# TEXAS HIGHER EDUCATION ACCOUNTABILITY SYSTEM

Quick Start Guide





# INTRODUCTION

The Texas Higher Education Accountability System provides a wealth of data on the state of higher education in Texas.

The Accountability System is organized around the goals and targets of *60x30TX*, the State's higher education strategic plan. This guide provides an introduction to the Accountability System, including how to navigate the site, locate and retrieve data, and access additional resources.

# Part I: Accessing Data Reports

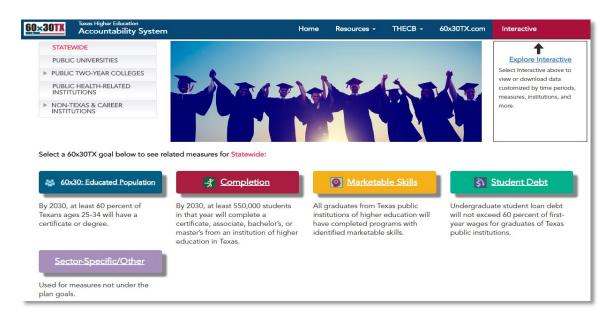
Explains how to access data reports

#### Part II: Interactive

Offers guidance on the use of the interactive portal

#### Part III: Resources

Provides an overview of additional components of the Accountability System and Texas higher education data resources



The Accountability System homepage is available at:

www.txhigheredaccountability.org



# I. ACCESSING DATA REPORTS

Data reports are prepared for each of the measures available in the Accountability System. Access individual data reports by following these steps:

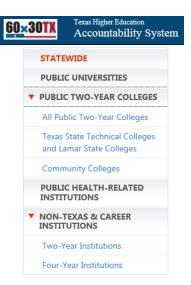


# **Select a Sector**

Sectors are shown on the upper left-hand side of the Accountability System landing page. The STATEWIDE sector is initially selected as the default. Click on the name of the sector you wish to select. Text for that sector will now be shown in red. Additionally, the text below the sector selection area will remind you which sector is selected.

Select a 60x30TX goal below to see related measures for Public Universities:

Note that the drop-down menus for PUBLIC TWO-YEAR COLLEGES and NON-TEXAS & CAREER INSTITUTIONS can be expanded by selecting the drop-down arrows or the text, as shown on the right.



2 Select a Goal

Once you have selected the sector, choose the goal associated with the measure you are interested in. There are four goals of the *60x30TX* Strategic Plan. Each of these has a button on the Accountability System homepage, and there is one additional button labeled "Sector Specific/Other." One or more data reports are available for each measure, and the list of measures for each sector can be found on the Measures and Definitions page as discussed in Part III, Resources.



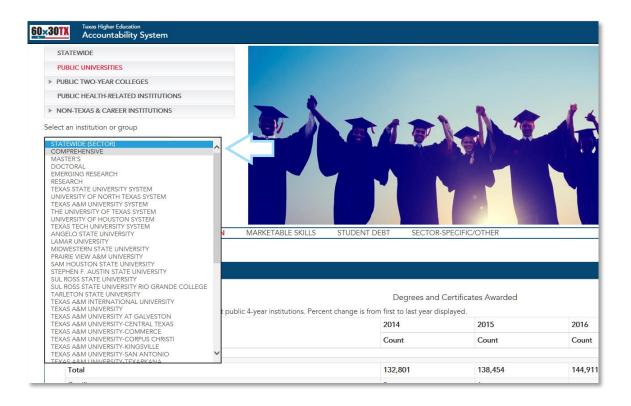
Used for measures not under the plan goals.



**Please note**: Data reports for "60x30: Educated Population," which reflect attainment of a postsecondary certificate or degree, are only available for the STATEWIDE sector. Additional reports that are part of the Accountability System but are not directly related to one of the *60x30TX* Strategic Plan goals are available under the category "Sector Specific/Other." There are no "Sector Specific/Other" reports for the STATEWIDE sector, as none of these measures include data across all sectors.

Select an Institution, Peer Group, District, or System

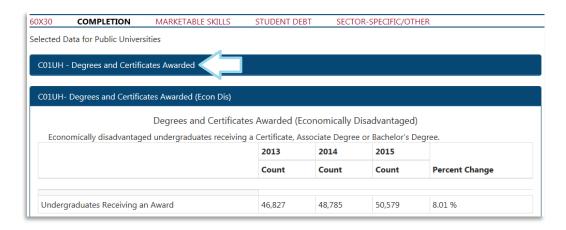
Once you have selected the sector and goal, you can choose a specific institution, peer group, district, or system from the drop-down menu shown below.





# 4 View Reports

Once a sector, goal, and institution have been selected, the available reports will appear. Scroll down to view all available reports. If you need to close an open report, click on the white text in the blue bar at the top of the report to minimize the report and view the other reports listed below. The white text in the blue bar at the top of each report is used to toggle reports open and closed, as shown below.



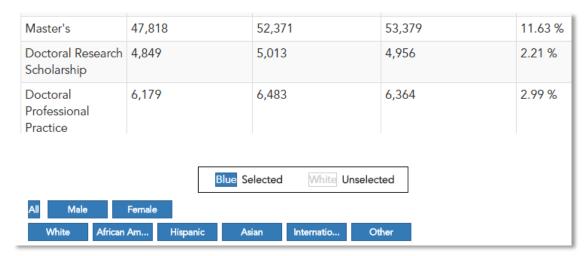
Reports associated with key measures are listed first, pre-opened, and have a dark blue bar at the top. Reports associated with contextual measures have a light blue bar at the top, are not pre-opened, and are listed after those associated with key measures. A sample of contextual "Completion" goal measures is shown below.





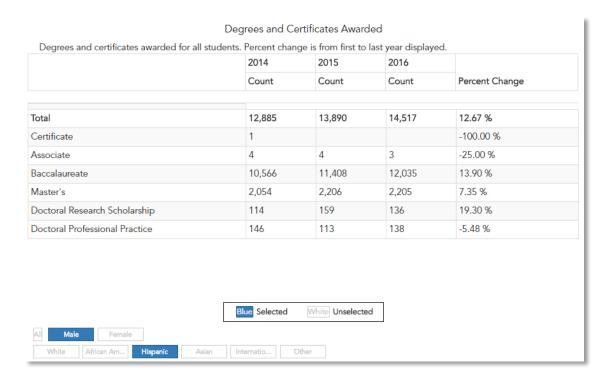
5 Filter Reports

Many reports have filters that allow users to drill down into the data. The filters are initially selected by default and displayed in blue, as shown below.



The report shown above shows the total numbers of students, both male and female, from all races combined. In this example, users may deselect categories in order to produce a report displaying data by gender and for the racial/ethnic groups of interest.

The report below shows degrees and certificates awarded at public universities and is filtered to only display results for Hispanic males.





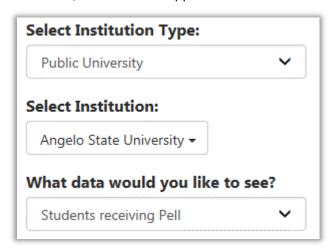
# II. INTERACTIVE

Data can be accessed interactively in order to produce customizable reports.

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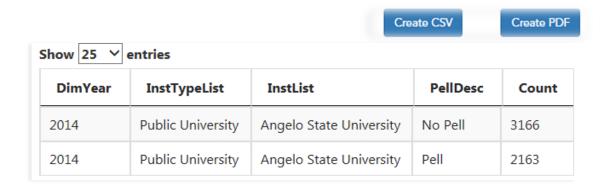
# **Select and Filter**

Click the "Interactive" link on the top, right side of the site. Then, click on the "Create a Report" link. After each selection you make, the next set of options will appear, in the following order: Institution Type, Institution, data you would like to see. If the chosen report has filters, those will also appear.



**2** View and Download

Once you have selected the data, confirm or modify any pre-selected filters that appear and click the "View Report" button. The report will display at the bottom of the screen, along with options to create a CSV (Excel) file or a PDF. To download the report, click on either "Create CSV" or "Create PDF." This will open a prompt that will allow you to either open or save the file.



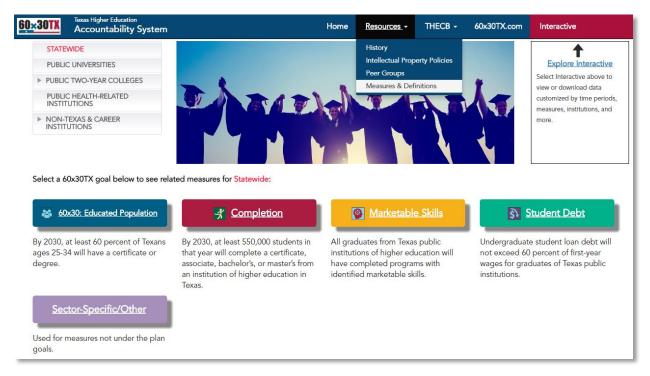


# III. RESOURCES

Users of the Accountability System will find useful content in the "Resources" section that provides important context to the data reports. This section includes measures and definitions as well as detailed information on institutional peer groups.

#### Measures and Definitions

Descriptions of the methodology behind each report can be found in "Measures and Definitions," which is located in the drop-down menu under "Resources," as shown below. Measures and Definitions are organized by sector.



## Peer Groups, Systems, and Districts

Reports are available for multiple levels of aggregation. Apart from statewide reports for all institutions, there are statewide reports by institution type, such as Public Universities or All Public Two Year Colleges. Additionally, reports are available by peer group, system, and district.

# Peer Groups

Peer groups are explained in greater detail in the "Resources" section of the Accountability System. These groups can be used to compare similar institutions.

## University Systems

There are six Texas university systems. Reports can be created by system and for each institution within a system.

## Community College Districts

Texas has six community college districts. Data is reported in the Accountability System by campus for these community colleges and is also aggregated at the district level.