INTRODUCTION

The Data Cookbook (DC) is our new Data Governance tool. One feature that will aid all campus users is the searchable data dictionary in the DC. Helping users find the information they need in the DC will 1) provide a better understanding of campus report details, 2) allow for consistent use of data elements for a variety of reporting activities, and 3) increase data literacy by having a central database of definitions accessible by all campus constituents.

GENERAL GUIDELINES

Before adding new definitions to the DC:

- Conduct a definition search prior to creating a new definition. A previously developed definition may have already been created for the DC, or a similar definition may exist in the DC Community portal that can be copied and modified for local use.
- Multiple needs should be considered when defining each term. Currently, many reports have been designed with undergraduate students as the primary student group; however, definitions should also include relevant information related to graduate students or other relevant student populations/subpopulations.
- Definitions should be written in a basic and brief manner. No part of the term to be defined should be included in the first level of the definition itself.
- Limited use of abbreviations is recommended. Due to a lack of consistency and different interpretations that some abbreviation use may create, define a term once and include the abbreviation to be used in parentheses immediately after the term.
- Special symbols (e.g., #, %, $, etc.) may be used in a term definition, but must be preceded by the name of the symbol followed by the symbol in parentheses.

DEFINITION ENTRY BREAK DOWN

The main entry page is designed to create a Functional definition. The essential entry fields are described below:

New Definition

- Name <<< The NAME of the definition to be entered. (*Required entry)

- Functional definition <<< The DEFINITION narrative that users will read to understand the entered term. (*Required entry)

- Source
  Select an existing source:
  Or create a new source: Enter the full name of the source...

- Share with the public?
  Once approved, the name, functional definition, and functional areas will become publicly available at: community.datacookbook.com.

- Add a Technical Definition

- Tags (separated by comma) <<< The TAGS are keywords used to facilitate definition searches.

- Functional Area <<< The FUNCTIONAL AREA contains the data steward's department's name. (*Required entry)

- Submit Save as Draft or Cancel <<< SUBMIT enters the new definition in the DC.

Additional content may be added to the grey right panel. Essential fields are:

- Functional Areas - Populated from functional definition entry (above).
- Moderators - Data steward(s) who will maintain the definition.
- Content Contributors - Names of the definition creators.
- Related Specifications - Reports in which you’ll find the term.
- Related Definitions - Hyperlinks to other term definitions in the DC.
- Synonyms - Same or similar terms that a definition is “otherwise known as.”
- Tags - Populated from functional definition entry (above).
REQUIRED INFORMATION

Consistency is key when adding new definitions in the DC. Each functional definition should include distinct sections, or levels that provide essential information for users.

All definitions will have standard information displayed on their entry page:

- **Definition name**
- **Term synonym(s)**
- **Definition version and status**
- **Term creator and approver**

Functional definition:

**Level I:** “What is this term?” “How do I distinguish which similar measure I should use?” Level I definitions are a short, general description. It may contain hyperlinks to other helpful or relevant terms used in the definition, but highly technical details should NOT be included in this section.

**Level II:** “How is this term used?” Level II offers a more detailed definition of the term and includes specific examples related the term’s use for Boise State student populations.

ADDITIONAL RESOURCES

There is much more to the DC! Please take a look the current list of tools and resources to help you explore the DC system in depth.

◊ The Data Cookbook on the web—[http://ir.boisestate.edu/data-cookbook](http://ir.boisestate.edu/data-cookbook)
  - This site includes background information, training helps, news, and other updates.
◊ Need help or want a one-on-one training sessions, email [datacookbook@boisestate.edu](mailto:datacookbook@boisestate.edu)