Tutorial: Using College Navigator for Benchmarking

1) Navigate to https://nces.ed.gov/collegenavigator/

2) Type in school name or use search criteria to find a list of schools to benchmark (show both the basic and the advanced options under "More Search Options")

3) Click on the "Add to Favorites" button next to the school's name. This will build a benchmarking list found by hovering over the "My Favorites" tab in the upper right corner

4) While hovering on "My Favorites", check the boxes next to the school's names of the schools that you would like to compare the data for. Click on "Compare" to see the most recent IPEDS data for all the schools on financial aid, enrollment, student demographics, admissions, retention rate, and graduation rate

5) Click on "Export Compare" at the top to save all the benchmarking data as an excel file