

Guide to ACU Measures benchmarking tool

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Introduction

As part of its ongoing commitment to international university management and its members worldwide, the ACU has developed **ACU Measures** – a survey and benchmarking tool designed to enhance both data collection and reporting on key areas of university management. One of the main features of this online tool is the ability for institutions to use custom comparison groups to benchmark and track their institution's data alongside that of their chosen comparison groups.

This document is intended to guide users through the process of benchmarking in ACU Measures.

Benchmarking

Benchmarking allows you to see your institution's position – i.e. the response your institution provided to a particular survey question in relation to other institutions. The benchmarking tools draw from data submitted at the survey phase of the exercise – thus the more institutions that complete the surveys, the more data there will be to benchmark against.

While each survey can only have one response per institution, there is no limit to the number of 'Viewer' accounts that can be created per institution to access ACU Measures for the purposes of benchmarking. These accounts can be set up by emailing measures@acu.ac.uk with the name, email address and job title of the Viewers you would like to add.

To start benchmarking you can run pre-prepared reports (Quick Reports) and 'Slide shows', simply:

1. Click on 'Slide Shows' on the Benchmarking drop-down menu in ACU Measures.
2. Next click on the area (survey) you would like to start off with, and on the following page click on the **View Slide Show** icon at the bottom of the page. See the 'Slide Shows' section below for more detailed information.
3. Click on 'Quick Reports' on the Benchmarking menu in ACU Measures, set the criteria for your report and then click 'Go to Report'. See the 'Quick Reports' section below for more detailed information.

To benchmark particular variables/questions/regions not covered in the slideshows, please see 'Standard Benchmarking Tools' section below. Please note that you can always change the default comparison group – currently set to 'ACU-Members Institutions All' to a group that you think would be more relevant to you.

Comparison Groups

Comparison Groups are defined sets of institutions used for benchmarking purposes. They allow you to compare aggregate results of a group to your own institution. Comparison Groups are necessary in order for you to benchmark your results against the data in ACU Measures. If you have been granted access to any of the benchmarking tools or Quick Reports, you can use this tool to create multiple groups for your different data needs.

There is no limit to the number of different comparison groups that can be created and used by user accounts at your institution. You can create groups for many different purposes, from regional salary comparisons to institutions of a specific size etc. There are only two restrictions to the use of comparison groups:

1. All comparison groups must contain a minimum of eight (8) institutions.
2. Each comparison group at an institution must differ from all other comparison groups by at least three (3) institutions.

These restrictions are in place to protect the confidentiality of institutions' sensitive data. Even if a comparison group is deleted, it is held in the system cache for a time period to prevent comparison groups that are too similar from being created and used. If you do need a comparison group to be changed by fewer than three institutions, ACU staff can manually override these protections depending on the circumstances of the request.

Viewing and managing Comparison Groups

To view and manage Comparison Groups, log into ACU Measures and choose the 'Comparison Groups' option from the 'Benchmarking' menu. This will bring you to your Comparison Group page.

Home | **General** | **Surveys** | **Benchmarking** | **Downloads** | **FAQs** | **Log Out**

Comparison Groups

Slide Shows
Tables & Graphs
Report Writer
Sorted Lists
Crosstabs & Frequencies
Set Focus Institution
About Benchmarking

Comparison Groups

A Comparison Group is a set of institutions that are compared to each other and to the institution you are interested in.

[New Group Wizard](#) [New Group](#)

Benchmarking

Select Comparison Groups for Benchmarking with the **check box**. Don't forget to save your changes.

Need Help?

Click on the Help link in the upper right corner of this window for more information about creating and managing Comparison Groups.

Limitations

Once you use a new Comparison Group, any other Comparison Groups you create must differ from it by at least 3 Institutions. **This restriction applies even if the previously used group has been deleted.** This protects the confidentiality of Institution data.

Legend


- Choose Groups for use in Benchmarking
- Rename, annotate, or change owner
- Delete a single Group
- Make a copy of a Group and save it in your this copy.
- Move a Group from your Personal folder to your institution.
- Move a Group from your Shared folder to your institution cannot make use of it.
- The + sign indicates that the Group does not have this icon to make a copy that DOES include your institution.
- The - sign indicates that the Group already has this icon to make a copy that DOES NOT include your institution.

Public Groups

- [ACU-Member Institutions All](#)
- [Africa](#)
- [Africa South](#)
- [Asia South](#)
- [Australasia, Canada & Europe](#)
- [Australia](#)
- [Canada](#)
- [Europe](#)
- [New Zealand](#)
- [South Africa](#)
- [United Kingdom](#)

This is where you create and manage your comparison groups. Depending on the types of groups currently active in your account, you will see the following three group types:

- 1. Personal Groups:** Groups that you create and save for your own use. **Only you can see and use these groups.** This is where all of the groups you create are initially stored. While these groups are only available for use within your user account, the institution level guidelines for groups do apply (minimum six (6) institutions; minimum difference of three (3) institutions from other groups). Within your personal groups, you can edit, delete, copy, move to shared groups, mark visibility, or add/remove your own institution for any group.

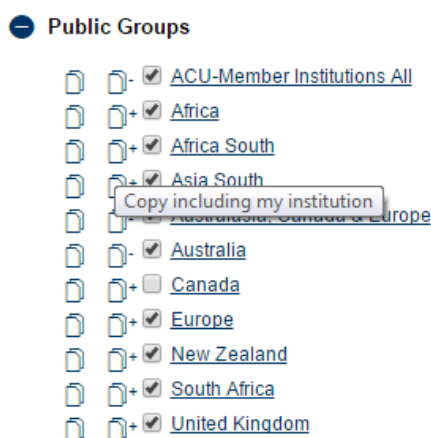
2. **Shared Groups:** Groups that you create and share with other users at your institution or groups that others at your institution have created and shared with you. If others at your institution have access to ACU Measures and you want them to be able to use your groups, you can move them into the Shared Groups area. To share a personal group, click the down arrow  to move a group from Your Personal Groups area to the Shared Groups area.

A. **Options for Comparison Groups you Share:** If you have shared a specific comparison group, you will have the full set of edit options and can remove the group from the shared list at any time. Within these groups, you can edit, delete, copy, move to shared groups, mark visibility, or add/remove your own institution for any group.

B. **Options for Comparison Groups Shared by Others at Your Institution:** If another user has created and shared the comparison group, you will see only the 'copy to personal' and 'add/remove my institution' options for that group. The account that created the group is listed next to the group name.

3. **Public Groups:** Groups created and maintained by ACU staff and available to all users with benchmarking access. 'Public Groups' that partially meet your needs can be copied to your Personal Groups and then be modified to your specific requirements. To assist your analyses, we have created a number of Public Groups.

To see the list of groups available, click on the '+' symbol next to the 'Public Groups' heading on your screen. To include a 'Public Group' in your drop-down list of Comparison Groups available for analyses, tick the box next to each group that you want, and then select 'Save Changes' at the bottom of the page. To make a copy of a group, click on the copy icon (circled below) and the copied group will be assigned to your 'Personal Groups'. The copy icon with the plus sign copies a group and adds your institution. The copy icon with the minus sign copies a group without your institution. As these are shared groups, you will only see the 'Copy to personal' and 'Add/remove my institution' options for these items.



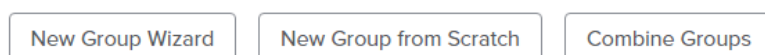
Creating a Comparison Group

Whether you already know the group of institutions you would like to include or are looking to create a group based on their region or institution characteristics, the first step is to click on the 'Benchmarking' menu option and then select the 'Comparison Groups' option. This option offers three different main options for creating your group:

1. New Group Wizard
2. New Group from Scratch
3. Combine Groups

Comparison Groups

A **Comparison Group** is a set of **Institutions** that you are interested in.



Benchmarking

Select Comparison Groups for Benchmarking with the **check box**. Don't forget to save your changes.

Limitations

Once you use a new Comparison Group, any other Comparison Groups you create must differ from it by at least 3 Institutions. This restriction applies even if the previously used group has been deleted. This protects the confidentiality of Institution data.

Legend

<input type="checkbox"/>	Choose Groups for use in Benchmarking
	Rename or annotate a Group
	Delete an unused Group
	Make a copy of a Group and save it in your Personal folder. You can then edit this copy.
	Move a Group from your Personal folder to the folder you share with others at your institution.
	Move a Group from your Shared folder to your Personal folder, so that others at your institution cannot make use of it.

New Group Wizard

You would use this option when you want to find a group of institutions that meet specific criteria, e.g. which region they are situated, their survey participation or type. Multiple selections are available for most variables in the Wizard by holding down your Control (Ctrl) key while clicking on your selected variables. All parameters are optional, and the more you choose, the narrower your query becomes – i.e. will return a set of fewer institutions.

- A. Click on 'Comparison Groups' on the Benchmarking menu in ACU Measures.
- B. Click on 'New Group Wizard' to open a new window with the criteria list.
- C. Select the criteria you would like to use. These criteria are on an 'AND' basis, so each criterion is added to the overall requirements for this search. For example, a search for 'Asia South' would return all institutions within this region. A search including both 'Asia South' and 'Canada' would not return any results.
- D. Choose from available criteria for the search:
 - i. Location: World Regions, Countries
 - ii. Survey Participation: Limit your groups to those that participated in specific surveys and years.

- iii. Survey Variables: Limit your search based on survey responses on items such as institution type, total number of staff and total number of students.

New Comparison Group Wizard

Instructions

Search for institutions. Most criteria are optional. Results will display in main window. Leave this window open to adjust criteria.

Regional Groups and Countries

Regional Groups: (required) Country:

<div style="border: 1px solid #ccc; padding: 2px;"> All Regional Groups ▲ Africa Central Africa East Africa South Africa West Asia South Asia Southeast Australasia Caribbean South & Central Ar Europe ▼ </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Antigua and Barbuda ▲ Australia Bangladesh Botswana Cameroon Canada Cyprus Ethiopia Fiji Ghana ▼ </div>
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Participation and Survey Variables

Year

2014 2013 2010 2007 2005 2004 2003

Participation

Only include institutions that have participated in:

Staff Salary Survey ▼

in *all* of the above years.

Survey Variables

Include institutions that match all the following variable values in the latest year selected.

Select a variable... ▼

Add

Association of Commonwealth Universities Membership

Member ▲
Non-Member
Unknown ▼

Search

- E. Click on 'Search' and scroll down to see your search results.
- F. You can edit your search results by adding or removing additional institutions individually.
- G. Give your Comparison Group a name. You can add a description to help you remember what criteria were used for this group.

H. Click on 'Save Comparison Group' to save the group and list it with your personal groups.

New Group from Scratch

You would use this option when you already have a group of institutions in mind and would like to save that list as a comparison group in ACU Measures.

- A. Click on 'Comparison Groups' on the Benchmarking menu in ACU Measures.
- B. Click on 'New Group from Scratch' to begin searching for institutions.
- C. In the box for 'Search for Institutions to add', type the most unique portion of the institution's name. Do not type more than one word in most cases. Partial words are acceptable in the search.
- D. Click on 'Search'
- E. Your search list will update showing the institutions that match your search. Check the box next to the institutions you would like to include. You can choose 'Remove Unchecked Institutions' or simply search for the next institutions on your list. Only those items with a check mark beside them will be included in your comparison group
- F. You can edit your search results by adding or removing additional institutions individually.
- G. Give your Comparison Group a name. You can add a description to help you remember what criteria were used for this group.
- H. Click on 'Save Comparison Group' to have this group saved and listed with your personal groups.

Combine Groups






You would use this option when you already have two or more groups of institutions created and would like to also create a combined group. Click on 'Comparison Groups' on the Benchmarking menu in ACU Measures.

- A. Click on 'Combine Groups' to select which comparison groups to use.
- B. Click the (+) icon next to the listed groups you would like to combine. If you have many comparison groups, you can also use the provided search to find the correct groups.
- C. Give your new combined Comparison Group a name. You can also choose to have the total count of institutions in the group be displayed as part of the name.
- D. Click on 'Create Group' to have this group saved and listed with your personal groups.
- E. When the group is created, you will have the option to create another or return to your comparison group list. You can also always use the menu items at the top of the screen to navigate in ACU Measures.

Renaming, Deleting, Copying and Moving Comparison Groups

- To rename a group click on the pencil icon and type a new name for your group in the Group Name box and hit the 'Save' button.

- To delete a group click on the rubbish bin icon; this will remove the group from the display but not from ACU Measures. When creating a new group it needs to differ by at least three (3) institutions from any existing group, including any that have been used and deleted. However, if you delete a group before running a report, it is not compared to any new groups you create. Therefore it is important to make sure that your group includes all the institutions you want before running any reports.
- To copy a group, click on the copy icon; note that a plus symbol will show next to the second copy icon if your institution is not included in the present group, by clicking on it you will be creating a copy of your group that will be including your institution. If your institution is included in the group, a copy icon with a minus symbol will show; by clicking on it your institution will be excluded from the copied group.

<input type="checkbox"/>	Choose Groups for use in Benchmarking
	Rename or annotate a Group
	Delete an unused Group
	Make a copy of a Group and save it in your Personal folder. You can then edit this copy.
	Move a Group from your Personal folder to the folder you share with others at your institution.
	Move a Group from your Shared folder to your Personal folder, so that others at your institution cannot make use of it.

Making a Comparison Group Visible for Benchmarking

In Comparison Groups you are able to see all the groups you have created and all other groups you are entitled to see. The check boxes next to the groups' name allow you to specify which groups will appear in your Comparison Group drop-down lists when using the benchmarking tools. To be able to select a group for use in benchmarking, tick the box next to the group's name and then hit the 'Save Changes' button.

You can now create reports using your Comparison Group(s) by clicking on any of the benchmarking tools (Slide Shows, Tables and Graphs, Report Writer, Sorted Lists and Crosstabs & Frequencies). Your Comparison Groups and any shared or public groups that you have checked for inclusion will appear as options in Comparison Group drop-down menus in all of the benchmarking tools.

Frequently Asked Questions: Comparison Group

Always feel free to contact the ACU Measures team for assistance if the following do not answer your questions.

1. I can't see the Benchmarking menu

This indicates that your ACU Measures account is not currently assigned access to any of the benchmarking roles, which allow you to use the benchmarking tools. The ACU can authorise your access; please email an authorisation request showing the name, email address and a list of changes for the account you wish to update to measures@acu.ac.uk

2. I can't save my Comparison Group

- A. When your Comparison Group does not meet the confidentiality standards, you will receive a message that the group cannot be saved. There are two reasons why your group may be rejected by the system.
- i. The group differs by fewer than three (3) institutions from another group in your user account, a current or recently deleted group by a user at your institution, or one of the public comparison groups.
- B. The group contains fewer than eight (8) institutions. The error message will give you the following options:
- i. Change the Wizard selection criteria.
 - ii. Manually add or remove institutions and try to save your group again.
 - iii. Review the groups that conflict with your new group and use one of those groups instead.
 - iv. Or contact Emma Falk for help.

If the specific comparison group you are trying to create is needed, you can contact us to manually update the group. In order to do this, we will need to deactivate the original group. The decision to use a manual override will be made on a case-by-case basis.

3. My Comparison Group doesn't appear in the benchmarking dropdown lists

On the Comparison Groups page, make sure that the checkbox next to the name of the group is ticked. This determines which groups are visible in your benchmarking tools.

4. I accidentally deleted a Comparison Group

Contact measures@acu.ac.uk as soon as possible with the name of the user account holder and name of the group deleted. We can recover any recently deleted groups.

Pre-prepared benchmarking

Quick Reports

The **Quick Reports** in ACU Measures allow you to use your Comparison Groups with our pre-designed data reports. There is no limit to the number of Quick Reports that any authorised user account can create. The ACU has designed Quick Reports with the needs of our member institutions in mind, and if there is anything that you feel would be a helpful additional to the reports, please let us know. All suggestions are considered, though not all will be implemented.

Accessing and using Quick Reports

You will need to select a Comparison Group to create any reports through the benchmarking tools, so please create and save any groups that you would need before beginning your Quick Reports. Each 'Quick Report' will have a specific set of available criteria to use to further customise the information on the report.

1. **Accessing Quick Reports:** Click on 'Quick Reports' on the Benchmarking menu in ACU Measures.
2. Create Quick Reports Using Your Comparison Groups:
 - A. **Choose Report:** Once you have selected the report you would like to create, click the link for the report. This will bring up a screen with report options for that report. If the title is not a live link, that level of benchmarking has most likely not been assigned to your user account.
 - B. **Refine your Report:** You will now see the Report options for that report. While the Report is created with a default Comparison Group and survey year, you can select a different Comparison Group and survey year. You can also choose the output format, and calculation and data to include/exclude from the report.
 - i) **Comparison Group:** Choose a Comparison Group from the drop-down menu.
 - ii) **Year:** Choose which year to be shown in the report. This is the survey year.
 - iii) Output format types available: HTML, PDF, xls
 - iv) **Calculations:** Allows you to include/exclude specific fields.
 - v) **Individual survey data:** Allows you to choose specific fields/staff categories to include.

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Salary Reports: Multi Rank Salary Report

Report Parameters	
Focus Institution	Your University
Comparison Group	Africa ▼
Year	2014 ▼
Output Format	HTML (Standard Web Page) ▼
Gender	Male ▼
Staff Type	Academic ▼

[Go to Report](#)

Types of data in ACU Measures Quick Reports

Each report pulls data from only one survey's data set. An overview of available data on each report or report type is listed below:

1. Multi-rank Salary Report

Aggregate data: The Multi-rank Salary report compares your institution to aggregate data of your Comparison Group. It contains the Bottom of scale, Top of Scale, Mean, Median and percentiles and standard deviation for salaries by rank. It also contains the number of staff per rank.

Weighted/Un-weighted data: The report shows both weighted and un-weighted data in separate reports.

Gender: You can choose to display data for 'Male', 'Female' or 'Combined' (All) staff. Please note that for years prior to 2014, only 'Combined' data is available.

Staff Type: You can choose to display data for 'Academic', 'Research' or 'Clinical' staff.

Salary Reports: Multi Rank Salary Report

Report Parameters

Focus Institution	Your University
Comparison Group	United Kingdom institutions
Group Size	102 Institutions
Year	2013
Staff Type	Academic
Gender	Combined

N = Number of responding institutions

Currency/Cost of Living adjustments handled automatically using World Bank PPP rates.

Comparison Group Statistics will not display when the number of Institutions is less than 5 or, with weighted statistics, when one institution's data comprise more than 25% of the total.

Weighted

	Comparison Group								
	Focus Institution			Focus Inst. Value as % of					
	Mean	N	Mean	Comp. Group Mean	Comp. Group Median	Standard Deviation	25th Percentile	Median	75th Percentile
Professor									
Bottom of Scale	52,911	40	82,490	64.1%	65.0%	5,879	78,323	81,429	84,720
Top of Scale	69,262	0							
Mean Salary	73,656	39	106,458	69.2%	69.7%	10,739	101,624	105,681	110,604
Median Salary	69,409	40	102,009	68.0%	68.3%	9,281	96,276	101,584	109,231
Number of Faculty	84	41	161	52.2%	75.7%	154	39	111	201
Associate Professor									
Bottom of Scale	38,208	38	67,244	56.8%	57.1%	3,348	65,630	66,923	67,591
Top of Scale	59,262	37	81,901	72.4%	74.2%	6,725	76,047	79,869	85,566
Mean Salary	55,057	36	75,648	72.8%	73.3%	4,118	73,421	75,163	77,240
Median Salary	46,683	37	76,562	61.0%	62.0%	3,533	75,294	75,294	78,323
Number of Faculty	52	38	160	32.5%	34.2%	113	68	152	211
Senior Lecturer									
Bottom of Scale	38,663	36	55,356	69.8%	73.1%	5,791	51,340	52,874	56,081
Top of Scale	57,026	35	69,214	82.4%	86.2%	7,378	63,724	66,186	70,984
Mean Salary	50,443	34	64,388	78.3%	80.9%	5,954	60,591	62,324	64,523
Median Salary	54,287	35	65,198	83.3%	86.0%	6,118	61,261	63,094	66,186
Number of Faculty	96	36	321	29.9%	33.9%	199	204	284	404
Lecturer									
Bottom of Scale	33,311	40	48,109	69.2%	70.9%	4,823	44,314	47,001	52,874

2. Disparities in Faculty Salaries by Gender

Aggregate data: The report compares your institution to the aggregated data of your Comparison Group. It contains mean salaries of female and male staff by rank. It also shows female mean salaries as a percentage of male mean salaries.

Year: Please note that this report is only available from 2014

Staff Type: You can choose to display data for ‘Academic’, ‘Research’ or ‘Clinical’ staff.

Salary Reports: Disparities in Faculty Salaries by Gender

Report Parameters

Focus Institution	Your University
Comparison Group	United Kingdom institutions
Group Size	102 Institutions
Year	2014
Staff Type	Academic

Currency/Cost of Living adjustments handled automatically using World Bank PPP rates.

Comparison Group Statistics will not display when the number of Institutions is less than 5 or, with weighted statistics, when one institution's data comprise more than 25% of the total.

Unweighted Data

Percentages display Females' Mean Salary as a Percentage of Males' Mean Salary	Focus Institution	Comparison Group	
		Mean	Total
Professor			
Mean Salary Females / Mean Salary Males	96.1%	96.0%	
Mean Salary Females	93,339	102,345	
Mean Salary Males	97,101	106,982	
Number of Females	11	42	716
Number of Males	77	133	2,256
Number of Institutions	1		17
Associate Professor			
Mean Salary Females / Mean Salary Males	97.6%	99.0%	
Mean Salary Females	67,727	77,438	
Mean Salary Males	69,391	78,227	
Number of Females	51	84	1,340
Number of Males	65	136	2,172
Number of Institutions	1		16
Senior Lecturer			
Mean Salary Females / Mean Salary Males	104.6%	99.6%	
Mean Salary Females	54,441	64,310	
Mean Salary Males	52,049	64,573	
Number of Females	170	137	2,607
Number of Males	201	147	2,785
Number of Institutions	1		19
Lecturer			
Mean Salary Females / Mean Salary Males	101.2%	99.9%	

Which Viewer roles have access to Quick Reports?

There are a few different ‘Viewer’ roles available in ACU Measures which determine access to the benchmarking tools and Quick Reports. These are individuals with user accounts authorised to run benchmarking reports on their respective institutions but not complete surveys. These roles are assigned by the ACU based on which surveys an institution has participated in, and grants access to the Quick Reports related to that survey (or group of surveys) only:

- **Multi-rank Salary Report:** Staff Salary Survey participation
- **Disparities in Faculty Salaries by Gender:** Staff Salary Survey participation

Frequently Asked Questions: Quick Reports

Always feel free to contact the ACU Measures team for assistance if the following do not answer your questions.

1. I can't see the Benchmarking menu

This indicates that your ACU Measures account is not currently assigned access to any of the benchmarking roles, which allow you to use the benchmarking tools. The ACU can authorise your access; please email an authorisation request showing the name, email address and a list of changes for the account you wish to update to measures@acu.ac.uk

2. The report I want to run isn't active

Inactive links indicate reports that have not been assigned to your user account. All roles available to your institution are assigned by the ACU Measures based on the surveys your institution has participated in.

3. My Comparison Group doesn't appear in the Quick Report dropdown lists

On the Comparison Groups page, make sure that the checkbox next to the name of the group is ticked. This determines which groups are visible in your benchmarking tools.

4. My Quick Report is not showing any data

- A. Please check that you have selected a Comparison Group for which responses are available. If none of the institutions in your comparison group participated, the report will not show data. You can use the Comparison Group wizard at any time to create Comparison Groups of only institutions that participated in specific surveys.
- B. Please check that you have selected a year for the report for which data is currently available.
- C. Please check that you have selected specified fields, such as gender and staff type for which data is currently available. Please note that data by gender is not available prior to 2014.

5. Some items on my Salary Survey reports show a number of participants (N), but shows partial or no data for that item

- A. For confidential variables, no data is shown if there are fewer than three (3) responses. Partial data is shown up to six (6) responses.
- B. Full data should appear if there are six (6) or more responses to the individual item.

6. I am looking for more detailed data than is available on these reports

Contact measures@acu.ac.uk with your data request. Simple requests can generally be answered free of charge, but there is a custom data fee per hour for larger or more complicated requests.

Slide Shows

Slide Shows allow you to store and view commonly used or interesting benchmarking results. A Slide Show is a set of tables, graphs, reports and text pages that can be created and organised to present your data.

Accessing and using Slide Shows

Before you can create a Slide Show, you must have some slides saved. Any benchmarking output created using the benchmarking tools (except Quick Reports) can be saved as a Slide using the 'Save as Slide' next to the benchmarking output/result. When a benchmarking output is saved as a Slide, it saves the set of choices made to create the output. When a Slide is then re-displayed, the output is recreated from the data available in ACU Measures and will reflect any updates made to the data sets in ACU Measures.

1. Accessing the Slide Shows tool: Click on 'Slide Shows' on the Benchmarking menu in ACU Measures.




Slide Shows can be shared; when you click on 'Slide Shows' on the Benchmarking menu – depending on the types of Slide Shows currently active in your account – you will see the following three types of Slide Shows:

- **Personal Slide Shows:** Here you will see any Slide Shows that you have created
- **Shared Slide Shows:** Here you will see any Slide Shows that have been shared with you by other users at your institution.
- **Public Slide Shows:** Here you will see Slide Shows that have been created by ACU Measures. These are available to all users.



Click on the name of a Slide Show to view it.

Your Shared Slide Shows

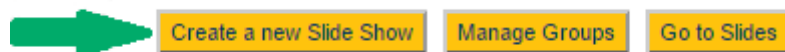
Salary Survey
   Academic Staff Salaries 4 Slides

Public Slide Shows

Research Management 2014 13 Slides
Gender Survey
Gender Survey Slide Show 1 0 Slides
Site and Super Administrators Only
DRUSSA Feedback 2 Slides

2. Creating a Slide Show and Adding Slides:

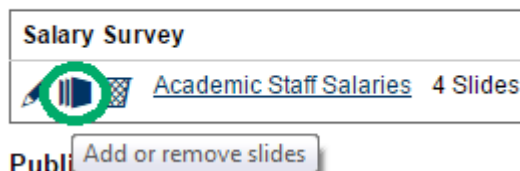
- A. **Name your Slide Show:** Click on 'Create a new Slide Show' and choose a name for your Slide Show and enter it into the text box. Tick the box if you would like to share this Slide Show with other users at your institution. Once you have hit the 'Save Slide Show' button, you will return to the Slide Shows default page, where you will see your newly named Slide Show.



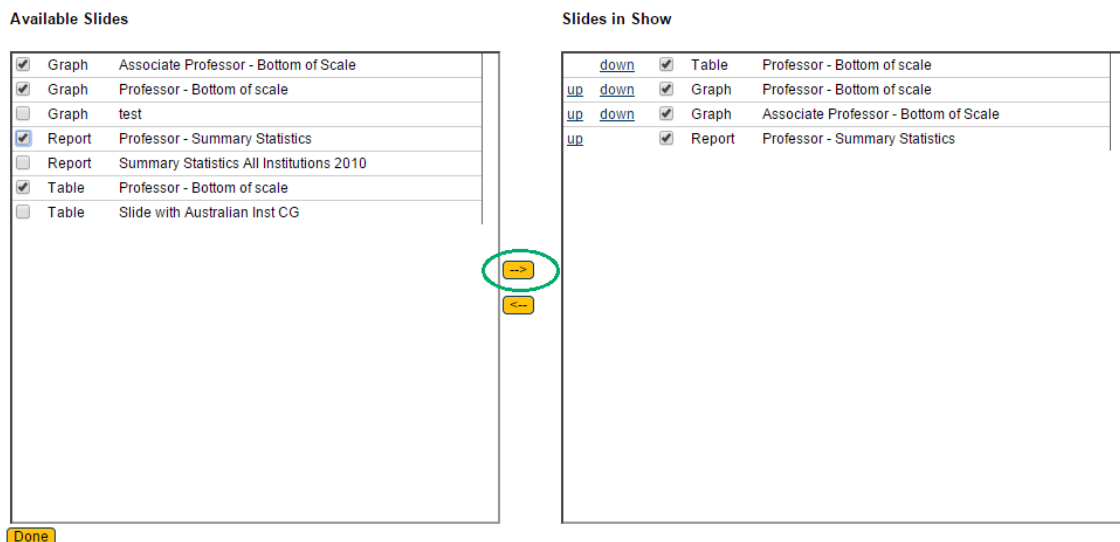
B. Adding, Renaming and Deleting Slides:

- i) **Adding a Slide:** Next to your newly named Slide Show, click on the 'Add Slide' button (icon of a stack of slides) to add slides to your Slide Show. You will be able to add any benchmarking output/result you have saved as a slide, from any benchmarking tool (except Quick Reports) to your Slide Show.

Your Shared Slide Shows



Tick the box of each slide you would like to include in your Slide Show. Click the 'Right' arrow to add the slides, and click 'Done' at the bottom of the page when you are finished.



- ii) **Renaming a Slide:** If you want to change the name of your Slide Show, click on the pencil icon.
- iii) **Deleting a Slide Show:** To delete your Slide Show, click on the rubbish bin icon.

3. Viewing a Slide Show:

Simply click the name of the Slide Show you would like to view. Make sure you have already added slides to the show.

A. Choosing your Comparison Group and other Options to Customise Your Slide Show:

While slides are created with a specific Comparison Group and cover a specified time period, once organised into a Slide Show, you can choose a different Comparison Group and range of years. When you choose these options from the menu, these changes will modify all the slides in a Slide Show in one go. You can also choose to have your current focus organisation highlighted.

- i) **Comparison Group:** Choose up to three (3) Comparison Groups from the drop-down menu. Make sure you do not choose one group more than once. This will display the selected Comparison Groups in slides created using the 'Tables & Graphs' tool. Slides created using the other benchmarking tools will use the first chosen Comparison Group.
- ii) **Output formats available:** HTML and PDF
- iii) **Years:** Choose a starting, ending, or single year, depending on which years you would like see data for. Otherwise, the Slide Show will by default use the Comparison Group and settings saved with the slides. *Please note:* For years prior to 2014, there is only data for academic salaries.
- iv) **Mean/Median:** Under 'Comparison Group Stat' you can choose to view the data as mean or median for slides created using the 'Tables & Graphs' tool. The default is set to 'Mean'.
- v) **Graph type:** You can choose to view the data as 'Bar' or 'Line' graphs for slides created using the 'Tables & Graphs' tool.
- vi) **Including a Focus Institution:** Tick the box next to 'Include Focus Institution in Table and Graph Slides?' This will ensure that your institution is included and highlighted in slides created using Report Writer, Tables & Graphs and Crosstabs & Frequencies. The focus institution will be highlighted in slides created using Sorted Lists if it is included in the Comparison Group.
- vii) **View Slide Show:** Click on the 'View Slide Show' button to view the Slide Show.

The screenshot shows a 'Slide Show Parameters' window with the following settings:

- Focus Institution:** Your University
- Comparison Group:** A list of three groups: 'ACU-Member Institutions All', 'Australasia, Canada & Europe', and 'Africa South'. A note below states: 'Choose up to three Comparison Groups and all will be included in Table & Graph slides. Other slide types use the first chosen Comparison Group.'
- Output Format:** HTML
- Start Year:** 2003
- End Year:** 2014
- Comparison Group Stat:** Mean (avg) (selected), Median (50%tile)
- Graph Type:** Bar (selected), Line
- Include Focus Institution?:** Checked

Additional information on the right side of the window:

- Table & Graph slides display stats for all Years between Start and End Years inclusively.
- Report Writer slides display End Year stats only.
- Frequency slides display Start Year and End Year stats if originally created for two Years display.
- Sorted List slides sort across all selected Years simultaneously.
- Applies to Tables & Graphs only.
- If checked, Focus Institution data will appear in Report Writer and Table & Graph slides. Sorted List slides highlight the Focus Institution if its in Comp Group. Crosstab & Frequency slides never display Focus Institution.

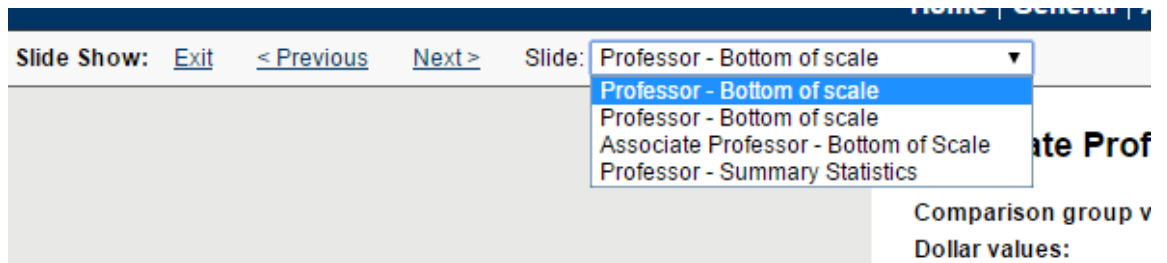
A 'View Slide Show' button is located at the bottom right of the window.

B. Navigating the Slide Show and Copying Slides:

- i) **Navigating in the Slide Show:** Click on the 'Next Slide' link at the left top hand side to navigate to the next slide in the Slide Show. Use the drop down menu to the right of the

'Slide' link to go directly to any slide in the Slide Show. Click on the 'Exit' link at the left top hand side to exit the Slide Show.

- ii) **Copying Slides:** To copy slides into PowerPoint, Word, or another program, click on the 'Easy-Copy Table' link under the slide. This will open a new tab in your browser with the selected slide, which can be copied and pasted into another programme. Select the content by clicking and highlighting the area with the mouse. Either right-click and choose the 'Copy' option or press the Control/Command + C keys on the keyboard. Open the programme you want to paste your content into and either right-click and choose the 'Paste' option or press the Control/Command + V keys on the keyboard.



Standard Benchmarking Tools

In addition to the Quick Reports function, there are also standard benchmarking tools that offer quick answers on many topics. There is no limit to the number of times that you can use each of these tools. These tools have been designed with the needs of our member institutions in mind, and if there is anything that you feel would be a helpful additional to the reports, please let us know. All suggestions are considered, though not all will be implemented.

These tools include:

- Tables & Graphs
- Report Writer
- Slide Shows
- Quick Reports
- Sorted Lists
- Crosstabs & Frequencies and
- Custom Variables

Accessing and using the Benchmarking Reporting Tools

Each benchmarking tool has a specific set of available criteria to use to further your data. You need to select a 'Comparison group' to begin benchmarking, so if you have not yet created your comparison group, please do that first. Each of these tools is described individually below.

There are a few different 'Viewer' roles available in ACU Measures which determine access to the benchmarking tools and Quick Reports. These are individuals with user accounts authorised to run benchmarking reports on their respective institutions but not complete surveys. These roles are assigned by the ACU based on which surveys an institution has participated in, and grants access to the benchmarking tools and Quick Reports related to that survey (or group of surveys).

1. Accessing Standard Benchmarking Tools

- A. Click on one of the tools on the Benchmarking menu in ACU Measures.
- B. Choose your Comparison Group, year(s), and criteria. If no variables are available, your user account may not have been assigned that level of access.

2. Choosing the Right Tool for the Job

- A. **Tables & Graphs:** Use this tool if you would like to see data for a single variable across multiple years for one or more Comparison Groups. View your results in data table or graph format.
- B. **Report Writer:** Use 'Report Writer' to view data for multiple variables (up to 20) for a specific Comparison Group and year.
- C. **Slide Shows:** Use 'Slide Shows' to store and view commonly used or interesting benchmarking results.
- D. **Sorted Lists:** Choose a single variable to view individual data points ordered highest to lowest according to values on the variable you select. Please note individual data points will

not be identified by institution for any confidential variables. Non-confidential variables are listed per institution.

- E. **Quick Reports:** Use 'Quick Reports' to view pre-defined reports for your Comparison Group(s).
- F. **Crosstabs & Frequencies:** Use this tool to view results on single or multiple variables for one or multiple years for frequency tables with the option to include a crosstab variable.
- G. **Custom Variables:** Use 'Custom Variables' to create your own variables calculated from existing variables. Once created, these can be used in any variable-based benchmarking tool.

Tables & Graphs

The **Tables & Graphs** tool allows you to view data for a single variable across multiple years for one or more Comparison Groups. View your results in data table or graph format.

Accessing and using Tables & Graphs

1. **Accessing the Tables & Graphs tool:** Click on 'Tables & Graphs' on the Benchmarking menu in ACU Measures.
2. **Creating a Basic Data Table:**
 - A. **Add Institution:** Choose an institution to add to your table by clicking 'Add Institution' and searching for the institution name. Once the institution has been added, it will appear as a column on the data table. You can do this multiple times to add more individual institutions. Data for individual institutions will not appear for confidential variables.
 - B. **Add Comparison Group:** Click on 'Add Comparison Group' to add a Comparison Group to your table, choosing from the drop-down menu. Once the Comparison Group has been added, it will appear as a column on the data table. You can do this multiple times to add more Comparison Groups.

C. **Change Variable:** Click on 'Change Variable' to add a variable to your table. This will open a new window where you choose the variables you want to view the results for.

- i) **Select the Variable Family Group:** This is the survey where the data is collected.
- ii) **Select the Variable Family:** This is the survey section where the data is collected.
- iii) **Select the Variable:** All variables available for this tool are numeric. If no variables are available at this step, your user account is not currently assigned access to these items. Click on 'Use variable', to view the result for the variable. Once a variable has been added, it will appear at the top of the data table.

1.

- [+ Add Institution](#)
- [+ Add Comparison Group](#)
- [x Change Variable](#)
- Only use the Institutions with data every year

4.

- [Graph](#)
- [Easy-Copy Table](#)
- [Save as Slide](#)

3.

Group Stat:	Median ▼
Divisor:	None (Reported Values) ▼
Inflation:	Not Adjusted for Inflation (2014) ▼
Metric:	Actual Values ▼

Lecturer: Number of staff (Total)											
2. Year Edit	Your University (United Kingdom)	United Kingdom		Australia		Canada		New Zealand		South Africa	
		Median	N	Median	N	Median	N	Median	N	Median	N
↶ 2010	37	71	11	368	13	467	4	259	3	244	2
↶ 2013	58	146	40	444	11	98	12	176	8	378	8
↶ 2014	127	145	20	204	7	115	5	129	4	478	8

D. **Years:** You can change the years to be displayed in your table. Click on the 'Edit' link under 'Year' in the data table. This will open a new window where you can choose a starting, ending or single year depending on which years you would like see data for. If you are using only one year, choose the same starting and ending year. Click on 'Update' when you are done. Otherwise, the Table will by default use all years for which there is survey data. *Please note:* For years prior to 2014, there is only data for academic salaries.

E. **Refining your table:** If you would like to further refine the data in your table, you can change/update the following additional criteria.

- i) **Mean/Median:** Under 'Group stats' you can choose to view the data for the variable as 'Mean' or 'Median'. The default is set to 'Median'.
- ii) **Divisor:** You can choose to use a divisor for your data such as 'Full-time staff'. This option divides your selected variable with the divisor selected.
- iii) **Inflation:** You can adjust your data for inflation by choosing the 'Consumer Price Index' or 'Higher Education Price Index' option in the drop-down menu. Otherwise, the table will by default show the data as 'Not Adjusted for Inflation'. *Please note:* The inflation indices refer to the US.
- iv) **Metric:** You choose to view the data as 'Actual Values', e.g. number of staff or salaries, or as 'Per cent change from Prior Year' or 'Per cent change from start year', which will display the change (%) from either the previous year or the first year for which there is survey data available. *Please note:* For years prior to 2014, there is only data for academic salaries.

F. **Special Feature – Sorted List Link:** When a Comparison Group is being used in this tool; you can click on the active link(s) within the table to see a brief 'Sorted List' overview of the included data.

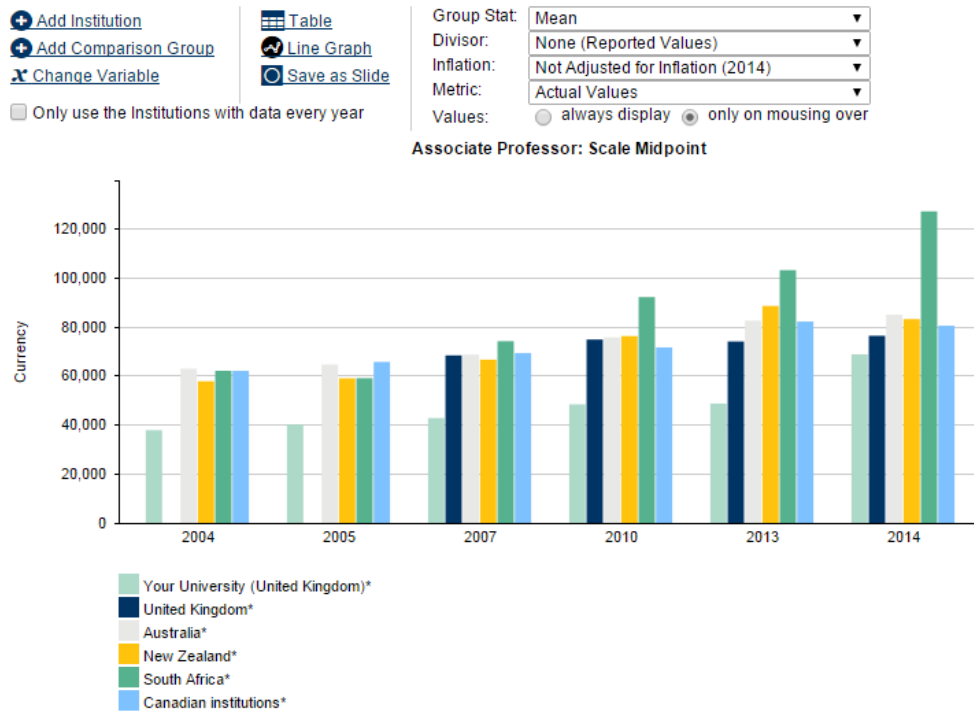
3. Viewing your Tables and Graphs:

A. **Data Table:** Once you have refined your data table, it will be automatically displayed on the screen as a data table.

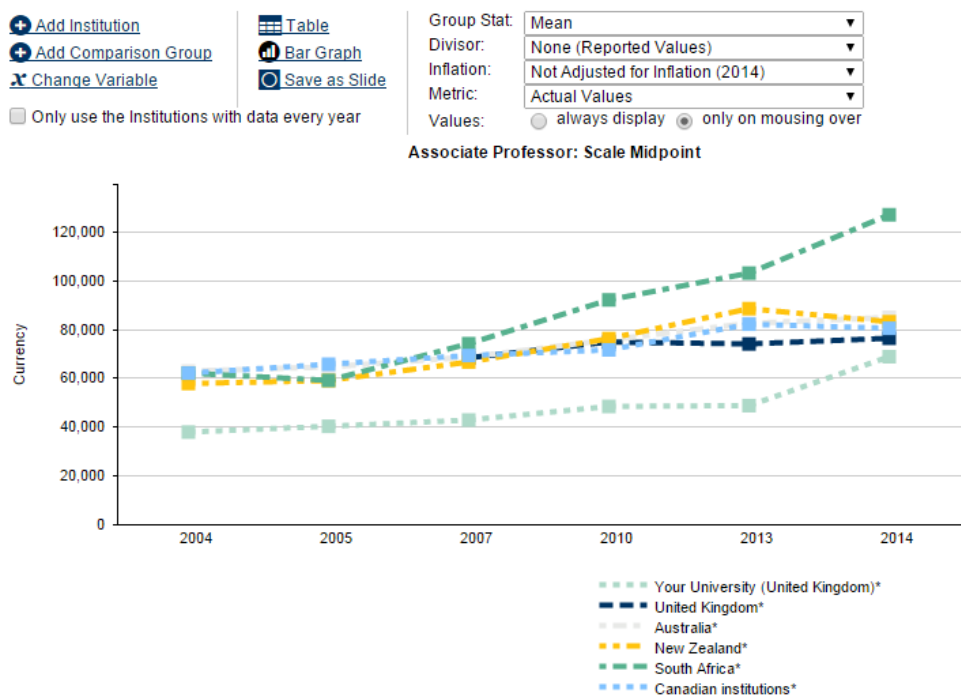
B. **Graph form:** You can also choose to view your data in graph form.

i) **Bar graph:** After creating your data table, click on 'Graph' to see your data as a bar graph.

ii) **Line graph:** Once you have clicked on the 'Graph' icon, you can choose to switch to a line graph view by clicking the 'Line Graph' option.



* Currency values for this variable have been converted to Purchasing Power Parity dollars because the comparison group contains multiple currencies.



4. Saving and Copying your Tables and Graphs:

Tables and graphs can be saved, copied or downloaded for later use in ACU Measures or in other programmes.

- A. **Save as Slide:** Click on 'Save as Slide' icon to save your table or graph to your ACU Measures account for later use or review. Give your slide a name and click 'Save Slide' when you are done.
- B. **Easy-Copy Table:** To copy your data into PowerPoint, Word, or another programme, click on the 'Easy-Copy Table' icon. This will open a new tab in your browser with the selected table (this option is only available for the data table output), which can be copied and pasted into another programme. Select the content by clicking and highlighting the area with the mouse. Either right-click and choose the 'Copy' option or press the Control/Command + C keys on the keyboard. Open the programme you want to paste your content into and either right-click and choose the 'Paste' option or press the Control/Command + V keys on the keyboard.
- C. **Download Image:** To copy your graphs into PowerPoint, Word, or another programme, you can click on 'Download as Image' link under the graph. This will create a PNG file that can be copied into other programmes.

Report Writer

The **Report Writer** option enables you to view data for multiple variables (up to 20) for a specific Comparison Group and year. There is no limit to the number of times that you can use this tool.

Accessing and using Report Writer

You will need to choose a comparison group to begin benchmarking, so if you have not yet created your comparison group, please do that first. The choices Report Writer are guided by drop down menus on the screen.

1. Accessing the Report Writer Tool: Click on 'Report Writer' on the Benchmarking menu in ACU Measures.

2. Creating a Report with the Report Writer:

A. Define Your Report:

i) Choose Your Report Style:

- **Complete:** This option provides data per institution where available. Data for individual institutions will not appear for confidential variables.
- **Summary:** This option provides a summary overview data in aggregate format.

ii) **Comparison Group:** Choose a Comparison Group from the drop-down menu

iii) **Year:** Choose which year to be shown in the report. This is the survey year.

B. Choose Arithmetic Options (if any)

i) **Use Divisor:** You can choose to use a divisor for your data such as 'Full-time staff'. This option divides your selected variables with the divisor selected.

ii) **Include Zeros:** This allows you to choose whether zeros in the data should be included or excluded from the calculations.

iii) **Display Sum:** This allows you to choose to see the overall sum of the data in the variables selected.

C. Add Variables (up to 20):

i) **Select the Variable Family Group:** This is the survey where the data is collected.

ii) **Select the Variable Family:** This is the survey section where the data is collected.

iii) **Select the Variable:** Select a variable by clicking on the variable and click 'Add Selected Variables'. If no variables are available at this step, your user account is not currently assigned access to these items.

- **Selecting more than one variable:** You can choose to add more than one variable by holding down the Shift-key to highlight and select adjacent items. Hold down the Ctrl-key to highlight and select non-adjacent items.
- **Continue to add variables (up to 20):** When you have finished selecting variables click on 'Add Selected Variables'. This will add your selected variables to the specification of the report.

Define Your Report

Report Style Complete Summary

Comparison Group All Institutions (summary only) ▼

Year 2014 ▼

Arithmetic

Use Divisor None ▼

Include Zeros? Include Exclude

Display Sum? Display Don't Display

Add Variables


Filter Variables All ▼

Select Variables Select a variable family group... ▼

Add Selected Variables

Selected Variables

- Professor: Bottom of scale
- Professor: Top of scale
- Professor: Scale Midpoint
- Professor: Number of staff (Total)

 **Generate Report**

iv) Click on 'Generate Report'.

3. **Viewing your Report:** Once you have defined your Report and clicked on 'Generate Report', it will be automatically displayed on the screen as a data table.

Year: 2014
 Comparison group: Australasia, Canada & Europe
 Save as Slide Export as CSV View as Chart (mean)

Summary	Professor: Number of staff (Total)	Associate Professor: Number of staff (Total)	Senior Lecturer: Number of staff (Total)	Lecturer: Number of staff (Total)	Assistant Lecturer: Number of staff (Total)
Your University (United Kingdom)	88	116	371	127	111
Mean (Average)	184	184	243	254	137
Maximum Value Reported	1,106	845	712	965	731
75th Percentile	233	211	373	381	190
50th Percentile (median)	104	126	221	156	56
25th Percentile	40	54	73	91	21
Minimum Value Reported	1	2	2	11	1
Number of Institutions Reporting Valid Data	38	37	34	38	27
Total Number of Institutions in the Comparison Group	196	196	196	196	196

4. Saving and exporting your Report:

You can choose to save your report as a slide for later use/review or export your report as a CSV file.

- A. **Save as Slide:** Click on the 'Save as Slide' option to save your Report to your ACU Measures account for later use or review. Give your slide a name and click 'Save Slide' when you are done.
- B. **Export as CSV:** Click the 'Export as CSV' option above the report. This will generate a CSV file that you can open and save for use in another programme. If you are using Excel, remember to change the file format from csv to one of the Excel options available.

Sorted Lists

Sorted Lists allows you to order institutions in a Comparison Group according to the values of a single variable across multiple years. The choices in Sorted Lists are guided by drop down menus on the screen. Please note that individual data points will not be identified by institution for any confidential variables. Non-confidential variables are listed per institution. There is no limit to the number of times that you can use this tool.

Accessing and using Sorted Lists

1. **Accessing the Sorted List Tool:** Click on 'Sorted Lists' on the Benchmarking menu in ACU Measures.
2. **Creating a Sorted List:** Please note individual data points will not be identified by institution for any confidential variables. Non-confidential variables are listed per institution.
 - A. **Institutions**
 - i) **Comparison Group:** Choose a Comparison Group from the drop-down menu.
 - ii) **Size limit:** You can choose to specify how many institutions will be included in the 'Sorted List' by picking one of the options from the drop-down menu; 20, 50, 100, 500, or 1000.
 - iii) **Sort order:** You can choose in which order your data will be displayed – either 'Lowest First' or 'Highest First.'

- B. **Years:** Choose a starting, ending, or single year, depending on which years you would like see data for. If you are using only one year, leave this field as 'Same as Starting Year'. *Please note:* For years prior to 2014, there is only data for academic salaries.

Institutions

Comparison Group:

Limit List to:

Sort Order:

Years

Starting Year:

Ending Year:

Variable

Use Divisor:

Convert to USD: (applies only to Currency variables)

Variable:

Generate Sorted List

C. Variables

- i) **Use Divisor:** You can choose to use a divisor for your data such as 'Full-time staff'. This option divides your selected variable with the divisor selected.

- ii) Choose a Variable

Select the Variable Family Group: This is the survey where the data is collected.

Select the Variable Family: This is the survey section where the data is collected.

Select the Variable: All variables available for this tool are numeric. If no variables are available at this step, your user account is not currently assigned access to these items.

- iii) Click on 'Generate Sorted List'

3. **Viewing and saving your Sorted List:** Once you have defined your list and clicked on 'Generate Sorted List' it will automatically display on the screen. Click on the 'Save as Slide' option to save your list to your ACU Measures account for later use or review. Give your slide a name and click 'Save Slide' when you are done.

Crosstabs & Frequencies

The **Crosstabs & Frequencies** tool allows you to view results for single or multiple variables for one Comparison Group for one or more years in frequency tables, with the option to include a crosstab variable.

Accessing and using Crosstabs and Frequencies

- 1. Accessing the Crosstabs & Frequencies Tool:** Click on 'Crosstabs & Frequencies' on the Benchmarking menu in ACU Measures.
- 2. Creating Frequency Tables:**
 - A. Comparison Group:** Under 'Survey Data', choose a Comparison Group from the drop-down menu.
 - B. Years:** Choose a 'First', 'Second', or single year, depending on which years you would like see data for. If you are using only one year, leave this field as 'No Second Year'. Otherwise, the Frequency Table will by default use the current survey year. *Please note:* For years prior to 2014, there is no data for any survey.
 - C. Choose Variables:** Choose one or more 'Row Variables' to add to your Frequency Tables. If you choose more than one variable, this will create one frequency table for each of the variables selected.
 - i) Select the Variable Family Group:** This is the survey where the data is collected.
 - ii) Select the Variable Family:** This is the survey section or topic group where the data is collected.
 - iii) Select the Variable:** All variables available for this tool are numeric. You can choose to add more than one variable by holding down the Shift-key to highlight and select adjacent items. Hold down the Ctrl-key to highlight and select non-adjacent items. If no variables are available at this step, your account is not currently assigned access to these items.

Survey Data

Comparison Group

First Year

Second Year

Row Variable(s)

Academic Staff Salaries	▼
Salary Survey: Benefits	▼
then select a variable...	▲
Pension scheme: Type	
Medical Aid: Type	
Medical Aid: Provides optical care?	
Medical Aid: Provides dental care?	
Leave: Set paid annual leave for academic staff?	
Leave: Long service leave for academic staff?	
Leave: Sabbatical/study leave for academic staff?	▼

Select multiple Row Variables to produce a Frequency Table for each

iv) Click on 'Generate Frequency Table(s)'. **Generate Frequency Table**

3. Viewing and saving your Frequency Table(s): Once you have clicked on 'Generate Frequency Table(s)', your tables will automatically display on the screen. Click on the 'Save as Slide' option to save your table(s) to your ACU Measures account for later use or review. Give your slide a name and click 'Save Slide' when you are done.

Leave: Set paid annual leave for academic staff?

Comp group: Australasia, Canada & Europe

Focus Institution: Your University

The focus institution's value for a given variable is highlighted in the table(s) below.

	2014	
No	1	3.6%
Yes	27	96.4%
No Response	168	
Valid Total	28	100.0%
Overall Total	196	

4. Creating Crosstabs tables: You also have the option to add a crosstab variable to your frequency table.

A. **Comparison Group:** Under 'Survey Data', choose a Comparison Group from the drop-down menu.

B. **Years:** Choose a 'First', 'Second', or single year, depending on which years you would like see data for. If you are using only one year, leave this field as 'No Second Year'. Otherwise, the Frequency Table will by default use the current survey year. *Please note:* For years prior to 2014, there is no data for any survey.

C. **Choose one or more Row Variables:** These will be the variables used for frequency tables.

i) **Select the Variable Family Group:** This is the survey where the data is collected.

ii) **Select the Variable Family:** This is the survey section or topic group where the data is collected.

iii) **Select the Variable:** All variables available for this tool are numeric. You can choose to add more than one variable by holding down the Shift-key to highlight and select adjacent items. Hold down the Ctrl-key to highlight and select non-adjacent items. If no variables are available at this step, your account is not currently assigned access to these items.

D. **Choose one Column Variable:** This will be the crosstab variable matched with the row variables chosen above.

- i) **Select the Variable Family Group:** This is the survey where the data is collected.
- ii) **Select the Variable Family:** This is the survey section or topic group where the data is collected.
- iii) **Select the Variable:** All variables available for this tool are numeric. If no variables are available at this step, your account is not currently assigned access to these items.

Survey Data

Comparison Group

First Year

Second Year

Row Variable(s)

Select multiple Row Variables to produce a Frequency Table for each

Column Variable

Multi-variable frequency table

This option is only available to system administrators. Please ensure that your variable selections all use the same option set!

Defines crosstab column headings

Generate Crosstab

iv) Click on 'Generate Crosstab'

5. **Viewing and saving your Crosstabs:** Once you have clicked on 'Generate Crosstab', your table will automatically display on the screen. Click on the 'Save as Slide' option to save your table(s) to your ACU Measures account for later use or review. Give your slide a name and click 'Save Slide' when you are done.

Frequently Asked Questions: Standard Benchmarking Tools

Always feel free to contact the ACU Measures team for assistance if the following do not answer your questions.

1. Who can access the benchmarking tools?

There are a few different 'Viewer' (benchmarking) roles available in ACU Measures which determine access to the benchmarking tools and Quick Reports. These are individuals with user accounts authorised to run benchmarking reports on their respective institutions but not complete surveys. These roles are assigned by the ACU based on which surveys an institution has participated in, and grants access to the benchmarking tools and Quick Reports related to that survey (or group of surveys).

2. I can't see the Benchmarking menu

This indicates that your ACU Measures account is not currently assigned access to any of the benchmarking roles, which allow you to use the benchmarking tools. The ACU can authorise your access; please email an authorisation request showing the name, email address and a list of changes for the account you wish to update to measures@acu.ac.uk

3. My Comparison Group doesn't appear in the dropdown lists

On the Comparison Groups page, make sure that the checkbox next to the name of the group is ticked. This determines which groups are visible in your benchmarking tools.

4. My benchmarking tool is not showing any data

- A. Please check that you have selected a Comparison Group for which responses are available. If none of the institutions in your comparison group participated, the report will not show data. You can use the Comparison Group wizard at any time to create Comparison Groups of only institutions that participated in specific surveys.
- B. Please check that you have selected a year for the report for which data is currently available.

5. Some items display either the name of the institution or the data point as 'Confidential'

For confidential variables, no aggregate data is shown if there are fewer than three (3) responses. Partial aggregate data is shown up to six (6) responses. Full aggregate data should appear if there are six (6) or more responses to the individual item. For individual per-institution data, confidential data will not be listed with an institution identifier.

6. I am looking for more detailed data than is available on these reports

Contact measures@acu.ac.uk with your data request. Simple requests can generally be answered free of charge, but there is a custom data fee per hour for larger or more complicated requests.