



# DATA MINER QUICK START GUIDE

## Accessing Data Miner

<http://vse.cae.org>

- Enter user name and password
- Click the Data Miner tab.
- Forgot password? Email [vse@cae.org](mailto:vse@cae.org).
- Need to set up a user account? Email [vse@cae.org](mailto:vse@cae.org). Include full name, institutional email address, and phone number.
- Not a subscriber? Go to [www.cae.org/dataminer](http://www.cae.org/dataminer) for information about subscribing and accessing a limited-variable free trial version, or contact us at [vse@cae.org](mailto:vse@cae.org).

## Editing User Information

- After logging in, click **Edit Personal Info** on the home page.
- You can update your name, title, and contact information, as well as change your user name and password.

## Data Miner Training & Assistance

[www.cae.org/vseguides](http://www.cae.org/vseguides)

Within Data Miner, go to the **About Data Miner** page.

- [VSE Survey & Data Miner Guide \(PDF\)](#) - Maps VSE survey data input fields to their corresponding Data Miner variable families and variables. Also includes definitions.
- Data Miner [video tutorials](#)
- Schedule a training session (individual or group)—Contact Ann Kaplan at [akaplan@cae.org](mailto:akaplan@cae.org) or 212-217-0875.
- Request assistance as needed—Contact the VSE staff at [vse@cae.org](mailto:vse@cae.org) or 212-217-0878.



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## Comparison Groups

You must specify a comparison group to create reports, sorted lists, and largest donors lists.

- A number of **Public Groups** created by the VSE staff are available.
- Create your own **Personal Groups** in one of two ways:
  - ⇒ **New Group Wizard:** Create a group based on criteria such as form of control (public or private), institutional class (baccalaureate, masters, etc.), state, and more.
  - ⇒ **New Group from Scratch:** Create a group by searching institutions by name.
- Create a **Shared Group** from a personal group by clicking the red arrow to the left of the group name. Other Data Miner users from your institution will be able to see and use the group. Only the owner (creator) of the group can edit it.
- In order for a comparison group to appear in the drop-down selection list for reports, etc., the box to the left of the group name must be checked. After checking or unchecking boxes, click the **Save Changes** button at the top or bottom right of the comparison groups page.

### TIP

Search results contain exact matches only, so use partial institution names and try shortening your search term if you do not get the desired results.

## Set Focus Institution

Specify an institution to be highlighted in lists and reports. By default, your own institution is the focus institution, but this can be changed as follows.

- Type in all or part of the institution name and click **All Groups**.
- In the search results, click the red target next to the institution you wish to use.

### TIP

Search results contain exact matches only, so use partial institution names and try shortening your search term if you do not get the desired results.



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## Report Writer

Create reports with multiple variables for a single fiscal year.

- **Report Style:** *Complete* includes data for each institution in the comparison group; *Summary* includes mean, median, and other values for the combined group.
- Select a **Comparison Group** and **Fiscal Year**.
- Select a **Variable Family** and **Variable**, and click the *Add* button. Ctrl+click to select multiple variables within a variable family. Repeat steps to add more variables.
- Choose **Generate Report** to view the report on the screen or **Generate Report in Excel**.
- If you generate the report on the screen, you can save it as a slide to view later without having to recreate the report. See the section on **Saving as Slides**.
- When saving reports generated in Excel, choose **Save As** and change the **Save as type** selection to *Excel Workbook*. The default type is *Web Page* (HTM/HTML document).

### TIP

Download the [VSE Survey & Data Miner Guide](#) for a map of survey data and corresponding variables.

## Sorted Lists

Create sorted lists for a single variable across a range of years.

- Select the **Comparison Group**, # of institutions to **Limit List To**, **Sort Order**, **Starting Fiscal Year**, and **Ending Fiscal Year**.
- Select a **Variable Family** and **Variable**.
- Choose **Generate Sorted List** to view the list on the screen or **Generate Sorted List in Excel**.
- If you generate the report on the screen, you can save it as a slide to view later without having to recreate the sorted list. See the section on **Saving as Slides**.
- When saving reports generated in Excel, choose **Save As** and change the **Save as type** selection to *Excel Workbook*. The default type is *Web Page* (HTM/HTML document).

### TIP

Download the [VSE Survey & Data Miner Guide](#) for a map of survey data and corresponding variables.



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## Largest Donors

Create lists for largest donor variables across a range of years.

- Select the **Comparison Group**, # of institutions to **Limit List To**, **Sort Order**, **Starting Fiscal Year**, and **Ending Fiscal Year**.
- Select a **Variable**.
- Choose **View Largest Donors** to view the list on the screen or **View Largest Donors in Excel**.
- If you generate the largest donors list on the screen, you can save it as a slide to view later without having to recreate the report. See the section on **Saving as Slides**.
- When saving largest donors lists generated in Excel, choose **Save As** and change the **Save as type** selection to *Excel Workbook*. The default type is *Web Page* (HTM/HTML document).

## Tables & Graphs

Create ten-year tables for a particular variable for one or more institutions and/or comparison groups. Results can also be displayed as bar or line graphs.

- A ten-year table displays with the default variable (Enrollment: Total Headcount) and default institution (your institution, unless you have changed your focus institution).
- Use **Add Institution**, **Change Variable**, and **Add Comparison Group** to create your table. Comparison Group data displays as the average for the institutions in the group. Click on the average for a pop-up window that disaggregates the information as a sorted list.
- You can open the table in Excel or display it as a graph. The default view is a bar graph, but you may change the view to a line graph.
- You can save tables and graphs as slides to view later without having to recreate the output. See the section on **Saving as Slides**.
- When saving tables generated in Excel, choose **Save As** and change the **Save as type** selection to *Excel Workbook*. The default type is *Web Page* (HTM/HTML document).

### TIP

To see multiple variables and multiple institutions, but only one year, click the red arrow icon next to a year to pivot, or focus in, on that year. You can then add more variables. This type of query (one year/multiple variables and institutions) can also be done in Report Writer.



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## Saving as Slides

You can save outputs (reports, sorted lists, largest donors lists, tables, and graphs) to view again later. Once saved as a slide, the output can be placed in a presentation called a slide show. You can change the comparison group and fiscal year when viewing slide shows, though not when viewing individual slides. See the section on **Slide Shows**.

- Generate the output (report, sorted list, largest donors list, table, or graph) on the screen, not in Excel.
- Click the **Save as Slide** link.
- Give the slide a name and click **Save Slide**.
- To view your saved slide, go to **Slide Shows** and select **Go to Slides**.
- Click the slide name to open the slide on the screen. You also have the option to open tables, reports, and lists in Excel.

## Slide Shows

Place your saved slide or slides into a slide show for presentation. Placing slides in a slide show allows you to change the comparison group and fiscal year when viewing the slides.

- Click **Create New Slide Show**, specify the **Slide Show Name**, check **Share This Slide Show** if you want others at your institution to be able to see it, and click **Save Slide Show**. Sharing the slide show will allow all other Data Miner users from your institution to view and use the slide show, but only the owner (creator) of the slide show can edit it.
- To add to or edit the slides in a slide show, click the slides icon  next to the name of the slide show.
- In the **Available Slides** list, check the boxes next to the slides you wish to include, use the arrow button to move the slides to the **Slides in Show** list, and click **Done**.
- To run the slide show, click on the slide show name, select the **Comparison Group** and **Fiscal Year\***, and click **View Slide Show**.
- A slide that is in a slide show cannot be opened in Excel. However, you can copy the data from the screen and paste it into Excel. It will paste into columns that you can format.

### \*NOTE

Specify starting and ending fiscal years for Tables and Graphs, Sorted Lists, and Largest Donors, and a single fiscal year for reports. If your slides all focus on just a single year, set all the years to the year you would like to see displayed.



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## Custom Variables

If a variable is not in Data Miner, but can be calculated as the sum, difference, product, or quotient of two existing variables, you may create it as a custom variable.

- Click **Add a Custom Variable**.
- Enter the **New Variable Name**, select your **Operator** (+ - \* /), select the variable family and variable that will appear to the **Left** and **Right of the Operator**, and then select the **Variable Type** as dollars or as a unit with no, one, or two decimal points. (Select two decimal points for percentages.)
- Click **Save Variable**. Your custom variable will now appear in the **Personal Variables** family.