

TARLETON STATE UNIVERSITY

TEXAN FACTS BASIC USER'S GUIDE

The purpose of this document is to provide the Tarleton Family with a basic user's guide for the **TEXAN FACTS** dashboard. This user's guide will walk you through step-by-step instructions for accessing, finding, selecting and running reports within **TEXAN FACTS**. If you should have further questions please feel free to contact the Office of Planning, Evaluation and Institutional Research at (254) 968-9354 or via e-mail at opeir@tarleton.edu

1

Go to the website: www.tarleton.edu/~opeir

Once on OPEIR's site, use your mouse and click **TEXAN FACTS...**



The screenshot shows a Microsoft Internet Explorer browser window displaying the Tarleton State University website. The address bar shows <http://www.tarleton.edu/~opeir/>. The main content area features a large banner with the Tarleton State University logo and the text "OFFICE OF PLANNING, EVALUATION AND INSTITUTIONAL RESEARCH". Below the banner is a navigation menu with links such as Home, Mission, Staff, Quick Facts, Common Data Set, Fact Book, Facts & Stats, Supplementary Information, Institutional Effectiveness, Rules & Regulations, Compliance, and SACS. A green arrow points to the "TEXAN FACTS" link in the sidebar. To the right of the sidebar is a "News & Updates" section with a list of reports: Fall 2006 Grade Report, Fall 2006 Common Data Set, Fall 2006 Quick Facts, Fall 2005 Fact Book, and Fall 2006 New Student Report. Below this is a button that says "Click graph for latest Enrollment Report". At the bottom right is a bar chart titled "Tarleton State University Spring 2007 Enrollment" showing the number of students for Combined (9,054), Stephenville (7,143), and T-CT (1,911).

Category	No. of Students
Combined	9,054
Stephenville	7,143
T-CT	1,911

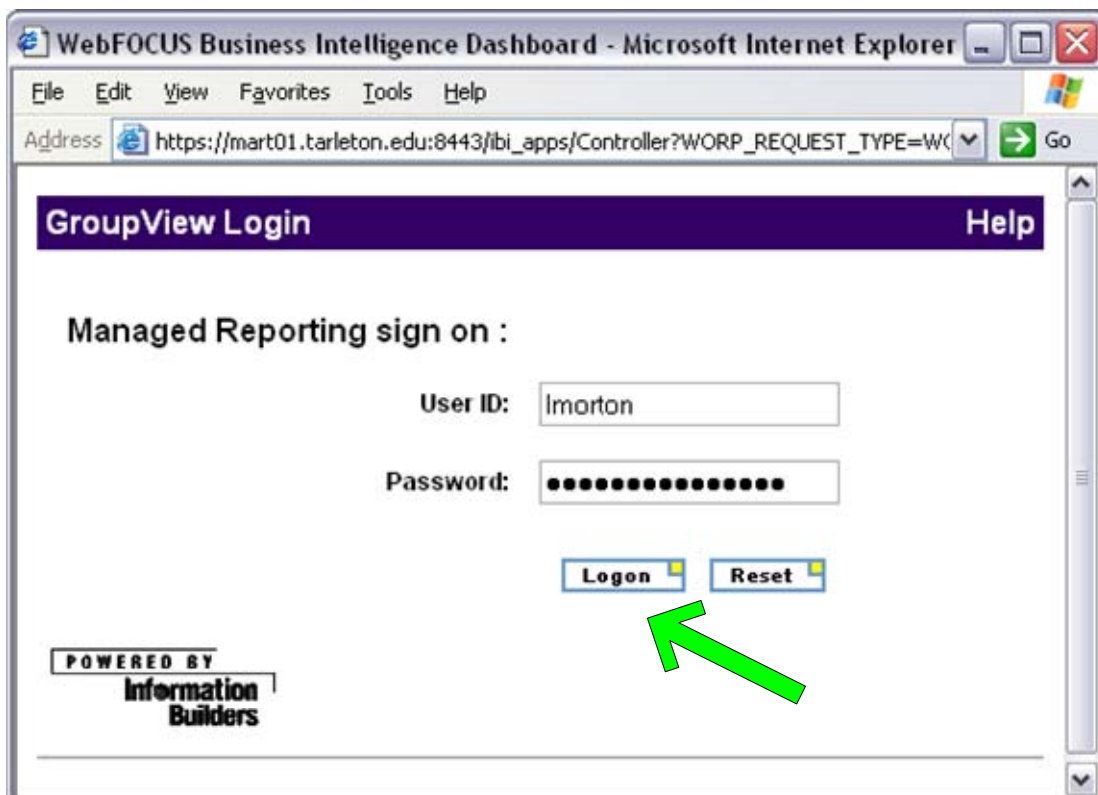
2

You will be directed to the **TEXAN FACTS** main welcome screen. In the top right-hand corner click the **Faculty/Staff Login...**



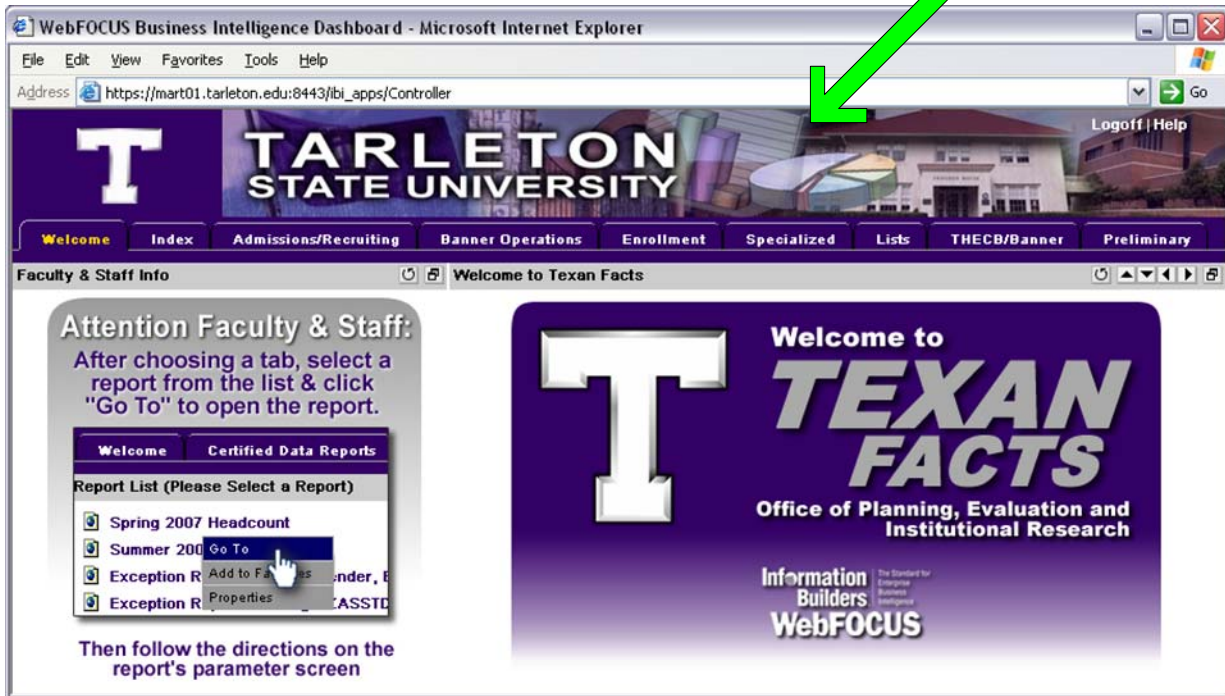
3

When prompted for the **UserID/Password**, enter the password you use to sign on to your computer—the same one used for e-mail... Click the **Logon** button...



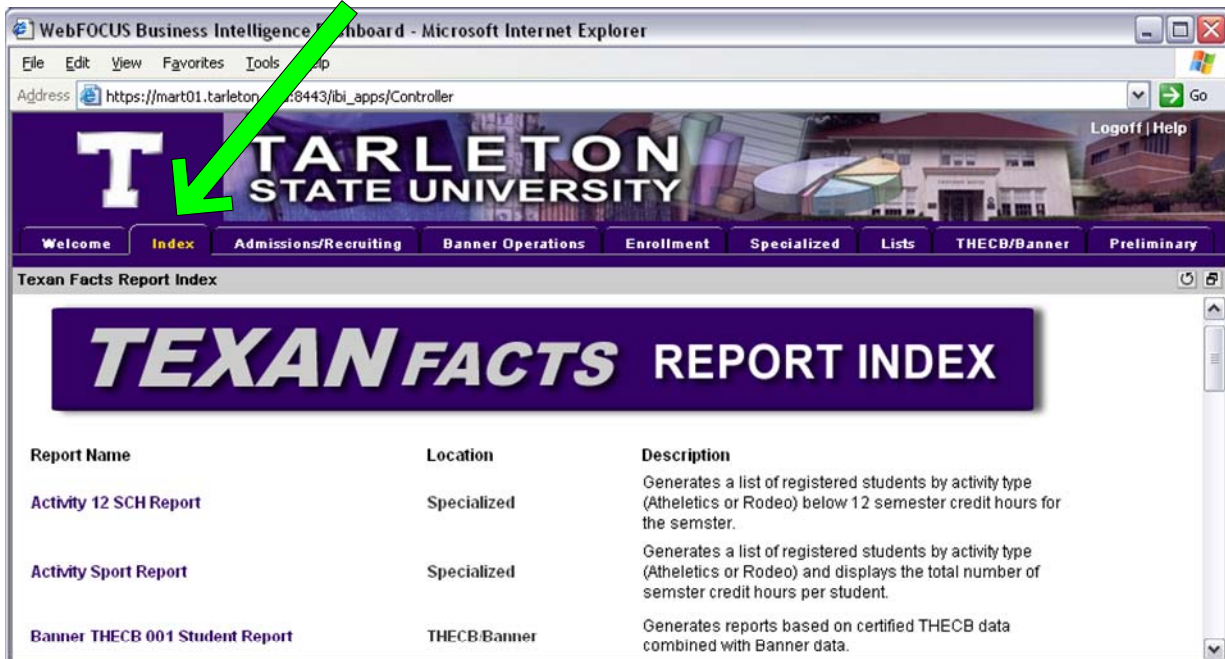
3

You will be directed to the Faculty Staff dashboard welcome screen...



4

If you are not sure where a particular report is located... Click on the INDEX tab for a list and description of the available reports.



5

Once you have located the report tab from the index... Click the respective tab... From the report list on the left-hand portion of the screen... Select the report you desire to run by clicking on the title of the report... When you click on the report title, a dialog box will appear... Select the **GoTo** option... A parameter screen will appear... Follow the instructions on the screen and select the desired parameter options... if applicable, select the output type format... Then, click the **Submit** button...

TARLETON STATE UNIVERSITY TEXAN FACTS

Student Retention
This report generates student retention data from a cohort group, deleting students who graduated between the cohort and analysis period. Due to the extraction of the data early in the semester, some data anomalies may exist. The information in this report should approximate certified numbers.

Report List (Please Select a Report)

- Off-Campus Course by SCH
- Off-Campus Headcount
- Off-Campus SCH FTSE
- Retention
- Retention **Go To**
- Southwest Add to Favorites
- Southwest Properties

Select parameter options

Retention Year: 2007
Retention Semester: Spring
Campus: Stephenville T-CT

Select sort options

Sort 1: Gender
Sort 2: none

Output Type

- HTML
- PDF
- Excel

Submit

Note: Depending on the combination of input parameters, the report can take between 5 seconds and 5 minutes to complete.

6

The report will open in a new screen...

Student Retention Analysis
Fall 2006 to Spring 2007

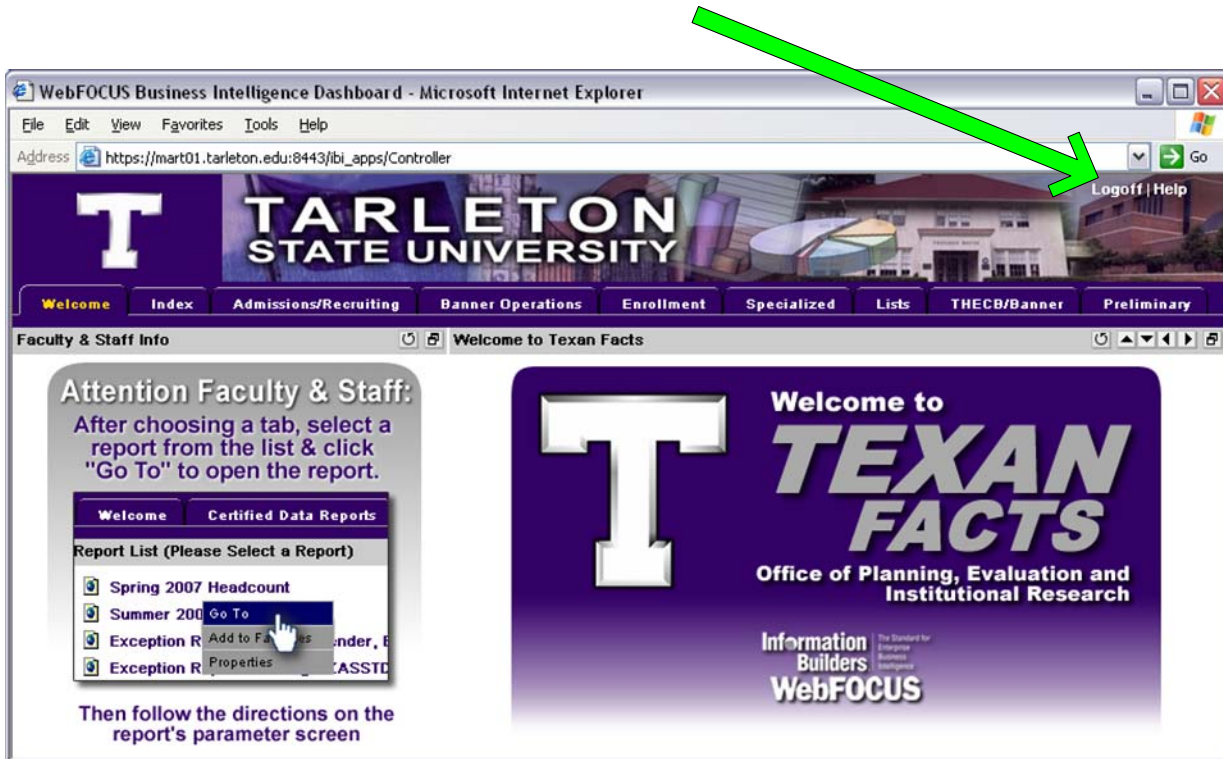
Gender	Returned		Did Not Return		Fall Cohort	
	Headcount	Percent	Headcount	Percent	Headcount	Percent
Female	4406	85.8%	732	14.2%	5138	100.0%
Male	3131	83.9%	599	16.1%	3730	100.0%

Cohort from Certified THECB Data
Retention from Uncertified Banner Data
Report Run: Feb 16, 2007
Report: WFR0026

Note: The report may take a few minutes to execute depending on the parameter options. Reports based on daily Banner data will reflect enrollments as of approximately 2 am for the day in which the report is run. These reports are executed on a separate server from the "live database" so as not to conflict with students who are registering and other Tarleton offices using the "live system".

7

After you close the report and are finished using **TEXAN FACTS**, be sure to **Logoff** the system by clicking the **Logoff** option at the top right-hand corner as noted below:



8

You will receive a message confirming the logoff...

