

## How to Capture Your Data to Measure Impact

Analyzing Data Via Portal Exports and Screenshots

The analysis of data, such as enrollment numbers, can help demonstrate the impact of your work. You can export data directly from the Transfer Portal and capture screenshots of the Portal or other screen displays.

## Export Data from the Portal

TRANSFER ADMIN Home Transfer Portal Data Analytics Site Setup You can export data on the **Transfer Portal Data tab**. ► Exports Click the downward-facing icon on the left side ÷ů. Exports of the page to navigate to the **Exports tab**. Download the Transfer Portal data by selecting the Export and Filter Type, and adjusting the date range Ø Select your filters and dates. Note that if 2 ৶ New Export Export History you do not select dates, all data will export. Export Type \*  $\sim$ Click the "hamburger" menu next to each 3 export type, then click Download to Filter Type = EXPORT TYPE download the data for individual export types.  $\sim$ = Courses Start Date Select a date 🗸 es Download = Prospective Students End Date Select a date 🗸 = Prospective Students) 2

## You can also **download tables** in the Portal.

Click the downward-facing arrow icon at the top right of the applicable table.

Expo Refre	ort History				
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≡	EXPORT TYPE	Date	EXPORTED BY	Status	
=	(Courses)	09/22/2023 2:13 PM	Gina Schorr	SUCCEEDED	
= [	Download	09/22/2023 1:46 PM	Gina Schorr	SUCCEEDED	
=	(Prospective Students)	09/06/2023 11:44 AM	Jen Loh	SUCCEEDED	
=	(Prospective Students)	09/06/2023 10:10 AM	Jen Loh	SUCCEEDED	

- You can download insights on the **Analytics tab**.
  - 1 Select your filters.
  - 2 Hover over the insight until an ellipsis (...) appears and click on it to download individual insights.
  - 3 Click "Download As" to open a drop-down menu and select Image (PNG).
  - 4 Click on the printer icon at the top right corner to download the whole dashboard as a PDF.

TRANSFER ADMIN	Home Transfer Portal Data Analytics	Site Setup				
Dashboard						
	Utilization Summary Pipeline Details Glossary					
		target start term All v All	CURRENTLY ENROLLED AT US COLLEGE/UNIVERSITY			
	385	Sessions Trend By Week This is a trend report showing the total number of unique sessions by any user, with or without an account based on date joined in the selected date range by calendar week.	41.4% d Account Conversion Rate ated Trend By Week			
		PDP Image (PNG) XLSX CSV (formatted) CSV (raw data)				

## Take a Screen Capture of Your Device

You can take a screen capture of any display on your device, not just the Portal

- Snipping Tool
  - **1** Search on your computer for **Snipping Tool** and open it.
  - 2 Right click on it to "pin" it to your task bar for easy access.

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- Print Screen
  - 1 Click the **PrtScr button** on your keyboard.
  - 2 To locate your screenshot, open File Explorer from your task bar and go to the **Pictures folder**.
  - 3 Right click on the image to **copy it**.
  - 4 Use the keyboard command **CTRL + V to paste** the image into your desired document.