Viewing and Saving Certificate Review Data in Visual Analytics (10-31-2023)
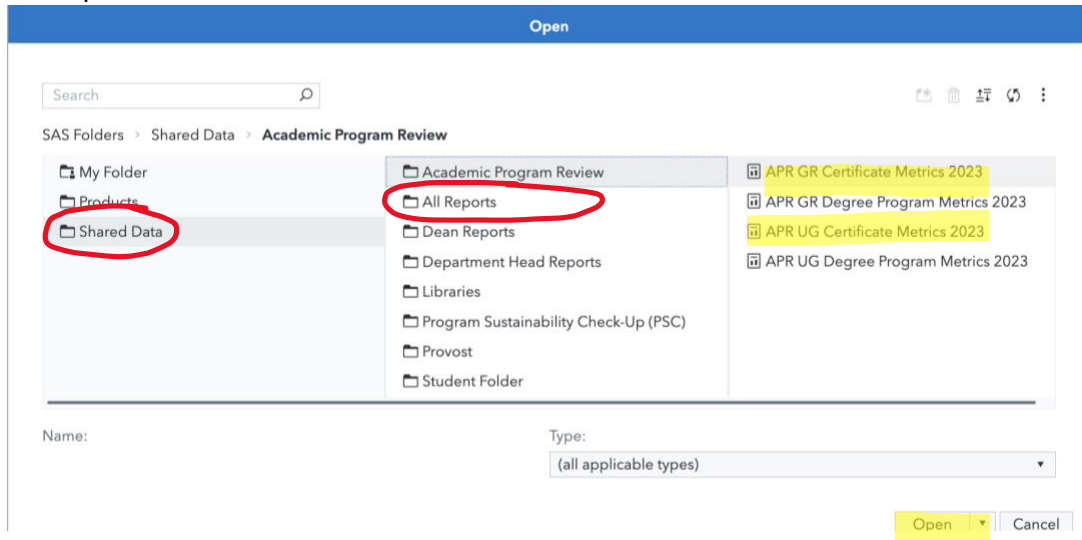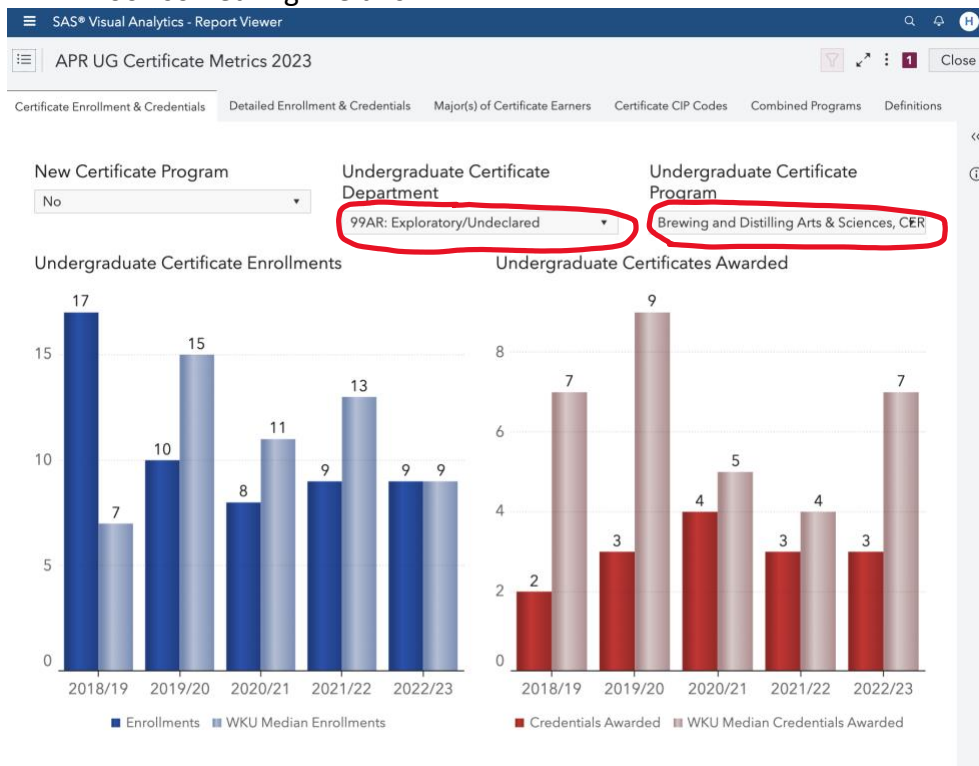
1. On the WKU Institutional Research webpage, Log on to Visual Analytics. Click on "Browse."
2. After the "Open" window opens, select "Shared Data," then "Academic Program Review", and then either APR GR Certificate Metrics OR APR UG Degree Metrics (for the **current year**). Click "Open."

3. When the page opens, navigate to your department's data with drop-down menus. The page will look something like this:

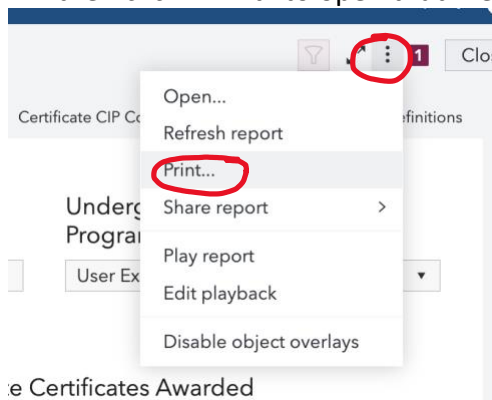Once you select your program, you can use the tabs at the top of the page to explore the data.

Note: The database defaults to <u>No</u> for new programs—in other words, it doesn't default to new programs since they likely won't complete certificate review until they've been around for 4-5 years. If you want to see data on new program, simply select that option.

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4. To download and save the data, make sure you are on the Certificate Enrollments page by clicking on that tab at the top of the page. It's the first tab. Make sure your department and program are the ones listed in the drop-down menus.

5. Click on the 3 dots at the VERY top right of the page (the ones next to the word "Close") and then click "Print" to open that menu.

6. Press "Print" and a pdf version of the report will be saved to your downloads.

7. Save this pdf in an accessible place so you can submit it in Anthology-Portfolio with your Certificate Review. Use the following nomenclature:

Program Name-Program #-Level [UG OR GR}-Certificate Data--academic year
(*i.e., Mixology Studies-666-UG-Certificate Data-2023-24*)