

Tutorial: Using IPEDS to Compare Institutions

- 1) Navigate to <https://nces.ed.gov/ipeds/Home/UseTheData>
- 2) Scroll down and click on the “Compare Institutions” link
- 3) Type in the name of the school you want to compare in the search bar. Click on the link of the school’s name to add it to the list.

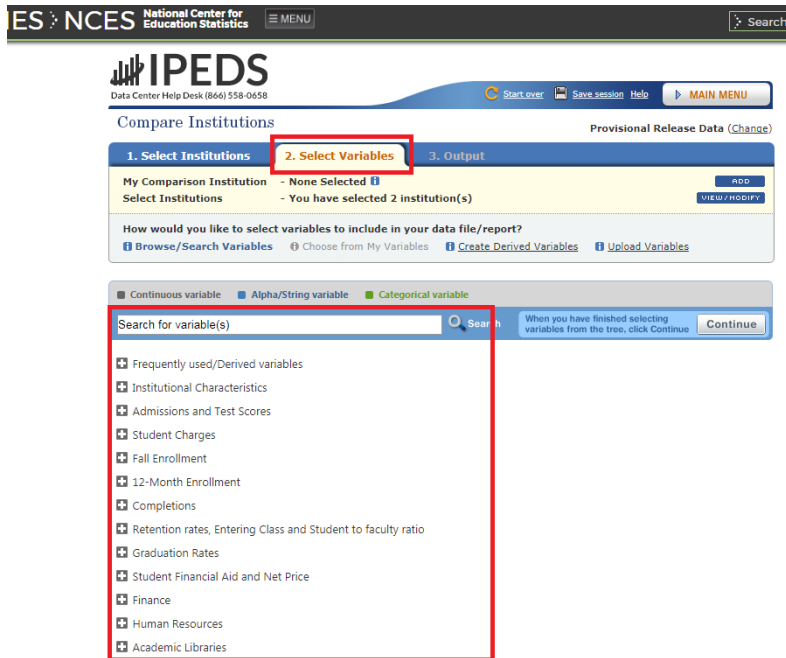
The screenshot shows the IPEDS Compare Institutions interface. At the top, there is a navigation bar with the IES and NCES logos, the text 'National Center for Education Statistics', a 'MENU' button, and a search box. Below this is the IPEDS logo and 'Data Center Help Desk (866) 558-0658'. The main heading is 'Compare Institutions' with a 'Provisional Release Data (Change)' link. The interface is divided into three steps: '1. Select Institutions', '2. Select Variables', and '3. Output'. Under '1. Select Institutions', there is a section 'My Comparison Institution - None Selected' with an 'ADD' button. Below this is a question: 'How would you like to select institutions to include in your data file/report?' with four options: 'By Names or UnitIDs', 'By Groups', 'By Variables', and 'By Uploading a File'. A search box is present with the text 'Institution Name' and a 'Select' button. The search results show 'university of port' and '209825: University of Portland, Portland, OR'. The 'ADD' button is highlighted with a red box.

- 4) To add more institutions to compare to your selected school, you can look up institutions based on criteria or click the “add” button in the corner.

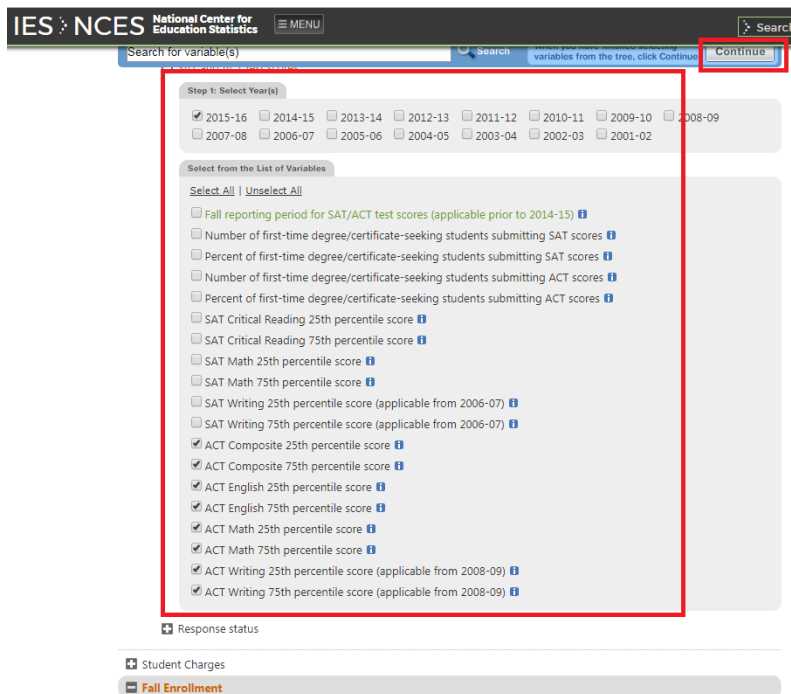
The screenshot shows the IPEDS Compare Institutions interface after one institution has been selected. The 'ADD' button is highlighted with a red box. Below the search options, there is a message: 'When you have finished selecting institutions, CONTINUE to Step 2 - Select Variables.' Below this is a section 'My Institutions' with a 'MODIFY' button. A table lists the selected institution:

ID	Institution Name	City	State
209825	University of Portland	Portland	OR

- 5) After selecting institutions to compare, click on the “Select Variables” button near the top to bring up multiple variables and data available to compare between the schools. Click on the “+” button next to each variable to expand the categories of the data reports that are available.



6) When selecting variables, check the boxes next to the years that you want to pull up. Then, check the boxes of the data you want to compare from list of variables that are available. After you have finished selecting the variables, click the “Continue” button.



7) You will have a chance to review the variables once more and edit options about the variables you have selected. Once you are finished reviewing the options and editing the variables, click the “Continue” button.

8) Before your data is available, you may choose how to view the data. After selecting your options, click the “Continue” button.

The screenshot shows the IPEDS Compare Institutions web interface. At the top, there is a navigation bar with the IES and NCES logos, the text 'National Center for Education Statistics', a 'MENU' button, and a search box. Below this is the IPEDS logo and contact information: 'Data Center Help Desk (866) 558-0658'. There are links for 'Start over', 'Save session', 'Help', and a 'MAIN MENU' button. The main heading is 'Compare Institutions' with a link for 'Provisional Release Data (Change)'. The interface is divided into three steps: '1. Select Institutions', '2. Select Variables', and '3. Output'. Under '1. Select Institutions', it says 'My Comparison Institution - None Selected' with an 'ADD' button. Under '2. Select Variables', it says 'Select Institutions - You have selected 2 institution(s)' and 'Select Variables - You have selected 8 variable(s), 8 can be used in this report.' with 'VIEW / MODIFY' buttons. The '3. Output' step is highlighted with a red border and contains the following text: 'Answer the questions below, then click 'Continue' to get your report.' with a 'Continue' button. Below this is a warning: 'Some queries you submit, especially those containing calculated variables, may take time to execute. Please be patient.' The questions are: 'Which identification variables would you like to include?' with radio buttons for 'Institution name only' (selected) and 'Both Institution name and UnitID'; 'Would you like long or short (maximum 8 characters) variable names?' with radio buttons for 'Short variable name' (selected) and 'Long variable name'; 'In what format would you like to receive your data?' with radio buttons for 'View on screen' (selected) and 'Download in comma separated format'; and 'Would you like to include imputation and status flags?' with radio buttons for 'No' (selected) and 'Yes', and a red question mark icon.

9) After receiving your data, you may modify the institutions to compare or the variables you selecting to pull up different data reports for each school.