

## Academic Metrics Data Dashboard

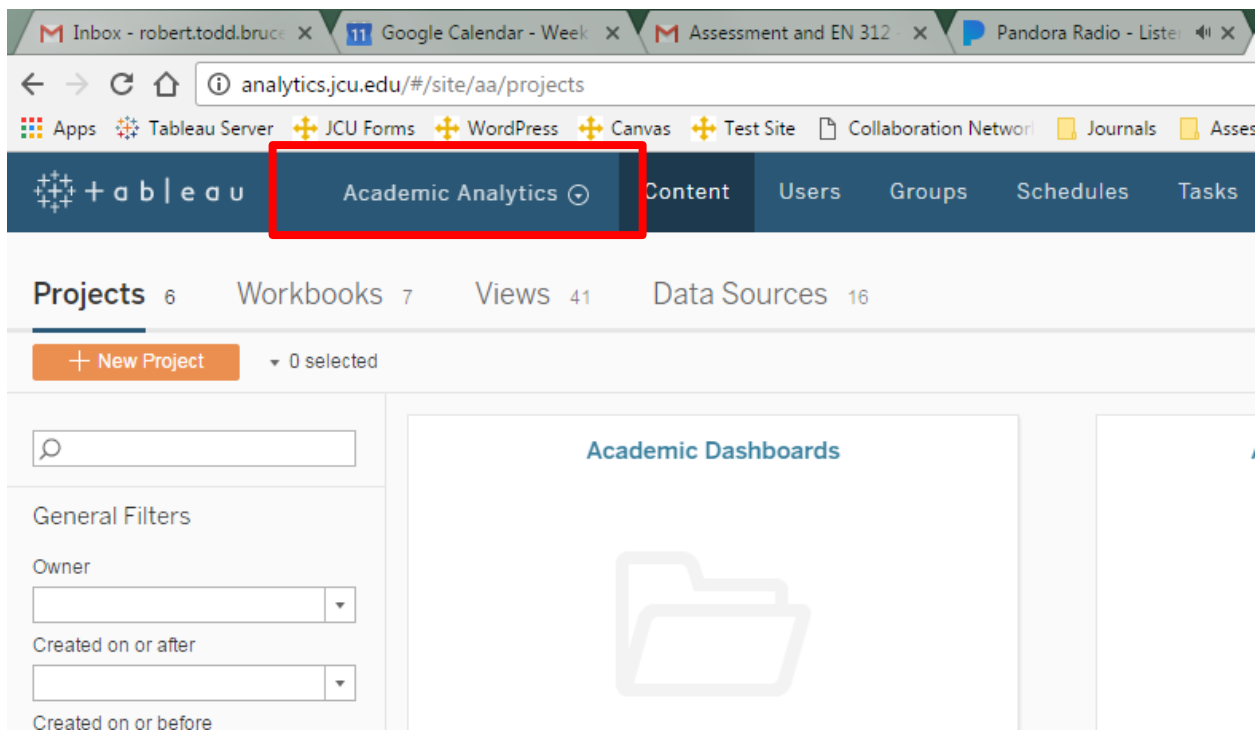
To access it, navigate to <http://analytics.jcu.edu/> and log in just like you do to use a computer on campus. (Your username is the first part of your email: *jdoe* for an email address of *jdoe@jcu.edu*).

### ***A few notes:***

The Tableau server is organized into **sites**. Each **site** has multiple **projects**. Each **project** can have several **workbooks**, and **workbooks** can have a number of **views**.

The material is on the Academic Analytics **site**. You may have to select that as you log-in. Once you've logged in, sites appear on the top bar in orange. If you only have permissions for one site, there will be nothing there.

**NOTE:** Sometimes when you log in, it throws up an error message, clicking through it is fine.

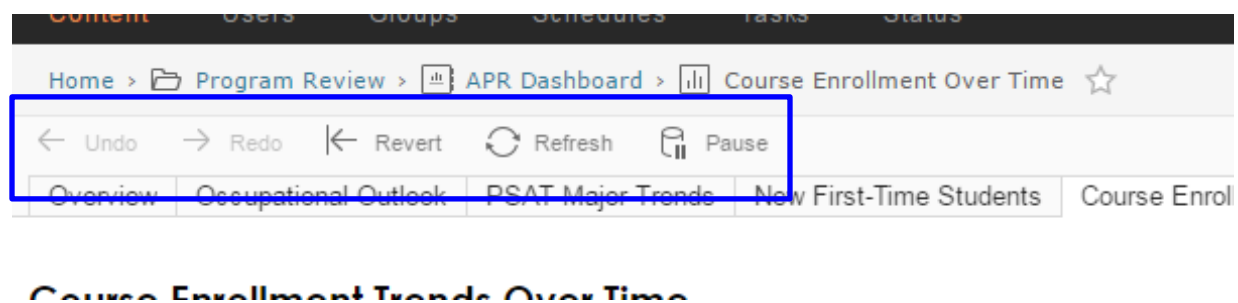


The screenshot shows a web browser window with the URL `analytics.jcu.edu/#/site/aa/projects`. The browser's address bar and tabs are visible at the top. Below the browser, the Tableau interface is shown. The top navigation bar is dark blue and contains the Tableau logo, a search bar, and several site names: "Academic Analytics" (highlighted with a red box), "Content", "Users", "Groups", "Schedules", and "Tasks". Below the navigation bar, the main content area displays "Projects 6", "Workbooks 7", "Views 41", and "Data Sources 16". A "New Project" button is visible on the left. The main content area is titled "Academic Dashboards" and contains a large, faint folder icon.

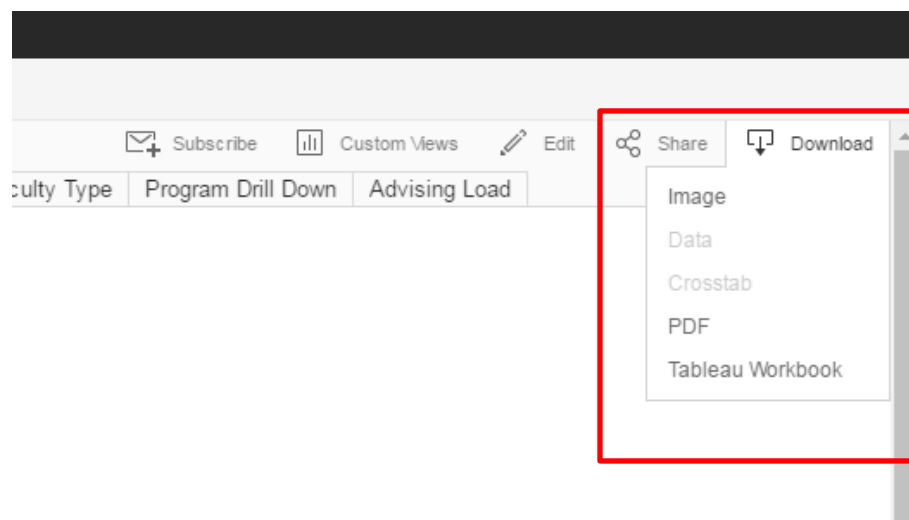
You will see at least two **projects** on your screen: *default* and *Academic Metrics*. The data you need is in *Academic Metrics*. Within the project, there are a number of workbooks. Just click the one you want and then one of the views within the workbook to get started.

There are actually two *Academic Metrics* projects. One is for most people, labeled (*Faculty*). The other is only available to chairs and academic administrators, labeled (*Chairs/Administrators*).

The data views are interactive (things will change when you click). On the left and right side of the screen near the top of each data view are some helpful tools. On the **left** are a few tools that are similar to a web-browser (Undo and Redo). Revert returns the page to its original state (helpful when you've been clicking a while). Refresh and Pause won't really be relevant: they allow you to refresh the data from its source or pause it from updating automatically. These views are built on static data sources that are updated between semesters.



On the far **right** is a useful tool: Download. Click on a table or graphic and the Download tool will let you export it as an image, a pdf, a table (*crosstab*), or export the underlying *data*.



Clicking on the checkboxes on the right-hand side of each view control what is shown (checked) and hidden (unchecked). Each of the set of checkbox options will change depending on what you select in other sets.

If you need help or have questions, please contact Todd Bruce ([rbruce@jcu.edu](mailto:rbruce@jcu.edu), extension 1600).