

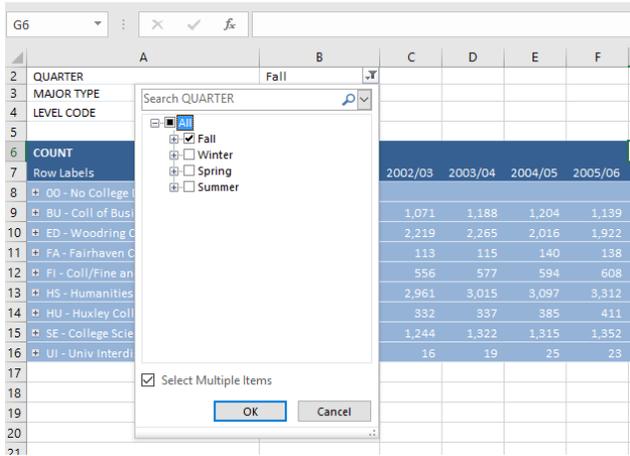
Excel Reports on the University Fact Book

- 1) www.wwu.edu/ir
- 2) Hover over “Fact Book” at the top then select “Internal Reports”
- 3) Log in with your universal username and password
- 4) Select any of the first 4 reports on the left
- 5) Find the “—Excel Reports —” drop down menu at the top right. Note that this dropdown menu will only appear on the homepage. If you drill down to an individual college or department you will need to return to the homepage showing all colleges to find the Excel Reports.

- 6) Click on the report title you wish to download. Depending on your browser and settings you may see a popup box or the download may appear at the bottom of your screen. Open the file.
- 7) Be sure to click the “Enable Content” button in the yellow bar at the top of the spreadsheet. This allows the file to connect to the data live.
(06/01/2017 – NOTE: We are aware that Macs cannot currently connect to the data due to an issue with the Mac version of Excel. We are working with ATUS and EAS to resolve the problem. In the meantime please use a PC or contact IR at ir@wwu.edu for assistance in getting the data you need. We apologize for the inconvenience. When the issue is resolved we will post it on the IR website at www.wwu.edu.)

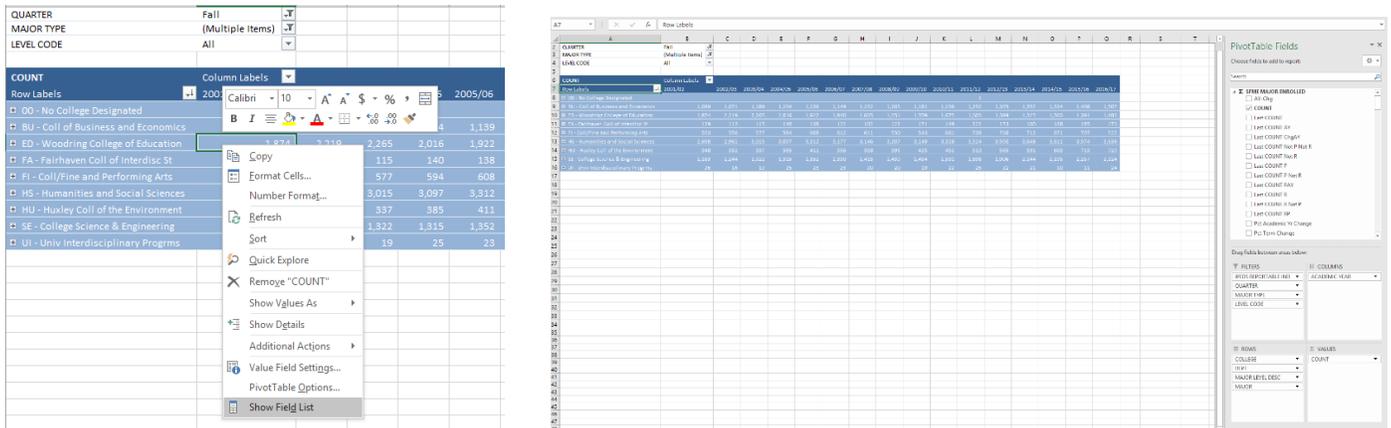
Row Labels	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
BU - Coll of Business and Economics	1,089	1,071	1,188	1,204	1,139	1,149	1,232	1,205	1,181	1,239	1,252	1,335	1,357	1,334	1,408	1,507
ED - Woodring College of Education	1,874	2,219	2,265	2,016	1,922	1,840	1,665	1,651	1,709	1,675	1,603	1,399	1,325	1,303	1,391	1,486
FA - Fairhaven Coll of Interdisc St	129	113	115	140	138	122	102	122	171	149	222	173	160	168	185	176
FI - Coll/Fine and Performing Arts	533	556	577	594	608	612	611	550	543	661	738	766	712	671	707	725
HS - Humanities and Social Sciences	2,698	2,961	3,015	3,097	3,312	3,177	3,146	3,207	3,149	3,328	3,524	3,550	3,648	3,611	3,574	3,638
HU - Huxley Coll of the Environment	348	332	337	385	411	356	358	395	425	451	510	565	591	603	713	729
SE - College Science & Engineering	1,163	1,244	1,322	1,315	1,352	1,390	1,415	1,439	1,454	1,531	1,698	1,906	2,144	2,195	2,257	2,224
UI - Univ Interdisciplinary Programs	26	16	19	25	23	23	20	20	19	22	26	22	21	10	11	24

- 8) Use the filters at the top to help define your search. Click the filter button at the right to get a drop down menu of options. You may need to click the “+” at the left of each option to expand to see all possible options. You may also click the “+” to the left of College/Department names to get a list of all subgroups in that category.



	A	B	C	D
2	QUARTER	Fall		
3	MAJOR TYPE	(Multiple Items)		
4	LEVEL CODE	All		
6	COUNT	Column Labels		
7	Row Labels	2001/02	2002/03	2003/04
8	OO - No College Designated			
9	BU - Coll of Business and Economics	1,089	1,071	1,188
10	ED - Woodring College of Education	1,874	2,219	2,265
11	FA - Fairhaven Coll of Interdisc St	129	113	115
12	FI - Coll/Fine and Performing Arts			
13	ART - Art and Art History	292	306	305
14	DSGN - Design			
15	MUS - Music	191	195	196
16	THTR - Theatre Arts and Dance	50	55	76
17	HS - Humanities and Social Sciences	2,698	2,961	3,015
18	HU - Huxley Coll of the Environment	348	332	337
19	SE - College Science & Engineering	1,163	1,244	1,322
20	UI - Univ Interdisciplinary Progrms	26	16	19

- 9) If you are comfortable with Pivot Tables and university data fields and would like to try answering a different question, right click anywhere in the blue table and select “Show Field List” to see all variables that can be added to the report. The list, and Pivot Table settings, will appear on the far right of the screen.



- 10) Find a variable you want to look at and drag it down to the fields below to have it added to the pivot table. You can also click and drag variables in the fields up into the list above to remove them from the pivot table.

- 11) Once you see the data displayed the way you would like, you can save the Excel file. Every time you open the file it will connect with live data and update if new data are available. Most data in these reports is updated each quarter at the Peak census snapshot (typically the second Friday of each term). If data is available for a term prior to Peak it is updated each night.

Questions about Pivot Tables, requests for fields to be added, requests for additional trainings and other data questions should be directed to the Office of Institutional Research at ir@wwu.edu. See our website at www.wwu.edu/ir for more information.