

USER GUIDE TO THE UIS DATA CENTRE



United Nations
Educational, Scientific and
Cultural Organization

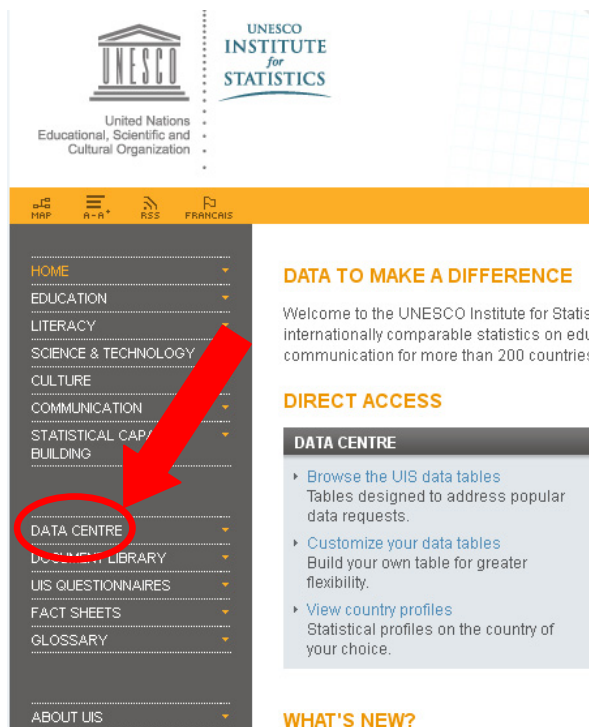
UNESCO
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for
STATISTICS

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I. GETTING STARTED

1. Where do I find the UIS Data Centre?



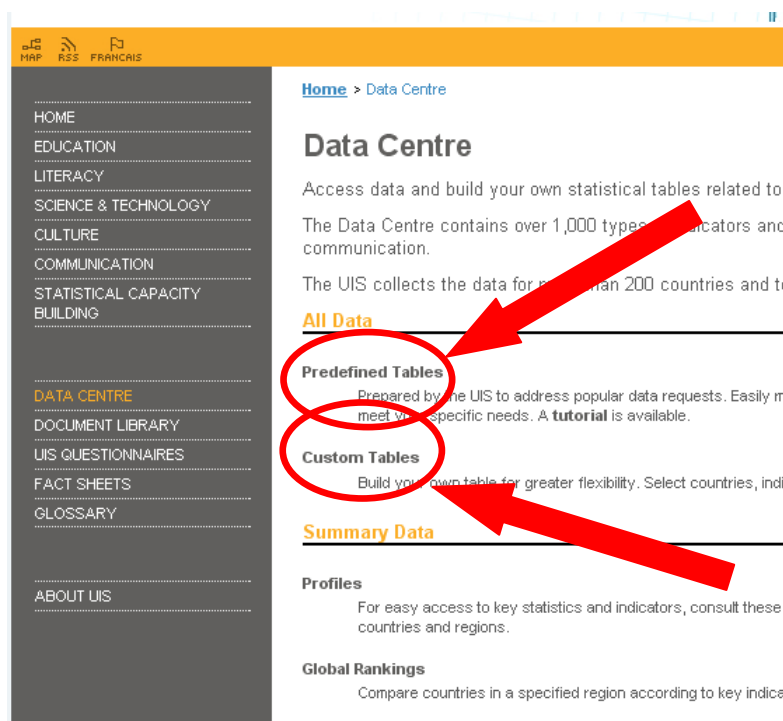
The UIS Data Centre can be accessed from the home page of the UIS website at

<http://www.uis.unesco.org>

There is also a direct link to the Data Centre:

<http://stats.uis.unesco.org/>

2. What kinds of data tables are available and how do they differ?



The main page of the Data Centre provides links to two types of data tables: Predefined Tables and Custom Tables.

Predefined Tables are based on popular data requests and include data for all countries on particular topics (e.g. enrolment ratios by ISCED level).

Custom Tables allow users to build their own tables by selecting the types of data, countries and reference years of interest.

Both types of tables draw from the same dataset; they are just structured differently.

II. HOW TO USE THE DATA CENTRE

PREDEFINED TABLES

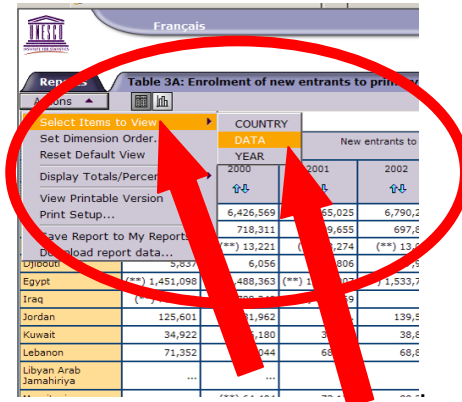
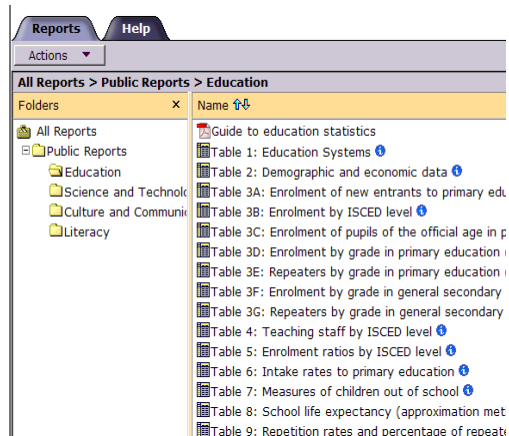
3. How can I modify the predefined tables?

To better meet your information needs, you can easily change the data, countries and reference years that appear in a predefined table.

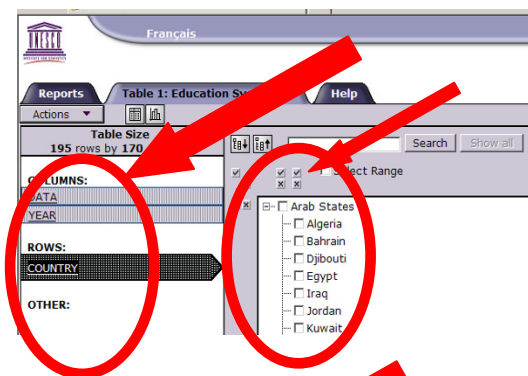
Step 1: Click on the link to **Predefined Tables**. A selection of folders will appear: Education; Science and Technology; Culture and Communication; and Literacy.

Step 2: Click on one of these folders to access a list of available tables. Click on one of the tables to begin the steps to modify predefined tables.

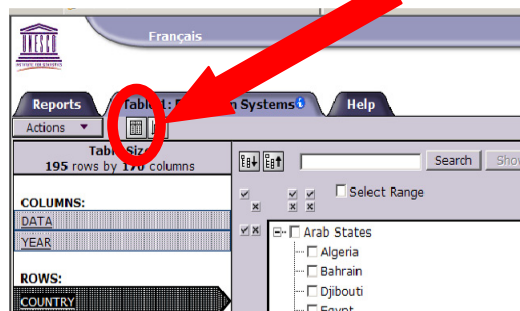
Step 3: Click on the **Actions** button to open a drop-down menu and select the option **Select Items to View**; then click **Country**, **Data** or **Year** in order to change the outputs of your predefined table.



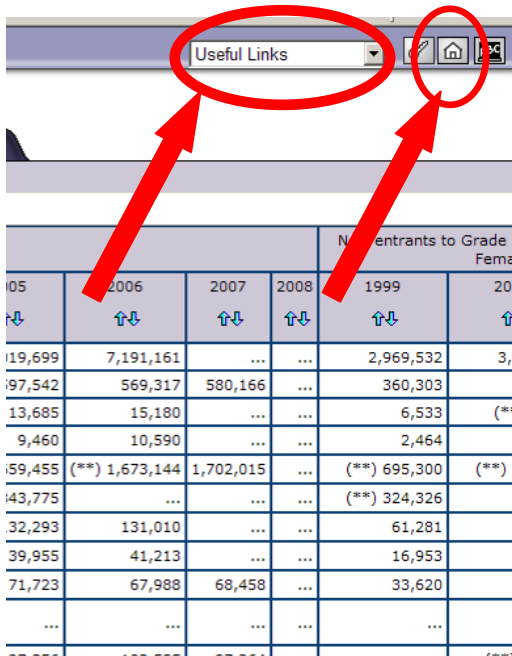
Step 4: In the new window, you can select countries, reference years or types of data by clicking on the check marks. Click on the 'x' boxes to remove items.



Step 5: Once the new parameters have been selected, click on the **Table** button to modify the data table.



4. How do I return to the main page of the Data Centre after opening a statistical table?

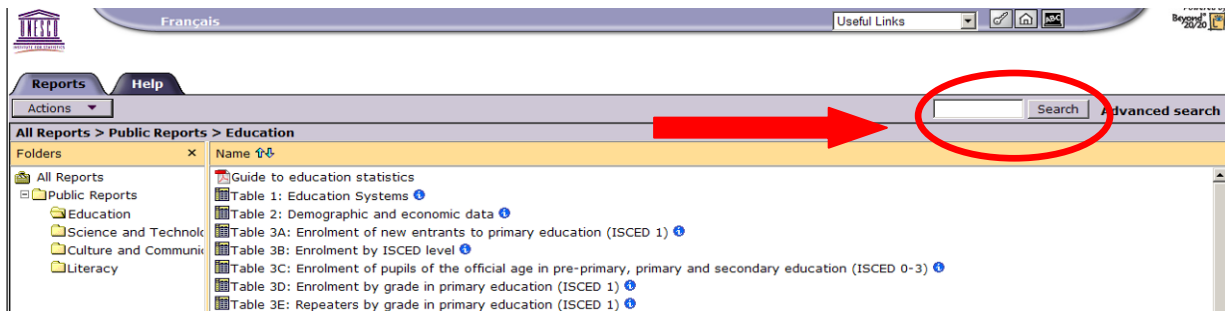


When consulting a statistical table, you can return to the main page of the Data Centre by clicking on the **Home** button located in the top-right corner of the screen.

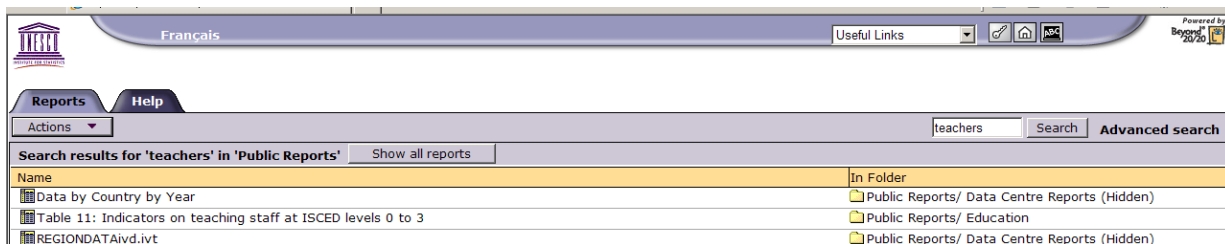
Alternatively, you can use the drop-down menu to **Return to Data Centre**.

5. How can I search through all predefined tables in order to find specific data items?

Go to the page displaying the complete list of predefined tables and use the **Search** feature found at the top right side.



Type in the word “teachers”, for example, and click the **Search** button to view the list of results.

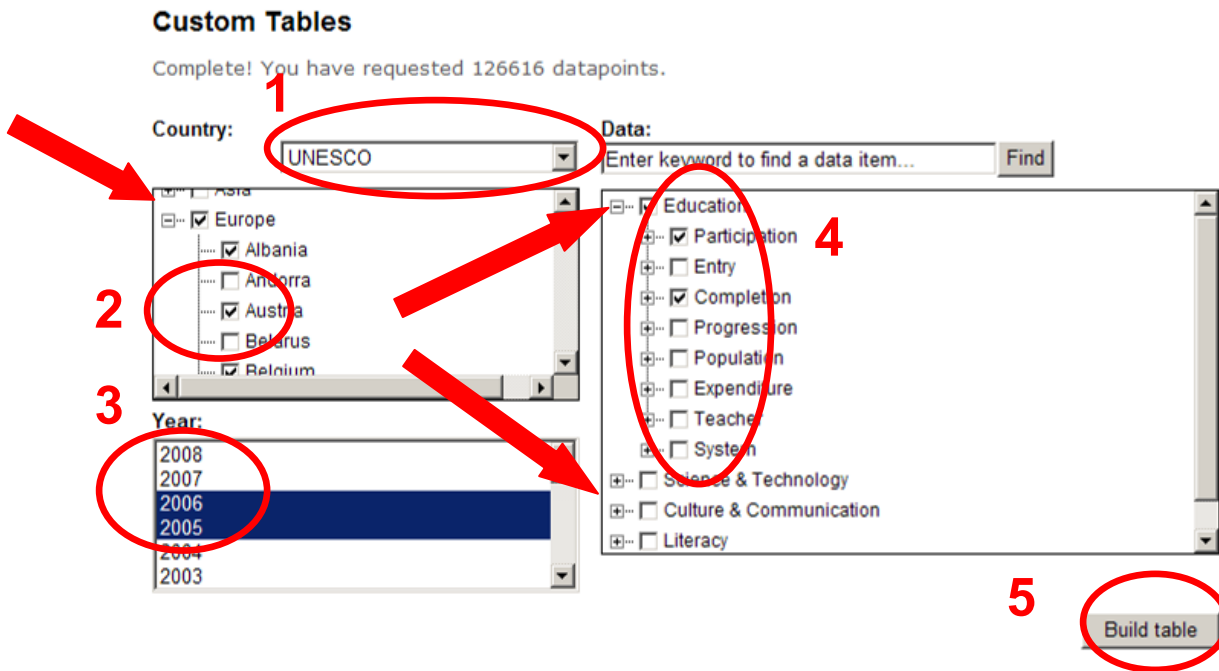


CUSTOMISED TABLES

6. How can I build my own tables to meet my particular data needs?

Customised tables allow users to combine certain indicators and statistics, while selecting specific countries, regions or reference years. The UIS Data Centre allows users to build their own tables through a tool illustrated in the screen shot below.

To begin, click on the **Custom Tables** link on the Data Centre main page.



Follow these five steps to build your own customised table.

1. Select the country grouping you wish to view from the alphabetical listing of all countries or regions. The Data Centre allows you to select amongst three different regional groupings that are defined by i) the *UIS Global Education Digest*, ii) the Millennium Development Goals and iii) UNESCO.
2. Select regions and/or countries using the check boxes. Please note that there are (+) and (-) boxes to open and collapse regions.
3. Select reference years. To select more than one year, hold down the Ctrl-key and click other years.
4. Select the required data items using check boxes. Once again, there are (+) and (-) boxes to select and remove different data items (*see the screen shot above*). Remember that you can use the search function to locate specific data items without scrolling through the complete list.
5. After setting all parameters, click on the **Build table** button to produce your data table.

NOTE: The **Build table** button will remain disabled if even one of the parameters has not been set.

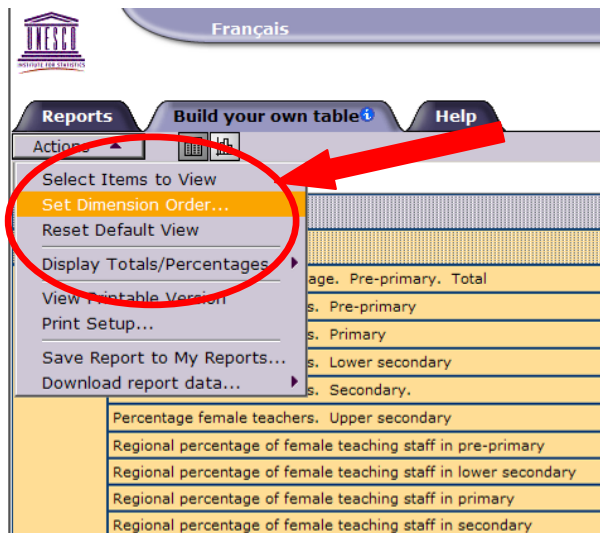
7. Can I change a customised data table once it has been built?

Customised data tables can be changed by following the same approach used for predefined tables. Please refer to Question 3 and follow the first three steps.

NOTE: If at any point you want to return to the main page of the Data Centre, just click on the **Home** button (located at the top right corner of the screen) or use the drop-down menu.

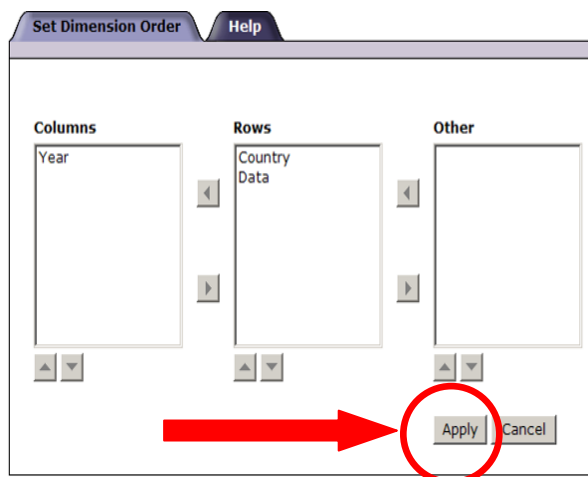
ADDITIONAL FEATURES

8. How can I rearrange the elements (e.g. countries, data or years) that appear in the rows and columns of statistical tables in order to view the data from different perspectives?



Both predefined and customised tables can be displayed in different formats. For example, you may prefer to have countries appear in rows instead of columns in the table. Users can rearrange the placement of data, countries and reference years to meet their specific needs.

Step 1: To rearrange a table, open the **Actions** drop-down menu and click on **Set Dimension Order**.

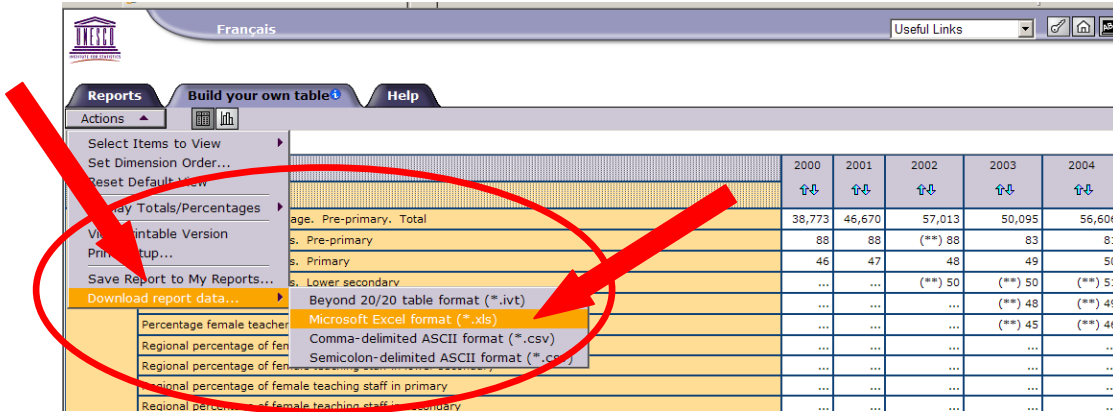


Step 2: Click on each dimension in order to activate the buttons found between the three areas.

Step 3: Click on the directional buttons to move elements from one area to another. They can also be moved vertically within one area.

Step 4: Click on the **Apply** button to display the refined data table.

9. How can I export my data table to Excel?



Step 1: In order to export your data table to an Excel file, simply left-click on the **Actions** button to open the drop-down menu.

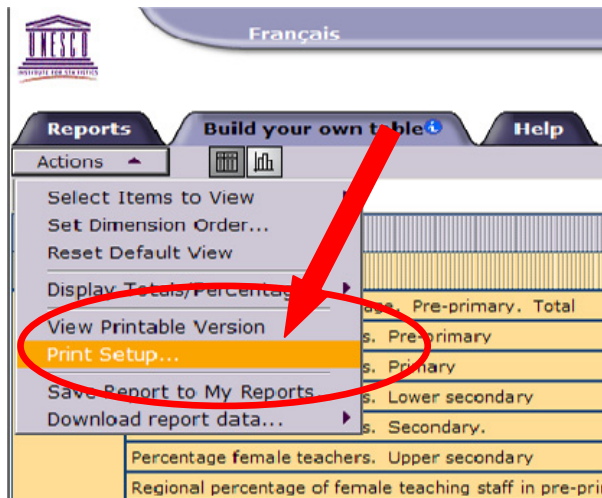
Step 2: Select the item **Download report data** and then left-click on the item **Microsoft Excel format (*.xls)**.

NOTE: Excel has a limited number of columns available; therefore, ensure your spreadsheet is compatible with Excel's capabilities.

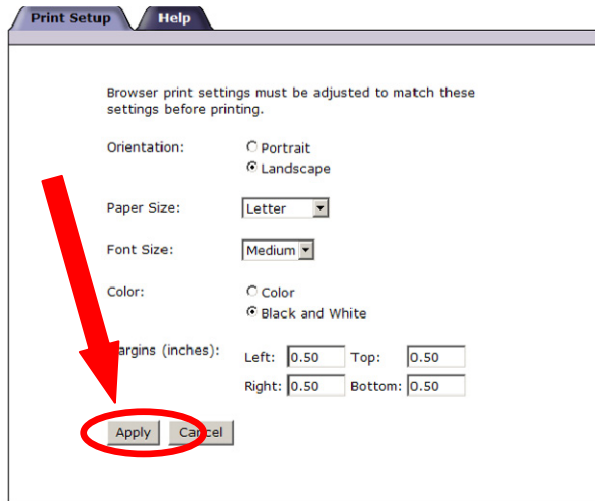
Step 3: Follow Microsoft instructions for opening and saving an Excel file.

10. How can I print my data table?

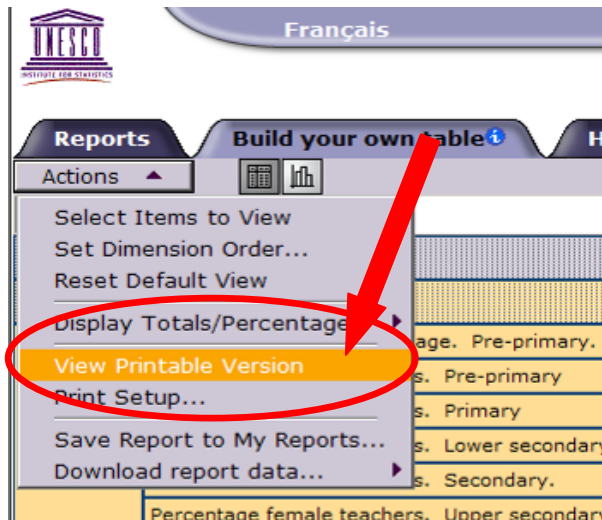
Follow these four simple steps to print a predefined or customised data table.



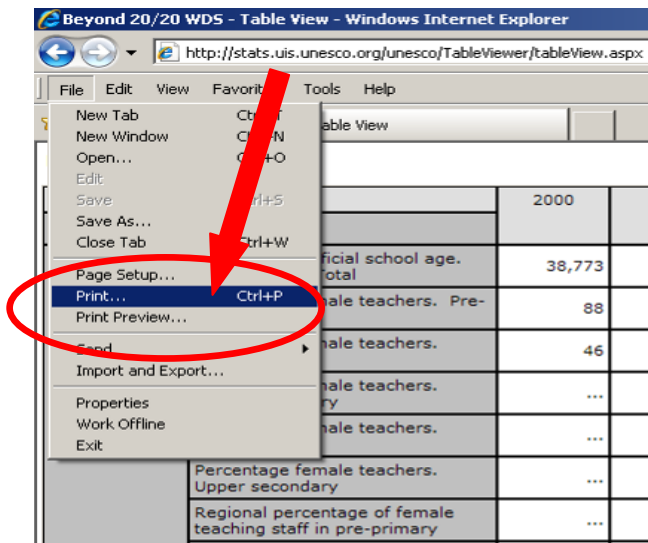
Step 1: Left-click on the **Actions** button to open the drop-down menu and then click on the item **Print Setup** to open the setup menu.



Step 2: Complete the information related to printing, including orientation, paper size, colour and margins. Click on the **Apply** button when done. There is a help menu for additional information.



Step 3: Once again using the drop-down menu in **Actions**, left-click on the item **View Printable Version**.



Step 4: Use the general Microsoft Excel **Print** option to print your table.

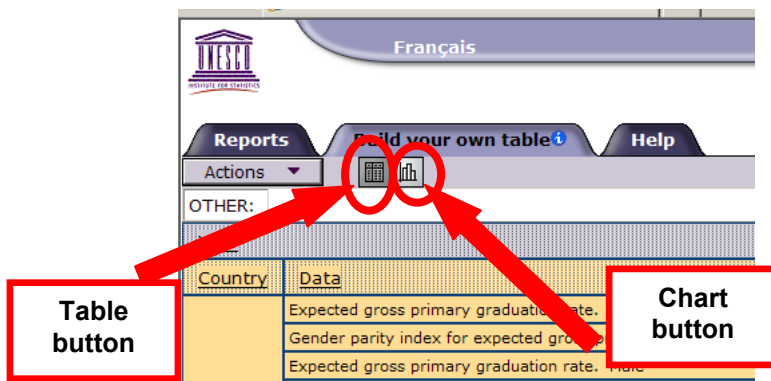
11. How do I access regional averages and sums?

Regional and global averages and sums can be found in Predefined Tables 20a to 20h. In all other tables, region rows also provide accurate data. In general only regional and global averages in the designated rows for regional sums and averages should be used. It is important to recognise that regional figures calculated using country level data could be compromised due to missing data for some countries. For more information on regional averages, please refer to the UIS online glossary at: <http://glossary.uis.unesco.org/>.

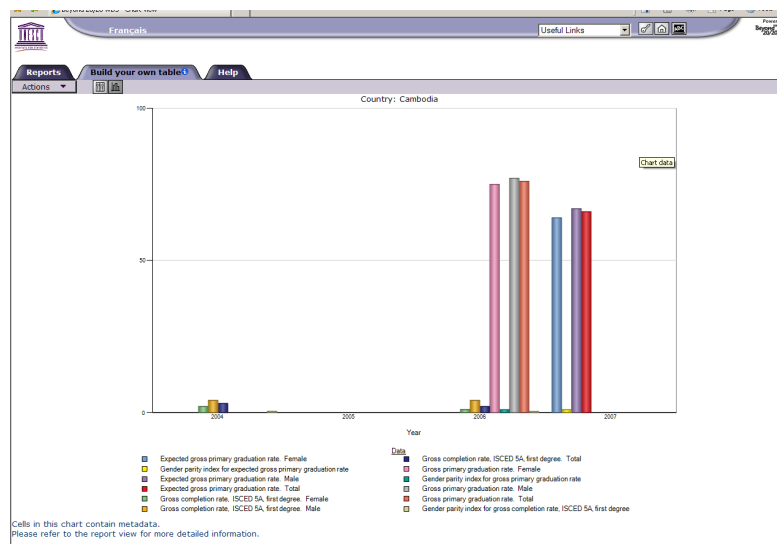
12. How can I create a chart to represent my data table?

The Data Centre has a built-in function to convert your data table into a bar chart or histogram. However, this function works best when extracting a low number of data points (i.e. small number of countries, indicators and reference years). Trying to convert too many data points into bar charts is problematic since the information becomes difficult to visualise.

In order to build a representative bar chart, decide what it is you wish to view. For example, consider the following questions: Which countries or regions do I want to compare? Which indicator(s) am I interested in? What will be the reference year(s)? Since you will be making judgments on the data to be extracted, customised tables are the best starting point for building a bar chart. Predefined tables contain too much data and are unwieldy when making a chart.



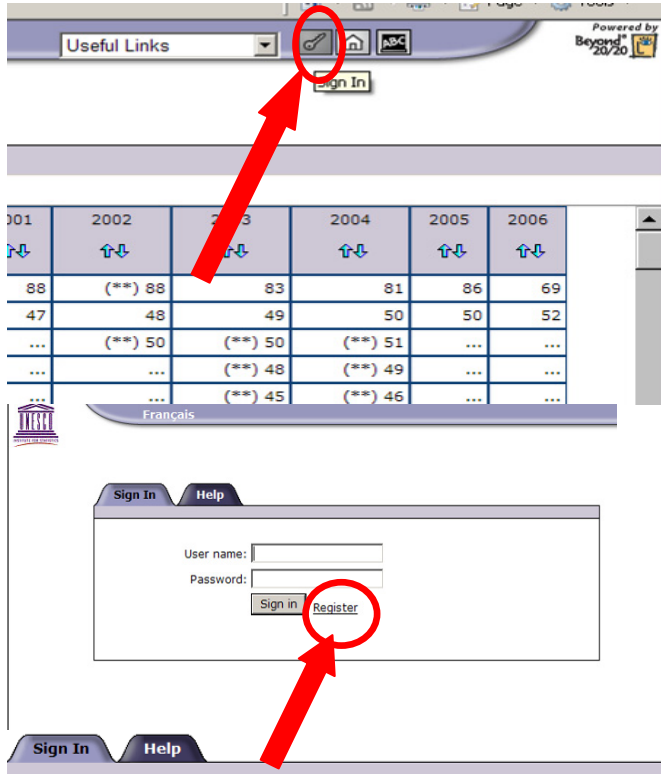
In order to create a bar chart, you must first create a data table. Once your data table has been extracted, click on the bar chart button as indicated to the right. An example of a chart appears below.



To change the chart, return to the table by clicking on the table button and then follow the instructions from Question 6.

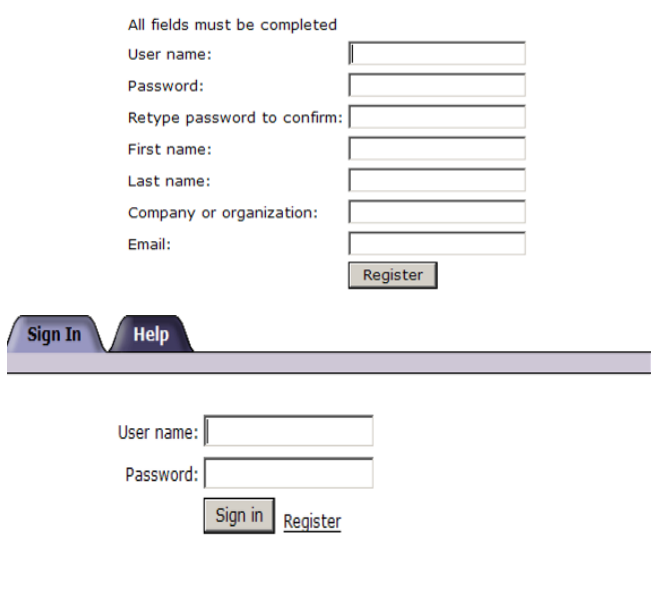
13. Why and how can I create a personal account in the Data Centre?

Creating an account allows users to save and store their personal data tables for future use. The easiest way to register for an account and sign in is through the opening page of the predefined tables.



Step 1: Once you have accessed the predefined tables, click on the **Sign In** button, which is illustrated by a key icon that appears on the top right-hand corner of the screen.

Step 2: This is the sign-in screen; however, new users must first register. Click on the **Register** link to create a new account.

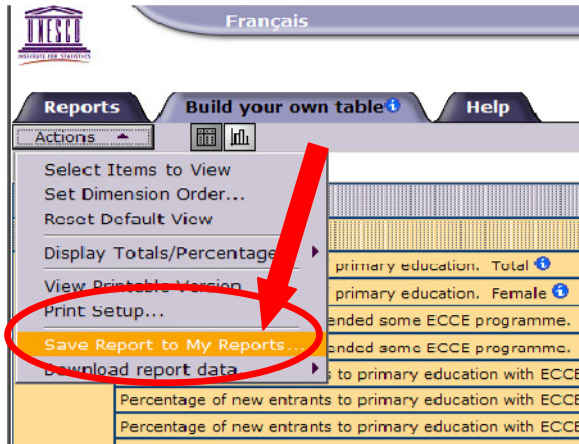


Step 3: Enter your personal information and then click on the **Register** button to create a new account.

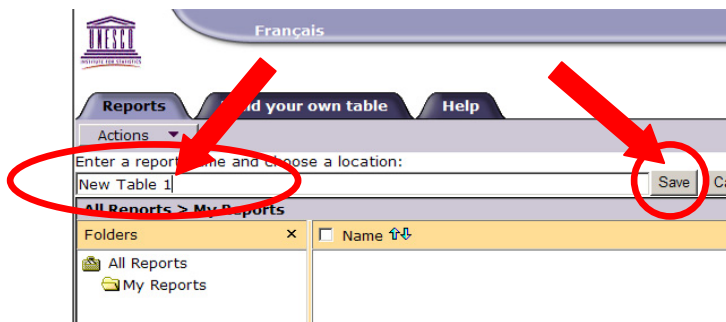
Step 4: In the future, you can access your account from the sign-in page.

14. How do I save my data table?

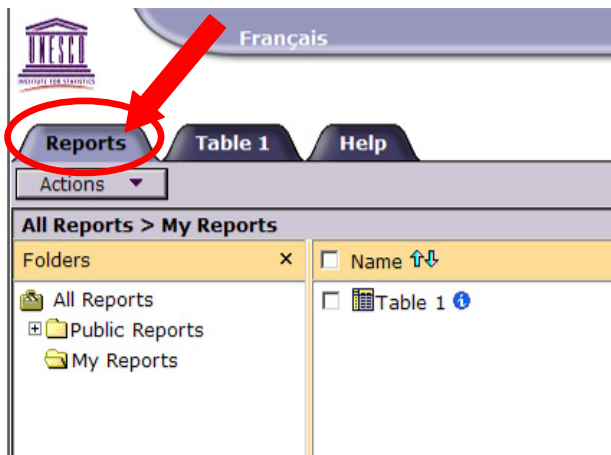
After creating an account, you can save your data tables in a folder by following the instructions below.



Step 1: Left-click on the **Actions** button to open the drop-down menu and then left-click again on the item **Save Report to My Reports**.



Step 2: Enter a file name for your table in the space provided and left-click on the **Save** button.

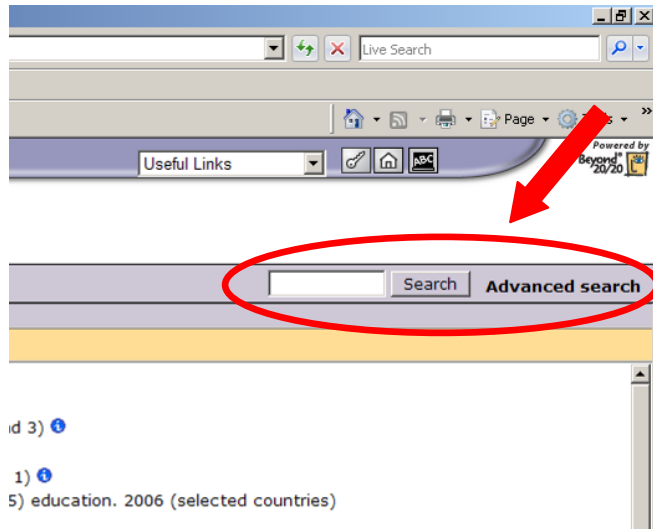


Step 3: In order to view your saved files, click on the **Reports** tab. A list of all your saved files will appear on the right side of the page.

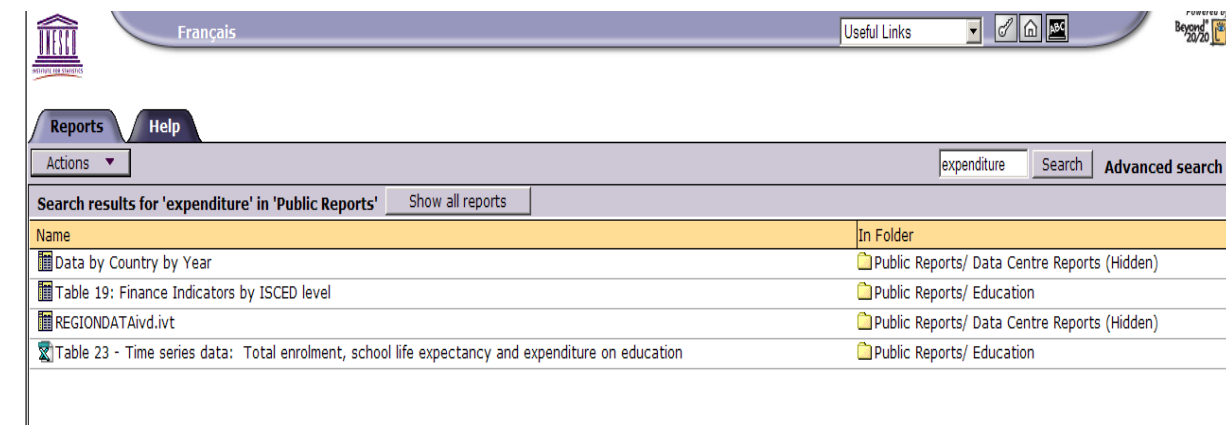
NOTE: By clicking on the **Actions** button, you can create new folders or manage existing folders by deleting, renaming, copying and pasting files.

15. How do I conduct advanced searches to find statistics that meet my needs?

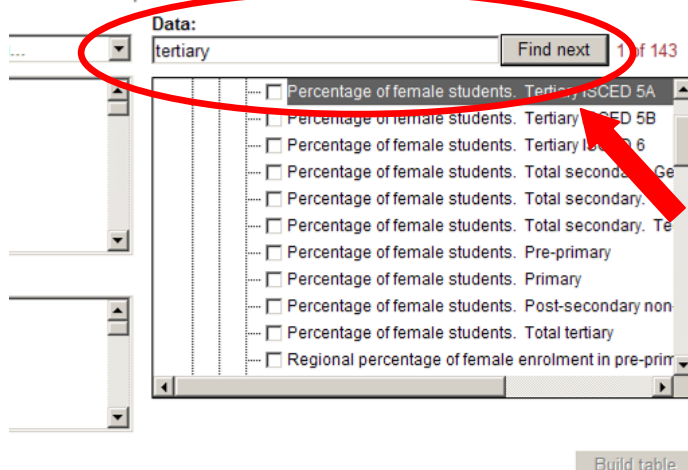
If you are having difficulty locating specific statistics, you can conduct advanced searches in both the predefined and customised tables.



When consulting the list of predefined tables, the advanced search function is found on the right side of the screen. Type a subject into the space provided and click on the **Search** button. For example, a search for “expenditure” results in the list of relevant tables shown below.



If fields are required.



There is also an advanced search tool in the customised table user-interface. Type a subject word into the space provided and left-click on the **Find next** button. This function allows you to locate specific statistics when building your own table without scrolling through the complete list of data items.

16. How can I view country rankings on particular data items by region?

The Data Centre allows users to view country rankings by region on particular education statistics. For example, you may choose to compare your country's adult illiteracy rate or gross primary enrolment ratio with those of other countries in the region. To access this feature, click on the **Global Rankings** link on the Data Centre's main page.

Drop-down menus are provided to select regions and data items.

The left screenshot shows the 'Data Centre' main page. The left sidebar contains a navigation menu with the following items: HOME, EDUCATION, LITERACY, SCIENCE & TECHNOLOGY, CULTURE, COMMUNICATION, STATISTICAL CAPACITY BUILDING, DATA CENTRE (highlighted), DOCUMENT LIBRARY, UIS QUESTIONNAIRES, FACT SHEETS, GLOSSARY, and ABOUT UIS. The 'Global Rankings' link is circled in red. The main content area includes sections for 'All Data', 'Predefined Tables', 'Custom Tables', 'Summary Data', and 'Profiles'. The 'Global Rankings' section is also circled in red.

The right screenshot shows the 'Global Rankings' page. The left sidebar is the same as in the first screenshot. The main content area has a breadcrumb trail: Home > Data Centre > Global Rankings. Below the breadcrumb, there are two dropdown menus: 'Select region:' with 'Arab States' selected, and 'Select data:' with 'Adjusted net enrolment rate, Primary, Total' selected. These two dropdown menus are circled in red. Below the dropdowns, the title 'Adjusted net enrolment rate, Primary, Total - 2009' is displayed. A table of country rankings follows, with bars representing the values for each country.

Country	Ranking	Value
Tunisia	99	99
Bahrain	99	99
Qatar	98	98
United Arab Emirates	98	98
Egypt	95 (**)	95
Algeria	95	95
Lebanon	91	91
Morocco	90 (**)	90
Saudi Arabia	86	86
Oman	81	81
Occupied Palestinian Territory	78	78
Mauritania	76	76
Djibouti	45 (**)	45
Iraq
Jordan

III. BACKGROUND INFORMATION ON UIS DATA

17. How do I interpret the symbols appearing in the statistical tables?

Symbols used in the Data Centre include:

- ... No data available
- * National estimation
- ** UIS estimation
- Magnitude nil or negligible
- . Not applicable
- x Data included in another category or column

For more information on how to interpret the data, the UIS has prepared a guide which is available in the Data Centre. This document can be downloaded at:

http://www.uis.unesco.org/Library/Documents/TechnicalNotes_EN.pdf

See Also

- ▶ Frequently requested statistics
- ▶ Data Centre user guide
- ▶ Document library
- ▶ Fact sheets
- ▶ Glossary
- ▶ **Guide to education statistics**
- ▶ Tutorials

The Guide is located on the main page of the Data Centre under the sub-title **See Also**.

18. Why does the UIS revise certain indicators over time?

Every two years, the United Nations Population Division (UNPD) releases new population projections and revised estimates for previous years based on recent population censuses or changes in migration, mortality and fertility patterns. These population estimates are a key component in the calculation of many UIS education indicators.

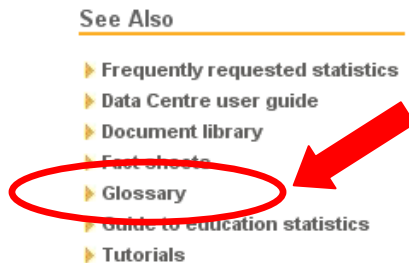
Therefore, the Institute systematically revises its data according to the new estimates in order to provide the most accurate information possible and to compare trends over time. For example, revised estimates for high-population countries can have a significant impact on national, regional and global calculations of the number of out-of-school children.

The same revision process is also applied to indicators based on economic data provided on a biannual basis by the World Bank. Examples include education finance statistics.

Revisions to UIS indicators also result from efforts to improve the classification of education systems, which is essential to ensure that data can be compared internationally. The Institute works closely with national statisticians to map their education systems according to the International Standard Classification of Education (ISCED). Changes in these 'mappings' can result in revised data. The UIS systematically applies these revisions to all data reported for that country, including historical time series data.

19. Where do I find definitions of the terms used in the Data Centre?

The UIS online education glossary provides definitions of terms and their translations in Arabic, English, French and Spanish. The glossary is available on the home page of the UIS website and the main page of the Data Centre. The direct link is <http://glossary.uis.unesco.org/>.



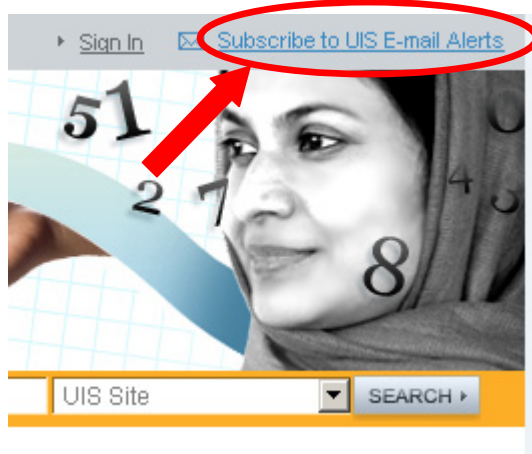
A link is also available on the right hand side of the Data Centre's main page – under the **See Also** subtitle.

20. What is the time span for the education statistics in the Data Centre?

All education indicators found in the Data Centre date back to 1997. In addition, the Institute has produced a set of historical tables for a core set of education indicators which date back to 1970. These datasets are found in the education folder of the predefined tables.

21. How can I stay informed of the most recent data available?

Sign up to the UIS Email Alert Service to find out about new data releases, publications and surveys.



The subscription link is found on the top right-hand side of the pages on the website.

Clicking this link will open up a personal information sheet as shown here.

Enter your personal information and click on the **Submit** button to activate the automatic email alerts.

22. What do I do if I need further help or advice?

If you cannot find the data you need on the website, please send requests or questions by email to: datarequests@uis.unesco.org.