

# Summary Tables

This data tool allows you to create a wide-range of pre-formatted reports related to a variety of commonly referenced IPEDS data.

## Step 1: Getting started

For all first time tasks within the Data Center, except Customize DFR, you will be asked to indicate the type of data you wish to access: Preliminary/Provisional Release Data or Final Release Data.

### 1.1 Use Preliminary/Provisional Release Data

This option allows you to access either Provisional Release Data or Preliminary Release Data (only available for most current collection year).

#### 1.1.1 Preliminary Release Data

Preliminary Release Data are data that have completed an initial review and validation process. However, imputed data for non-responding institutions are not included. If Preliminary Release Data are available, it will be marked with a tilde (~) and automatically selected. Preliminary Release Data are only available for the most recent data year, and remain available until the Provisional Data are released. Due to the nature of the data release cycle, Preliminary Release Data are not always available. For reference, a list of the IPEDS data components with Preliminary Release Data available is displayed along with the relevant data year, as shown below:

#### 1.1.2 Provisional Release Data

Provisional Release Data have undergone full NCES quality control procedures. These data have been imputed for nonresponding institutions but are still subject to additional revisions that may be submitted by institutions during the subsequent data collection year through the IPEDS Prior Year Revision (PYR) System. For reference, a list of the IPEDS survey components with Provisional Release Data available is displayed along with the relevant data year, as shown below:

### 1.2 Use final release data

This option allows you to access Final Release Data.

#### 1.2.1 Final Release Data

Final (Revised) Release Data are data released the year following the initial collection, after institutions have been given an opportunity to revise their data if they believe it was inaccurately reported in the prior year through the IPEDS PYR System. Final release data can be used when the most up to date data are required; however, these data may not match the tables from the NCES First Look publication.

Once you have finished making selections, click Continue at the bottom of the screen, as shown below:

Available Data	Preliminary/Provisional release ⓘ	Final Release ⓘ
Institutional Characteristics (IC)	2017-18 ~	2008-09 to 2016-17
Pricing and Tuition (IC)	2017-18 ~	2008-09 to 2013-14
Admissions (ADM)	2016-17	2008-09 to 2015-16
Completions (C)	2016-17 ~	2005-06 to 2015-16
12-month Enrollment (E12)	2016-17 ~	2005-06 to 2015-16
Fall Enrollment (EF)	2016	2006 to 2015
Student Financial Aid (SFA)	2015-16	2005-06 to 2014-15
Graduation Rates (GR)	2016	2006 to 2015
Outcome Measures (OM)	2016	2015
Finance (F)	2015-16	2005-06 to 2014-15
Human Resources (HR)	2016-17	2006-07 to 2015-16
Academic Libraries (AL)	2015-16	2014-15

~ Preliminary Release ⓘ

For years that final data are available, select which release you would like to use:

Use provisional release data

Use final release data

## Step 2: Select Institution

After clicking Continue, you will be shown a screen to select an institution. The methods you use to choose will depend on your data needs and which report you are creating. It is a good idea to familiarize yourself with each available method:

- By Names or UnitIDs
- Selecting a Comparison Institution
- By Groups
- By Variables
- By Uploading a File

To view complete instructions on Create, Save, or Upload institutions, please [click here](#).

## Step 3: Select Templates

- Browse the list of available pre-defined Report Templates, clicking on the icon



to expand a section of the tree, and the icon



to collapse it. When ready to make a selection, click on the corresponding link to select the desired template, as shown below.

1. Select Institutions    2. Select Templates    3. Output

My Comparison Institution - University of Maryland-College Park [i](#)    [CHANGE](#)    [REMOVE](#)

Select Institutions - You have selected 2 institution(s)    [VIEW/MODIFY](#)

Institutional Characteristics and Student Charges  
     [Directory information](#)  
     [Price trends](#)

Admissions and Test Scores (excludes open enrollment institutions)

Enrollments

Completions

Graduation Rates

Student Financial Aid

## Step 4: Customize the Report Settings

- Depending on which template has been selected, you will be given the opportunity to customize the report in various ways. For example, you may specify data years of interest and select other data elements and formatting options where applicable:

### Price Trends

[\[ Report Templates \]](#)

#### Select housing plan

- On-campus
- Off-campus (not with family)
- Off-campus (with family)

#### Select tuition plan

- In-district
- In-state
- Out-of-state

[Display](#)

Totals  Details

[Download](#)

- A **Report Templates** link is available at the top right corner. This link allows you to return to the Report Templates menu and select a different report to create.
- When satisfied with the selections, click Display to view the results on-screen in HTML format, or Download to download the report in zipped, comma separated values (CSV) format viewable in Microsoft Excel and most other spreadsheet applications.

## Step 5: View the Results

- If Display has been selected, the report will be displayed in HTML format. Browse the list of results by clicking on the



icon to expand a row to see all variables, and the



icon to collapse it (if applicable).

## Price Trends

[ [Report Templates](#) | [Modify Options](#) ]

### 214777 - Pennsylvania State University-Main Campus

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
<b>On-campus in-district (total)</b>	35758	35068	34598	33592	31854	31002	29684	28520	26742	25208	23242	22034	20488	18986	17310
<b>In-district tuition and fees</b>	17900	17514	17502	16992	16444	15984	15250	14416	13706	12844	12164	11508	10856	9706	8382
<b>On-campus room and board</b>	11230	10926	10548	10116	9702	9432	9054	8820	8262	7740	7416	7092	6246	5958	5670
<b>On-campus other expenses</b>	4788	4788	4788	4788	4140	4050	3924	3924	3510	3456	2574	2394	2394	2394	2394
<b>Books and supplies</b>	1840	1840	1760	1696	1568	1536	1456	1360	1264	1168	1088	1040	992	928	864
<b>On-campus in-state (total)</b>	35758	35068	34598	33592	31854	31002	29684	28520	26742	25208	23242	22034	20488	18986	17310
<b>On-campus out-of-state (total)</b>	50240	48900	47548	46166	44156	43084	41548	40050	37976	36076	33790	32270	30416	28608	26538
<b>Off-campus</b>															

- You may click on the link to Modify Options at any time to return to the previous screen and modify the report settings; or, click on Report Templates to return to the Report Templates menu and generate additional reports for the selected institution(s).
- When finished with this task, use the Main Menu to navigate to a different task in the **Use the Data** portal; or, click on **Start Over** from the navigation menu at the top of the screen to end the current session.