

How to Capture Your Data to Measure Impact

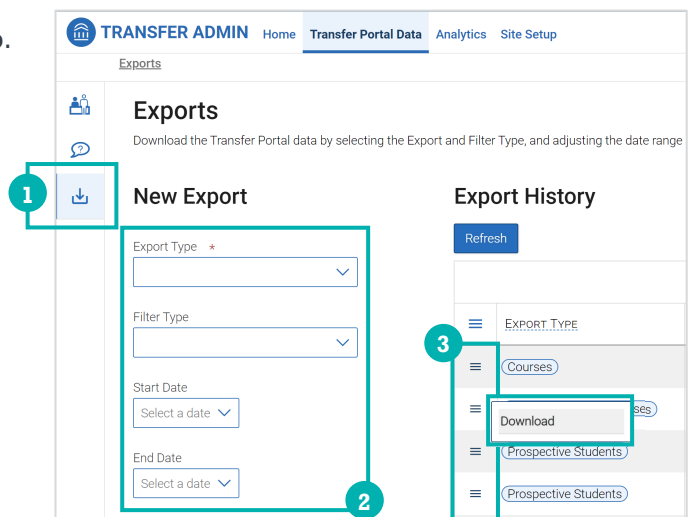
Analyzing Data Via Portal Exports and Screenshots

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

► You can export data on the **Transfer Portal Data tab**.

- 1 Click the downward-facing icon on the left side of the page to navigate to the **Exports tab**.
- 2 Select your **filters and dates**. Note that if you do not select dates, all data will export.
- 3 Click the “hamburger” menu next to each export type, then click **Download** to download the data for individual export types.



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

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

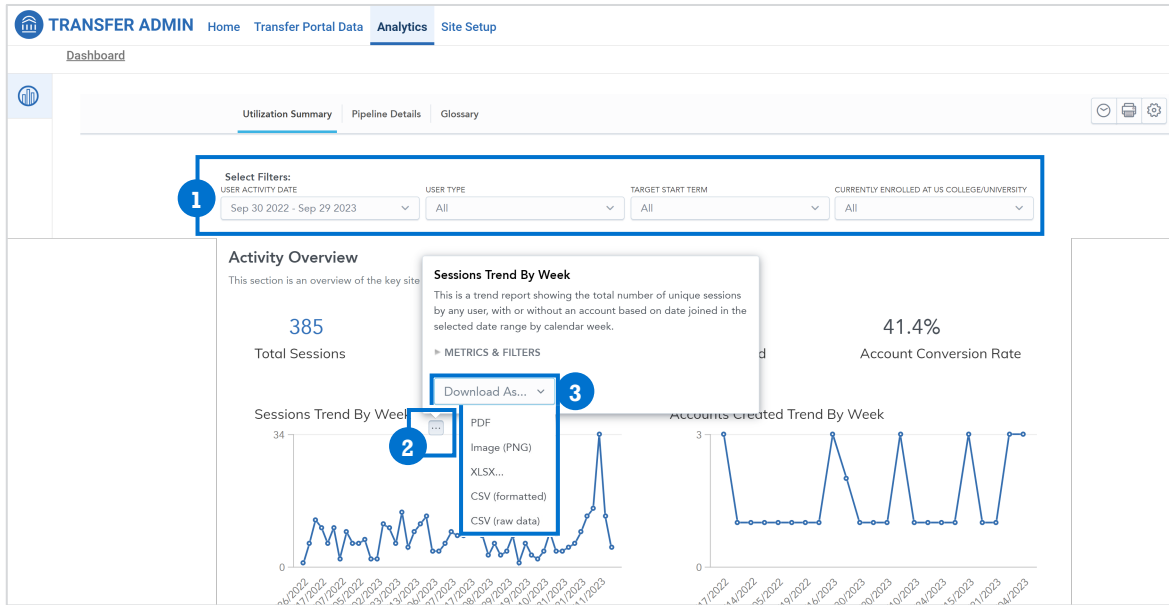
Export History

Refresh

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.

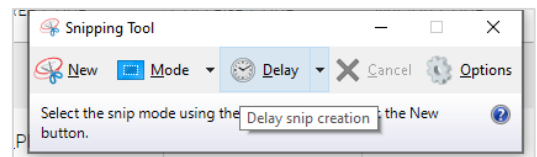


Take a Screen Capture of Your Device

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.



► 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.