

## Downloading data for IPPR documents

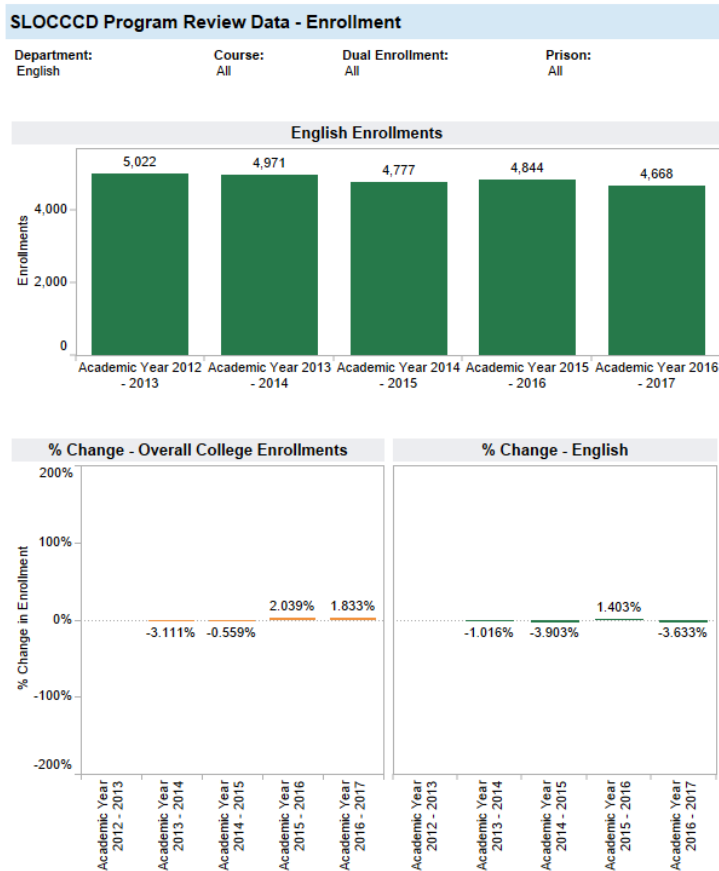
When completing your APPW or CPPR, you'll see a data analysis and program-specific measurements section with links to several data charts that you'll be asked to insert into the document.

For example:

[General Enrollment \(Insert Aggregated Data Chart\)](#)

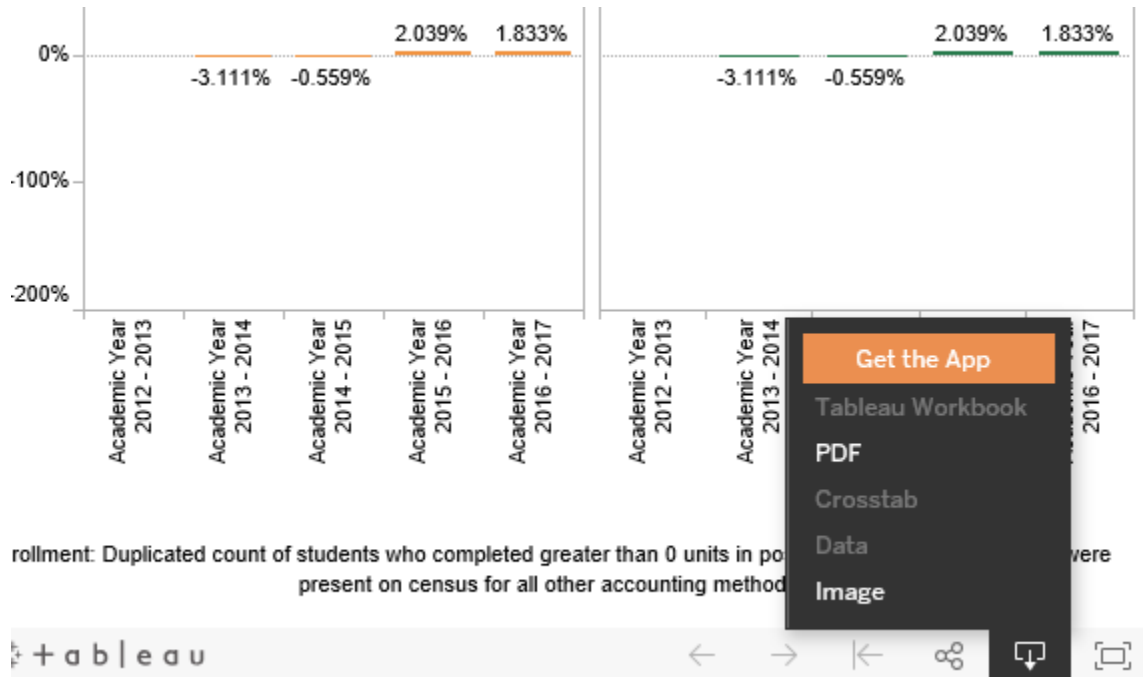
*Insert the data chart and explain observed differences between the program and the college.*

If you are working on an APPW for English, for example, your data chart would look like the chart below. You'll have the capability to include or exclude dual enrollment classes and to include or exclude prison classes.

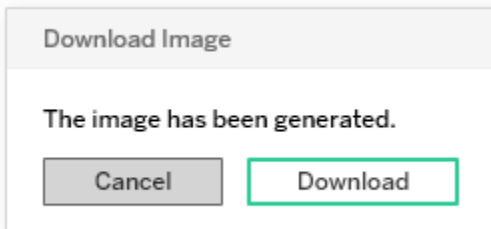


Enrollment: Duplicated count of students who completed greater than 0 units in positive attendance courses or were present on census for all other accounting methods.

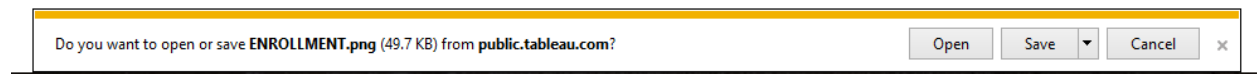
To download the data chart, click on the download icon and select Image.



You'll see this message.



Click the Download button. Click on the down arrow next to Save button and choose Save As. And then choose where you would like to save the image of the data chart.



If you are familiar with the Snipping Tool found on Windows computers, you may want to use it to capture the data chart. Here are some instructions from Windows support:

<https://support.microsoft.com/en-us/help/13776>

**To insert the data chart into your APPR or CPPR**, place your cursor where you would like to insert the chart. Choose the Insert tab at the top of your document. Click on the Pictures icon and locate the image where you have saved it.

**If you wish to resize the data chart**, click on the chart, right click on your mouse and choose size and position. Or, click on the chart, put your cursor in the lower right corner and drag diagonally.