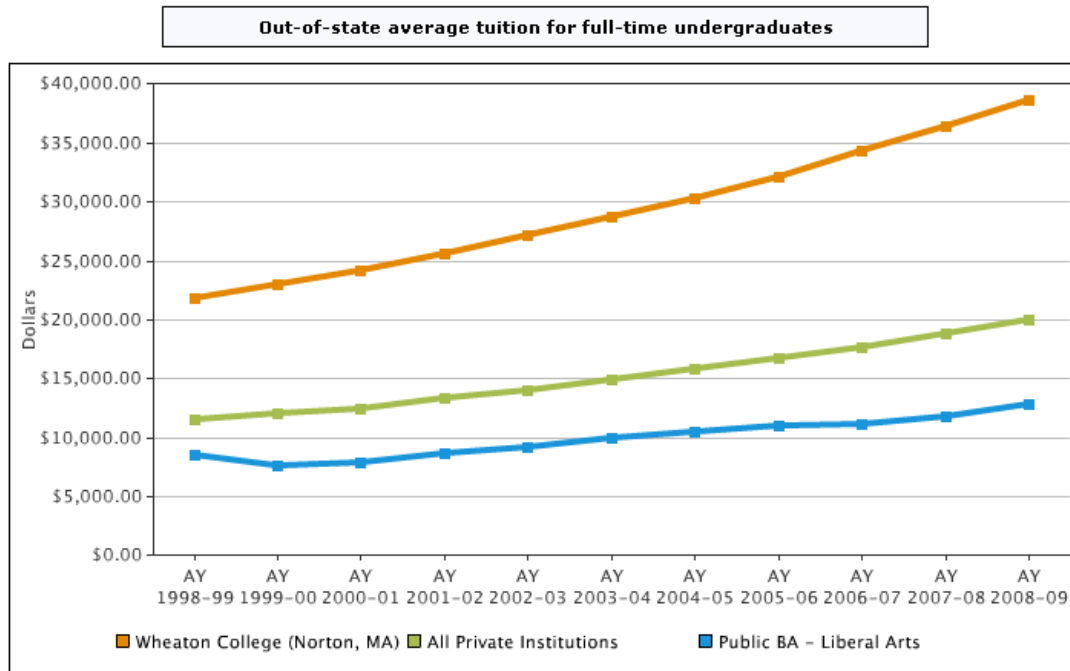
There are several different ways to view the data contained within the table.

- **Graph** - Click on “Graph” to switch from table to graph format. There are some self-explanatory controls then available to you while using Graph. When viewing a graph, click on “Table” to revert back to a table format.
- **Graphics-Free Table** - Click to pop-up an unadorned table for printing and distribution.
- **Save as Slide** - Click to save the current table or graph as a slide. All the selections you have made to create the table are saved, not the displayed table itself. Your saved slides will be available for you to use in the “Slide Shows” tool. Slides can be assembled in a series to create a presentation (a Slide Show). See the “Slide Shows” section (Part 4) for more information.
- **Export as CSV** – Click to save report on your own computer as a comma-separated value file.

Below are some examples of the ways in which you can view your data from Tables and Graphs.



Bar Graph



Line Graph

Out-of-state average tuition for full-time undergraduates		
Year Edit	✗ Wheaton College (Norton, MA) Baccalaureate- Liberal Arts	✗ Top 50 BA (USNWR)
AY 1998-99	\$21,840	\$22,565
AY 1999-00	\$22,950	\$23,030
AY 2000-01	\$24,225	\$23,738
AY 2001-02	\$25,565	\$24,976
AY 2002-03	\$27,105	\$26,243
AY 2003-04	\$28,675	\$27,812
AY 2004-05	\$30,355	\$29,220
AY 2005-06	\$32,115	\$31,196
AY 2006-07	\$34,365	\$33,000
AY 2007-08	\$36,430	\$34,980
AY 2008-09	\$38,585	\$36,825

Graphics Free Table

Exploring the Benchmarking Menu Part 5: Report Writer

“**Report Writer**” is a tool to create listings of multiple variables for a specific comparison group for a specific year -- all of your own choosing.

Selecting Variables and Options

Report Writer

Define Your Report

Report Style Complete Summary

Comparison Group

Year

Arithmetic

Use Divisor

Include Zeros? Include Exclude

Customize your report

Report Style

“Complete” includes the data on each institution in your comparison group, along with a set of summary statistics. “Summary” includes only the summary statistics.

Comparison Group

Select a comparison group.

Year

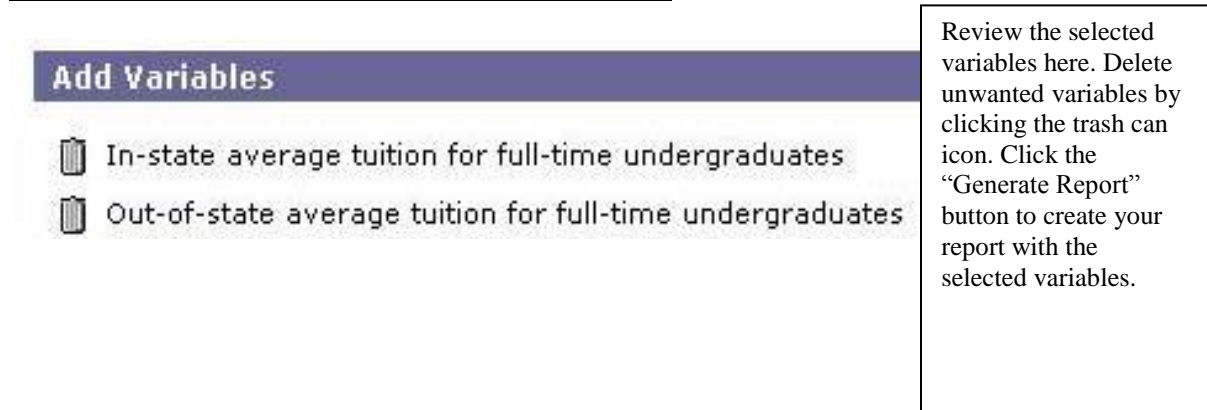
Select the year.

Divisor



Use per student or financial divisors, if appropriate.

Choose the Report Style you prefer: “Complete” reports include data for the focus institution, each institution in the comparison group, and summary statistics for the group; “Summary” reports include only data for the focus institution and statistics for the comparison group. Select “Exclude Zeros” if you want the statistics to be based only on values greater than zero. For instance, if you wanted to look at graduate enrollment statistics in a comparison group, you might want to exclude zeros to find the statistics only for those institutions that actually have graduate students. You can choose multiple variables for tables in Report Writer. Select the family of variables, then add one or more specific variables (holding the Ctrl or Cmd key to add more than one variable at a time.) You can repeat the process to select variables from more than one family.

Reviewing Selections and Generating the Report



Add Variables

-  In-state average tuition for full-time undergraduates
-  Out-of-state average tuition for full-time undergraduates

Review the selected variables here. Delete unwanted variables by clicking the trash can icon. Click the “Generate Report” button to create your report with the selected variables.

Report Writer (continued)

Viewing the Results

Your report will be generated on a new page. You may save this report as a slide by clicking “Save as Slide” at the top of the report. (See Part 4, Slide Shows for more information on slides.) You can also print the report directly from the web, export it as a CSV file, or copy and paste it into another application. To change one or more selections, click your browser Back button from the output page; your selections will be preserved on the interface page and you can make new choices. To create a new report in Report Writer, click on the Report Writer link on the menu bar and all previous selections will be removed. A sample report can be found below.

Report

Save as Slide

Public BA - Liberal Arts / AY 2008-09

Dollar values are not adjusted for inflation.

Institution	In-state average tuition for full-time undergraduates	Out-of-state average tuition for full-time undergraduates
California State University-Monterey Bay (Seaside, CA)		\$10,170
Charter Oak State College (New Britain, CT)		
Christopher Newport University (Newport News, VA)	\$3,152	\$10,464
Coastal Carolina University (Conway, SC)	\$6,100	\$14,200
College For Lifelong Learning (Concord, NH)	\$4,368	\$4,848
Evergreen State College (Olympia, WA)	\$3,900	\$14,514
Fort Lewis College (Durango, CO)	\$2,270	\$11,862
Mary Washington College (Fredericksburg, VA)	\$2,544	\$10,950
Massachusetts College of Liberal Arts (North Adams, MA)	\$1,030	\$9,975
Mesa State College (Grand Junction, CO)	\$2,063	\$8,349
New College of Florida (Sarasota, FL)	\$2,454	\$16,747
Shawnee State University (Portsmouth, OH)	\$4,608	\$8,208
St Mary's College of Maryland (St Mary's City, MD)	\$8,092	\$15,572
Texas A & M University-Galveston (Galveston, TX)	\$3,675	\$11,415
The Richard Stockton College of New Jersey (Pomona, NJ)	\$5,091	\$8,256
University of Hawaii at Hilo (Hilo, HI)	\$2,424	\$7,992
University of Hawaii-West Oahu (Pearl City, HI)	\$2,184	\$7,320
University of Maine at Presque Isle (Presque Isle, ME)	\$3,960	\$9,900
University of Minnesota-Morris (Morris, MN)	\$7,668	\$7,668
University of North Carolina at Asheville (Asheville, NC)	\$1,897	\$11,097
University of Pittsburgh-Bradford (Bradford, PA)	\$9,330	\$19,200
University of Pittsburgh-Greensburg (Greensburg, PA)	\$9,330	\$19,200
University of Puerto Rico-Cayey University College (Cayey, PR)	\$1,245	\$2,400
University of Virginia's College at Wise (Wise, VA)	\$2,788	\$12,158
Virginia Military Institute (Lexington, VA)	\$4,050	\$17,512
Western State College of Colorado (Gunnison, CO)	\$1,983	\$1,983
Suny at Binghamton (Binghamton, NY)	\$4,350	\$10,610
	In-state average tuition for full-time undergraduates	Out-of-state average tuition for full-time undergraduates
Mean	\$4,009	\$10,878
Max Value	\$9,330	\$19,200
75th Percentile	\$4,970	\$14,357
50th Percentile (median)	\$3,414	\$10,464
25th Percentile	\$2,206	\$8,100
Min Value	\$1,030	\$1,983
No. of Institutions Reporting Valid (non-null) Data	24	25
Total Number of Institutions	26	26

Sample report

Exploring the Benchmarking Menu

Part 6: Sorted Lists

“Sorted Lists” allows you to rank order institutions in a group, from highest to lowest or lowest to highest, according to values on the variable you select. The choices in Sorted Lists are guided by drop down menus on the screen. See the options, below.

Selecting Options and Variables:

Sorted Lists

* Required

Define Your List

Comparison Group Top 50 BA (USNWR) ▼

Limit List to 20 Institutions ▼

Sort Order Highest first ▼

Starting Year AY 2008-09 ▼

Ending Year Same as Starting Year ▼

Use Divisor None ▼

* Variable

IPEDS Tuition & Fees ▼

Typical room charge for academic year ▼

Generate Sorted List

Select:

- Comparison Group
- List Limit
- Sort Order
- Starting and Ending Year
- Variable Family
- Specific Variable
- Divisor (if applicable)

Click on the “**Generate Sorted List**” button for your report.

Reviewing Your Results:

See your results here. You may save this report as a slide by clicking “Save as Slide” at the top of the report. (See Part 4, Slide Shows for more information on slides.) You can also print the report directly from the web, export it as a CSV file, or copy and paste it into another application. To create a new report in Sorted Lists, click on the Sorted Lists link located in the menu bar.

Sorted List Based on Out-of-state average tuition for full-time undergraduates

Save as Slide

Top 50 BA (USNWR) / Highest 20 / AY 2008-09		
1	Vassar College (Poughkeepsie, NY)	\$39,635
2	Sarah Lawrence College (Bronxville, NY)	\$39,450
3	Bucknell University (Lewisburg, PA)	\$39,434
4	Colgate University (Hamilton, NY)	\$39,275
5	Kenyon College (Gambier, OH)	\$39,080

Exploring the Benchmarking Menu Part 7: Slide Shows

A **Slide Show** is a set of tables, graphs, and text pages that can be created and organized to present an analytical sequence exploring a topic such as enrollment management or diversity. Any output created with the other Benchmarking tools (except Quick Reports) can be saved as a Slide using the "Save as Slide" link found in the upper left corner of the output. When output is saved as a Slide, what is actually saved is the set of choices made to create the output. When a Slide is then re-displayed, the output is recreated from the database and will reflect any updates made to the database.

Slide Shows

While slides are created with a specific comparison group and cover a specified time period, once organized into a “Slide Show,” you can select a different comparison group and range of years. Choose these options from the menu and these changes will modify, en masse, all slides in a Slide Show. You can also choose to have your current focus institution highlighted.

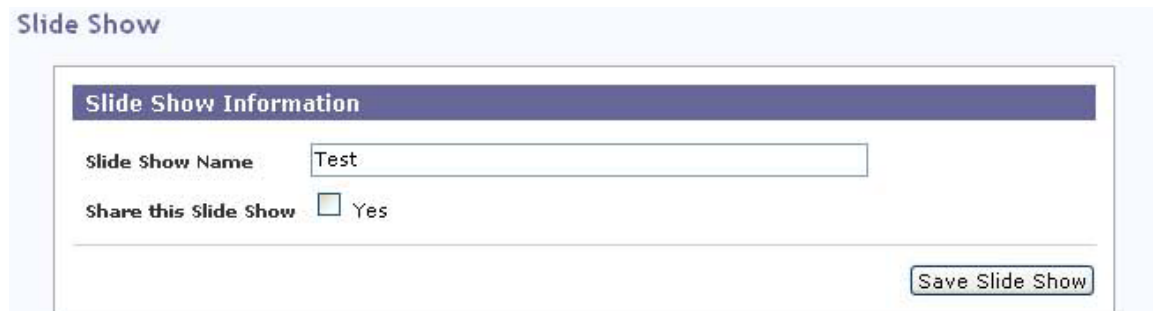
Also, Slide Shows can be shared. When you click the Benchmarking tab on the menu bar, the default page will be Slide Shows. You will see any Slide Shows you have created (“Personal Slide Shows”) and any “Shared Slide Shows” that have been shared with you by other users at your institution. “Public Slide Shows” have been created by AGB and are available to all users. The Public Slide Shows were created by AGB to address topics of common concern, feature especially important indicators, and save you time in creating your own presentations. What makes Slide Shows especially valuable is that you can run a Public or Shared Slide Show and select your own comparison group, focus institution, and range of years for use with it, thus taking advantage of the built-in intelligence of the AGB Benchmarking Service.

Viewing Your Slides



Before you create a slide show, you must have some slides saved in your folder. Click on **Go to Slides** to view the slides you have saved. (See Part 3, Tables and Graphs, for information on saving slides. Tip: You can also save as a slide any output you create with Sorted Lists or Report Writer.)

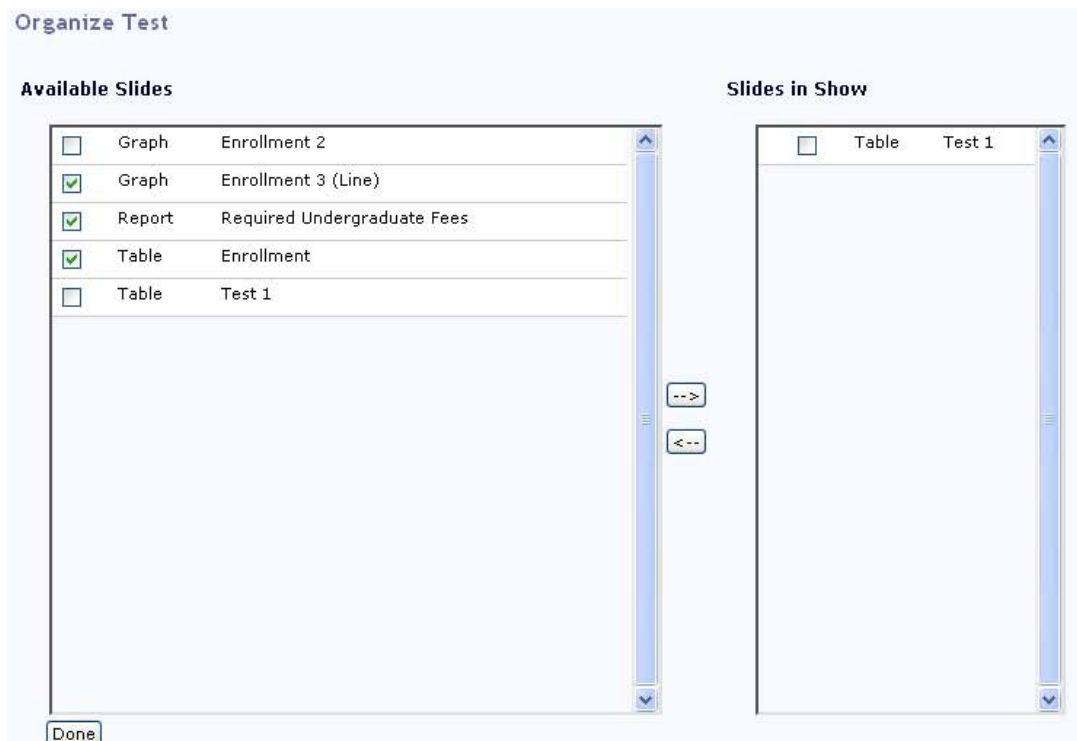
Naming Your Slide Show



First, click on “Create a new Slide Show,” then select a name for your Slide Show and enter it into the field. Check the box if you’d like to share this Slide Show with other users at your institution. After you hit the “Save Slide Show” button, you will return to the Slide Shows default page, where you will see your newly named Slide Show.

Creating a Slide Show and Adding Slides

Next to your newly named slide show, click on the “Add Slide” button (icon of a slide) to add slides to your Slide Show. You will be able to add to the show any report you have saved as a slide, from any Benchmarking output (except Quick Reports). If you wish to change the name of your Slide Show, click on the pencil icon. To delete your Slide Show, click on the trash can icon.



Adding slides:

Check the box of each slide you'd like to include in your slide show. Click the "right" arrow to add the slides, and click "done" at the bottom of the page when you are finished.

Beginning the Slide Show

Simply click the name of the slide show you'd like to run. Make sure you have already added slides to the show!

Selecting a Comparison Group and other Options to Customize Your Slide Show:

Select a comparison group from the box. Select a starting, ending, or single fiscal year, if you wish. (This is optional.) Otherwise, by default, the Slide Show will use the comparison group and settings saved with the slides. Check the box next to "Include Focus Institution in Table and Graph Slides?" to substitute your focus institution for the focus institution used when a Tables and Graphs slide was created. This will also ensure that your focus institution is highlighted in slides created using Report Writer and Sorted Lists. Click on the "View Slide Show" button when you are done.

Navigating the Slide Show and Copying Slides

Out-of-state average tuition for full-time undergraduates			
Year Edit	Wheaton College (Norton, MA) Baccalaureate-Liberal Arts		Top 50 BA (USNWR)
AY 1998-99	\$21,840		\$22,565
AY 1999-00	\$22,950		\$23,030
AY 2000-01	\$24,225		\$23,738
AY 2001-02	\$25,565		\$24,976
AY 2002-03	\$27,105		\$26,243
AY 2003-04	\$28,675		\$27,812
AY 2004-05	\$30,355		\$29,220
AY 2005-06	\$32,115		\$31,196
AY 2006-07	\$34,365		\$33,000
AY 2007-08	\$36,430		\$34,980
AY 2008-09	\$38,585		\$36,825

Click on the “Next Slide” link to navigate to the next slide in the Slide Show. Use the drop down menu to the right of “Jump To” to go directly to any slide in the Slide Show. Click on the “Exit Slide Show” link to exit the show.

To copy slides into Powerpoint, Word, or another program: Select all of the content you want to include (click on the area and highlight with the mouse), copy it (use the right mouse click and copy or Control or Command C on the keyboard), then paste it into an open page in another program (right click and paste; Control or Command V).

Exploring the Benchmarking Menu Part 8: Adding a New User



Adding New Users

Only the Unit Administrator at your institution may add new users. To create a new user, click on “User Setup” under the Administration tab on the menu bar, and click on “Create a New User.” Add the first and last name of the new user, as well as their email address, then click “Save User.” (Alternatively, you may choose a name from the drop down list of Users, if the person you wish to add is already in the database.) Next, change the user’s role from None to Benchmarking. Click “Save Changes” to save this information; a standard new user message will be automatically sent by email to the user, including log in information. The Unit Administrator may also take away access to the service by changing the role from Benchmarking to None, and clicking Save Changes; this will generate an email message about access being taking away.

User Setup

Create a New User

Click the Help link in upper right corner of this window for directions on properly setting up your users.

User Setup for Unaffiliated Users

Select a User

Users...

Then choose roles for the user

None
Benchmarking (inst-level)

or

Presently assigned roles

[Sort by user](#) | [Sort by role](#)

Butler, Larry
Benchmarking (inst-level)

Goldstein, Larry
No Roles Assigned

Johnston, Susan
Benchmarking (inst-level)

Lapovsky, Lucie
Benchmarking (inst-level)

Menzer, Joan
Benchmarking (inst-level)

Wood, Pat
Benchmarking (inst-level)

Add a User

User Information

First Name

Last Name

Email

Changing the Unit Administrator

To change the unit administrator, please contact AGB and request a change unit administrator form. Once you have received and completed this form, please mail or email it back to Jiyon Johnson at Benchmarking@agb.org. (See last page for form).

Renewing your Subscription

When it's time to renew your subscription to AGB's Benchmarking Service a renewal invoice will be mailed to you. Please complete the form with your information and mail everything back to AGB. If you wish to renew before the invoice is mailed, please contact Jiyon Johnson at Benchmarking@agb.org. You may print a subscription or renewal form anytime from "About Benchmarking" on the menu bar.

Exploring the Benchmarking Menu

Part 9: Review

Here's a quick review of steps that will help you get started using the AGB Benchmarking Service:

1. Log onto the AGB Benchmarking Service site and click on "Benchmarking" on the menu bar.
2. Click on "Set Focus Institution" on the menu bar and select your institution (or choose a different institution, if you prefer).
3. Click on "Comparison Groups" on the menu bar. Create a comparison group (or several) using either "New Group Wizard" or "Create a Group from Scratch." After you give your group a name and save it, it will be available to you in the comparison groups drop-down menu when using any of the tools on the Benchmarking menu bar.
4. Select a Benchmarking tool: Quick Reports, Slide Shows, Tables and Graphs, Report Writer, or Sorted Lists. All of the tools let you pick your own comparison groups. Slide Shows and Quick Reports have predetermined variables, but let you choose a comparison group and several options for format or content. The other tools vary in the options they feature. Experiment to see which is best for viewing several comparison groups at once (Tables and Graphs), several variables in one table (Report Writer), or data arranged hierarchically (Sorted Lists). You can always pick the year for the data you wish to view, and several tools offer divisors for the variables (per student, for example). Variables are arranged in families, such as Fall Enrollment or Revenue. Select a variable family, then select the specific variable you want from the list of variables in the drop-down menu.
5. You can view the results (table, graph, report, or list) online and print directly from the web. Or you can save your results online by clicking "Save as Slide"; the slide you save will be accessible by clicking on "Slide Shows" from the menu bar and selecting your slide from the list in "Your Personal Slide Shows." You can also copy and paste any report, list, table, or graph into PowerPoint, Word, Excel, or several other applications. Quick Reports has a special feature that allows you to generate a report and download most files directly to your computer as an Excel file or PDF.
6. The data dictionary is available by clicking on the name of any underlined variable in a report, table, or graph, even in Slide Shows.
7. Use the "Help" button in the upper right corner of the screen. The context sensitive Help will give you tips and suggestions so you can get the most out of each Benchmarking tool.
8. Much of your work can be saved online and available to you whenever you log on. These include: your choice of focus institution; comparison groups you create; tables, graphs, reports, and lists you create and save as slides; and Slide Show presentations you assemble. Your password protected account provides confidentiality.
9. Send suggestions or questions to Merrill Schwartz at Benchmarking@agb.org.

Benchmarking Service Order Form

- Sign us up for the Benchmarking Service
- Please renew our existing subscription
- We've changed our unit administrator, complete Section C.

A. CUSTOMER INFORMATION

Name (Unit Administrator) _____

Title _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

B. PAYMENT OPTIONS

Please indicate your form of payment for the **\$815** annual fee.

- My check or Purchase Order payable to AGB is enclosed. P.O.# _____
- Please charge my credit card: Mastercard Visa American Express

Card Number

Expiration Date

Print name as it appears on card

Signature

C. CHANGE OUR CONTACT INFORMATION

Please provide complete contact information for the new Unit Administrator:

Name of new Unit Administrator _____

Title _____

Phone _____

Fax _____

E-mail _____

A confirmation e-mail will be sent directly to this individual.

Former Unit Administrator

- Still with the institution
- Is no longer with the Institution

Mail or fax this completed form to:

AGB Benchmarking Service

1133 20th Street NW, Suite 300, Washington, D.C. 20036

Fax: 202-223-7053 or 202-775-8790

Questions? Call Merrill Schwartz at (202) 776-0822 or e-mail Benchmarking@agb.org.