How to Create a Graph in FARS

Fall 2018
Contents
This Quick Start Guide will present:
1-Sample Graphs, and
2-How to Create a Graph Using the Reporting Features
1-Sample Graphs

On the left, the category of the graph is called “line”; on the right, “column.” Other categories include area, bar, scatter, pie, map, trend, and more.
2-How to Create a Graph.

To demonstrate the graph feature in FARS, an Activity Overview-By Faculty report is used.

1. Click on the drop down arrow to expand the report. Otherwise, the graph will only show the aggregate data for the department.
To proceed to making a graph, click on the **Actions** button. Select “**Graph Page**”.
2. Select data to be placed on the X-Axis. If **Rows** is selected, then names of faculty members will be on the x-Axis. If **Columns** is selected, then the data fields or column names (i.e., Credit Hours, Lecture Hours, Lab Hours, etc.) will be on the x-Axis.

For the purpose of demonstration, the Rows option will be selected to be on the x-Axis.
3. Check the box for **Filter Data**.

   Note: If you check the box **Filter Data**, you will be able to select what data fields to be on the graph once you click the Graph button.

4. Select a chart type (i.e., Line, Column, Bar, Pie). For demonstration purpose, Column is selected.

5. Check the box “Show Data Point Values” if you want data values to show on the graph.

6. Select the number of words for a label. By default, it has “5” in the box.

7. Click **Graph**.
A list of data will appear for you to select for the graph.

Seven faculty members are selected for the Graph Rows (x-Axis). Credits Hours, Student Credit Hours, and Enrollment are selected for Graph Columns (Data Points).
8. Click the **Graph** button.
FARS produces a graph based on your selection.

9. Click **Download** to save your graph as a PNG file, which is a picture file extension.

10. You can also customize your graph further by clicking **Customize**.
Customization of a Graph

11. Under the tab **Start**, select a type of chart you want.

12. Click the tab **Charts** to select another type of chart.
13. Select a type of chart, and a group of charts will display as selection options.

After a chart is selected, the chart sample will appear as shown in the picture.
14. Click the tab **Customize** to change format the chart title, legend, and so on.

15. Scroll down to see more customization.

16. Click OK to finish.
17. Click download and save the file.
Thank You