

USG Qlik Data Analytics Portal Instructions

Overview

The University System of Georgia has partnered with the UGA Carl Vinson Institute of Government to develop a data portal accessible to users at each campus. The data housed within the portal come from a variety of sources including system data, IPEDS (The Integrated Postsecondary Education Data System), and GOSA (the Governor's Office of Student Achievement).

Note

Use of the USG QlikSense Applications requires users to have completed training in and received a FERPA certification, which must be up-to-date while accessing the portal. Registered Qlik users employed by a member institution of the University System of Georgia and System employees may receive no-cost FERPA certification at the University of Georgia through an arrangement with the Carl Vinson Institute of Government. If your institution does not provide FERPA certification or you do not have access to a FERPA training course and certification process, please email James Byars of the Vinson Institute at jmbyars@uga.edu.

Click [here](#) to log into the USG Qlik Data Analytics Portal.

User Access & Tokens

Users access to QlikSense is based upon the *token* users have been granted, with two distinct types of tokens available: developer tokens, and pooled tokens.

1. Developer Tokens

Each USG institution will receive one (1) developer token, which provides the designated user with unlimited access to QlikSense applications, as well as the ability to create their own applications. Unless otherwise arranged/requested, the developer token will be assigned to the institution's Institutional Research Director (or equivalent).

To request a different user be assigned the QlikSense developer token for your campus, please contact Hong Zeng, the Carl Vinson Institute of Government Program Coordinator for State Services and Decision Support, at hzeng@uga.edu.

2. Pooled Tokens

Pooled tokens also provide users with access to the data applications, though unlike the Developer tokens, these tokens are limited to read only access and thus users are unable to edit or create their own applications. Pooled tokens can be assigned to up to twenty (20) users each, with users sharing an allotment of ten (10) hours of access.

Process for Requesting Portal Access & Token Distribution

Access to the USG QlikSense portal is administered by the UGA Carl Vinson Institute of Government. Given the limited number of developer and pooled tokens available, the process outlined below requires approval at both the institutional and Board of Regents levels, before granting user access.

1. Request Access from the IR Directory

For all institutions, requests for access to the data portal should be submitted to the developer token holder (by default, the Institutional Research director or equivalent).

2. IR Director Review; if Approved, Forwards Request to USG BOR

The developer token holder at each institution will review access/token requests and will approve or deny as appropriate. Please note, the developer token holder at each institution should keep track of the number of users on their pooled tokens, and update lists/access regularly.

3. BOR Staff Review; if Approved, Forwards Approval to Carl Vinson Institute.

If approved, the developer token holder will forward the request for access via email, to University System of Georgia Board of Regents Research Associate Lori Hagood, Ph.D, at Lori.Hagood@usg.edu, who will review the request.

4. User Added to QlikSense Portal; User and IR Director Notified

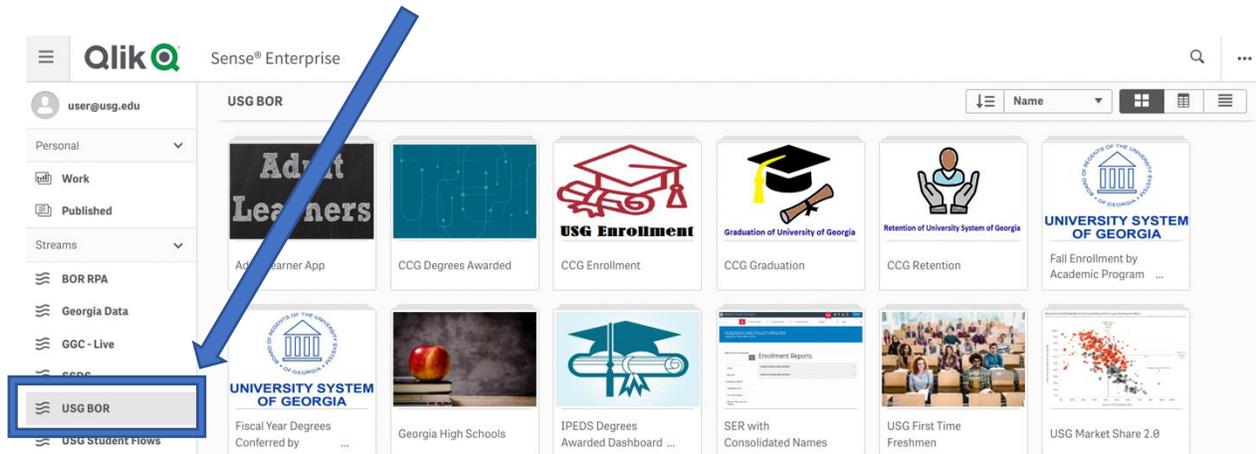
Following review, USG BOR staff will provide a list of approved individuals to the Carl Vinson Institute of Government who will subsequently add the user to their respective institution's pooled token, and provide account credentials for users. Both the requesting user and developer token holder at the respective institution will be notified once access is granted.

Accessing Qlik

Click [here](#) to log into the USG Qlik Data Analytics Portal.

Application Hub

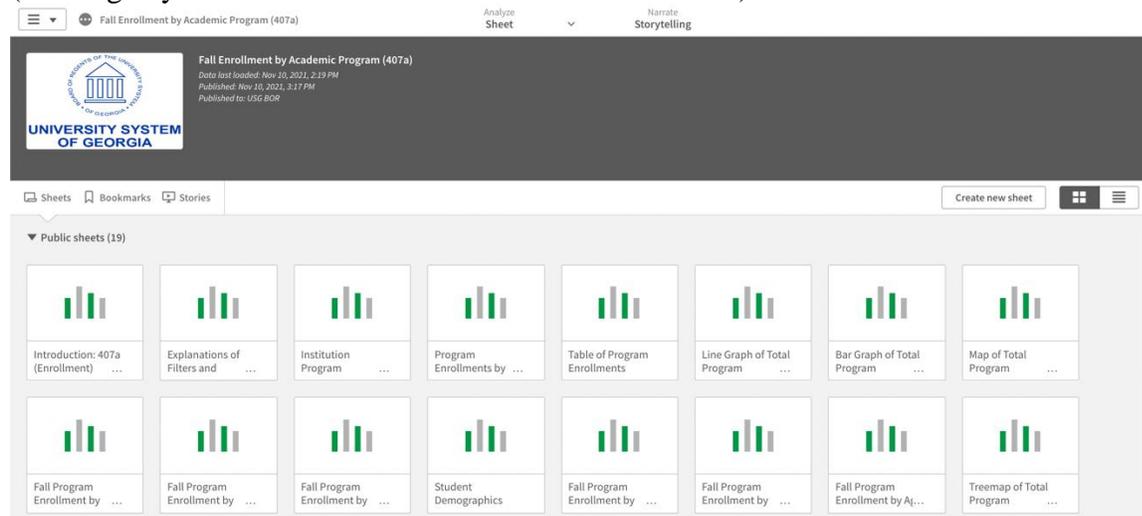
After logging into Qlik, you will see a menu on the left hand side of your screen. Under the “Streams” section, select “USG BOR” (noted below).



Each tile in the Application Hub (image above) represents a different Qlik “Application”, with each application giving users access to a different set of data and analytic dashboards. Clicking on a tile will load the application.

In Application: “Sheets”

After loading an application (for example, “Fall Enrollment by Academic Program (407a) as shown below), the first page will show the user all “Sheets” within the application. A sheet can represent a different visual data view, additional information on the data being loaded, or new context for users. Similar to applications in the Application Hub, sheets are represented as tiles (clicking any tile will load the sheet in a new browser tab).



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In Application: “Filters”

Data sheets in Qlik offer users tools to pare down the data being displayed according to user interests. One of the most useful features in Qlik are “filters.” Similar to filters in Microsoft Excel, filters in Qlik allow users to include or exclude data of interest. In examples A and B respectively, the user is interested in examining program enrollment data for Kennesaw State University’s Computer and Information Sciences programs and uses filters to include only relevant data to said programs.

Example A

User selects “Institution” filter to choose Kennesaw State University.

The screenshot shows the QlikView interface for 'Student Demographics'. The 'Institution' filter is active, and the dropdown menu is open, displaying a list of institutions. 'Kennesaw State University' is highlighted in green. A blue arrow points to the green checkmark button to confirm the selection. The interface also shows 'Excluded Degrees' as 0 and 'Included Degrees' as 186.

Example B

User selects “CIP 2 digit Description” filter to Choose “Computer and Information Sciences.”

The screenshot shows the QlikView interface for 'Student Demographics'. The 'CIP 2 digit Description' filter is active, and the dropdown menu is open, displaying a list of CIP codes. 'COMPUTER AND INFORMATION SCI...' is highlighted in green. A blue arrow points to the green checkmark button to confirm the selection. The interface also shows 'Excluded Degrees' as 0 and 'Included Degrees' as 186.

To apply the filter, click the green checkmark button. After applying the filters, the data shows only data for enrollment Computer and Information Sciences programs at the 2 digit-CIP code level, specifically for Kennesaw State University. Currently applied filter selections now appear in the bar above the filter buttons (pictured below).

Full Enrollment by Academic Program (A07)

Analyze Narrate

Institution: Kennesaw State Univ... CIP Title_2digit: COMPUTER AND INFO... Selections

Student Demographics

Sector Institution Degree Name Gender

Fall Term Terminated? Deactivated? Effective after 5/1/14? CIP 2 digit Description CIP 4 digit Description

Exclude Degrees setting...
Exclude Degrees with greater than a 3-yr Average of 20000

Included Degrees: 22
Excluded Degrees: 0

Enrollment Thresholds
3 Year Averages below this threshold will be highlighted in red

Institution	Degree Name	Female	Male	Amer... Indian or	Asian	Black or African	Hisp... or Latino	Native Haw... or	Race and Ethni...	Two or More Races	White	Effective Date
Totals		4788	15984	23	2,754	5,184	1,868	22	566	969	9,226	-
Kennesaw State University	Bachelor of Science with Major in Computer Science	1121	6115	13	1,077	1,521	769	6	150	361	3,339	6/3/2004
Kennesaw State University	Bachelor of Science in Information Technology	763	2672	0	365	1,008	320	2	104	185	1,451	6/3/2004
Kennesaw State University	Bachelor of Business Administration with Major in Information Systems	463	1312	4	164	502	171	1	38	90	805	9/6/2011
Kennesaw State University	Bachelor of Science in Computer Game Design and Development	266	1881	1	116	449	194	1	42	127	1,217	7/1/2009
Kennesaw State University	Master of Science in Information Technology	458	652	1	277	350	54	2	63	15	348	6/3/2004
Kennesaw State University	Bachelor of Business Administration with Major in Information Security and Assurance	303	876	1	107	315	87	2	37	45	585	9/6/2011
Kennesaw State University	Bachelor of Applied Science with Major in Information Technology	99	551	0	53	220	47	0	20	18	292	7/22/2013
Kennesaw State University	Bachelor of Science with Major in Interactive Design	416	316	0	64	214	86	2	12	46	308	3/9/2016
Kennesaw State University	Post-Baccalaureate Certificate with Major in Information Technology Foundations	182	187	0	45	148	21	2	17	8	128	6/13/2011
Kennesaw State University	Bachelor of Arts with Major in Applied Computer Science	95	347	0	18	140	43	1	12	23	205	8/14/2013
Kennesaw State University	Master of Science in Information Systems	168	206	0	62	115	19	0	13	10	155	5/13/1998
Kennesaw State University	Post-Baccalaureate Certificate with Major in Computer Science Foundations	78	215	0	48	57	16	3	23	10	136	8/10/2015

Exporting Data

When working in a data table in Qlik, if you wish to export the data in order to use it in a different program, you can do so by right clicking anywhere in the table. Right-clicking in the table will display the table menu (shown here):

Enlarged menu shown below.

Copy cell value

Full screen

Share

Take snapshot

Snapshot library

Download as...

Narrate Storytelling

Degree Type CIP Code (2020, 6 Digit) Gender Race/Ethnicity

Effective after 5/1/14? CIP 2 digit Description CIP 4

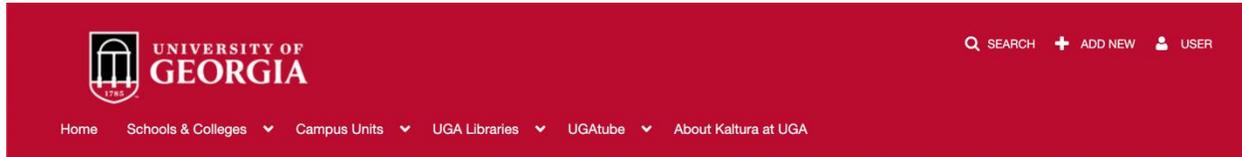
Degree Name	CIP Code (2020, 6 Digit)	Fall 2017 Enrol...	Fall 2018 Enrol...	Fall 2019 Enrol...	Fall 2020 Enrol...	Fall 2021 Enrol...	3 Year Average (Fall 2019-21)
		3,984	3,905	4,013	4,210	4,500	4,241.0
Bachelor of Science with Major in Computer Science	11.0701	1,317	1,335	1,315	1,523	1,746	1,528.0
Bachelor of Science in Information Technology	11.0703	647	680	747	728	633	702.7
Bachelor of Science in Computer Game Design and Development	11.0704	417	403	416	437	474	442.3
Bachelor of Business Administration with Major in Information Systems	11.0705						378.0
Master of Science in Information Technology	11.0706						230.7
Bachelor of Business Administration with Major in Information Security and Assurance	11.0707						213.3
Bachelor of Science with Major in Interactive Design	11.0708						174.3
Bachelor of Applied Science with Major in Information Technology	11.0709						123.7
Master of Science with Major in Computer Science	11.0710						100.7
Post-Baccalaureate Certificate with Major in Information Technology Foundations	11.0711						83.3
Master of Science in Information Systems	11.0712	68	71	69	75	81	78.3
Post-Baccalaureate Certificate with Major in Computer Science Foundations	11.0701	42	57	77	71	46	64.7
Bachelor of Arts with Major in Applied Computer Science	11.0701	151	139	114	33	5	50.7
Master of Science with Major in Computer Science	11.0701	96	115	112	0	0	37.3

On the table menu, click "Download as..." and select "Image", "PDF", or "Data" (to export to Microsoft Excel format (.xlsx)).

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Help Guides

For your reference, a video series demonstrating Qlik use and currently available applications has been developed to aid users in understanding access, navigation, and features within Qlik, and how data can be used to complete USG system reports. To access the video playlist, click [here](#).



QlikSense Data Guides

• 9 Items •

This playlist contains videos which provide guidance to data users of University System of Georgia data housed on the QlikSense platform, in partnership with the Carl Vinson Institute of Government. Viewers are able to download the video files by clicking the "Download" tab and selecting the file by viewing resolution. Source files download in 4k resolution and are quite large as a result.

[Show Less](#)

[Watch Now](#) [Share & Embed](#) [Edit](#)

Restricted Streams: “USG Student Flows”

Note that the stream named “USG Student Flows” is available only to users who have undergone the required instructional training on how to use the applications therein. If you are interested in gaining access to this stream, please contact: *Hong Zeng, the Carl Vinson Institute of Government Program Coordinator for State Services and Decision Support, at hzen@uga.edu.*

Getting Emails from QlikSense

Add QlikSense to your list of email contacts in order to avoid QlikSense emails being sent to your spam folder. If you are expecting an email from Qlik but have not yet taken this step, be sure to look in your spam folder, as the email may have been filtered out of your inbox.

Need Additional Help? Contact Us:

Hong Zeng

Email: hzen@uga.edu

Carl Vinson Institute of Government Project Coordinator