

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 jmbbyars@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).

The screenshot shows the Qlik Sense Enterprise interface. On the left, a sidebar menu is open, showing the user's profile (user@usg.edu) and navigation options like Personal, Work, Published, Streams, and BOR RPA. The Streams section is expanded, and the "USG BOR" stream is selected, highlighted with a blue box and a large blue arrow pointing to it from the top-left. The main area displays a grid of tiles representing different applications. The tiles include: "Adult Learners" (Adult Learner App), "CCG Degrees Awarded" (CCG Enrollment), "USG Enrollment" (CCG Graduation), "Graduation of University of Georgia" (CCG Retention), "Retention of University System of Georgia" (Fall Enrollment by Academic Program), "UNIVERSITY SYSTEM OF GEORGIA" (Fall Enrollment by Academic Program), "Fiscal Year Degrees Conferred by" (Georgia High Schools), "IPEDS Degrees Awarded Dashboard" (SER with Consolidated Names), "IPEDS Degrees Awarded Dashboard" (USG First Time Freshmen), and "USG Market Share 2.0".

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).

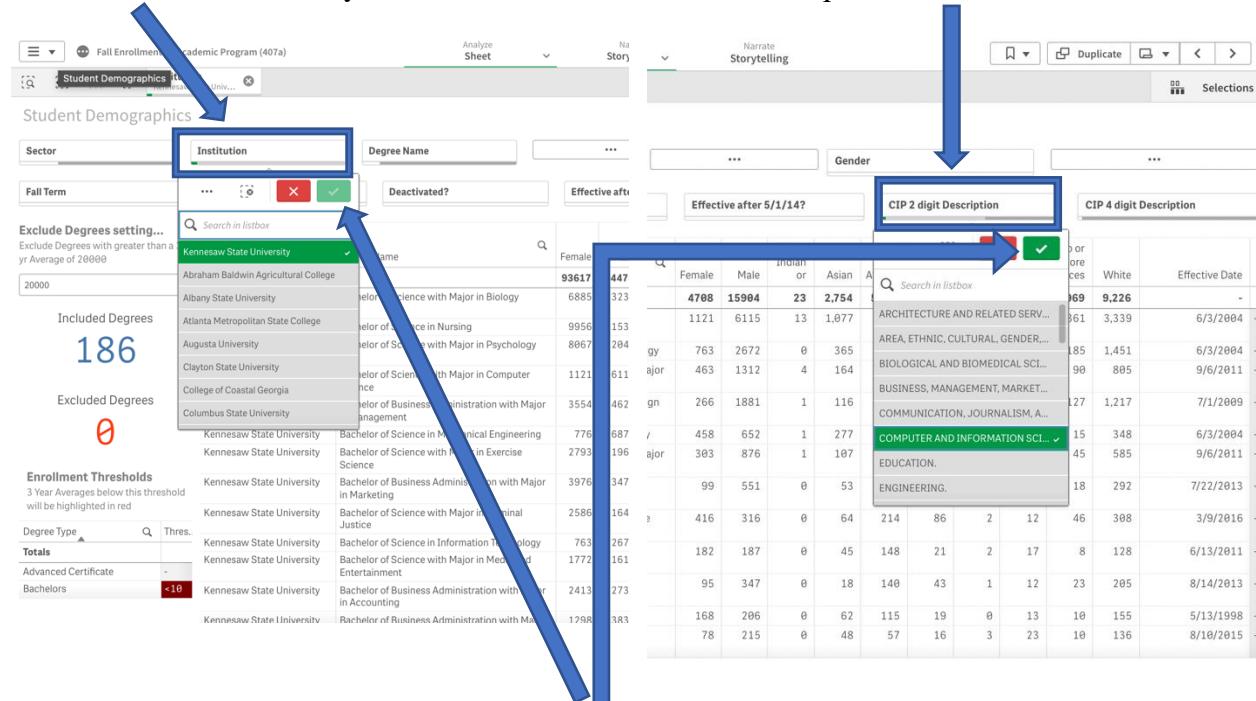
The screenshot shows the "Fall Enrollment by Academic Program (407a)" application loaded in the Qlik Sense interface. At the top, there are tabs for "Analyze Sheet" and "Narrate Storytelling". Below the title, there is a banner with the University System of Georgia logo and the text: "Fall Enrollment by Academic Program (407a)", "Data last loaded: Nov 10, 2021, 2:19 PM", "Published: Nov 10, 2021, 3:17 PM", and "Published to: USG BOR". The main area is titled "Public sheets (19)". It displays a grid of 19 tiles, each representing a different data sheet. The tiles include: "Introduction: 407a (Enrollment)", "Explanations of Filters and", "Institution Program", "Program Enrollments by", "Table of Program Enrollments", "Line Graph of Total Program", "Bar Graph of Total Program", "Map of Total Program", "Fall Program Enrollment by", "Fall Program Enrollment by", "Fall Program Enrollment by", "Student Demographics", "Fall Program Enrollment by", "Fall Program Enrollment by", "Fall Program Enrollment by", and "Treemap of Total Program".

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.



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).

Institution: Kennesaw State Univ... **CIPTitle_2digit**: COMPUTER AND INFO...

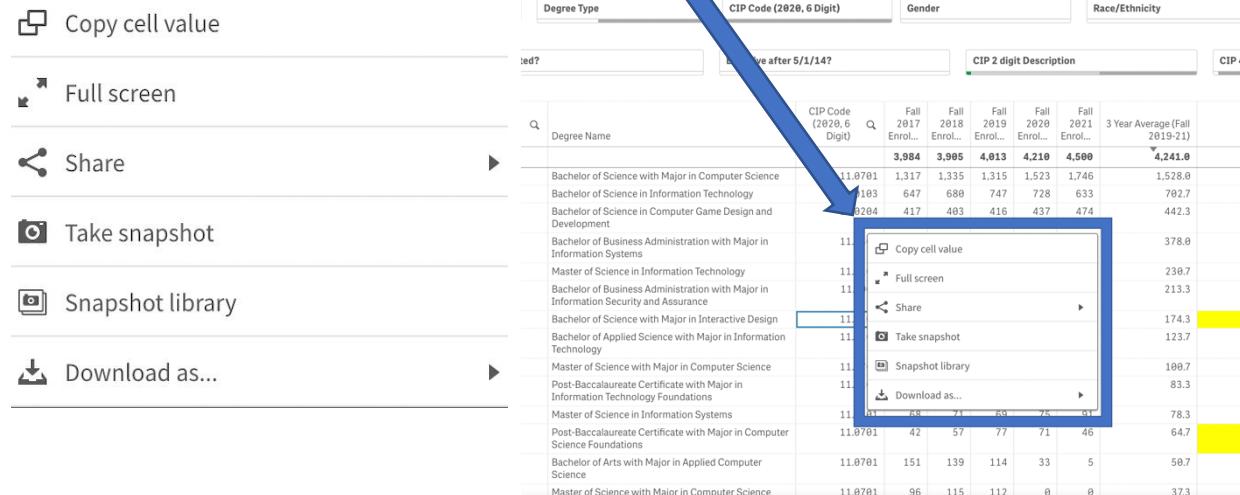
Student Demographics

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													
Totals		Degree Name	Female	Amer... Indian or Asian	Black or African	Hisp... or Latino	Native Haw... or	Race and Ethni...	Two or More Races	White	Effective Date		
20000	Kennesaw State University	Bachelor of Science with Major in Computer Science	4708	15904	23	2,754	5,184	1,868	22	566	969	9,226	
Included Degrees													
22	Kennesaw State University	Bachelor of Science in Information Technology	1121	6115	13	1,077	1,521	769	6	150	361	3,339	
Kennesaw State University	Bachelor of Business Administration with Major in Information Systems	763	2672	0	365	1,008	320	2	104	185	1,451	6/3/2004	
Kennesaw State University	Bachelor of Science in Computer Game Design and Development	463	1312	4	164	502	171	1	38	90	805	9/6/2011	
Kennesaw State University	Master of Science in Information Technology	266	1881	1	116	449	194	1	42	127	1,217	7/1/2009	
Kennesaw State University	Bachelor of Business Administration with Major in Information Security and Assurance	458	652	1	277	350	54	2	63	15	348	6/3/2004	
Kennesaw State University	Bachelor of Applied Science with Major in Information Technology	303	876	1	107	315	87	2	37	45	585	9/6/2011	
Kennesaw State University	Bachelor of Science with Major in Interactive Design	99	551	0	53	220	47	0	20	18	292	7/22/2013	
Kennesaw State University	Post-Baccalaureate Certificate with Major in Information Technology Foundations	416	316	0	64	214	86	2	12	46	308	3/9/2016	
Kennesaw State University	Bachelor of Arts with Major in Applied Computer Science	182	187	0	45	148	21	2	17	8	128	6/13/2011	
Kennesaw State University	Master of Science in Information Systems	95	347	0	18	140	43	1	12	23	205	8/14/2013	
Kennesaw State University	Post-Baccalaureate Certificate with Major in Computer Science Foundations	168	206	0	62	115	19	0	13	10	155	5/13/1998	
Bachelors	-18	Kennesaw State University	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.



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

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](#).

The screenshot shows a Kaltura player interface with a red header bar. The header includes the University of Georgia logo, a search bar, and links for 'ADD NEW' and 'USER'. Below the header, a navigation menu offers links to 'Home', 'Schools & Colleges', 'Campus Units', 'UGA Libraries', 'UGAtube', and 'About Kaltura at UGA'. The main content area displays a playlist titled 'QlikSense Data Guides' with 9 items. The first item is a video titled 'qliksense 101: INTRODUCTION TO QL' with a thumbnail showing the University of Georgia seal. The second item is a tip titled 'qlik tip: USING FILTERS' with a thumbnail showing the University System of Georgia seal. The third item is a tip titled 'qlik tip: BOOKMARKING' with a thumbnail showing the University System of Georgia seal. To the right of the video thumbnails, there is descriptive text about the playlist, a 'Show Less' link, and three action buttons: 'Watch Now', 'Share & Embed', and '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 hzeng@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:

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Carl Vinson Institute of Government Project Coordinator