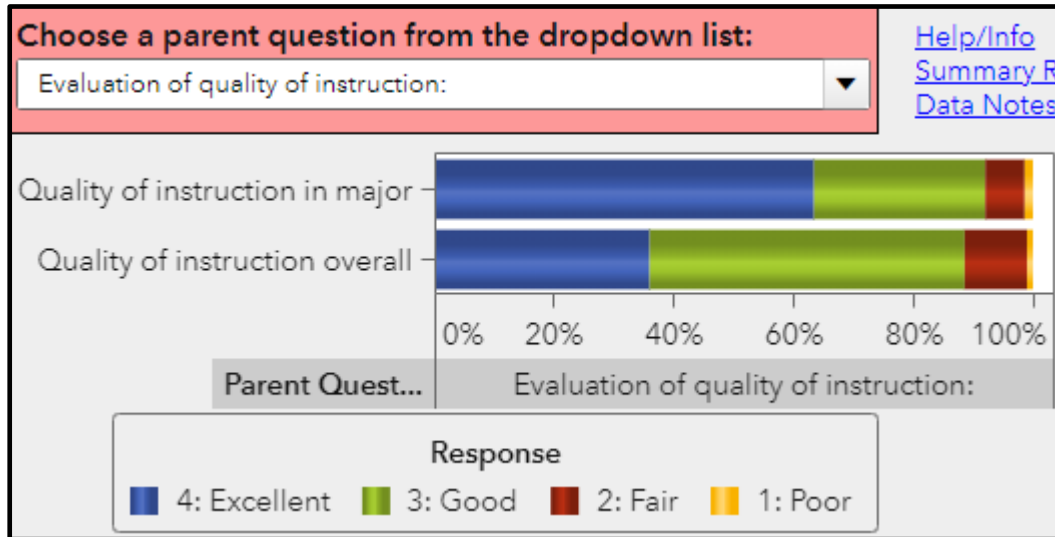# Office of Institutional Research and Planning
Guide to Survey Reports in SAS VA

SAS Visual Analytics (**SAS VA**) is a platform that has enabled OIRP to create interactive reports of institutional survey data.

Within a report, users can:
- Browse through survey questions and view response frequencies and means
- Break out results by respondent characteristics (e.g., college, race, gender)
- Display results in tables or charts
- Download tables and charts as PDFs
- Do a keyword search to find data on questions about a specific topic
- View data from past survey administrations in **trend reports**
- Drill down into department- and program-level results in **department comparison reports** (not available publicly; authentication requires NC State credentials)

Guide to Survey Reports
We strongly recommend reading the first two sections of this guide in the following order:
1. Viewing Survey Results
2. Using Tables and Charts

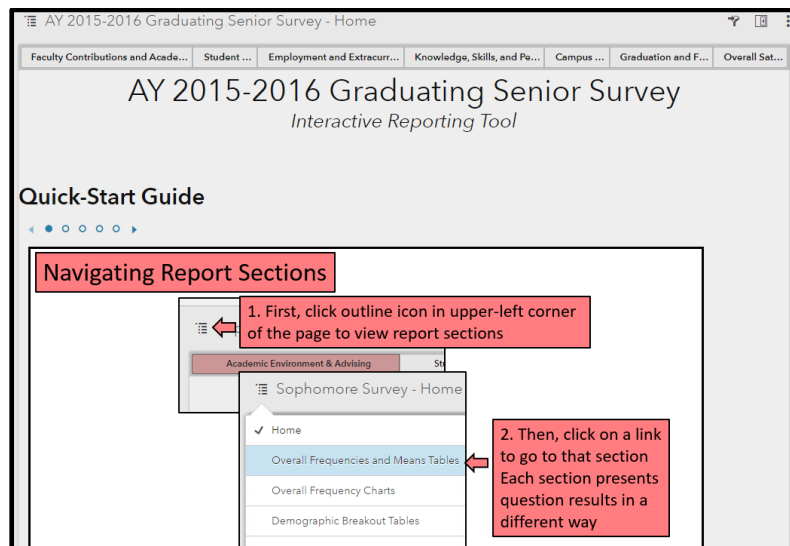*Additional guides:*
3. Demographic Breakout Views
4. Department- and Program-Level Results Reports
5. Using the Search Feature
6. Downloading Tables and Charts as PDFs

Viewing Survey Results

Home page

The home page of the report displays the name of the survey and a (much) shorter version of this guide.


Choosing a Report View

To get started, click the **section icon** in the upper-left corner of the page to display a list of sections within the report. Each report section consists of a different way to view data. Select the type of report view you want to display.
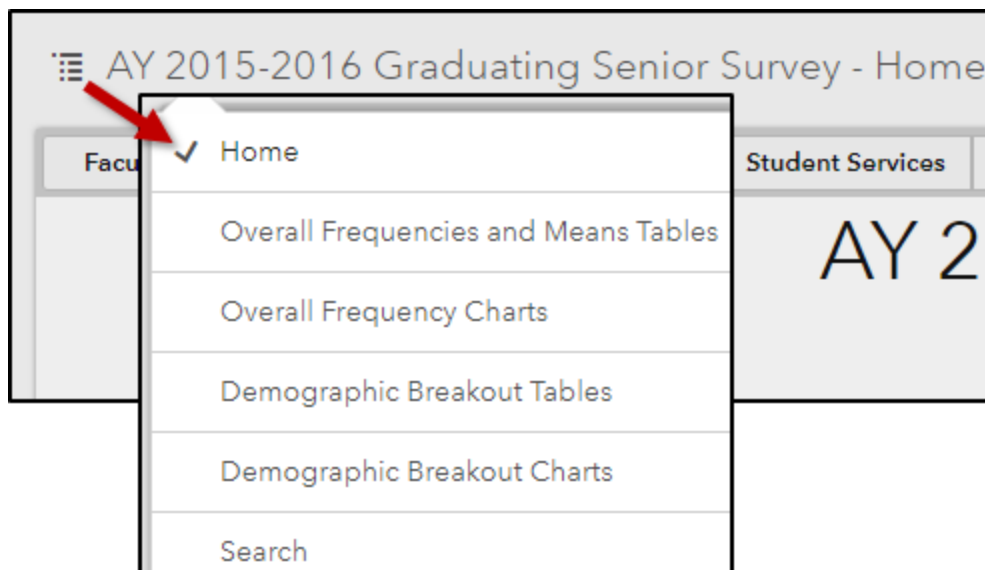
Selecting a Survey Topic

After selecting a type of report view, select a survey topic from the **topic bar** across the top of the report. Selecting a survey topic narrows down the survey questions from which to choose in the drop-down list directly below the topic bar.
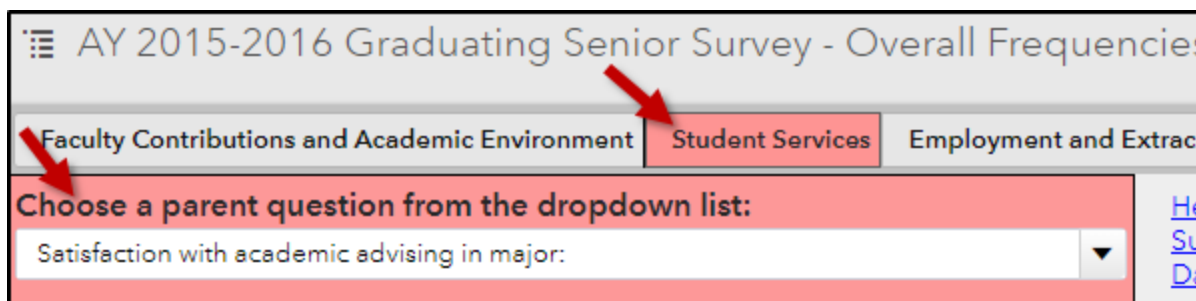
Viewing Results for a Survey Question

The **question drop-down list** is used to choose the question or set of questions for which results will be displayed in tables or charts on the page. Clicking the down arrow on the drop-down list displays all available questions related to a selected survey topic.
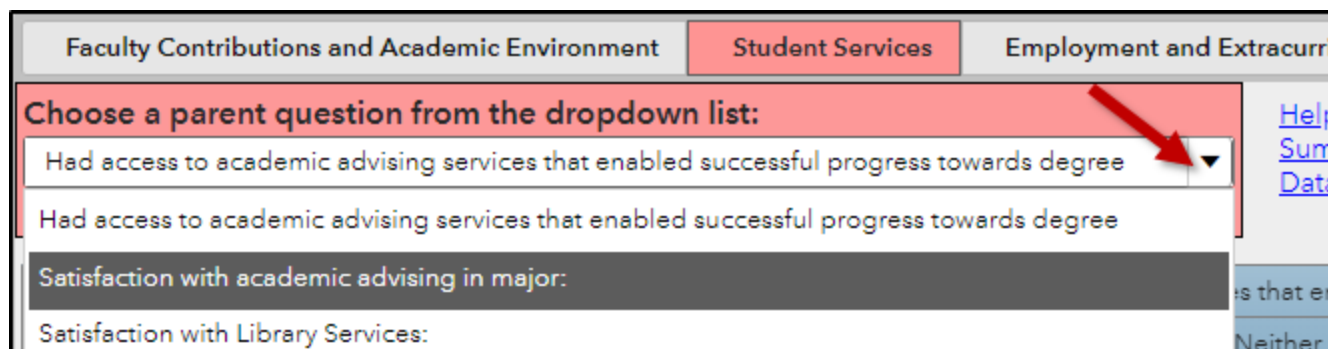
Choosing a question from the drop-down list populates the tables or charts on that page with the results for that question or, if applicable, for the multiple question items contained under that "parent" question (called "sub-" or "child-" questions).

Parent Question ▲		Satisfaction with aca				
Response ▼		5: Very satisfied		4: Satisfied		3: Ne satisfie
Question ▲	%	N	%	N	%
Advising: Sufficient time with advisor	34.7%	833	37.2%	891	15.4%
Advising: Helping me understand degree requirements/course sequencing	37.7%	902	37.2%	890	12.9%
Advising: Helping me be aware of relevant university policies and procedures	32.0%	746	38.2%	892	19.5%

Tables and charts on some report views will display results for just one question item at a time. These report views will have two question selection drop-down lists: one to choose the parent question and another to choose from the sub-questions, if any, within it.

Tip: A colon punctuation mark (:) appears at the end of any parent question that has sub-questions.

Using Tables and Charts

Adjusting Display of Tables

Column width and **row height** in tables can be adjusted by clicking and dragging the column and row dividers. **Scroll bars** will only appear by clicking on the right-side or bottom edges of the table.

| Parent Question ▲	Satisfaction with academic advising in ma			
Response ▼	5: Very satisfied		4: Satisfied	
Question ▲	%	N	%	N
Advising: Sufficient time with advisor	34.7%	833	37.2%	89
Advising: Helping me understand degree requirements/course sequencing	37.7%	902	37.2%	89
Advising: Helping me be aware of relevant university policies and procedures	32.0%	746	38.2%	89

Expanding Size of Tables

Clicking anywhere on a table or chart highlights the **expansion icon** in the upper-right corner of the graph. Clicking on the expansion icon expands a table or chart to full screen.

| Parent Question ▲	Satisfaction with academic advising in ma			
Response ▼	5: Very satisfied		4: Satisfied	
Question ▲	%	N	%	N
Advising: Sufficient time with advisor	34.7%	833	37.2%	891
Advising: Helping me understand degree requirements/course sequencing	37.7%	902	37.2%	890

Viewing Data Details in Charts

All survey reports contain the option to view question data visually in bar charts. Selecting a question from the drop-down list populates the chart with the results for that question or its sub-questions.

To see a pop-up containing the exact percent and number of respondents answering a specific response option for a given question, click on the response option of interest inside the bar chart.
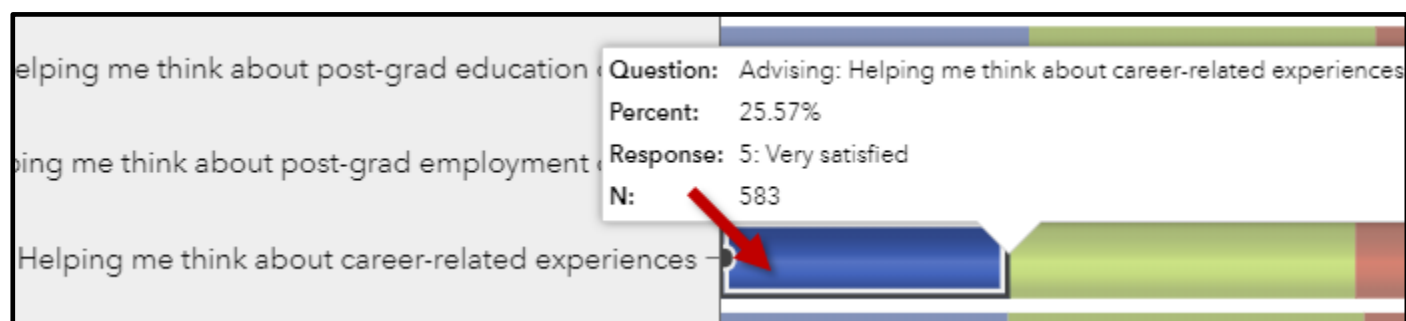
Double click on the chart to zoom in and out. The **expansion icon** in the upper-right corner of a chart expands the chart to full screen.
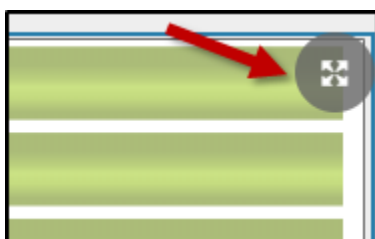
To de-select a highlighted bar, **right click** on the chart and choose **"Clear Selection."**
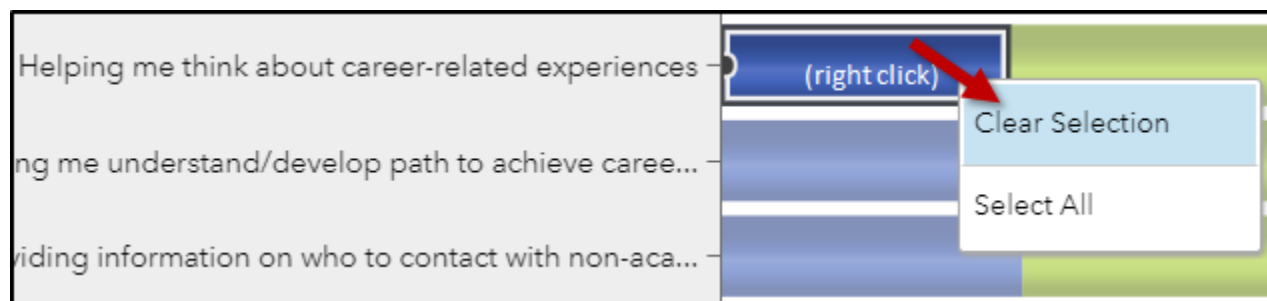
## Demographic Breakout Views

Breaking Out Data by Demographic Characteristics

All survey reports other than those with department-level results contain report views displaying results by college, gender, or race.

To get started, click the section icon [icon] in the upper-left corner of the page to display the list of sections. Each report section consists of a different way to view data. Choose the section "Demographic Breakout Tables" or "Demographic Breakout Charts."
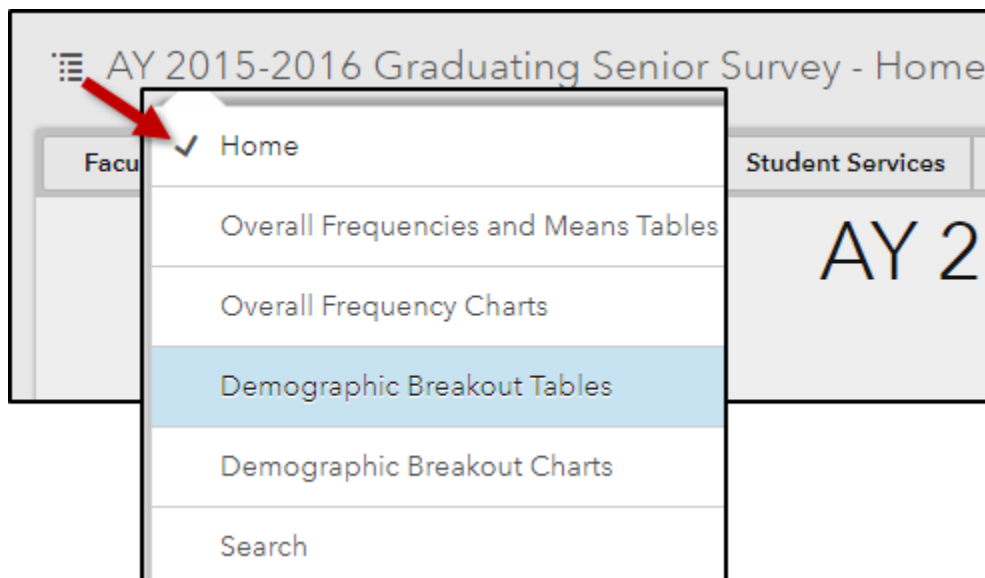

Choose a survey topic from the topic bar to narrow the survey questions and then choose a question from the question drop-down list(s) for which you want to display results.
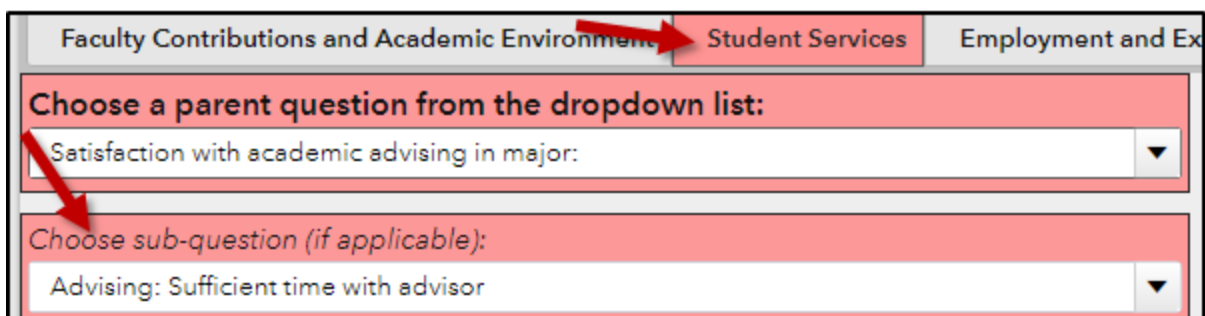
Clicking a category in the **breakout by** menu below the drop-down list of survey questions displays results for that question broken out by the groups in the selected category.

The **filter by** menu can be used to choose what specific groups within the selected category are displayed in the table or chart.
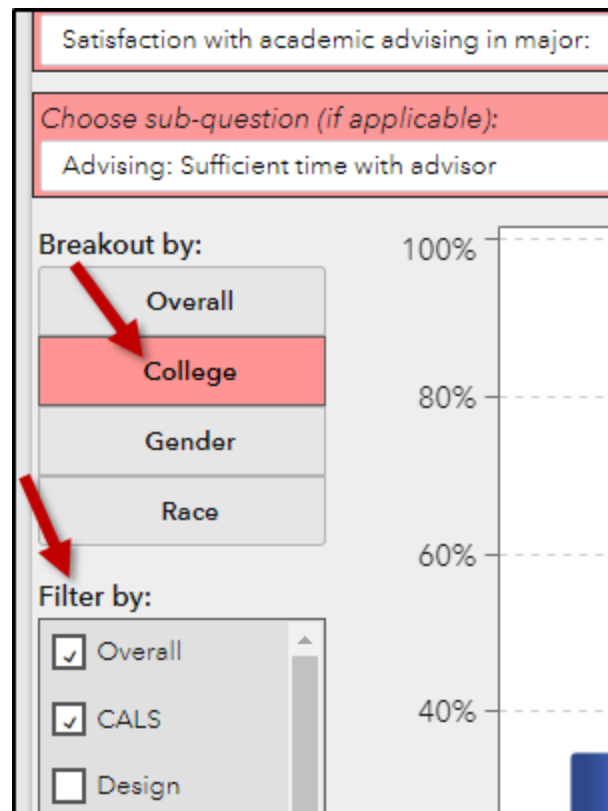
Department- and Program-Level Results Reports

Survey data available on SAS Visual Analytics includes publicly available reports for single administrations of a survey as well as trends from prior administrations. Some surveys also have reports that drill down into results at the department and program level.

Information on accessing these non-public reports, which require Shibboleth authentication, are sent to select stakeholders across campus. Contact Dr. Nancy Whelchel, Director for Survey Research, at 919-515-4154 or at nancy_whelchel@ncsu.edu for more information.

Displaying Department Data

To get started, click the section icon ⊞ in the upper-left corner of the home page of the report to display a list of different ways to view the data. Select the type of report view you want to display. Department- and program-level results can be viewed as tables or charts.
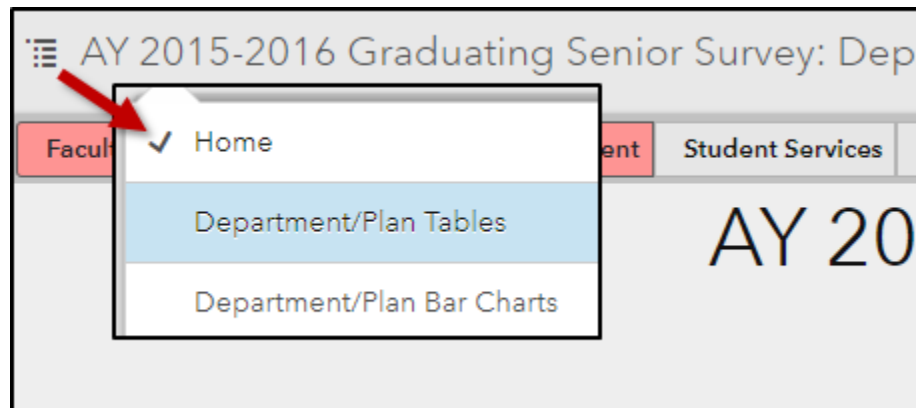

Choose a survey topic from the topic bar to narrow the survey questions and then choose a question from the question drop-down list(s) for which you want to display results.
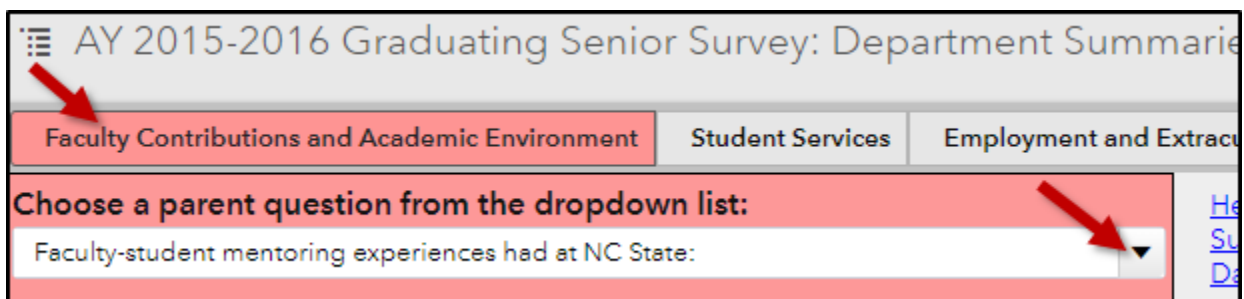
Exporting Department Data Tables to Excel

The "Department/Plan Tables" report view provides the option to export tables containing department-level question results to Excel (program-level results *cannot* be exported). To export results for a chosen question, click the file name under the "Select file to export table to Excel" header at the top of the report.
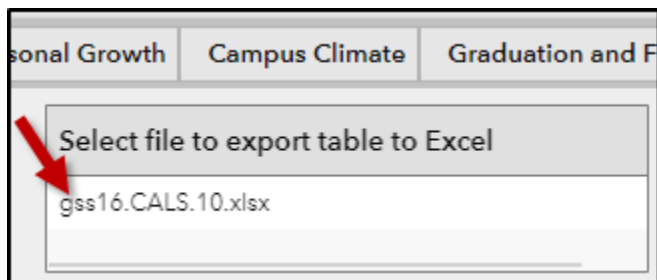
Clicking the file name will display a pop-up message that reading "External Link to department-level results (click here to download)." Click this button to download the file.
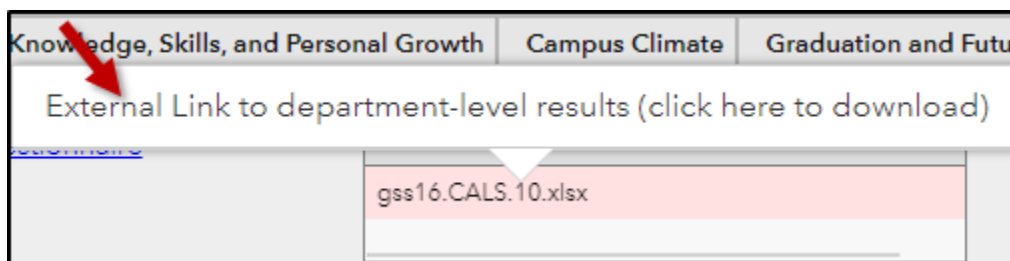
Displaying Program Data in a Table

By default, results are displayed for the College, broken out by department. To see results for the programs within a department, click on either the **expand icon** ⊞ or **drill down icon** ⬇ next to the department's name in the table.

Clicking on the **expand icon** ⊞ will add sub-columns to the table with data for each program within the selected department. Note that data for other departments in the College will still be displayed in the table, but not for their respective programs.
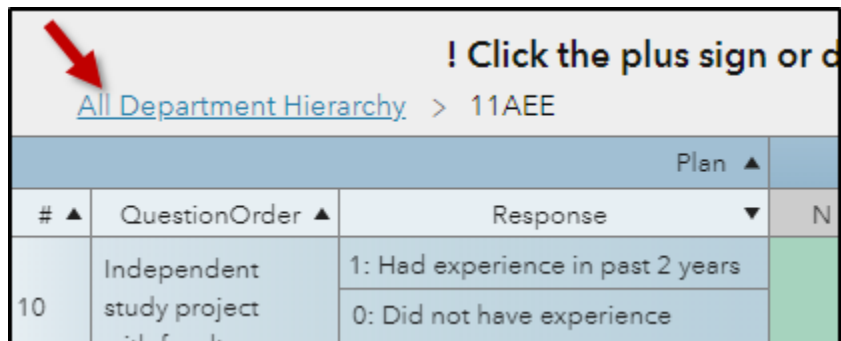

The expand icon turns into a **minimize icon** ⊟ when clicked. Click the minimize icon to return the table to its default state.

To see only data for a specific department, click on the **drill down icon** ⬇ for the desired department. The table will then display the program-level results for just the selected department. The "Total" column, highlighted in green, updates to display results for the *department* overall.

To **drill back up** and see results for all departments again, click the name of the hierarchy at the upper-left corner of the table.

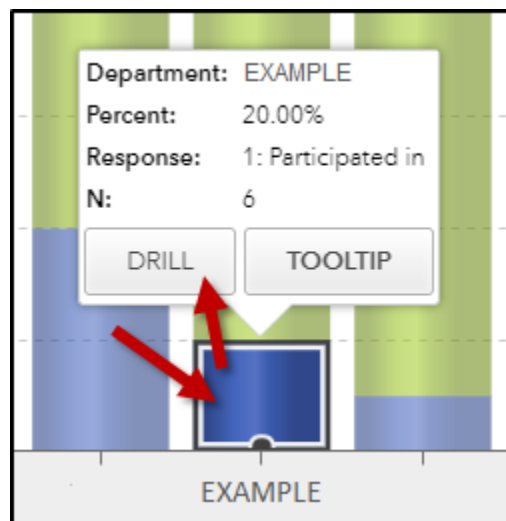## Displaying Program Data in a Bar Chart

By default, results for a single question item are displayed for the College, broken out by department. To see results for the programs within a department, click on any response option in the bar chart for that department. A pop-up will appear with the **drill button**.

Clicking on the **drill button** will display a menu for **drilling down** the hierarchy into program- level data.
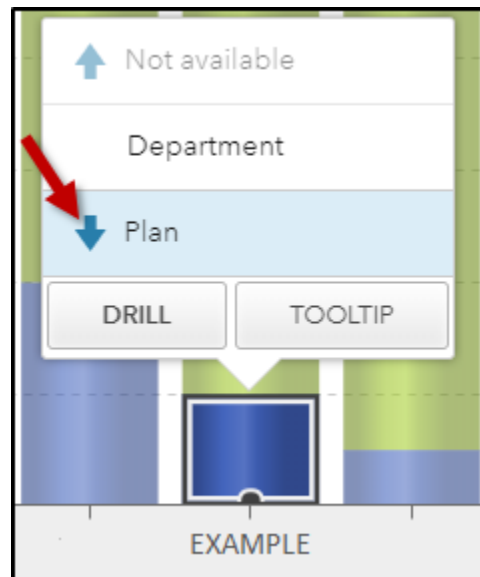

To **drill back up** and see results for all departments again, click in the bar chart again to return to the drill menu, or click the name of the hierarchy at the upper-left corner of the table.

Using the Search Feature

All survey reports other than those with department- and program-level results include a search feature that enables you to see a list of all questions asked in the survey and be taken directly to the results for a question of interest.

The Search feature can be accessed by clicking the section icon ⊞ in the upper-left corner of the page, which displays a list of sections within the report.
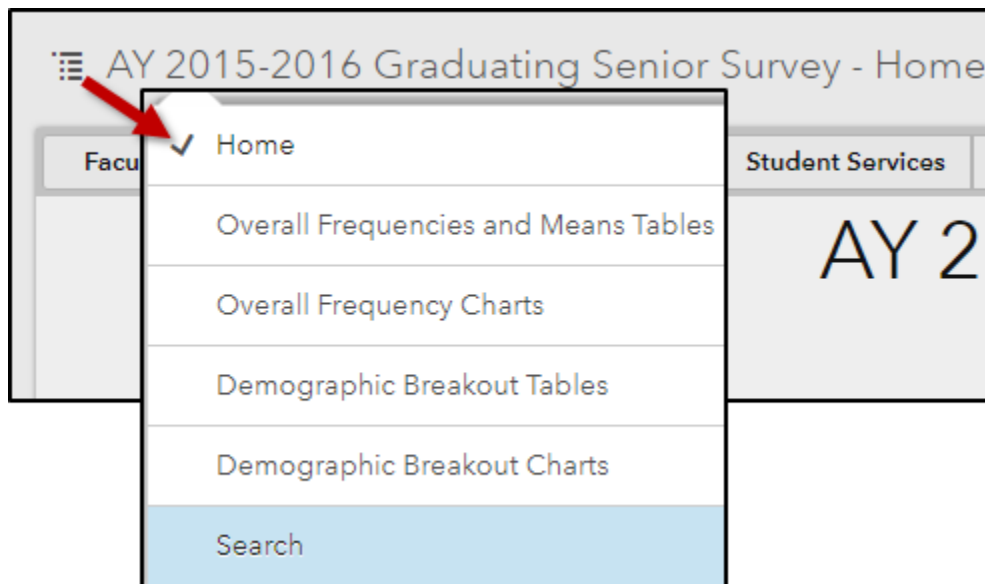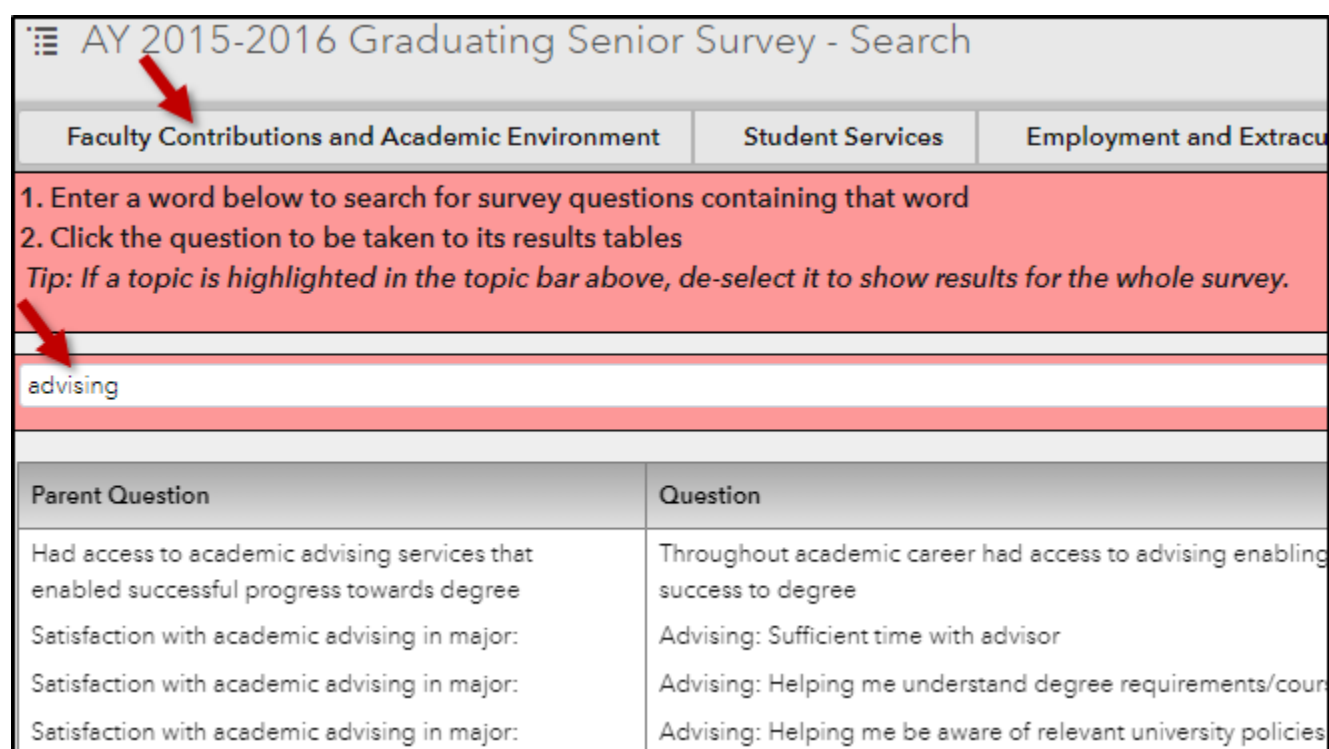
Searching through Questions

Selecting a survey topic from the topic bar at the top of the report limits the search to just those questions within the chosen topical area. De-select any survey topics highlighted in red to expand the search to all questions in the survey.

In the search box, type in a word of interest and press the enter key. This returns a list of all questions in the survey containing that word.

Tip: The search feature can find partial word matches ("advis").

Displaying Question Results

Click on any question in the table to display a list of sections within the report. Each report section consists of a different way to view data. Select the type of report view for which you want to display results for the selected question.


To navigate back to the search feature after making a selection, click the chain link icon in the upper-left corner of the page.
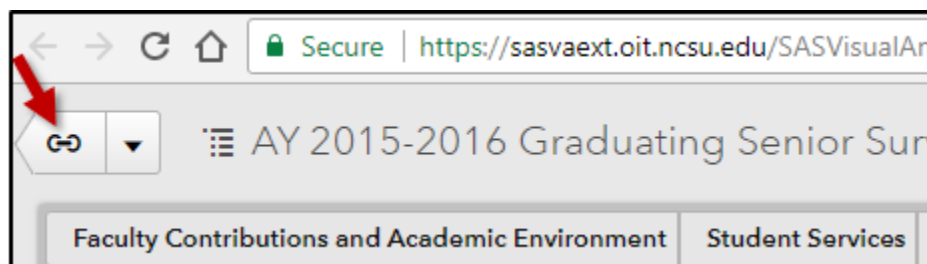
Downloading Tables and Charts as PDFs

To download a table or chart as a PDF, click the options icon in the upper-right corner of the **report** (not to be confused with the identical three-dot icon at the top of some web browsers).

Click "Print" in the drop-down menu that appears.
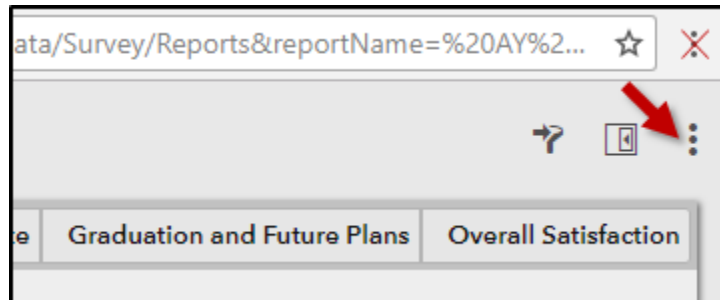
Important Tips for Printing

By default, SAS VA attempts to print all pages and components of the report simultaneously. To print just a single table or chart:

1. Adjust the paper size. SAS VA does not shrink the contents of a table or chart to fit onto one page
2. Untoggle "Include appendix information"
3. Click "Choose visual elements"

Print to PDF

Paper Size

Letter ⌄

Orientation

Portrait   Landscape

◢ **Options**

Show page numbers   ⬤○

Expand clipped content   ⬤○

Show empty rows and columns in tables   ⬤○

Include appendix information   ⬤○

Choose visual elements   >

Cover page   Off   >

4. After clicking "Choose visual elements," select just the table or chart you want to save as a PDF, then click "Print."

Select items to print:
○ Print all sections and all items
◉ Print selected items:

▸ ☐ Home
──────────────────────────────
▸ ☐ Overall Frequencies and Means Tables
──────────────────────────────
▸ ☐ Overall Frequency Charts
──────────────────────────────
◢ ■ **Demographic Breakout Tables**

   ☐ the 2015-2016 GSS

   ☐ Demographic Breakouts

   ☑ Demographics Crosstab

──────────────────────────────
▸ ☐ Demographic Breakout Charts
──────────────────────────────
▸ ☐ Search
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Print   Cancel