

# MIRO Decision Support System USER GUIDE



Mānoa Institutional Research Office (MIRO)

2500 Campus Road, Hawai'i Hall 107, Honolulu, HI 96822

<https://manoa.hawaii.edu/miro/>

# 1. MIRO Website

First, please navigate to the MIRO office website: <https://manoa.hawaii.edu/miro/>

# 2. Decision Support

Click the “Decision Support” link at the top right corner of the webpage:

UNIVERSITY of HAWAII MĀNOA

Home Reports Rankings Surveys Facts **Decision Support** 🔍

MĀNOA INSTITUTIONAL RESEARCH OFFICE

WELCOME TO MIRO  
MĀNOA INSTITUTIONAL RESEARCH OFFICE

### Mission

The **Mānoa Institutional Research Office (MIRO)** provides information and research-based analysis to fulfill mandatory reporting requirements and support university decision making for institutional effectiveness. [Read more...](#)

### Announcements

- MIRO released the [2018 Earth Day Survey presentation, Video](#) and the [Executive Summary](#).
- View or download the [Fast Facts](#) to get quick campus data.
- UH Mānoa and MIRO are featured in NSSE's annual publication "Lessons from the Field." (NSSE [publication, video](#))

### Did You Know?

- Most recent data showed, UH Mānoa's 4-year graduation rate doubled in 8 years. [Read more...](#)
- View our website tutorial videos in [English, Hawaiian, Japanese, Chinese \(Mainland China\), Chinese \(Taiwan\), Korean, Tagalog, French, Spanish, and Russian.](#) ([Tutorial PPT](#))

### 3. Login

You will be prompted to enter your UH username and password to access MIRO web apps:

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### 4. MIRO Data Use Terms and Conditions

New users will need to read and agree to the “MIRO Data Use Terms and Conditions” below, when logging into the Decision Support system for the first time. Please carefully read these terms to be familiar with the purpose and responsibility of using the data presented in the web apps. Please note that users are responsible for any consequence of misinterpretation and publication of MIRO data. If users have questions about the data and its appropriate interpretation, please don’t hesitate to contact MIRO for help ([miro@hawaii.edu](mailto:miro@hawaii.edu))

**MIRO Data Use Terms and Conditions**

The following is a quick summary of the terms and conditions. [View the full document here.](#)

**i. Purpose**  
The purpose of using data produced by MIRO’s web apps shall be for the betterment of UH Mānoa’s colleges, departments, programs, and/or offices, through data mining and analysis. Users are not authorized to use the data for personal purposes, such as for individual research/projects.

**ii. Redistribution and Publication**  
Users take full responsibility for any consequences of interpretation and publication of MIRO data. Users should be cautious of using data in external publications, BOR meetings, and news releases. MIRO strongly recommends users to attend MIRO training sessions and to consult with MIRO for appropriate data interpretation and usage questions.

**iii. Attribution**  
Besides a few web apps that use data collected by student surveys, the data for most web apps were produced by the UH System IRAO office and the UH Mānoa campus. MIRO has made the available data easier to access for our users.

**iv. Termination**  
By accessing the data, the user hereby consents and agrees to abide by the terms and conditions of this agreement. MIRO has the right to terminate access to any user if it feels the user is in violation of this agreement.

Disclaimer: MIRO’s goal is to allow users to easily conduct data mining. Please note that some of the web apps are beta versions; we need help from our users for continuous improvement. When users find any errors or suspect data, please inform MIRO immediately.

I have read and agree to the Data Use Terms and Conditions

## 5. Interactive Reporting for Decision Support

After logging in, we recommend you watch the **video tutorial** at the top left corner that gives new users a walkthrough of the different types of data that are available on the site.

We also recommend you click the **video icon** next to web apps to view tutorials and better understand how to interpret and use the corresponding web app data.

Please also click to view the upcoming face-to-face or online trainings scheduled in the **“Meetups & Info Sessions”** on the top middle section of the page. Here, you can also find helpful documents and PowerPoints from previous sessions. We encourage data users to attend these training sessions to improve their knowledge, skill, and familiarity with these web apps as well as ask questions and receive additional data support.

The screenshot shows the dashboard interface for "Interactive Reporting for Decision Support". At the top, there is a navigation bar with three main sections: "Video Tutorial" (with a play button icon and the text "Learn how to use the site"), "Meetups & Info Sessions" (with a group of people icon and the text "Next Event: TBA"), and "Site Feedback" (with a speech bubble icon and the text "Send us your comments"). The "Video Tutorial" and "Meetups & Info Sessions" buttons are circled in red. Below the navigation bar, there are several data visualization panels. The first panel is titled "NSSE 2020" and includes links for "Response Rate Comparison by Unit", "Response Rates over Time", and "Promotion Resources". The second panel is titled "Admissions" and includes links for "First-time Freshmen" (circled in red) and "Undergrad Transfers". The third panel is titled "Enrollment" and includes links for "Enrollment Trend" and "Enrollment by Program". The fourth panel is titled "Persistence" and includes links for "Student Persistence" and "IPEDS Persistence". The fifth panel is titled "Outcomes" and includes links for "Degrees Awarded", "Degrees by Program", and "Time-to-Degree - Undergrad", along with a "View More" link.

## 6. Main Functions

Lastly, we will briefly introduce a few main functions available on MIRO web apps using the Enrollment Trend Report web app as an example. After you select your filters of interest and click “apply,” the customized report will appear.

Users should check the **selected filters summary** in a grey box on the top left corner, to confirm that the desired filters have been selected correctly.

The “**Download as Excel**” function enables you to download the data into a spreadsheet and conduct more data analysis or make a graph using Excel.

By clicking “**Clone Report**” in the top right corner, users are able to open a new page that clones the current pre-selected filters. Users can then change desired filters to generate a new report. This function is very helpful when comparing different student groups by easily generating two reports side-by-side.

Clicking the “**Change Search Criteria**” directs users to the filters section on the bottom of the report, where you can change the selected filters and generate a new report..

Period	Unduplicated Headcount	FTE by FT/PT	FTE by Credits
2005 Fall	14351	12688	12360
2006 Fall	14037	12327	12058
2007 Fall	13827	12131	11869
2008 Fall	13810	12068	11799
2009 Fall	13952	12224	11971

# Mahalo

Mahola for joining the MIRO web app user community!

We hope you find the data and reports helpful. Please don't hesitate to email us if you have any questions or suggestions ([MIRO@hawaii.edu](mailto:MIRO@hawaii.edu)).



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