Blue Reports

Blue Reports can be accessed via the ISU home page A-Z menu or from the Institutional Research home page. Dashboards have been created for various institutional roles but all Blue Reports users can access any of the dashboards.

Select the appropriate dashboard for your role at the University. When you select a dashboard button, the dashboard will begin to launch by prompting you for your login information. You must have a Blue Reports account. Blue Reports user names/passwords are the same as your Sycamore login.

To request a Blue Reports account, please email Ray Buechler: Ray.Buechler@indstate.edu
Dashboards are organized into sections. The section in context is bolded. Click on the section name to move from section to section. Within each section there are multiple tabs or pages. Click on the page label to move from page to page. Each dashboard page has one or more panels and may have Slicers to allow for filtering.

- **Key Metrics** provide access to current data to monitor enrollment and other metrics periodically
- **Trends** provide comparisons across years and may be based on official data
- **Point-in-Time Comparatives** provide admissions metrics for this year vs the same time last year and registration totals compared to prior year at the same point in time
- **Retention & Graduation** and **Success Rates** reports track enrollment and graduation for entering cohorts
Blue Reports Navigation – Key Concepts:

- Right click in panel’s white space (not on report or graph) for **Panel Actions**
- Right click on row or column label for **Report Actions**
- Right click in cell for **Cell Action list choices**

**Key Panel Actions** - right click on the white space in a panel, not on the report or graph

- **Pivot** (swaps rows and columns)
- **Totals** (when dicing/drilling, your row or column totals may be removed. Use the Totals action to add totals to your results. Select Totals, Normal Totals, Grid Grand Totals)
- **Content Export** (the **Quick Export to Excel** option generates a .xml file or you can choose **Copy Formatted data**, then open an Excel worksheet and paste)
Key Panel Actions (continued)

- **Content Options:**
  - Zoom to Full (goes to full-page for this panel, from the full-page view the option is changed to Zoom to Original to go back to the multi-panel page)
  - Panel Reset (resets the panel to its original state)
  - Go Back (go to the previous data view)

![Content Options](image-url)
**Key Report Actions** - to further investigate the data presented, right click on a report column or row label (or a bar on a graph)

- Drill to Level (choose the level to drill to if there are multiple levels in this dimension; for example, College/Department/Major)
- Dice (for the dataset represented by the column or row label diced from, you can choose a different dimension to categorize results; some dimensions have multiple hierarchy levels so you must select the hierarchy level you wish to use)
- Expand Down (shows the current element and the next level in its hierarchy)
- Collapse (hides the elements at the next level in the hierarchy)
- Member Selection (can select a particular row or column to focus on or eliminate; can multi-select rows/columns to focus on or eliminate; or can select Focus & Descendants to select the current element and its descendants at all levels in the hierarchy. For example, Focus and Descendants from a particular Major College will provide the college total and the distribution by department by major for that college)

**Cell Actions** provide detail lists of individuals represented by the count in a report cell - right click on an individual data cell to determine if there are any available Cell Action Lists for that measure. If so, select a list option. From the detail list that displays, you can click on any column heading to sort by that variable. You can click on the Export to Excel button at the bottom left of the list to export the list to an Excel file.

**Other Printing/Saving options** If you hover over the Pyramid logo in the upper right corner of the dashboard page and click on the Printer icon, you will see options on the left to Print Content (prints to a PDF) or Export Content (to Excel, Word or Powerpoint). There are options to select only the current page, the entire book (all pages in the dashboard) or selected analyses (allows you to choose multiple pages).

**Training and Assistance**

- **Training** - Two types of training are offered monthly: Introductory sessions for new users and Question/Answer sessions for those who have used Blue Reports and have particular questions or needs to address. Please consult the training calendar on the Blue Reports website for session meeting information.
- **Assistance** – Call Linda Ferguson in the Office of Institutional Research at 237-8316