**Group Statistics – Summary**

To create Group Statistics reports, users must be assigned the role of "Statistician." Group reports are generated and displayed in CUBE in a web browser. Certain portions can be downloaded in spreadsheet form. Other portions of the reports require screen capture to repurpose the report.

The “How to Guide” below contains detailed information on running the Group Statistics reports. This brief outline of the Guide, may help you find what you need.

**Table of Contents**

Steps 1-6 - How to run reports

Step 7 - Available Reports

A. Headline Statistics

B. Charts

- Total Number of Publications by Year
- Average publications per user per year
- Publications sorted by Citation Count
- User Yearly publication rate vs. the Average publication rate for the group
- h-Index in Elements

C. Data Sources

D. Journals (by frequency)

E. Author report (by citations)

F. Top Cited publications
Group Statistics – How To Guide:

Creating a group statistics report:

1. Click on “Research Admin” in the top menu.

2. Click on “Group Statistics.”
3. For Individual Statistics:

Reports can be run for individuals or for groups. For an individual, enter the name in the search box, and use the drop down list to find the appropriate individual. Click the Green plus (“+”) symbol to select the faculty of interest.

4. For Group Reports

Scroll down and select the group of interest. Reports can only be run for groups assigned to you.

Use the plus icons to the left of the name to expand choices.

5. Scroll down to “Filters.”

- Select timeframe in years. Use the bar slider or type in the “years” boxes.
- Include or Exclude Non-Current, and Non-Academic Users.
6. Click “Go” to run the report.

7. Available Reports:

Results of Group Statistics reports will show up just below the reporting criteria filters. Scroll down to see them. Many may be downloaded to a spreadsheet for further analysis. Each section is briefly described here, along with examples of associated charts.

Navigate through the results by scrolling or using the table of contents:

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headline statistics</td>
</tr>
<tr>
<td>Charts</td>
</tr>
<tr>
<td>Tables:</td>
</tr>
<tr>
<td>Data source intersection</td>
</tr>
<tr>
<td>Journals</td>
</tr>
<tr>
<td>Authors</td>
</tr>
<tr>
<td>Publications</td>
</tr>
</tbody>
</table>

A. Headline Statistics

Total Number of people assigned to the group.

Total number of Claimed publications associated with the group.
B. Charts

Some sections of the Group Statistics report can be downloaded as a spreadsheet. Other areas will need screen capture or printing.

Elements generates the following Charts for Group Statistics:

(Hover over data points for counts or names of individuals.)

- Total Number of Publications by Year, for the unit.
- Average publications per user per year.
- Publications sorted by Citation Count.
- User Yearly publication rate vs. the Average publication rate for the group.
- h-Index in Elements (based on claimed publications).
  - Hover over each point to see names of faculty.
C. Data source intersections:

This chart shows the origin of the publications records for the group. This chart shows how many publications come from what source and how they overlap.

D. Journals (by frequency)

Counts of publications and average citations for each journal. Change how the columns are sorted by clicking on the arrows on each column header. **Very useful to see what journals faculty are publishing in most.**

- Download this report in Excel by clicking the icon in the top left corner.
E. Authors (by citations)

This report shows the total citations (from publications indexed in Web of Science) for each author in the group. Change how the columns are sorted by clicking on the arrows on each column header.

- Download this report to Excel by clicking the icon at the top left.
F. Top cited publications

This report shows the top cited publications for the group based on claimed publications. It shows 200 publications maximum. Sort by clicking on the arrows on the column headers.

- Download this report to Excel by clicking the icon at the top left.

For more assistance with Reporting, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

http://www.colorado.edu/FIS/CUBE