

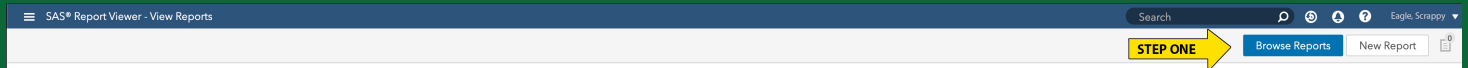
# insights 2.0

## NAVIGATING THE INSIGHTS 2.0 ANALYTIC PRODUCTS

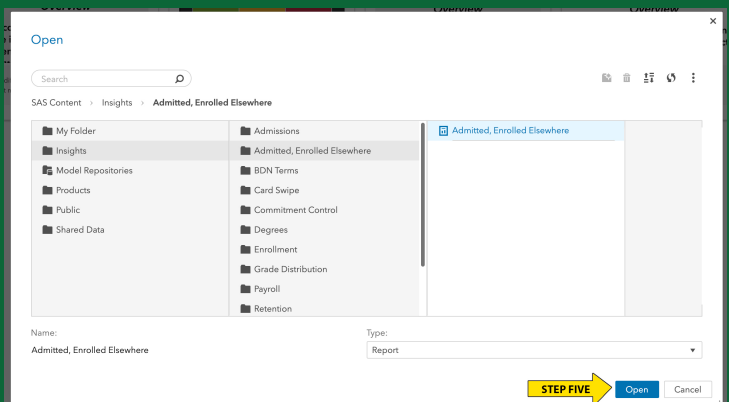
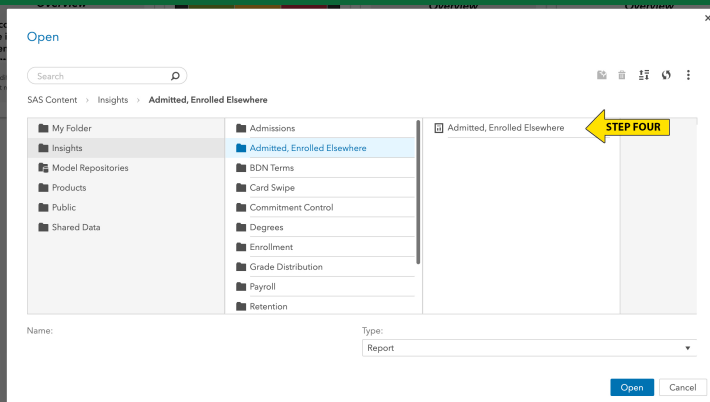
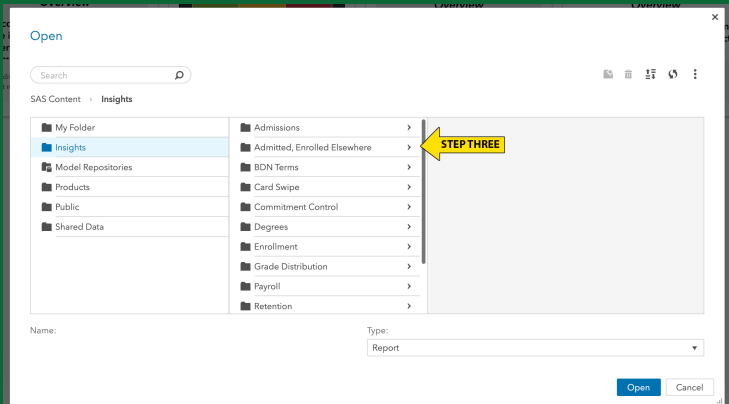
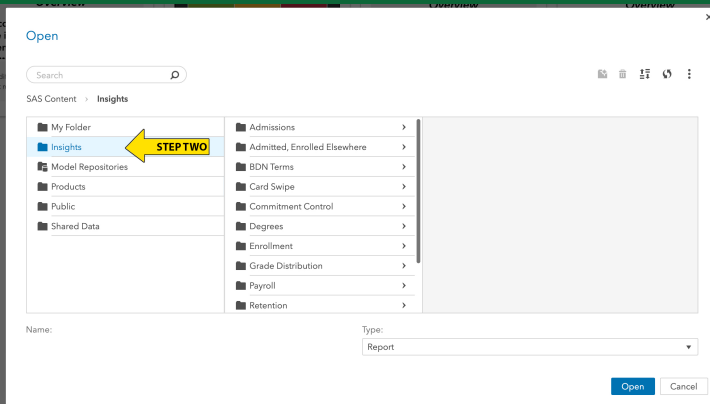
Welcome Insights 2.0 superhero! We are glad you are here to hone your ability to use data for good.  
There are two ways to navigate to a specific none-public Insights 2.0 analytic product.

- 1) Visit <https://data.unt.edu/unt-insights-dashboards> and click on the type of user you are. Once this window pane opens you will see a list of icons for each general category of analytic product. Simply click on the icon to be taken to the links for the product. Click on the link (make sure you are connected to VPN first), then sign in to our UNT Single Sign On (SSO) form and you will be taken to your product.
- 2) Visit <https://insights2.unt.edu> (remember to VPN and sign in through the SSO form) and use the following navigation steps.

Click on the “Browse Reports” blue button in the upper right hand side of your screen.



Click on the Folder to the left called “Insights” and then click on the analytic data type you are interested in using the “Admitted, Enrolled, Elsewhere” as an example. It will turn blue when you select it (see below) then select the product and click “Open”



*For tips on how to navigate an Insights 2.0 analytic product please see next page.*

## How Do I Move Around and Use the Environment Options in Insights 2.0?

**NAVIGATION ICONS AND SYMBOLS: WHAT DO THEY MEAN OR DO?**

- 1 Title of Insights 2.0 Product
- 2 Section headings, click to open section
- 3 Searches the entire Insights 2.0 ecosystem
- 4 Click to open a list of recent dashboards used
- 5 Click to open all notifications sent to you
- 6 Click to open the Help Center or About link
- 7 User in the system, should be you!
- 8 Click to turn on or off the universal filters
- 9 Click to maximize the dashboard window, hit the escape key to restore
- 10 Click to open, edit, or print the Product
- 11 Click to see a list of currently open Products
- 12 Click to close Product
- 13 Click to open information/comment pane
- 14 Click to display information about Product
- 15 Click to see comments about Product

Typically filters that apply to all items are located at the top of the analytic page or may be a slider bar with an upper and lower bound.

To drill down, typically double click on a chart or graph element and then choose "Drill to (Name of Variable)" - see red arrow for an example. To look up a term in BDN (Data Governance) double click on a graph element and then choose "BDN: (Name of Variable)" - see purple arrows below. Expand tabular data by clicking the right arrow > on the row (see Red arrow below). Click the left arrow < to collapse a row.

In tree-maps, you can select a particular cell to drill down further into this variable (first click cell, then choose Drill). See red arrows below. Note how the heading changes to indicate "College of Education" is the choice you drilled down/filtered on.

## How Do I Move Around and Use the Environment Options in Insights 2.0? (Continued)

### Exporting or Printing Insights 2.0 Data

Part of the power of the system and why we take privacy and security so seriously is the ability to see detailed dis-aggregated student information in the password protected Insights 2.0 products. In the example below, you would click on a major for that term and the next screen would load with the roster of student-level detail (see red arrow below). This is helpful for secondary analysis (note: green boxes are added here to protect student information). To export the data, right-click on the table and choose "Export data" or "Print data" see red box below in third screenshot- remember to "X" out of the table before leaving your computer.

The first screenshot shows the 'Student Demographics' interface with a word cloud of majors. 'Business Undetermined' is highlighted with a red arrow. The second screenshot shows the 'Official Headcount Report' table with a red arrow pointing to a row. The third screenshot shows the same table with a right-click context menu open, highlighting 'Export data...' and 'Print data...'.

Official Headcount Report

\*\*\*\*Due to large amount of data, report may take a while to load. Please be patient \*\*\*\*

Emplid	EUID	First_name	Last_name	Classification (class2_desc)	Admit Description (admit_n_desc)	Admit Type (admit_type)	InState-OutState (instaste)	Full/Part-Time (fullpart)	Honors	Age	Gender	group_descr	Ethnicity (ethnic_group2_desc)	Academic Term (acad_term_desc)	stu_acad_org_l_desc
				Post-Bac	Continuing Stu.		In State	PART-TIME	NO	44	MEN	College of Business	Amer. Indian	2015 Fall	College of Business
				Senior	Continuing Stu.		In State	FULL-TIME	NO	31	WOMEN	College of Business	White	2015 Fall	College of Business
				Freshman	Continuing Stu.		In State	PART-TIME	NO	45	MEN	College of Business	White	2015 Fall	College of Business
				Post-Bac	Continuing Stu.		In State	PART-TIME	NO	49	WOMEN	College of Business	African-Amer.	2015 Fall	College of Business
				Post-Bac	Continuing Stu.		In State	FULL-TIME	NO	41	MEN	College of Business	Hispanic	2015 Fall	College of Business
				Sophomore	Continuing Stu.	UR	In State	PART-TIME	NO	50	MEN	College of Business	White	2015 Fall	College of Business
				Post-Bac	New GRAD	GNR	In State	FULL-TIME	NO	36	WOMEN	College of Business	Hispanic	2015 Fall	College of Business
				Senior	Continuing Stu.		In State	FULL-TIME	NO	31	MEN	College of Business	White	2015 Fall	College of Business

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