



# Data Cookbook Tutorials

FINDING DEFINITIONS YOU NEED

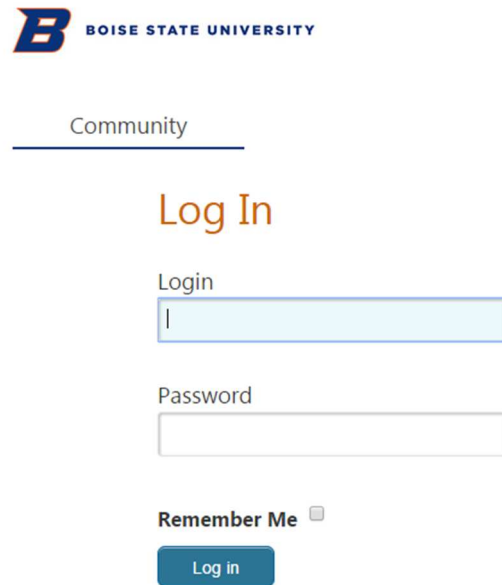
INSTITUTIONAL RESEARCH



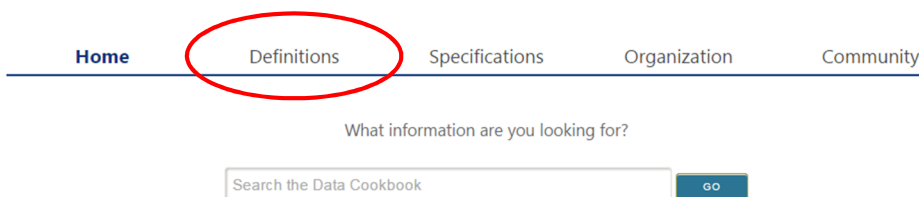
BOISE STATE UNIVERSITY

1. To browse the glossary of definitions within the Data Cookbook, log in to your account with your Data Cookbook credentials.

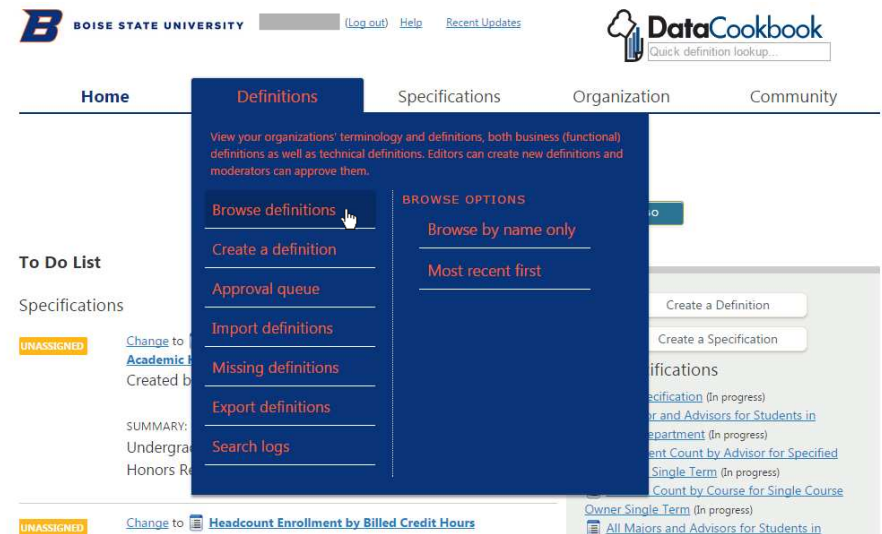
URL - <https://boisestate.datacookbook.com/login>



2. Select 'Definitions' from the navigation tabs at the top of the page.



3. Hover over the Definitions tab at the top of the page and selecting "Browse definitions".



4. Search for Definitions

- I. The Search Bar is located in the top right of the browser screen, under the "Community" navigation tab. To search for a term, input the desired search term and click enter (>).
- II. Use the tools and filters listed and described below to help you narrow your search.



## 5. Use the tools and filters to help you narrow your search

### I. Sort by

- a. There are three options to order the list of definitions: Alphabetical, Recently Modified, and Recently Created

### II. Display

- a. Definitions can be displayed in two different formats: Full Content or Name Only

#### FULL CONTENT –

The term and a definition preview are provided

<b>11/12 month salary contract/teaching period</b>  No Approved Versions
Source: IPEDS
The contracted teaching period of faculty employed for the entire year, usually for a period of 11 or 12 months.
Technical definitions:
<b>12-month enrollment (E12)</b>  No Approved Versions
Source: IPEDS
These data were collected in the Enrollment component prior to the 2007 IPEDS collection. Data are collected for the entire 12-month academic year, while enrollment data collected in the Fall Enrollment component are fall data. Institutions report an
Technical definitions:

#### NAME ONLY –

The term names are previewed in a list

11/12 month salary contract/teaching period
12-month enrollment (E12)
12-month period
25th percentile
3+ Repeats
3/2 program
4-1-4 (calendar system)

### III. Filter by:

- a. Functional Area - The department/group data stewards that manage the definition
- b. Version - The current status of the definition (e.g., Latest Approved, Pending, In Draft, etc.)
- c. Definition Source - Where the definition originated from (*Not currently used.*)
- d. Data System - The name of the campus data system(s) that currently use the defined term
- e. Tag - Keywords and terms related to the definition

## 6. Quick Definition Lookup

- This search bar is located under the Data Cookbook logo at the top of the site page.
- Results are rendered from local and public sources
- Does not include Specifications, only definitions located within Data Cookbook
- You may opt to get only local results by unchecking the “Include Public Community”

## 7. For more information, please visit the Data Cookbook site at:

<https://ir.boisestate.edu/datacookbook/>

The screenshot shows the Data Cookbook interface. At the top left is the Data Cookbook logo, which includes a stylized cloud and a bar chart. Below the logo is a search bar containing the text 'credit'. To the right of the search bar is a 'Close X' button. Below the search bar, there is a 'RESULTS' section with a checkbox labeled 'Include Public Community' which is checked. Below this is a drag-and-drop instruction: 'Drag a result into a functional or technical definition OR drag it into a definition list on a specification'. The results are displayed in a table-like format with the following entries:

Definition Title	Source	Functional Areas
<a href="#">Average Term Credits Earned for Load</a> This is a calculated field of the mean (average) number of credits, including developmental credits, students obtained in a specific academic semester, or year. Challenge credit...	Boise State University	Boise State University
<a href="#">Class Credits Attempted Excluding Developmental</a> This is a measure of the number of credits students have registered for excluding credits in courses below the 100 level (developmental credits). This includes credits that are...	Boise State University	Boise State University
<a href="#">Credits Attempted for Load</a> A unit of measure representing the total number of enrolled course credits. These credits are considered for a student's full-time or part-time (Academic Load) status. This ...	Boise State University	Boise State University
<a href="#">Average Cumulative BSU Credits Earned for Degree</a> A average calculation of the number of credits (excluding developmental credits) earned at Boise State by graduates. For additional information on the origins and maintenanc...	Boise State University	Boise State University
<a href="#">Average Cumulative Credits Earned for Degree</a> Average total credits, including transfer, test and other, earned by graduates	Boise State University	Boise State University

On the left side of the screenshot, there is a sidebar with a search bar and a list of navigation links: 'rganizat', 'My Spec', 'Test Sp', 'All Maji', 'Specified D', 'Enrollm', 'Plan Owner', 'Advisee', 'Owner Sing', 'All Maji', 'Specified D', 'progress)', 'All Plan', and 'Department'.