

Instructions for Using “Group1”

NSSE has recently developed the [Report Builder – Institutional Version](#) enabling NSSE participants to generate tailored reports online using their own data. To increase this tool’s utility, NSSE will allow institutions to disaggregate their results even further by incorporating campus-specific student identifiers using their population file’s “Group1” field. This information will be used to identify and compare student subpopulations. For example, an institution can submit an identifier for a special academic support program or identify students by branch campuses sharing the same IPEDS or PSIS ID number.

While an institution can add up to five Group variables to their population file, only “Group1” will be integrated into the Report Builder, assuming the field has been formatted appropriately. *Institutions should contact their Project Services team if they do **not** want “Group1” made available within the Report Builder, as every “Group1” field meeting the specifications below will be automatically included.*

If you would like to take advantage of this feature, please review the specifications below for the “Group1” field in your population file:

1) **Column Label**

Include all relevant data under a “Group1” field (do not use a different column label besides “Group1”). This will help ensure a successful population file upload as well as provide the needed information for the Institutional Report Builder.

2) **Category Abbreviations**

Up to 10 categories can be included within the “Group1” field. Category abbreviations must not exceed 10 alphanumeric characters and should be clearly identifiable by the institution as NSSE will not be collecting any additional information to assist with interpreting results. NSSE recommends that all students in your population file be assigned to a specific category.

Please contact your NSSE Project Services team if you have any questions.