

PROGRAM DIVERSITY & PERSISTENCE DASHBOARD: USER MANUAL

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Purpose of the Document

This user manual describes the Program Diversity and Persistence dashboard and provides instructions about how to navigate the dashboard. It serves both technical and non technical users. Topics include:

- Essential Question and Use Case
- Demo Dashboard Definition
- Dashboard Filters
- Dashboard Visual Navigation
- Program Diversity and Persistence Dashboard
- Candidate Summary Report
- Completion Rate by Race Report
- Certification Rate by Race Report
- Candidate Details Report

Essential Question and Use Case

Background

Educator Preparation Program (EPP) requires a comprehensive understanding of its candidate population to support continuous improvement and promote equitable outcomes. The EPP seeks to monitor the total number of participants and analyze demographic breakdowns to assess the diversity within its programs. A primary focus is on understanding program completion and certification rates, particularly how these outcomes vary by race in comparison to overall averages. The EPP is also interested in identifying the percentage of grant recipients by race and examining how grant participation may influence candidate success.

In addition, the EPP aims to analyze the relationship between program completion and certification across racial groups to identify disparities and inform targeted interventions. Access to detailed candidate-level data is essential, enabling the EPP to drill down by cohort, program, and demographic characteristics to better understand candidate persistence and progression. These insights are used to establish baselines, set improvement targets, and guide strategic efforts to increase the proportion of candidates who complete the program and achieve certification.

To conduct these analyses, the EPP requires data on candidate preparation (including program and certification status), demographics, completion and certification outcomes, and participation in grant-funded initiatives.

Essential Questions

The Program Diversity and Persistence dashboard displays the EPP data in a way that can assist with recruiting diverse candidates across demographic attributes of interest. Additionally, the dashboards can provide insight into candidate retention and resilience and help identify where EPPs may be losing candidates across the educator pipeline.

Utilizing the Program Diversity and Persistence dashboard allows users to hone in on essential questions relating to:

EQ 1: How diverse¹ is the candidate² population for the educator preparation program?

EQ 2: How do candidates persist³ throughout the program?

EQ 3: How many candidates receive grants⁴ to participate⁵ in the program?

¹By race/ethnicity and sex

²Individuals enrolled in an EPP

³Measured by program completion and certification

⁴Focusing on grants awarded for the purpose of improving candidate outcomes

⁵Defined as receiving a grant

Use Case Audience

This section lists the roles that would ask these EQs and/or access this report and visual.

- Staff responsible for candidate recruitment
- Faculty, staff, and leaders planning and driving EPP program improvement
- Faculty and staff responsible for accountability reporting and other data responses
- Leadership responsible for overall program quality and candidate preparation

*For more information about this use case, see Program Diversity and Persistence Use Case Resource

User Manual: Feature Breakdown

Dashboard Filters

Within the Program Diversity and Persistence dashboard, there are two distinct types of filters that can be utilized: page filters and visual filters. This section describes how these filters can be used.

Each filter has one or more possible options by which the data in the visuals can be further defined. The available options for a filter are determined by the data submitted for the Educator Preparation Program. Some filter options are standard and others are customizable based on the EPP data driving the filters.

- **Standard Filters**

The options available for filters such as Certification Status and Program Completion are standard across all Educator Preparation Programs. The options available for these filters are the same regardless of the Educator Preparation Program. Although the options for these

filters are standard, the EPP is responsible for defining how the standardized options are derived.

- **EPP Specific Filters**

The options available for filters such as Cohort, Program, Race, Sex and Term are specific to the Educator Preparation Program. These options will vary across EPPs based on the data available. The EPP is responsible for defining how these options should be interpreted.

The following details are captured for each type of filter:

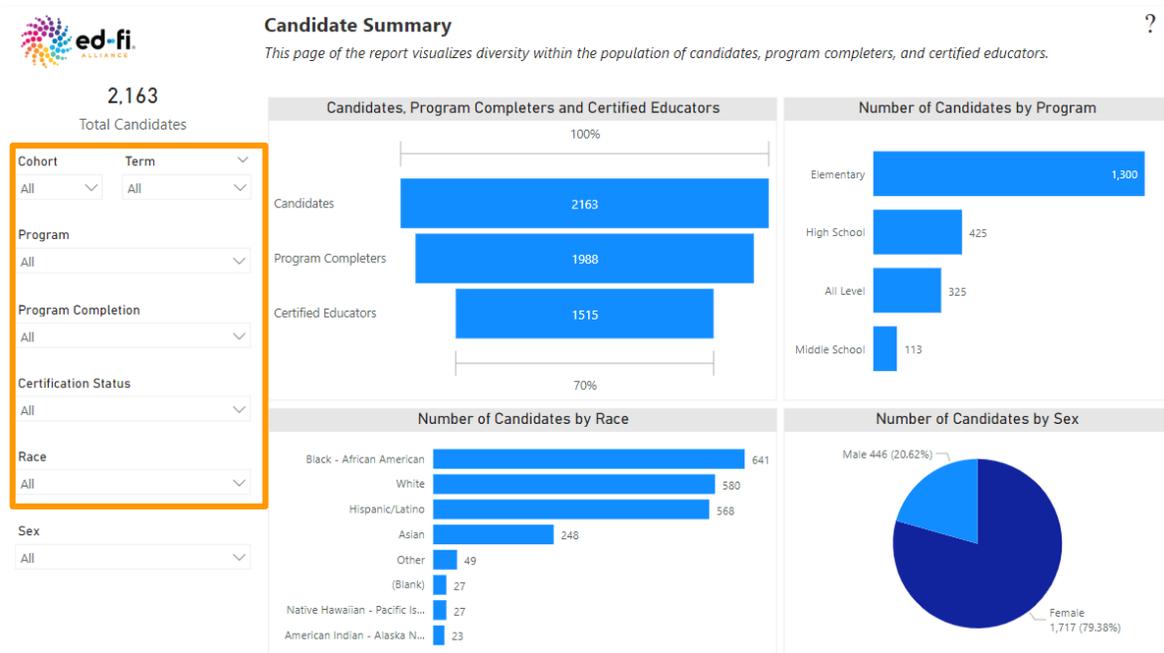
- Multi-select Functionality
- Search Functionality
- Tips for using filters
- Clearing Filters

Page Filters

Page-level filters allow data to be filtered on a given page, they only filter the data for a given page. This functionality allows the creation of pages that focus on particular subsets of data making it easier to identify trends when analyzing data on the dashboard.

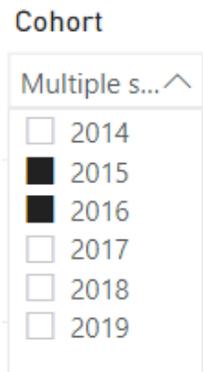
By default all page level filters are set to “All”. This means each page will display all available data in all the visuals when initially signed into the dashboard. The page level filters are used to hone in on the more granular details based on the available options for each page level filter.

The page filters are designated on the left hand side of the report immediately below the **Ed-Fi** icon on the demo dashboard. A snippet of this can be seen in the image below.



MULTI-SELECT FUNCTIONALITY

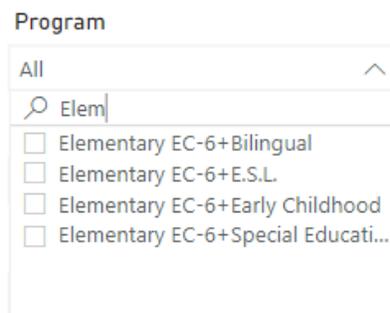
All page level filters have multi-select functionality. This means that multiple options can be selected from the filter drop down at a given time.



To enable the multi-select, the user must select one option from the list, hold down the **“Ctrl”, or “COMMAND” on Mac, button** and at the same time select the next option. The data displayed in the visuals will then be updated to reflect the selected options.

SEARCH FUNCTIONALITY

Some filters display a search box when the drop down arrow is selected. This allows the user to type a word or phrase that is included in a given filter option in the search box.

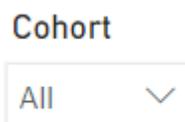


The option list drop down will be limited to displaying only options that include the word or phrase that was included in the search. The following filters support the search functionality:

- Term
- Program

TIPS FOR USING FILTERS

To apply a page filter, select the drop down arrow next to **All** for the particular filter of interest.

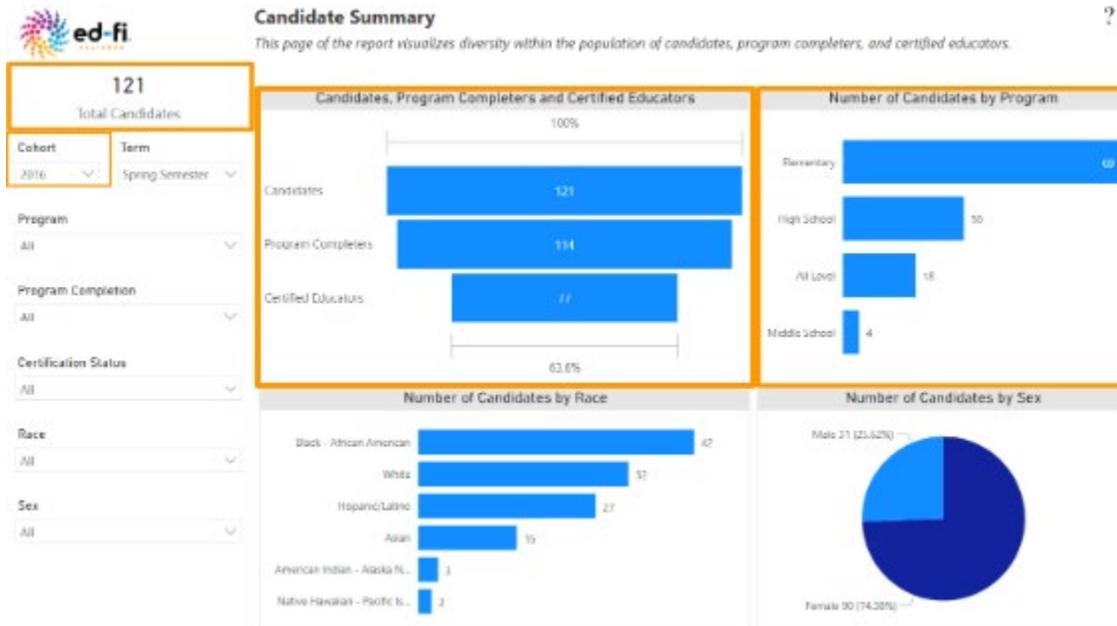


If interested in refining the data on the page by cohort, selecting the **Cohort** drop down arrow will reveal all possible cohort years for the Educator Preparation Program.

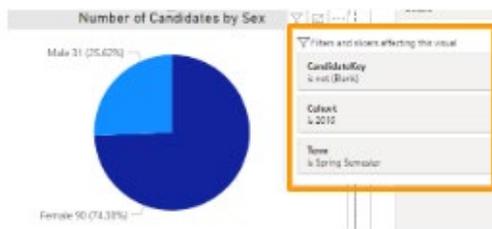
This provides the opportunity to select the specific cohort year of interest. As the year is selected, it should be noticed that the data in the visuals are updated to reflect values that are specific to the year selected.

For example, the image below displays changes on the Candidate Summary report when the cohort year is set to **2016**. Notice that the counts for the Total Candidates, Candidates, Program

Completers and Certified Educators and Number of Candidates by Program visuals highlighted in the image below are lower than when the Cohort filter is set to **All**.



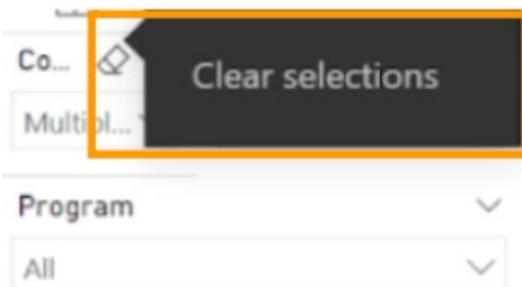
To see the page level filters that are applied to a visual, hover mouse over the visual of interest, in the top right corner of said visual, select the funnel/filter icon.



This will display a list of all the filters that have been applied. See the image to the left for the filters that are applied to the Number of Candidates by Sex visual on the Candidate Summary page.

CLEARING FILTERS

To clear the filter options selected, hover mouse over the filter and select the **eraser** icon to the right of the filter name.



The hover over for the eraser indicates **Clear selections**. Alternately, the user can select the drop down arrow for the filter and click on the options that were previously selected to deselect them.

Visual Filters

Visual filters allow the data on a given visual to be filtered. These are the most granular filters that can be applied to the data. Visual filters operate within the context of the page level filters. This means visual level filters cannot override page level filters.

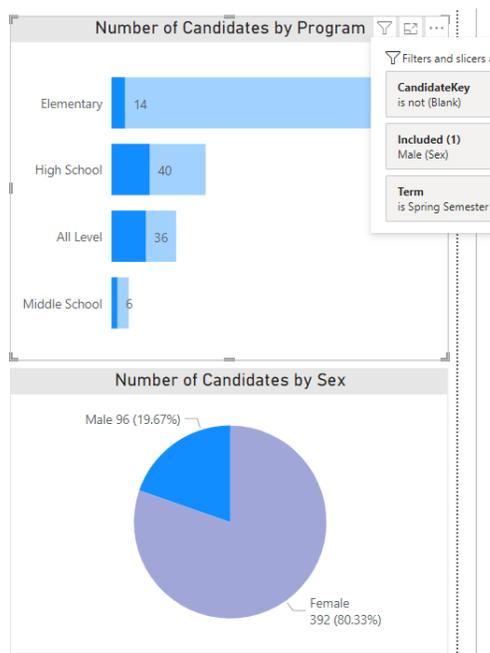
Each visual has the capability to filter other visuals on the page, based on the part of the visual selected. When a distinct part of a visual is selected, the color of the section selected will be highlighted while the color of the part of the visual that was not selected will fade. The selected section acts as a filter for all other visuals on the page. This allows you to see how the visuals are affected by different variables from each visual.

MULTI-SELECT FUNCTIONALITY

When using a visual to filter the remaining visuals on the dashboard, if the visual has multiple sections or categories of data, the multi select filter functionality can be used. This means that multiple sections of data on the visual can be selected at a given time. To enable the multi-select, the user must select one section of data from the visual, hold down the **“Ctrl”, or “COMMAND” on Mac, button** and at the same time select the next section. Note that this multi-select can only be used on one visual at a given time. The data displayed in the remaining visuals will then be updated to reflect the selected options.

TIPS FOR USING VISUALS AS FILTERS

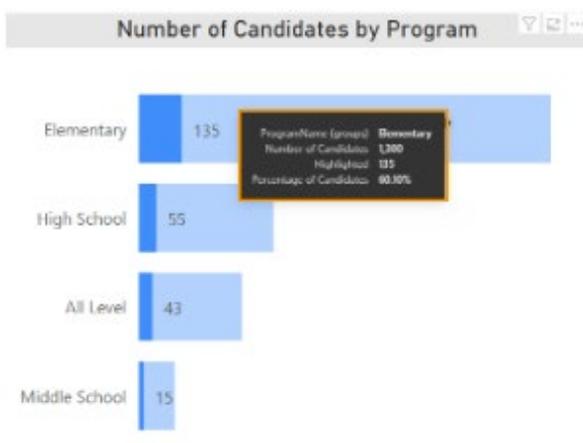
To use a visual as a filter, select the section of the visual you want to act as a filter. This will modify the data displayed in all other visuals on the page.



In this image, the Male section of the pie chart in the Number of Candidates by Sex visual was selected. Subsequently, the color of the Male section is highlighted while the color of the Female section fades. Notice that the color of the other visuals are also affected by the selection.

In the Number of Candidates by Program, the part of the bars that represent male candidates for each program is highlighted in a brighter shade while the faded part of the bars represents those candidates who are female for that particular program.

Hovering over a particular section or value on the visuals that are filtered will show an extra value in the tooltip for **Highlighted**.



The Highlighted value, illustrated in the image to the left, indicates the number of candidates based on the section or value that was selected on the visual that is acting as a filter.

It should be noted that when a visual is used to filter the report, the page level filters are unaffected.

Selecting the “Filters on Visual” icon in the top right corner of each affected visual will display the filters that are included. Note that this will not display any filter for the visual that is acting as the filter.

CLEARING VISUALS THAT ACT AS A FILTER

To clear the visual filter, simply re-select the part of the visual that is acting as a filter.

Program Diversity and Persistence Dashboard

This section describes the Program Diversity and Persistence dashboard, which is based on the Ed-Fi EPP Diversity and Completion Power BI report.

This dashboard highlights the diversity and persistence of candidates in the educator preparation program as well as the variance between program completers and certified program completers. The dashboard consist of four pages:

- Summary
- Completion - race
- Credentialed - race
- Candidate Details

Each report page is described in its respective sections below.

Candidate Summary Report

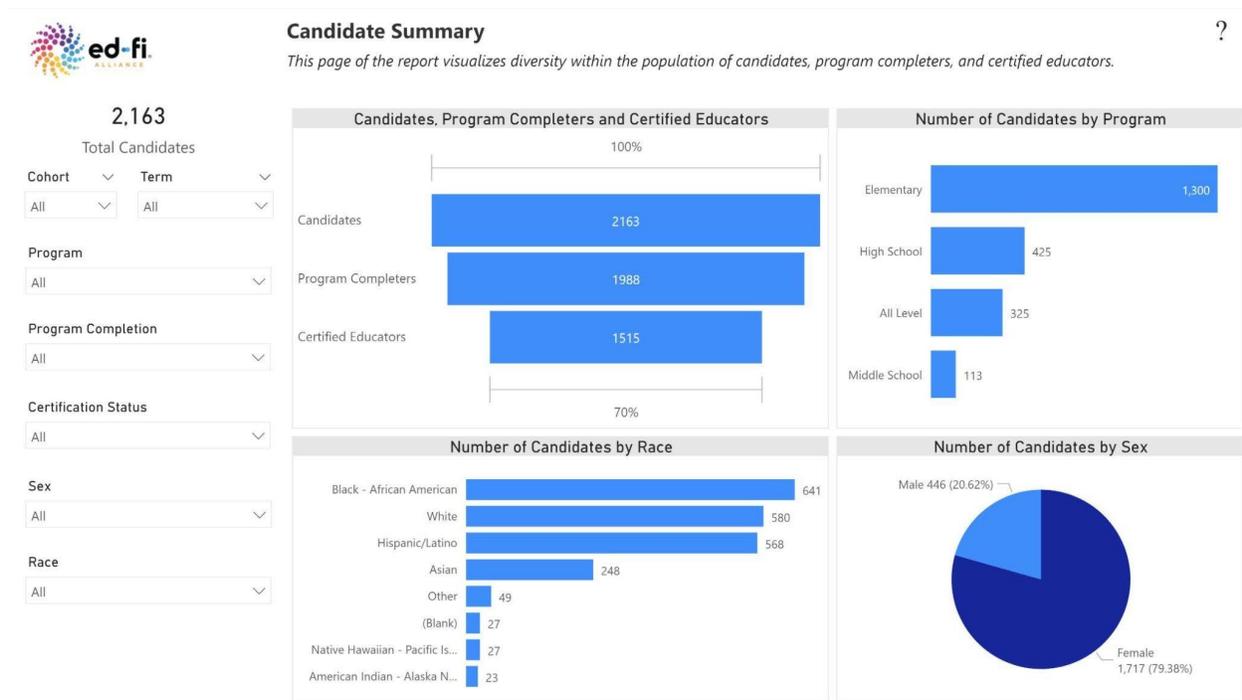
This section provides detailed information about the Candidate Summary report page of the Program Diversity and Persistence dashboard. It includes the following sub sections:

- Report Description
- Report Navigation

- Report Security
- Report Visuals
- Report Filters

REPORT DESCRIPTION

The **Candidate Summary** Report is represented by the **Summary** page in the Program Diversity and Persistence dashboard. It is used to provide a high level summary of enrollment by gender, race/ethnicity, and program. It also provides a high level summary of the number/percentage of candidates in the educator preparation pipeline from enrollment to certification. It displays aggregated data for all candidates who have participated in or are participating in the EPP program. The image for this report as it appears on the demo dashboard is illustrated below.



REPORT NAVIGATION

This report contains a number of page level filters that can be used to hone in on the data displayed in each visual. The visuals on the page interact with each other; when a section of a visual is selected, it will filter the remaining visuals on the page and update the data displayed to represent the visual section selected.

REPORT SECURITY

This report displays aggregate level data. There is no personally identifiable information for candidates displayed throughout this page. All the visuals on this report are accessible by all users.

REPORT VISUALS

There are five visuals included on the Candidate Summary report. These visuals are identified below and are further described in the respective sections to follow.

- Total Candidates
- Candidate, Program Completers and Certified Educators
- Number of Candidates by Program
- Number of Candidates by Race
- Number of Candidates by Sex

The visual sections identified below provides the following level of details:

- Visual Description
- Visual Tooltip
- Visual Interactivity
- Visual Usage

TOTAL CANDIDATES

Visual Description

This is a simple card visual that displays the total number of candidates enrolled in the Educator Preparation Program.

2,163
Total Candidates

This represents the overall candidate enrollment when no filters are applied. When filters are applied, it represents the candidate enrollment that is specific to the filter options selected.

Visual Interactivity

This card is directly impacted when a page level filter is selected as well as when other visuals act as a filter. It is not affected when different sections are selected from the “Candidates, Program Completers and Certified Educators” visual.

The count on this visual is updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the number of candidates enrolled overall or based on specific filtering conditions.

For example, on the demo dashboard, there are 2,163 candidates enrolled. This means that based on the program data used by the EPP to support the Candidate Summary report, there is a total count of 2,163 candidates who collectively participated in the past or are currently participating in the EPP program over the number of years for which the data supports.

Visual Description

This is a funnel chart visual that displays the total number of candidates enrolled in the Educator Preparation Program, the number of candidates from total enrolled that are program completers, and the number of candidates from total enrolled that are certified educators.



Candidates represent 100% of the candidate enrollment population.

Program Completers represents the percentage of completers from the candidate enrollment population.

Certified Educators represent the percentage of candidates certified from the candidate enrollment population.

Visual Tooltip

The tooltip on this visual displays the following details for each section of the funnel chart:

- **Candidates**
 - Candidates (#)- Counts the number of enrolled candidates.
 - Percentage of Candidates (%)- The percentage of enrolled candidates.
- **Program Completers**
 - Program completers (#)- Counts the number of program completers.
 - Percentage of Candidates (%)- The percentage of program completers based on the enrolled candidates.
- **Certified Educators**
 - Certified Educators (#)- Counts the number of certified educators.
 - Percentage of Candidates (%)- The percentage of certified educators based on the enrolled candidates.
 - Percent of Program Completers (%)- The percentage of certified educators based on the program completers.

Visual Interactivity

This visual interacts with the page filters for the reports as well as all the other visuals on the page. It can not be used as a filter itself, to filter the other visuals on the page.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

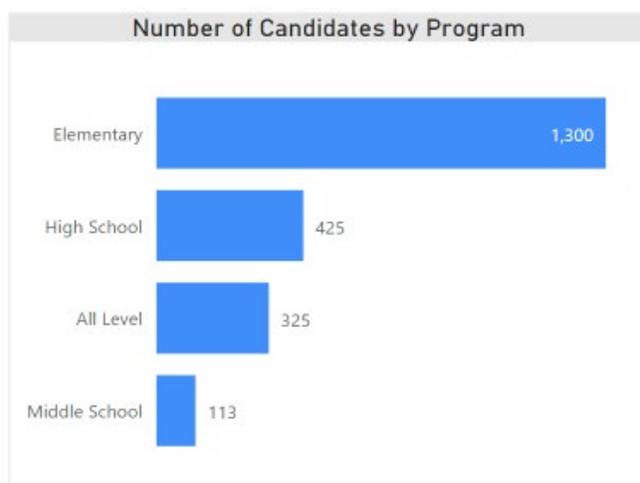
This visual can be used to identify the number of candidates in the educator preparation program pipeline or based on specific filtering conditions. The intention of the visual is to have the bottom percentage be as close to 100% as possible, meaning that as many candidates as possible have become certified educators.

For example, the total number of candidates enrolled in the educator preparation program is 1263. Of this, 1988 actually completed the program and 1515 became certified after completing the program.

NUMBER OF CANDIDATES BY PROGRAM

Visual Description

This visual takes the form of a stacked bar chart that displays the count of candidates by the program category/level they are enrolled in within the Educator Preparation Program. The available program categories/levels are based on the data provided by the EPP. Your EPP dashboard may require modification to the group in the Power BI file to display the program categories/levels in a way that the data supports.



The demo dashboard identifies four categories/levels associated with the program. These options can be seen on the image to the left. The program categories/levels is derived from the actual program name by categorizing programs that are similar into groups based on the level the program is prepared to educate.

Visual Tooltip

The tooltip on this visual displays the following details for each section of the pie chart:

- ProgramName (groups) (**ProgramName group**)- Identifies all available categories/levels for the program.
- Number of Candidates (**#**)- Counts the number of enrolled candidates for the program category/level.
- Percentage of Candidates (**%**)- The percentage of enrolled candidates within that program category/level.

Visual Interactivity

This visual interacts with the page filters on this report as well as all the other visuals on the page. It can be used to filter the other visuals on the page.

- Selecting a particular bar will filter all other visuals on the page to show the counts and or percentages specific for the bar of the chart selected.
- For example, selecting the **High School** bar will filter the **Number of Candidates by Race** visual to display the counts by race of participants in all High School programs.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

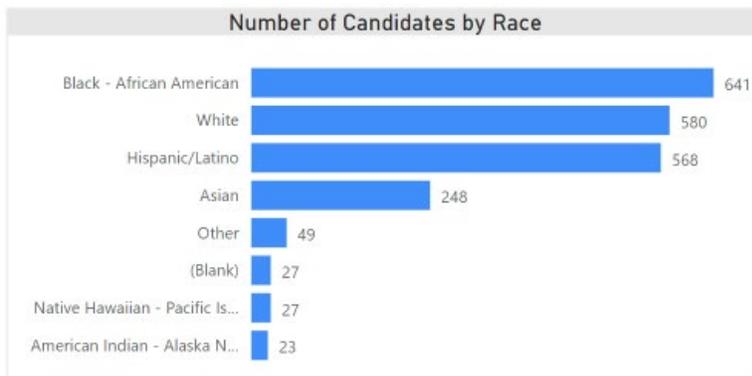
This visual can be used to understand the program breakdown of an EPP. It can also be used to identify staffing and resources needed for the program as well as forecast which programs may need more resources in the future.

For example, the Number of Candidates by Program displayed in the demo dashboard without any filters applied is 1300 for Elementary , 425 for High School, 325 for All Level and 113 for Middle School. This means that there is a total count of 1300 candidates enrolled in the elementary level program, 425 enrolled in the high school, 325 in the all level and 113 in the middle school program for which the EPP program data supports.

NUMBER OF CANDIDATES BY RACE

Visual Description

This visual takes the form of a stacked bar chart that displays the number of enrolled candidates by race/ethnicity. The available race/ethnicity values are based on the data provided by the EPP.



The demo dashboard identifies seven race/ethnicities associated with the program, as well as candidates with no race/ethnicity defined that are displayed as **(Blank)**. These options can be seen on the image to the left.

Visual Tooltip

The tooltip on this visual displays the following details for each bar in the chart:

- Race (**Race type**)- Identifies all available race categories submitted by the EPP.
- Number of Candidates (**#**)- Counts the number of enrolled candidates by race.
- Percentage of Candidates (**%**)- Indicates the number of candidates enrolled who are of a specific racial category divided by the total number of candidates enrolled.

Visual Interactivity

This visual interacts with the page filters on this report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular race/ethnicity bar will filter all other visuals on the page to show the counts and or percentages specific for the race/ethnicity bar selected.
- For example, selecting the **Hispanic/Latino** bar will filter the **Number of Candidates by Program** visual to display the number of Hispanic/Latino candidates in each of the applicable programs.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

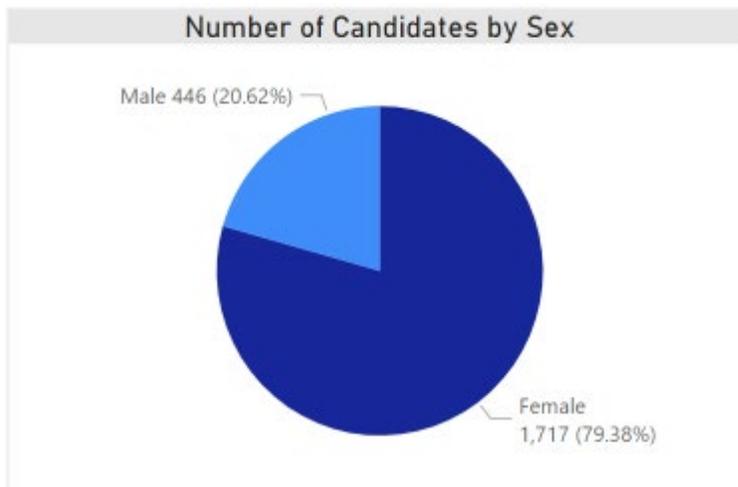
This visual can be used to identify the number of candidates who are of a specific race/ethnicity.

For example, the number of candidates by race/ethnicity in the demo dashboard who are Hispanic/Latino with no filters applied is 568. This means that over the number of years for which the EPP program data supports, there are a total of 568 candidates who are of Hispanic/Latino race/ethnicity.

NUMBER OF CANDIDATES BY SEX

Visual Description

This visual takes the form of a pie chart that displays the number and percentage of candidates by gender. The available gender values are based on the data provided by the EPP.



The demo dashboard identifies the two genders associated with the program data for this visual. These genders can be seen on the image to the left.

Visual Tooltip

The tooltip on this visual displays the following details for each section of the pie chart:

- Sex (**Sex type**)- Identifies all available sex categories submitted by the EPP.

- Number of Candidates **(#(%))**- Counts the number of enrolled candidates by sex. The tooltip also provides the percentage of candidates that fall into that sex type category.

Visual Interactivity

This visual interacts with the page filters for the report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular section of the pie will filter all other visuals on the page to show the counts and or percentages specific for the section of the pie selected.
- For example, selecting the **Male** section of the pie will filter the **Number of Candidates by Program** visual to display the number of males that are enrolled in each program.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the number and percentage of enrolled candidates who are of a specific gender.

For example, the Number of Candidates by Sex displayed in the demo dashboard without any filters applied is 446 males which accounts for 20.62 percent of all candidates, and 1717 females which accounts for 79.68 percent of all candidates. This means that there is a total count of 446 male candidates and 1717 female candidates who participated in the educator preparation program over the number of years for which the EPP program data supports.

REPORT FILTERS

The available page level filters on the **Candidate Summary** report are identified below. Review the Dashboard Filters section of this document to understand how to use these filters.

- Cohort
- Term
- Program
- Program Completion
- Certification Status
- Race
- Sex

Completion Rate by Race

This section provides detailed information about the Completion - Race report page of the Program Diversity and Persistence dashboard. It includes the following sub sections:

- Report Description
- Report Navigation
- Report Security
- Report Visuals

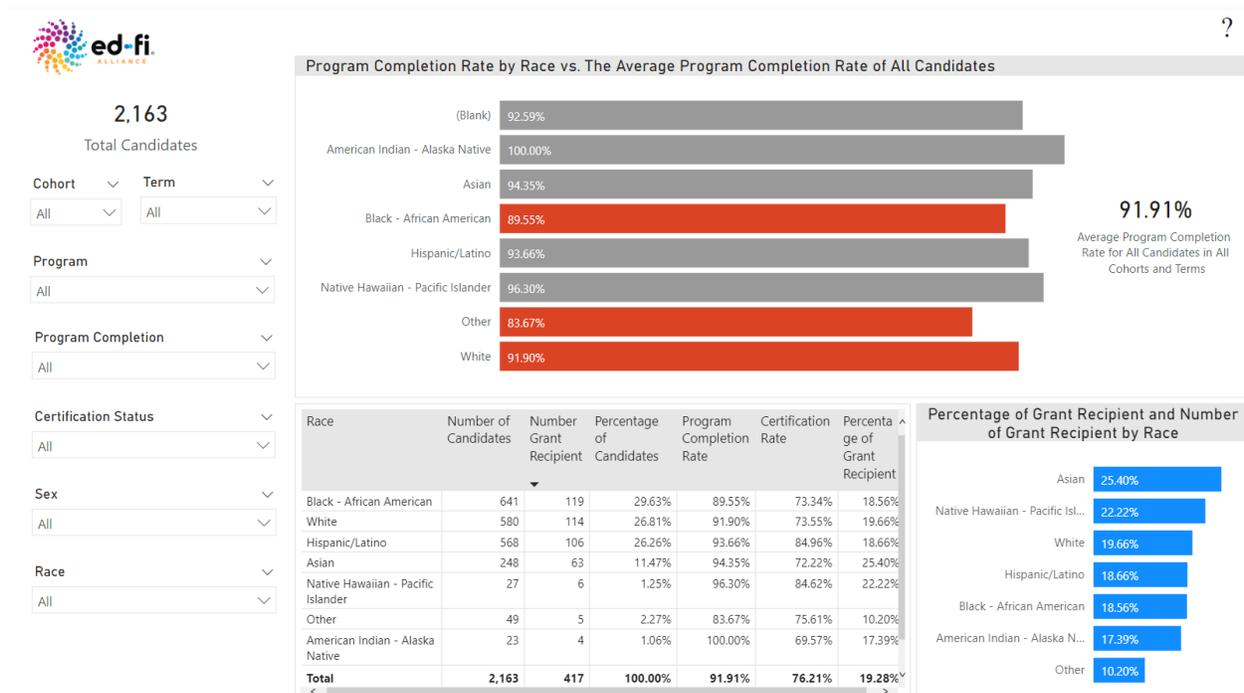
- Report Filters

REPORT DESCRIPTION

The **Completion Rate by Race** report is represented by the **Completion - race** page in the Program Diversity and Persistence dashboard. It provides a comparative summary of candidate completion rates by race/ethnicity as well as compared to the entire candidate population. It also provides the percentage of grant recipients by race. The report also provides a summative table that helps to identify candidate completion, certification, and grant recipient rates by race/ethnicity.

The available race/ethnicity values displayed on the Y axis for the charts on this report are based on the data provided by the EPP.

The demo dashboard identifies seven race/ethnicities associated with the program. It also identifies candidates who did not report a race as **(Blank)**. These options can be seen in the image illustrated below.



REPORT NAVIGATION

This report contains a number of page level filters that can be used to hone in on the data displayed in each visual. The visuals on the page interact with each other; when a section of a visual is selected, it will filter the remaining visuals on the page and update the data displayed to represent the visual section selected.

REPORT SECURITY

This report displays aggregate level data. There is no personally identifiable information for candidates displayed throughout this page. All the visuals on this report are accessible by all users.

REPORT VISUALS

There are four visuals included on the Completion Rate by Race report. These visuals are identified below and are further described in the respective sections to follow.

- Total Candidates
- Program Completion Rate by Race vs. The Average Program Completion Rate of All Candidates
- Completion by Race Data Table
- Percentage of Grant Recipient and Number of Grant Recipient by Race

The visual sections identified below provides the following level of details:

- Visual Description
- Visual Tooltip
- Visual Interactivity
- Visual Usage

TOTAL CANDIDATES

Visual Description

This is a simple card visual that displays the total number of candidates enrolled in the Educator Preparation Program.

2,163
Total Candidates

This represents the overall candidate enrollment when no filters are applied. When filters are applied, it represents the candidate enrollment that is specific to the filter options selected.

Visual Interactivity

This card is directly impacted when a page level filter is selected as well as when another visual acts as a filter. This is the only interaction between the Total Candidates visual and the page.

The count on this visual is updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the number of candidates enrolled overall or based on specific filtering conditions.

For example, on the demo dashboard, there are 2,163 candidates enrolled. This means that based on the program data used by the EPP to support the Completion Rate by Race report, there is a total count of 2,163 candidates who collectively participated in the past or are currently participating in the EPP program over the number of years for which the data supports.

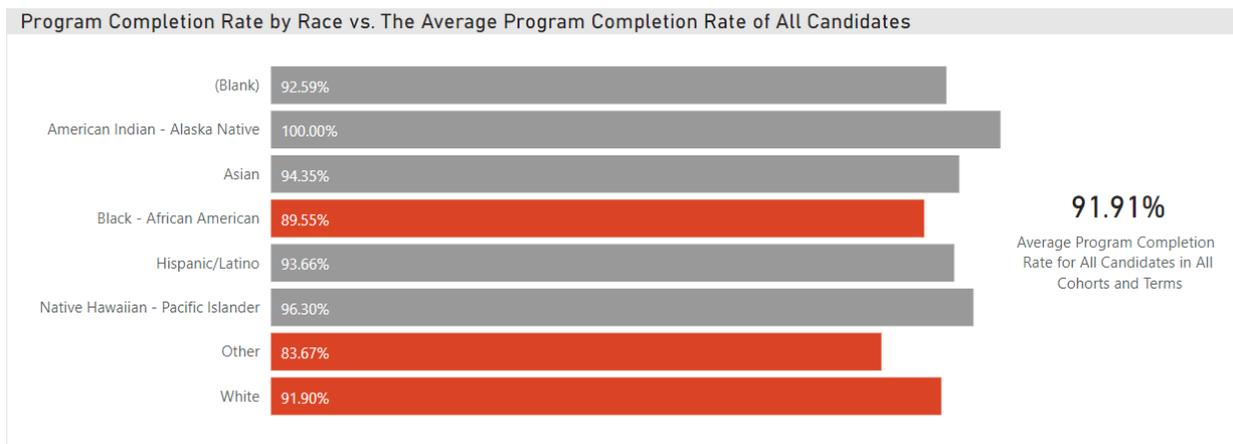
PROGRAM COMPLETION RATE BY RACE VS. THE AVERAGE PROGRAM COMPLETION RATE OF ALL CANDIDATES

Visual Description

This visual takes the form of a clustered bar chart that provides a breakdown of the program completion rates by race and compares these rates to the average completion rate of all educator candidates. The average completion rate is represented by the card to the right of the chart;

Average Program Completion Rate for All Candidates in All Cohorts and Terms.

When the average program completion rate for a given race is lower than the **Average Program Completion Rate for All Candidates in All Cohorts and Terms**, the bar on the chart representing the race will be red, otherwise the bar will be gray. The image for this visual as represented in the demo dashboard is illustrated below.



Visual Tooltip

The tooltip on this visual displays the following details for each section of the bar chart:

- Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
- Program Completion Rate (**%**)- Indicates percentage for program completers. It is the count of program completers for each racial category divided by the total number of candidates enrolled in each racial category.
- Number of Program Completers (**#**)- Counts the number of candidates who completed the program by race.

Visual Interactivity

This visual interacts with the page filters on this report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

The **Average Program Completion Rate for All Candidates in All Cohorts and Terms** card on the visual is static and is not affected by changes to the page filters or by other visuals acting as a filter.

- Selecting a particular bar on the chart will filter all other visuals on the page to show the counts and or percentages specific for the section of the chart selected.

- For example, selecting the **American Indian - Alaska Native** bar will filter the **Completion by Race Data Table** visual at the bottom of the page to only display the American Indian - Alaska Native racial category in the table.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the racial categories of candidates who are below the EPP's average program completion rate.

For example, the average program completion rate for White candidates in the demo dashboard is 91.90%, the bar representing this race on the chart is red indicating that White candidates are below the average program completion rate for all candidates in all cohorts and terms (91.91%). This means that over the number of years for which the EPP program data supports, 533 White candidates completed the program.

COMPLETION BY RACE DATA TABLE

Visual Description

This visual takes the form of a table that summarizes the number and percentage of educator candidates, the program completion rate, the certification rate, and the percentage of educator candidates that received a grant, all in a table categorized by race. The purpose of this table is to provide summarized numbers for users that prefer seeing numbers displayed this way instead of a chart.

When the header for each field is selected, the data in the table is sorted in ascending or descending order. The fields within the table are identified below.

- **Race** - The available racial categories for the EPP.
- **Number of Candidates** - The total number of candidates for each racial category who are enrolled in the Educator Preparation Program.
- **Number Grant Recipient** - The number of candidates for each racial category who are grant recipients.
- **Percentage of Candidates** - The number of candidates in each racial category of the total number of candidates enrolled in the EPP.
- **Program Completion Rate** - The number of candidates who are program completers for each racial category of the total number of candidates enrolled in the EPP for the racial category.
- **Certification Rate** - The number of candidates who are certified educators for each racial category of the total number of candidates who are program completers for the racial category.
- **Percentage of Grant Recipient** - The number of candidates who are grant recipients for each racial category of the total number of candidates enrolled for the racial category.

The table as represented in the demo dashboard is illustrated below.

Race	Number of Candidates	Number Grant Recipient	Percentage of Candidates	Program Completion Rate	Certification Rate	Percentage of Grant Recipient
Black - African American	641	119	29.63%	89.55%	73.34%	18.56%
White	580	114	26.81%	91.90%	73.55%	19.66%
Hispanic/Latino	568	106	26.26%	93.66%	84.96%	18.66%
Asian	248	63	11.47%	94.35%	72.22%	25.40%
Native Hawaiian - Pacific Islander	27	6	1.25%	96.30%	84.62%	22.22%
Other	49	5	2.27%	83.67%	75.61%	10.20%
American Indian - Alaska Native	23	4	1.06%	100.00%	69.57%	17.39%
Total	2,163	417	100.00%	91.91%	76.21%	19.28%

Visual Interactivity

This visual interacts with the page filters on the report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular cell of the table will filter all other visuals on the page to show the counts and or percentages specific for the section of the table selected.
- For example, selecting the **American Indian - Alaska Native** cell will highlight the bar on the **Percentage of Grant Recipients and Number of Grant Recipient by Race** visual that represents candidates who are American Indian - Alaska Native.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the program completion and certification rates for each racial category as well as the percentage of grant recipients.

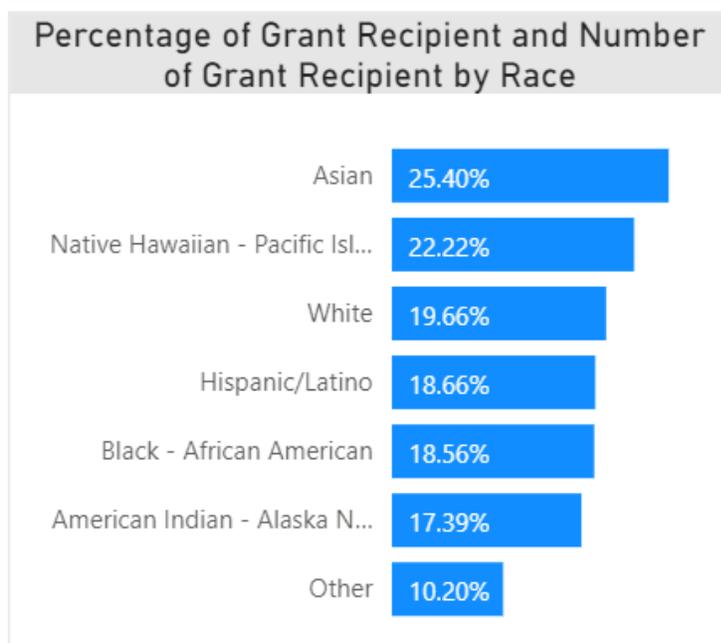
For example, the demo dashboard with no filters applied displays 248 enrolled candidates who are Asian, of which 63 are grant recipients. The program completion rate for Asian candidates represents 11.4% of the EPP candidate population, 94.35% of which are program completers and 72.22% are certified educators.

PERCENTAGE OF GRANT RECIPIENT AND NUMBER OF GRANT RECIPIENT BY RACE

Visual Description

This visual takes the form of a stacked bar chart that displays the percentage of each race that received grants from highest to lowest. This visual helps to identify whether there is a relationship between receiving grants and completing a program.

The visual as represented in the demo dashboard is illustrated below.



Visual Tooltip

The tooltip on this visual displays the following details for each bar of the chart:

- Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
- Percentage of Grant Recipients (**%**)- Provides the percentage of candidates who are grant recipients for each racial category of the total number of enrolled candidates for the racial category.
- Number of Grant Recipients (**#**)- Counts the number of candidates who are grant recipients for each racial category.

Visual Interactivity

This visual interacts with the page filters for the report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular bar will filter all other visuals on the page to show the counts and or percentages specific for the selected bar.
- For example, selecting the **Asian** bar on the chart will filter the **Completion by Race Data Table** to display only the Asian racial category in the table.

The counts and percentages on this visual are updated when the page level filters are selected as well as when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the percent and count of grant recipients disaggregated by race.

For example, there are 5 candidates of the race 'Other' who are grant recipients. This accounts for 10.20% of the EPP candidate population.

REPORT FILTERS

The available page level filters on the **Completion Rate by Race** report are identified below. Review the Dashboard Filters section of this document to understand how to use these filters.

- Cohort
- Term
- Program
- Program Completion
- Certification Status
- Race
- Sex

Certification Rate by Race

This section provides detailed information about the Certification Rate by Race report page of the Program Diversity and Persistence dashboard. It includes the following sub sections:

- Report Description
- Report Navigation
- Report Security
- Report Visuals
- Report Filters

REPORT DESCRIPTION

The **Certification Rate by Race** report is represented by the **Credentialed - race** page in the Program Diversity and Persistence dashboard. It provides a comparative summary of certification rates by race/ethnicity as well as compared to the entire candidate population. It provides a summative table that shows how candidate completion, certification, and grant recipient rates compare within an EPP program disaggregated by race. It also provides the variance between the program completion rate and the certification rate disaggregated by race.

The available race/ethnicity values displayed on the Y axis for the charts on this report are based on the data provided by the EPP.

The demo dashboard identifies seven race/ethnicities associated with the program. It also identifies candidates who did not report a race as **(Blank)**. These options can be seen in the image illustrated below.



2,163
Total Candidates

Cohort Term

All All

Program

All

Program Completion

All

Certification Status

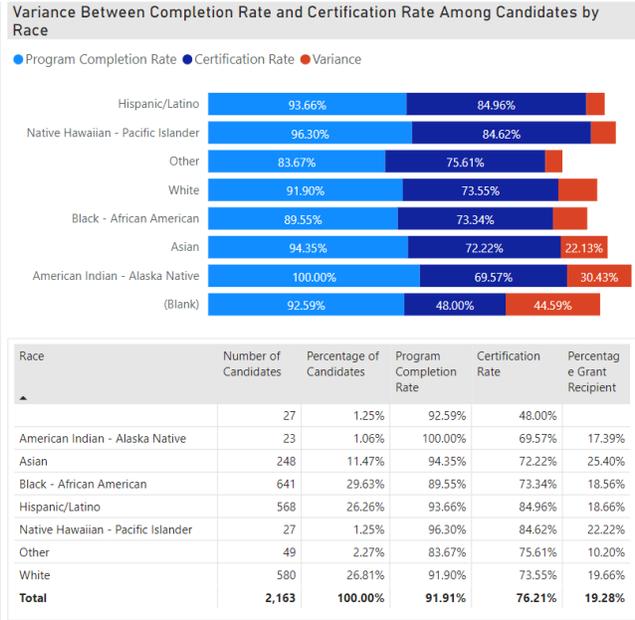
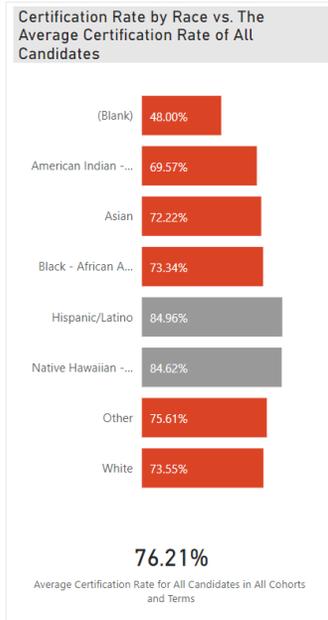
All

Sex

All

Race

All



REPORT NAVIGATION

This report contains a number of page level filters that can be used to hone in on the data displayed in each visual. The visuals on the page interact with each other; when a section of a visual is selected, it will filter the remaining visuals on the page and update the data displayed to represent the visual section selected.

REPORT SECURITY

This report displays aggregate level data. There is no personally identifiable information for candidates displayed throughout this page. All the visuals on this report are accessible by all users.

REPORT VISUALS

There are four visuals included on the Certification Rate by Race report. These visuals are identified below and are further described in the respective sections to follow.

- Total Candidates
- Certification Rate by Race vs. The Average Certification Rate of All Candidates
- Variance Between Completion Rate and Certification Rate Among Candidates by Race
- Certification Rate Data Table

The visual sections identified below provides the following level of details:

- Visual Description
- Visual Tooltip
- Visual Interactivity
- Visual Usage

TOTAL CANDIDATES

Visual Description

This is a simple card visual that displays the total number of candidates enrolled in the Educator Preparation Program.

2,163

Total Candidates

This represents the overall candidate enrollment when no filters are applied. When filters are applied, it represents the candidate enrollment that is specific to the filter options selected.

Visual Interactivity

This card is directly impacted when a page level filter is selected as well as when another visual acts as a filter. This is the only interaction between the Total Candidates visual and the page.

The count on this visual is updated when the page level filters are selected as well as when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the number of candidates enrolled overall or based on specific filtering conditions.

For example, on the demo dashboard, there are 2,163 candidates enrolled. This means that based on the program data used by the EPP to support the Certification Rate by Race report, there is a total count of 2,163 candidates who collectively participated in the past or are currently participating in the EPP program over the number of years for which the data supports.

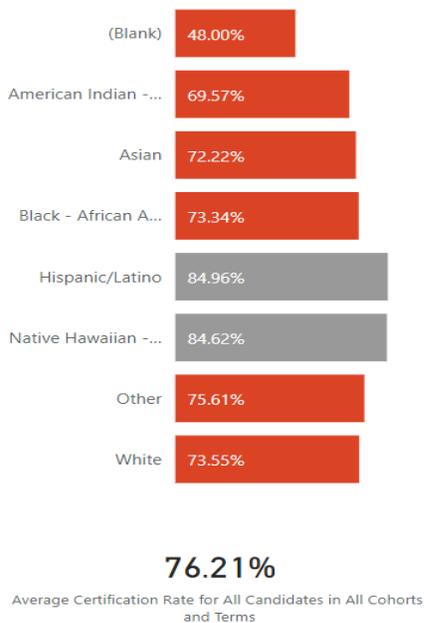
CERTIFICATION RATE BY RACE VS. THE AVERAGE CERTIFICATION RATE OF ALL CANDIDATES

Visual Description

This visual takes the form of a clustered bar chart that provides the breakdown of the certification rates by race and compares these rates to the average certification rate of all educator candidates.

The average certification rate is represented by the card to the right of the chart, **Average Certification Rate for All Candidates in All Cohorts and Terms.**

Certification Rate by Race vs. The Average Certification Rate of All Candidates



When the average program certification rate for a given race is lower than the **Average Certification Rate for All Candidates in All Cohorts and Terms**, the bar on the chart representing the race will be red, otherwise the bar will be gray.

The image for this visual as represented in the demo dashboard is illustrated to the left.

Visual Tooltip

The tooltip on this visual displays the following details for each bar of the chart:

- Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
- Certification Rate (**%**)- Indicates the number of candidates who are certified educators of a specific racial category divided by the total number of candidates who are program completers for that racial category.
- Number of Certified (**#**)- Counts the number of candidates who are certified educators for each racial category.

Visual Interactivity

This visual interacts with the page filters on this report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

The **Average Certification Rate for All Candidates in All Cohorts and Terms** card on the visual is static and is not affected by changes to the page filters or by other visuals acting as a filter.

- Selecting a particular bar on the chart will filter all other visuals on the page to show the counts and or percentages specific for the selected bar.
- For example, selecting the bar for racial category **White** will filter the **Certification Rate Data Table** to only display the White racial category in the table.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the racial categories of candidates who are below the average program certification rate for the EPP.

For example, the average program certification rate for White candidates in the demo dashboard is 73.55%, the bar representing this race on the chart is red indicating that White candidates are below the average certification rate for all candidates in all cohorts and terms (76.21%). This means that over the number of years for which the EPP program data supports, 392 White candidates are certified educators of the 533 who are program completers.

VARIANCE BETWEEN COMPLETION RATE AND CERTIFICATION RATE AMONG CANDIDATES BY RACE

Visual Description

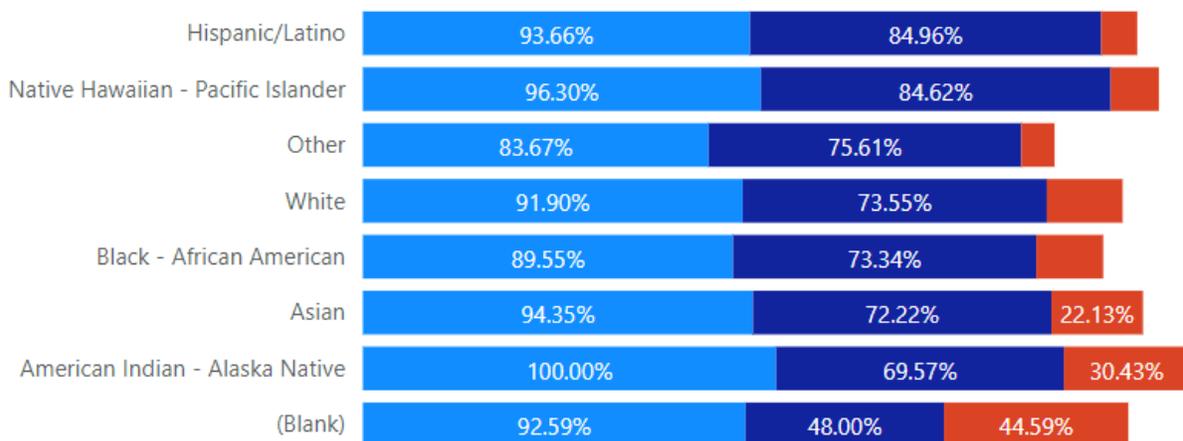
This visual takes the form of a stacked bar chart that compares the program completion rates with certification rates and provides the variance between the two for each racial category. The purpose of this visual is to see the percentage of educator candidates that fall out of the pipeline from program completion to certification.

Variance is the Program Completion Rate subtracted by the Certification Rate. Each bar in the chart shows three distinct colors that are identified in the legend; Program Completion Rate, Certification Rate and Variance.

The image for this visual in the demo dashboard is illustrated below.

Variance Between Completion Rate and Certification Rate Among Candidates by Race

● Program Completion Rate ● Certification Rate ● Variance



Visual Tooltip

Each section of the bars in the chart has its own tooltip. The tooltip on this visual displays the following details for each section of the bar chart:

- Program Completion Rate
 - Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
 - Program Completion Rate (**%**)- Indicates the number of candidates of a specific racial category who are program completers divided by the total number of candidates enrolled in that racial category.
 - # of candidates (total) (**#**)- Counts the number of enrolled candidates by race.
 - # of Program Completers (total) (**#**)- Counts the number of candidates who program completers by race.
 - # of Certified (total) (**#**)- Counts the number of candidates who are certified educators by race.
- Certification Rate
 - Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
 - Certification Rate (**%**)- Indicates the number of candidates of a specific racial category who are certified educators divided by the total number of candidates who are program completers in that racial category.
 - # of candidates (total) (**#**)- Counts the number of enrolled candidates by race.
 - # of Program Completers (total) (**#**)- Counts the number of candidates who program completers by race.
 - # of Certified (total) (**#**)- Counts the number of candidates who are certified educators by race.
- Variance
 - Race (**Race type**)- Identifies all available racial categories submitted by the EPP.
 - Variance (**%**)- Program Completion Rate subtract Certification Rate.
 - # of candidates (total) (**#**)- Counts the number of enrolled candidates by race.
 - # of Program Completers (total) (**#**)- Counts the number of candidates who program completers by race.
 - # of Certified (total) (**#**)- Counts the number of candidates who are certified educators by race.

Visual Interactivity

This visual interacts with the page filters on this report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular bar will filter all other visuals on the page to show the counts and or percentages specific for the section of the chart selected.
- For example, selecting the **American Indian - Alaska Native** bar will filter the **Certification by Race Data Table** to only show the American Indian - Alaska Native racial category in the table.

The counts and percentages on this visual are updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the variance between those who completed the program and went on to get certified. The goal of this visual is to have the variance be as close to zero as possible, thus meaning almost all candidates who completed the project went on to get certified as an educator.

For example, the Program Completion Rate for Hispanic/Latino candidates in the demo dashboard is 93.66%, of which 84.96% are certified educators. This results in a variance of 8.70% for Hispanic/Latino candidates. This means that 8.70% of candidates who completed the program did not get certified.

CERTIFICATION BY RACE DATA TABLE

Visual Description

This visual takes the form of a table that summarizes the number and percentage of educator candidates, the program completion rate, the certification rate, and the percentage of educator candidates that received a grant, all in a table categorized by race. The purpose of this table is to provide summarized numbers for users that prefer seeing numbers displayed this way instead of a chart.

When the header for each field is selected, the data in the table is sorted in ascending or descending order. The fields within the table are identified below.

- **Race** - The available racial categories for the EPP.
- **Number of Candidates** - The total number of candidates enrolled in the Educator Preparation Program in each racial category.
- **Percentage of Candidates** - The number of candidates enrolled in each racial category of the total number of candidates enrolled in the EPP.
- **Program Completion Rate** - The number of candidates who are program completers in each racial category of the total number of candidates enrolled in the racial category.
- **Certification Rate** - The number of candidates who are certified educators in the racial category of the total number of candidates who are program completers in the racial category.
- **Percentage of Grant Recipient** - The number of candidates who are grant recipients in each racial category of the total number candidates in the racial category.

The table as represented in the demo dashboard is illustrated below.

Race	Number of Candidates	Percentage of Candidates	Program Completion Rate	Certification Rate	Percentage Grant Recipient
	27	1.25%	92.59%	48.00%	
American Indian - Alaska Native	23	1.06%	100.00%	69.57%	17.39%
Asian	248	11.47%	94.35%	72.22%	25.40%
Black - African American	641	29.63%	89.55%	73.34%	18.56%
Hispanic/Latino	568	26.26%	93.66%	84.96%	18.66%
Native Hawaiian - Pacific Islander	27	1.25%	96.30%	84.62%	22.22%
Other	49	2.27%	83.67%	75.61%	10.20%
White	580	26.81%	91.90%	73.55%	19.66%
Total	2,163	100.00%	91.91%	76.21%	19.28%

Visual Interactivity

This visual interacts with the page filters on the report as well as all the other visuals on the page. It can be used as a filter itself, to filter the other visuals on the page.

- Selecting a particular cell of the table will filter all other visuals on the page to show the counts and or percentages specific for the section of the table selected.
- For example, selecting the **American Indian - Alaska Native** cell will highlight the American Indian - Alaska Natives racial category in the **Variance Between Completion Rate and Certification Rate Among Candidates by Race** visual.

Visual Usage

This visual can be used to identify the program completion and certification rates for each racial category as well as the percentage of grant recipients.

For example, the demo dashboard with no filters applied displays 248 enrolled candidates who are Asian, of which 63 are grant recipients. The program completion rate for Asian candidates represents 11.4% of the EPP candidate population, 94.35% of which are program completers and 72.22% are certified educators.

REPORT FILTERS

The available page level filters on the **Certification Rate by Race** report are identified below. Review the Dashboard Filters section of this document to understand how to use these filters.

- Cohort
- Term
- Program
- Program Completion
- Certification Status
- Race

- Sex

Candidate Details

This section provides detailed information about the Candidate Details report page of the Program Diversity and Persistence dashboard. It includes the following sub sections:

- Report Description
- Report Navigation
- Report Security
- Report Visuals
- Report Filters

REPORT DESCRIPTION

The **Candidate Details** report is represented by the **Candidate Details** page in the Program Diversity and Persistence dashboard. It provides a full list of educator candidates and their demographic and program related information. It identifies the candidate’s persistence throughout the educator preparation program. This report allows EPP staff to monitor candidate progress and ensure that specific candidate’s needs are met and that their data is correctly displayed in the dashboard.

This report does not have a label in the “Pages” pane of the dashboard. It can only be accessed by selecting the **“View Candidate Detail”** link that is located in the bottom left corner of the **Summary, Completion - race and the Credentialed - race** pages. Below is an image for this report as it appears on the demo dashboard.

Cohort	Term	Candidate Identifier	Name	Sex	Race	EPP	Program	Begin Date	Program Complete	Certification Status	Certification Rate	Program Completion Rate
2019	Fall Semester	1000000037	Bethina Le Houx	Female	Black - African American	Austin	Elementary EC-6+Bilingual	01/20/2020	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000169	Anabella Bevington	Female	Asian	Austin	All Level EC-12+ Music	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000322	Temple Cescon	Male	Black - African American	Austin	All Level EC-12+Music	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000398	Suzanne Hulett	Female	Black - African American	Austin	Elementary EC-6+Bilingual	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000447	Court Voak	Male	Black - African American	Houston	Elementary EC-6+Early Childhood	01/20/2020	Incomplete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000574	Kerrie Sickamore	Female	Black - African American	Houston	Elementary EC-6+Special Education	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000589	Rafaelia Geale	Female	Black - African American	Houston	Middle School 4 - 8+English	01/20/2020	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000613	Leanna Heading	Female	Black - African American	Houston	High School 7 - 12+History	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000634	Concettina Markin	Female	Black - African American	Houston	Elementary EC-6+E.S.L.	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000718	Eri Triplow	Male	Black - African American	Houston	High School 7 - 12+English	01/20/2020	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000793	Haily Castelletto	Female	Black - African American	Austin	Elementary EC-6+Bilingual	08/26/2019	Complete	Certified	76.21%	91.91%
Total											76.21%	91.91%

REPORT NAVIGATION

This report contains a number of page level filters that can be used to hone in on the data displayed in each visual. The visuals on the page do not interact with each.

REPORT SECURITY

This report displays granular candidate data. There is personally identifiable information for candidates displayed throughout this report. As a result, this report is secured and can only be accessed by users with the appropriate credentials to view personally identifiable information for the candidates.

REPORT VISUALS

There are two visuals included on the Candidate Details report. These visuals are identified below and are further described in the respective sections to follow.

- Total Candidates
- Candidate Details Table

The visual sections identified below provide the following level of details:

- Visual Description
- Visual Tooltip
- Visual Interactivity
- Visual Usage

TOTAL CANDIDATES

Visual Description

This is a simple card visual that displays the total number of candidates enrolled in the Educator Preparation Program.



2,163

Total Candidates

This represents the overall candidate enrollment when no filters are applied. When filters are applied, it represents the candidate enrollment that is specific to the filter options selected.

Visual Interactivity

This card is directly impacted when all page level filters are selected. It does not interact with the Candidate Details table.

The count on this visual is updated when the page level filters are selected as well when another visual is used to filter the page.

Visual Usage

This visual can be used to identify the number of candidates enrolled overall or based on specific filtering conditions.

For example, on the demo dashboard, there are 2,163 candidates enrolled. This means that based on the program data used by the EPP to support the Candidate Details report, there is a total count of 2,163 candidates who collectively participated in the past or are currently participating in the EPP program over the number of years for which the data supports.

CANDIDATE DETAILS TABLE

Visual Description

This visual takes the form of a table that displays the full list of candidates enrolled in the educator preparation program. This allows users to access the granular information for each candidate, including their demographic details, program details, as well as their progress in the program.

The table also provides the certification rate and the program completion rate for the entire candidate population. Below is the visual image as it appears on the demo dashboard.

Cohort	Term	Candidate Identifier	Name	Sex	Race	EPP	Program	Begin Date	Program Complete	Certification Status	Certification Rate	Program Completion Rate
2019	Fall Semester	1000000037	Bethina Le Houx	Female	Black - African American	Austin	Elementary EC-6+Bilingual	01/20/2020	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000169	Anabella Bevington	Female	Asian	Austin	All Level EC-12+Music	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000322	Temple Cescon	Male	Black - African American	Austin	All Level EC-12+Music	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000398	Suzanne Hulett	Female	Black - African American	Austin	Elementary EC-6+Bilingual	08/26/2019	Complete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000447	Court Voak	Male	Black - African American	Houston	Elementary EC-6+Early Childhood	01/20/2020	Incomplete	Not Certified	76.21%	91.91%
2019	Fall Semester	1000000574	Kerrie Sickamore	Female	Black - African American	Houston	Elementary EC-6+Special Education	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000589	Rafaelia Geale	Female	Black - African American	Houston	Middle School 4-8+English	01/20/2020	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000613	Leanna Heading	Female	Black - African American	Houston	High School 7-12+History	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000634	Concettina Marklin	Female	Black - African American	Houston	Elementary EC-6+E.S.L.	08/26/2019	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000718	Eri Triplow	Male	Black - African American	Houston	High School 7-12+English	01/20/2020	Complete	Certified	76.21%	91.91%
2019	Fall Semester	1000000793	Haily Castelletto	Female	Black - African American	Austin	Elementary EC-6+Bilingual	08/26/2019	Complete	Certified	76.21%	91.91%
Total											76.21%	91.91%

When the header for each field is selected, the data in the table is sorted in ascending or descending order. The fields within the table are identified below.

- **Cohort** is a non-summarized list of cohort years a candidate was enrolled in. This field is nullable, as a result there may be candidates included who do not have a cohort identified.
- **Term** is a non-summarized list of terms a candidate was enrolled in. This field is nullable, as a result there may be candidates included who do not have a term identified.
- **Candidate Identifier** represents a candidate's unique identifier assigned by the EPP.

- **Name** represents a candidate's full legal name.
- **Sex** represents a candidate's reported gender.
- **Race** represents a candidate's reported race/ethnicity.
- **EPP** represents the name of the educator preparation provider institution in which a candidate is enrolled.
- **Program** represents the name of the educator preparation program in which a candidate is enrolled.
- **Begin Date** represents the date on which a candidate begins the educator preparation program.
- **Program Complete** is an indicator that identifies if the candidate has completed the educator preparation program or not.
- **Certification Status** is an indicator that identifies if the candidate received a certification after completing the educator preparation program or not.
- **Certification Rate** represents the total number of certified educators divided by the total number of program completers in the EPP.
- **Program Completion Rate** represents the total number of program completers divided by the total number of candidates enrolled in the EPP.
- **Percentage of Grant Recipient** represents the number of candidates who are grant recipients divided by the total number of candidates enrolled in the EPP.

Visual Interactivity

This visual interacts with the page filters for the report. It does not interact with the Total candidates visual, and it cannot be used as a filter itself to filter the other visuals on the page.

Visual Usage

This visual can be used to identify individual candidate information including the program begin date, whether they completed the program and whether they are certified.

REPORT FILTERS

The available page level filters on the **Candidate Details** report are identified below. Review the Dashboard Filters section of this document to understand how to use these filters.

- Cohort
- Term
- Program
- Program Completion
- Certification Status
- Race
- Sex

Dashboard Visual Navigation

The Program Diversity and Persistence dashboard is powered by Microsoft's Power BI tool and offers a variety of navigation options for viewing the data. Some of these capabilities were already described in the Dashboard Filters section.

The availability of these different capabilities within Power BI identified in this section is dependent on the Power BI license and settings provided by the institution. All of these capabilities may not be available for your dashboard implementation. The Power BI administrator for the institution has the ability to turn these capabilities on or off if they are supported by the institution.

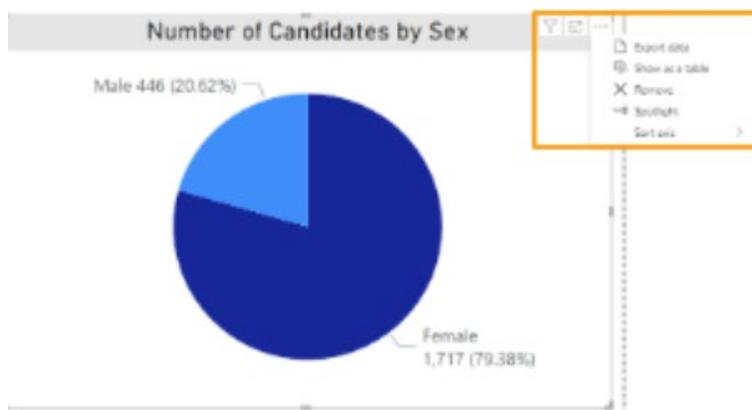
Report Navigation

Each report in Power BI contains a 'Question Mark' icon which is a hover-over icon that allows users to mouse-over the icon and read additional details about the report.

 This may include an overview of the page, the purpose of the page, measure definitions, or definitions of specific terminology. This icon is represented in the image to the left.

Visual Navigation

There are additional capabilities associated with each visual, these are identified in the top right corner of each visual. These are highlighted in the yellow boxes in the image below.



These icons and capabilities are further described below.

Copy



This allows the user to copy an image with caption of the visual. The visual is copied to the clipboard which can then be pasted in a document.

Filters on
Visual



This allows the user to see what filters are being applied to the specific visual.

Focus Mode		This allows the user to focus solely on the visual of interest. Selecting this icon will maximize the size of the visual to take up the entire dashboard page.
Back to Report		To resize, select the Back to report button in the top left section of the report to the left of the visual title.
More Options		This allows the user to see additional capabilities available for each visual.

There are several functionalities included when the “**More**”; ellipsis icon is selected. These are listed below.

Add a Comment		<p>This allows a user to add a comment and tag people of interest.</p> <p>If this functionality is supported, anyone with access to the report will be able to see the comments.)</p> <p>To exit the comment window, select Close at the bottom of the window.</p>
Chat in Teams		<p>This allows the user to submit a message in MS Teams. This will require a Microsoft account to sign in to Teams.</p> <p>If this functionality is supported, a specific contact person or channel in MS Teams that is linked to the dashboard will see the messages.</p>
Export data		<p>This allows the user to export the data in the visual in a specified format. The type of data format available will depend on the type of visualization. The security access level for each user determines the type of data that can be exported.</p> <p>Select the data format and the file format then select Export. This will generate the desired file and add it to your download folder on your local computer.</p> <ul style="list-style-type: none"> ● Data Format <ul style="list-style-type: none"> ○ Data with current layout ○ Summarized data ○ Underlying data ● File formats <ul style="list-style-type: none"> ○ Excel ○ CSV

Show as a table		This allows the user to display the data for the visual in the form of a table. This view provides the option of horizontal or vertical display of the table next to the visual.
Switch button		This can be done by selecting the “Switch” button in the upper right corner next to the ellipsis. The data in the table can also be exported. Select the ellipsis then “ Export data ”.
Ellipsis		Selecting the Back to Report button will return the visual to the original report layout.
Spotlight		This allows the user to highlight the visual of interest in the forefront and all other visuals fade into the background. The visual is displayed in the same size as it appears on the report. To exit the spotlight, select any area around the visual.
Get insights		This allows the user to get Power BI Insights based on the data in the visual. This functionality is not currently available for the reports. For more details go here . To Exit the Insights, select the X in the top right corner of the Insights window.
Sort axis		This allows the user to sort the data in the visual based on a particular axis in the visual or data category or data point. The data can be sorted in ascending or descending order.

Demo Dashboard Definition

The Program Diversity and Persistence demo dashboard utilizes sample data.

Demo Starter Kit Data Definition

The data terminologies used on the Program Diversity and Persistence dashboard are defined below.

Candidates: The total number of candidates enrolled in the EPP program.

Certification Status: The indicator that identifies whether a candidate received certification in the area of study for which they sought credential licensure. The way in which certification status is defined and derived will vary across EPPs. Some EPPs may define it based on whether a candidate received the necessary certification license from the State’s Department of Education, others may define it based on a set of requirements being completed by the candidate as outlined by the institution.

Cohort: The grouping of individuals in which a candidate was placed at program entry based on certain factors that all the members of that group have in common. The definition of Cohort will vary across EPPs. Some may define Cohort as the academic year in which a candidate began the program, some may define it as the academic year in which a candidate completed the program, others may define it as a group in which a candidate was placed at program entry.

Program: The area of study for which candidate seeks to obtain credential licensure. The way in which a program is defined will vary across EPPs. Some may define the program as the name of the actual program offered by the institution for which the candidate was accepted, others may define it as the certification for which the candidate is seeking licensure.

Program Completion: The indicator that identifies whether the candidate completed the program. The way in which program completion is defined and derived will vary across EPPs. Some may define the program completion based on whether a candidate graduated from the program, some may define it based on whether a candidate received a certification license for the program from the State’s Department of Education, others may define it based on whether a candidate completed a set of requirements as outlined by the institution.

Race: The racial category in which a candidate identifies most, or which most clearly reflects the candidate’s recognition with his/her community. The way in which race/ethnicity is defined will vary across EPPs. Some EPPs may define the race/ethnicity as the racial category in which a candidate identifies most, and others may define it as the racial category which most clearly reflects the candidate’s recognition with his/her community. If race/ethnicity is not disclosed, EPPs may choose to use the values; “Choose not to respond” or “Not selected”.

Sex: The gender an individual was born with or identifies with. The way in which sex is defined will vary across EPPs. Some EPPs define the sex as the candidate’s gender at birth, and others may define it as the candidate’s identified gender regardless of gender at birth. If gender is not disclosed, EPPs may choose to use the values; “Choose not to respond” or “Not selected.”

Term: The division of an academic year during which instruction is regularly given to candidates. The way in which terms are defined will vary across EPPs. Some may define the term as a semester of the academic year, some may define it as a quarter of the academic year, others may define it as year-round.

Total Candidates: The total number of candidates enrolled in the EPP program.