Emory Analytics Training Program FAQs

**Q: Do I have to attend all of the training classes?**
A: 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.

**Q: What tools will I be given access to?**
A: Participants will receive author (write) access in a Production environment for all tools covered in Class 5: Analytics/Visualization Tools and Best Practices. 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. Access to detailed student data must be approved by Nancy Bliwise, Vice Provost for Academic Affairs.

**Q: Will I have access to labor and payroll data?**
A: Participants will have access to a de-identified earning subject area that will exclude identifiable employee details (employee ID, name, address, birth date, job code, etc.). Participants requiring the use of detailed labor data including identifiable employee details will need to extract a data set from an existing labor report for use in analysis. Labor data access requests must follow the existing process and participants will not be given expanded labor access by the Analytics & Reporting team. If expanded labor data access is required, please work with your CBO to request labor data access as needed.

**Q: What will I be able to do upon completion of Community 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 engage as members of the Enterprise Analytics Network, a network of analytics professionals at Emory created to foster collaboration, networking, and resources to leverage for elevated analytic capability. The Emory Analytics Network will meet quarterly and CARDs are expected to participate in meetings to share ideas and collaborate. 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. If a capstone project is not completed within the allotted timeframe, the participant will not have successfully completed the training program and will not be eligible for
graduation from the Emory Analytics Training program. While this will not prevent the participant from utilizing the skillset gained during training, Analytics & Reporting reserves the right to revoke author access granted to tools as part of the Community 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. Office hours may be used to ask for assistance with visualizations, column formulas, data concerns, and best practices. The Analytics & Reporting (AaR) team will be treated as stakeholders for the duration of the project and will review status updates to ensure that participant is on track for successful completion of project. The AaR team may be available to offer assistance with barriers/roadblocks if CBO is unable to successfully remove barriers and/or the barrier/roadblock is related to access to resources provided by AaR.