



## Emory Analytics Training Program FAQs

***Q: Is attendance required at all scheduled training classes, meetings, and events?***

A: Training Classes – Yes. It is important for all members of the cohort to be present at each class. It is important for cohort participants to attend all classes in person both to ensure the success of the participant and to encourage the growth of the analytics network.

A: Meetings – No, while these will be scheduled they are optional, but your participation is strongly encouraged. These meetings are your opportunity to discuss your project progress or other questions with the Data Analytics & Strategic Support team. The DA&SS team has limited availability outside of the scheduled meetings and may not be able to assist you outside of the designated time.

A: Events – Yes, you are required to attend events that are scheduled during the program. This includes Orientation, Program Kick-Off, and the Graduation Showcase.

***Q: What tools will I be given access to?***

A: Participants will receive author (write) access for all tools covered in training classes. Author access will be granted for financial data and limited payroll/labor data. For access to additional analytics tools that require a licensing fee, please work with your CBO and local IT resources for acquisition of software and licensing.

***Q: Will I have access to detailed student data?***

A: Detailed student data (identifiable student records including names and student ID numbers) is restricted by FERPA laws. Program participants requiring access to detailed student data will need to complete FERPA training in ELMS and work with their CBO to be identified with the appropriate data role.

***Q: Will I have access to human resources and labor/payroll data?***

A: Participants requiring the use of detailed HR or labor data including identifiable employee details will need to extract a data set from an existing report(s) for use in analysis. Labor and HR data access requests must follow the existing process and participants will not be given expanded access by the DA&SS team. If expanded access is required, please work with your CBO to request access as needed.

***Q: What will I be able to do upon completion of the Emory Analytics Training?***

A: Participants will be trained on analytics best practices and enterprise analytics and visualization tools. Upon successful completion of the program, participants will be named as Certified Analytic Report Developers (CARDs) and will possess the skillset and access to tools needed to engage in meaningful analysis of data to answer business questions specific to their school/unit.

***Q: Is there a time commitment beyond the training program?***

A: Certified Analytic Report Developers (CARDs) are expected to participate as members of the Emory Analytics Network, a community in practice for staff engaged in data analytics across campus. The Emory Analytics Network will meet quarterly. CARDs are also expected employ the skills gained and tools provided to elevate data-informed decision making in their school/unit.



***Q: Do I have to complete the capstone project before graduation?***

A: It is critical that participants complete a capstone project to reinforce concepts and skills gained during the training program. The length of the program should be sufficient for the completion of a capstone project, however we understand roadblocks may occur during the course of the program. Upon joining the programing, the participant agrees to make every effort to complete their project. If a participant makes no attempt to complete a project, the participant will not have successfully completed the training program and will not be eligible for graduation. While this will not prevent the participant from utilizing the skillset gained during training, DA&SS reserves the right to revoke author access granted to tools as part of the Emory Analytics Training Program.

***Q: How will I be supported during my capstone project development?***

A: Charles Elliott, BI Architect, will provide office hours weekly for the duration of the capstone project development. Support from Charles is only available during scheduled office hours. Office hours may be used to ask for assistance with visualizations, column formulas, data concerns, and best practices. The DA&SS team may be available to offer assistance with roadblocks if the CBO is unable to assist or the roadblock is related to resources provided by DA&SS.