Tableau Dashboards User Guide

Dashboard Training & Documentation December 2016

Prepared By Decisive Data

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Introduction

This document is a user guide for the dashboards as well as a detailed explanation of the fields, filters, and parameters used to build each dashboard.

Dashboard Themes - Navigation

Several dashboards include an **academic year timeline filter** as shown below.

By clicking on a year along the timeline, the dashboard is filtered to only show data from the selected year. In the example below, the dashboard is filtered to the 2015-2016 academic year.

To change academic years, click on a different circle on the timeline. To clear the year filtering and show all academic years in the data, deselect the current selection.

Each dashboard includes an **information hover** in the top right corner of the dashboard, as shown by the

 icon. The hover includes high-level details and definitions of the dashboard. To show the information, hover the mouse over the icon.

Tooltip menus provide additional context to visuals on a dashboard. To view a tooltip on a visual, hover the mouse over a data point in a visual. In the example below, the mouse is hovering on the head count trend line. The tooltip provides the year-quarter, head count, and % change from previous quarter.

Dashboard User Guide

Instructions on the use and functionality of each dashboard

Student Profile
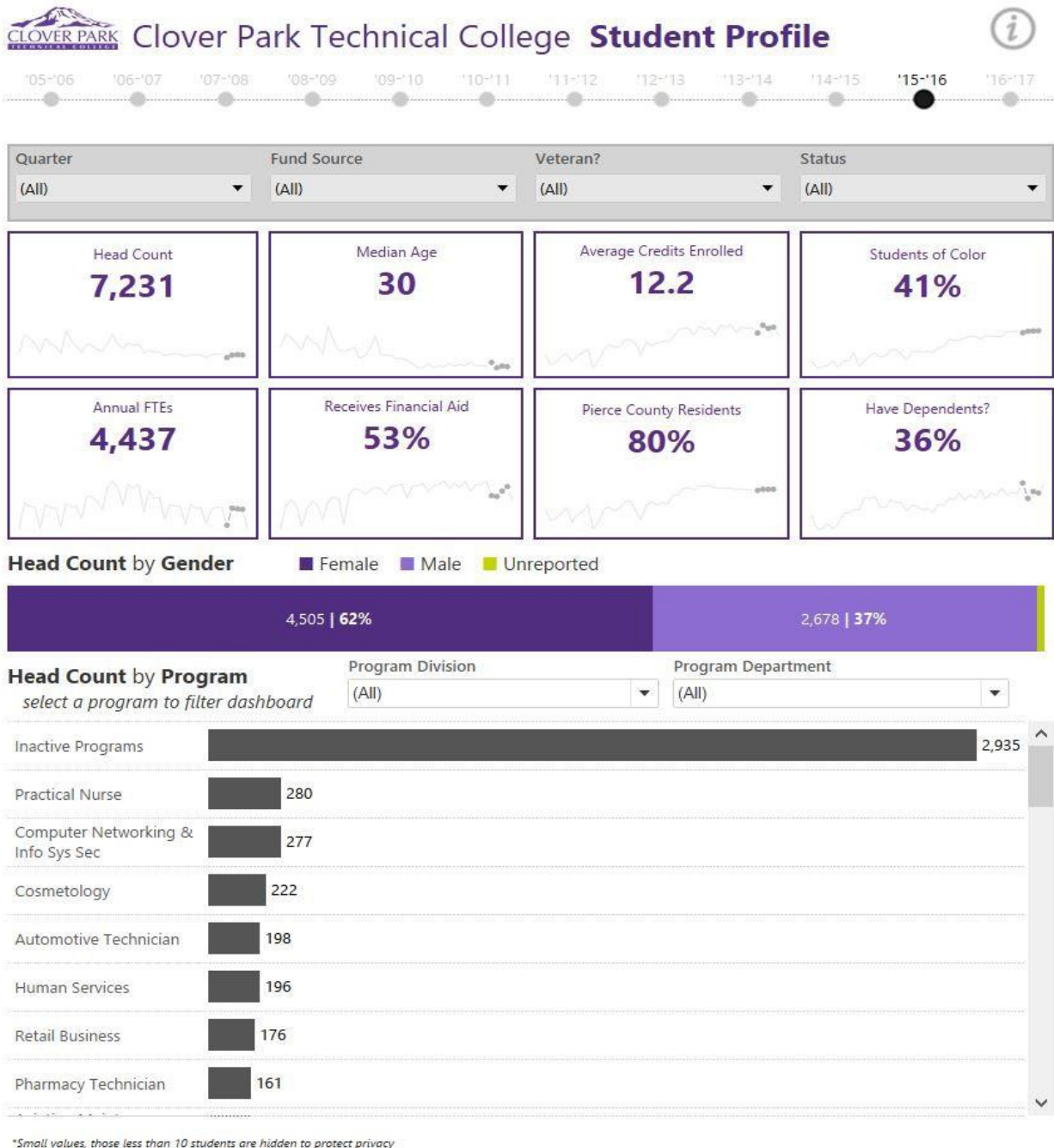
1. Filter options on the dashboard include "Quarter", "Fund Source", "Veteran", and "Status".

2. In each Summary Tile, the bottom half displays a Sparkline showing the trend of the data shown in the tile over a Year-Quarter timeline.

3. The stacked bar chart showing "Head Count by Gender" has a clickable action that filter what impacts the entire dashboard. Unclick the gender bar chart to clear filtering.
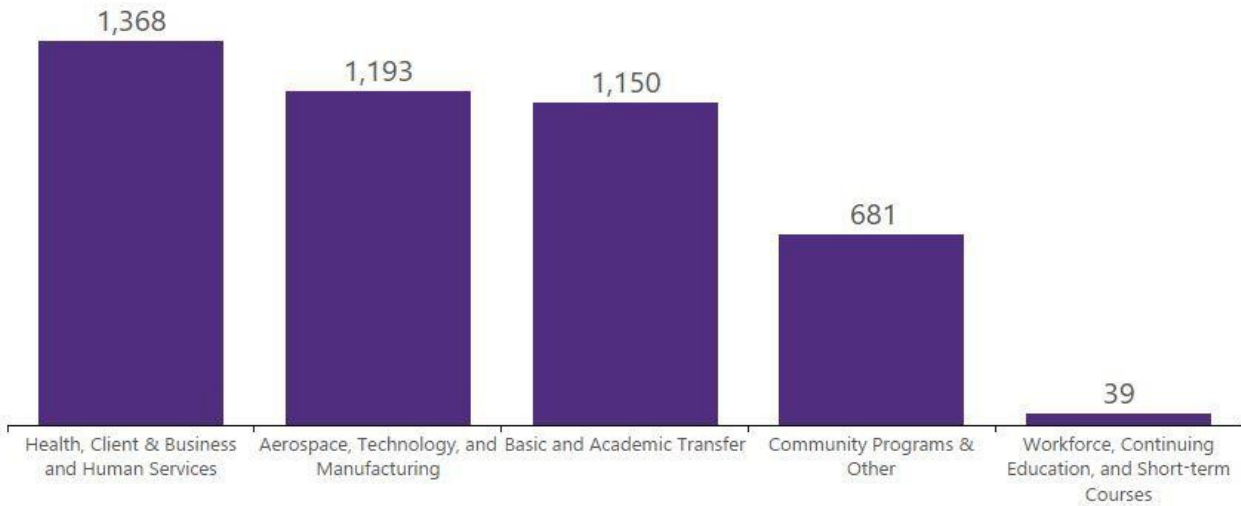
FTE by Program

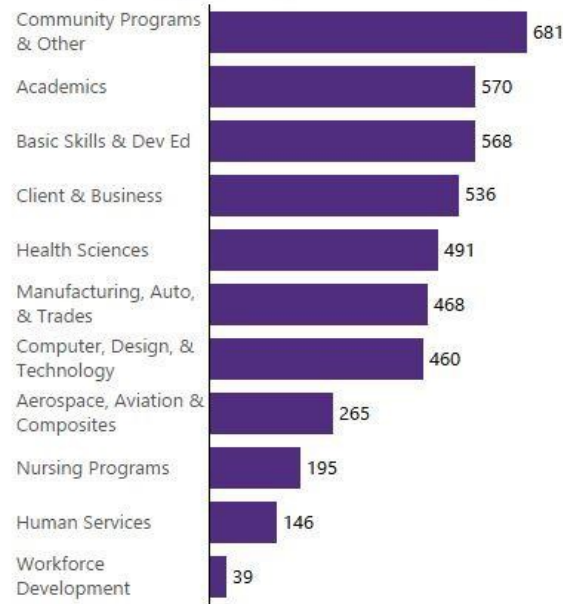**Clover Park Technical College FTE by Program**

'05-'06 '06-'07 '07-'08 '08-'09 '09-'10 '10-'11 '11-'12 '12-'13 '13-'14 '14-'15 **'15-'16** '16-'17
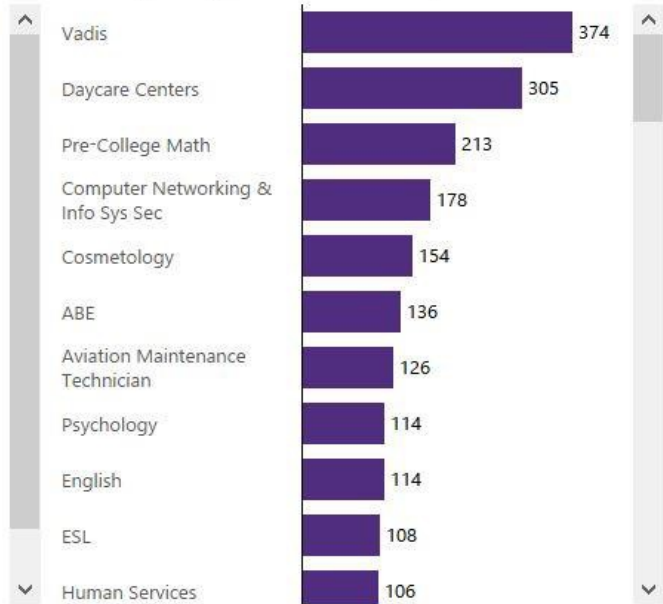
FTEs by Program Division *click to filter*

Fund Source
(All)

- Health, Client & Business and Human Services: 1,368
- Aerospace, Technology, and Manufacturing: 1,193
- Basic and Academic Transfer: 1,150
- Community Programs & Other: 681
- Workforce, Continuing Education, and Short-term Courses: 39

FTEs by Program Department *click to filter*

Department	FTEs
Community Programs & Other	681
Academics	570
Basic Skills & Dev Ed	568
Client & Business	536
Health Sciences	491
Manufacturing, Auto, & Trades	468
Computer, Design, & Technology	460
Aerospace, Aviation & Composites	265
Nursing Programs	195
Human Services	146
Workforce Development	39

FTEs by Program Title *click to filter*

Title	FTEs
Vadis	374
Daycare Centers	305
Pre-College Math	213
Computer Networking & Info Sys Sec	178
Cosmetology	154
ABE	136
Aviation Maintenance Technician	126
Psychology	114
English	114
ESL	108
Human Services	106

1. The filter option on this dashboard is "Fund Source".

2. The FTE bars for Program Division and Program Department are clickable filters. Select/deselect a bar on each chart to filter the subsequent chart by the selection.

Race/Ethnicity

1. Filter options on the dashboard include "Quarter", "Fund Source", "Gender", and "Show Unknowns".

   a. The "Show Unknowns" drop down includes or excludes unknown/unreported students from the dashboard.

2. The stacked bar chart under Headcount by Race Group contains a clickable filter/highlight. The bar chart shows the breakdown of white, students of color, and the unreported based on filters applied.

3. Based on drop down filters and the high level stacked bar chart, the trending chart and headcount by race will update with relevant data.

Enrollment by Fund Source

Clover Park Technical College **Enrollment by Fund Source**

Select Fund Source
(All)

select to highlight
- Student
- Contract
- State

Enrollment values by year:
- '05-'06: 19,742
- '06-'07: 17,094
- '07-'08: 19,171
- '08-'09: 14,369
- '09-'10: 16,541
- '10-'11: 14,478
- '11-'12: 9,483
- '12-'13: 7,836
- '13-'14: 7,304
- '14-'15: 7,384
- '15-'16: 7,231
- '16-'17: 3,367
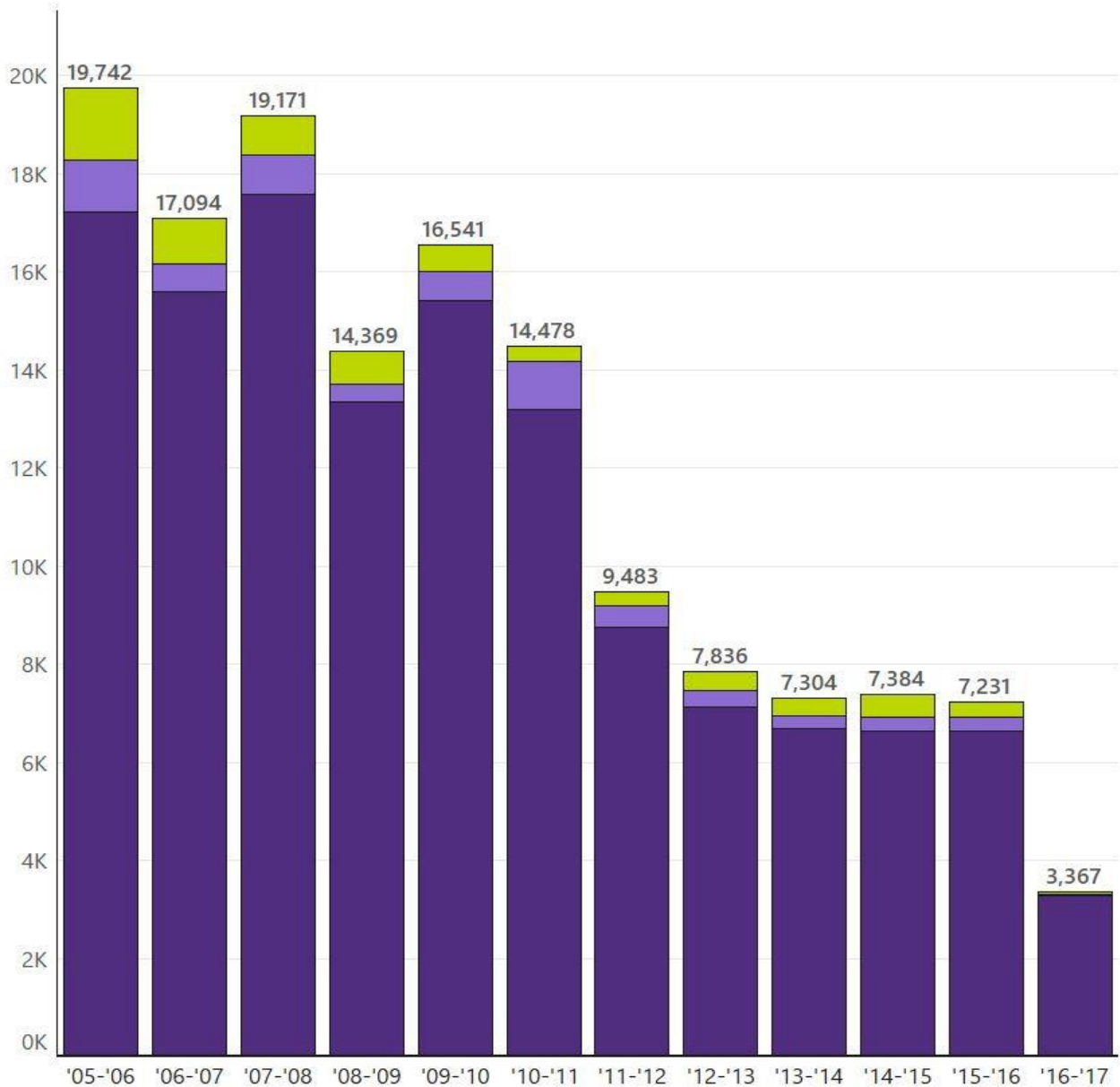
1. The filter option on this dashboard is "Fund Source".

2. Select a square in the Fund Source color legend to filter the bar chart below to highlight Enrollment by Fund Source in the given year.

3. Selecting a section of the stacked bar will show the value it is representing. Additionally, selecting a square in the color legend will show the value of the section.

Completions

Clover Park Technical College **Completions**

Program Division
(All)

Program
(All)

Award Type
(All)

'05-'06 '06-'07 '07-'08 '08-'09 '09-'10 '10-'11 '11-'12 '12-'13 '13-'14 '14-'15 '15-'16 '16-'17

Number of **awards** by year

■ Number of Awards ■ Headcount

| 1,282 | 1,251 | 1,274 | 1,428 | 1,643 | 1,614 | 1,740 | 1,579 | 1,524 | 1,531 | 1,554 | 359 |

Completion **headcount** by year

| 1,194 | 1,125 | 1,148 | 1,283 | 1,464 | 1,340 | 1,381 | 1,321 | 1,260 | 1,210 | 1,196 | 312 |
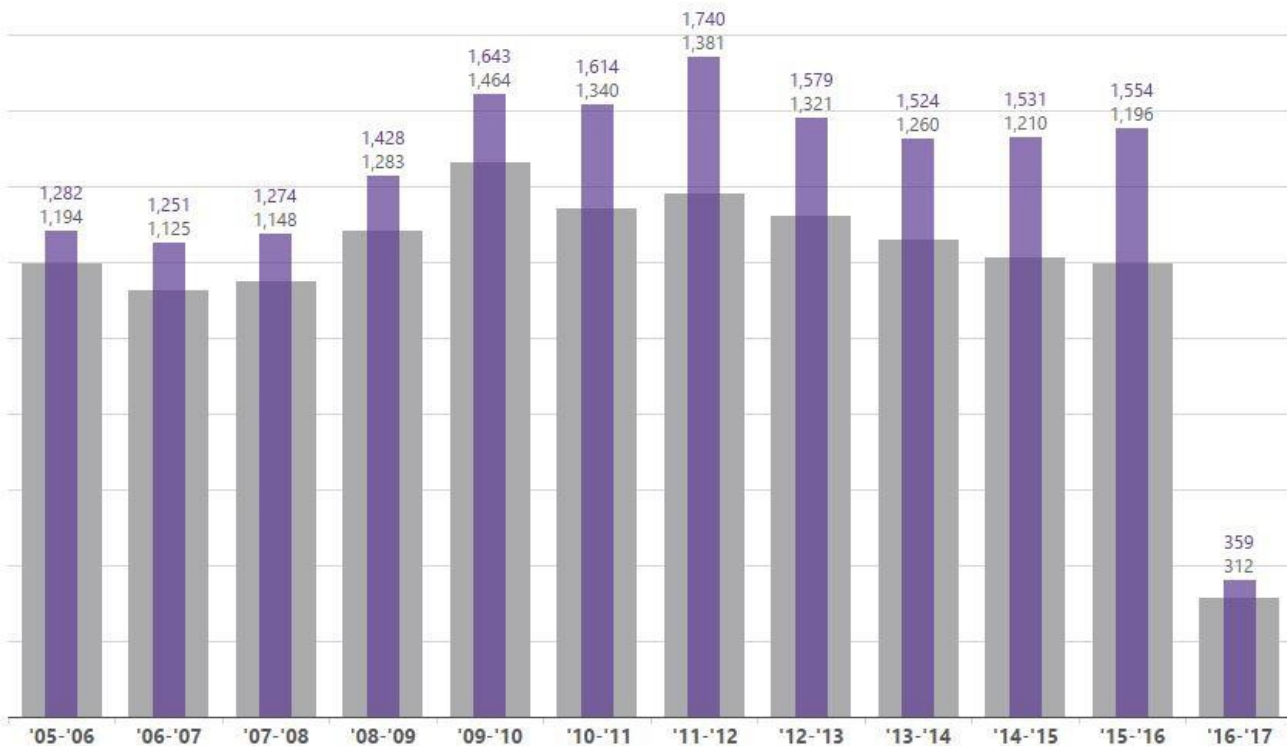
Small values, those less than 10 students are hidden to protect privacy

1. Filter options on the dashboard include "Program Division", "Program", and "Award Type".

2. The color legend indicates student head count and number of awards in each year.

3. The same values are represented in the bar-in-bar graph below the rows of tiles.

Completions by Program

Clover Park Technical College **Completions by Program**

Year
2015-2016 ▼

Award Type
(All) ▼

■ Number of Awards
■ Headcount

Program Division - *click to filter*
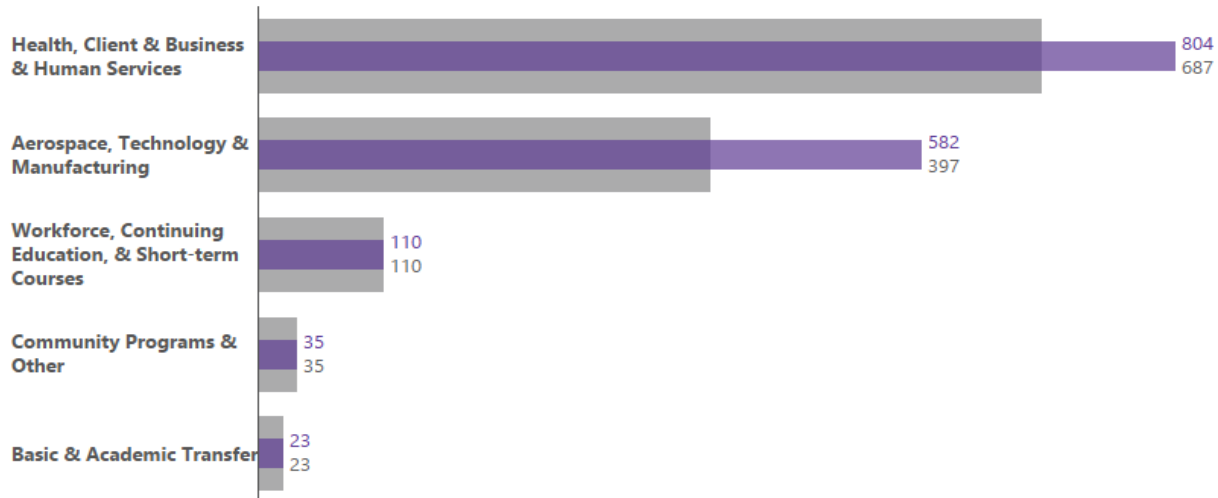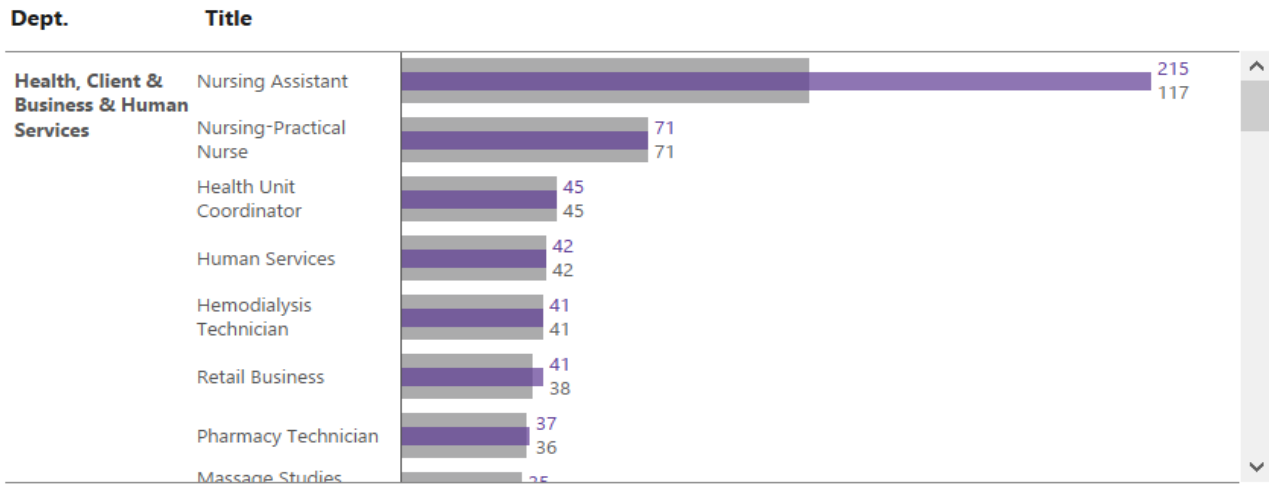
Division		
Health, Client & Business & Human Services		804 / 687
Aerospace, Technology & Manufacturing		582 / 397
Workforce, Continuing Education, & Short-term Courses		110 / 110
Community Programs & Other		35 / 35
Basic & Academic Transfer		23 / 23

Completions by Program Title

Dept.	Title	
Health, Client & Business & Human Services	Nursing Assistant	215 / 117
	Nursing-Practical Nurse	71 / 71
	Health Unit Coordinator	45 / 45
	Human Services	42 / 42
	Hemodialysis Technician	41 / 41
	Retail Business	41 / 38
	Pharmacy Technician	37 / 36
	Massage Studies	25

Small values, those less than 10 students are hidden to protect privacy

1. Filter options on the dashboard include "Year" and "Award Type".
2. Select a Program Division bar to filter the bottom chart to relevant program titles. Deselect to clear the filtering.

SAI Points

Clover Park Technical College SAI Points

Student Achievement Points

Achievement Category: (All)   Year: (All)

Achievement Category
- Quantitative/ Computation
- Completion Point
- College Readiness - English
- 1st 30 Credits
- 45 Credits
- Basic Skills
- College Readiness - Math
- Retention Point
- 1st 15 Credits
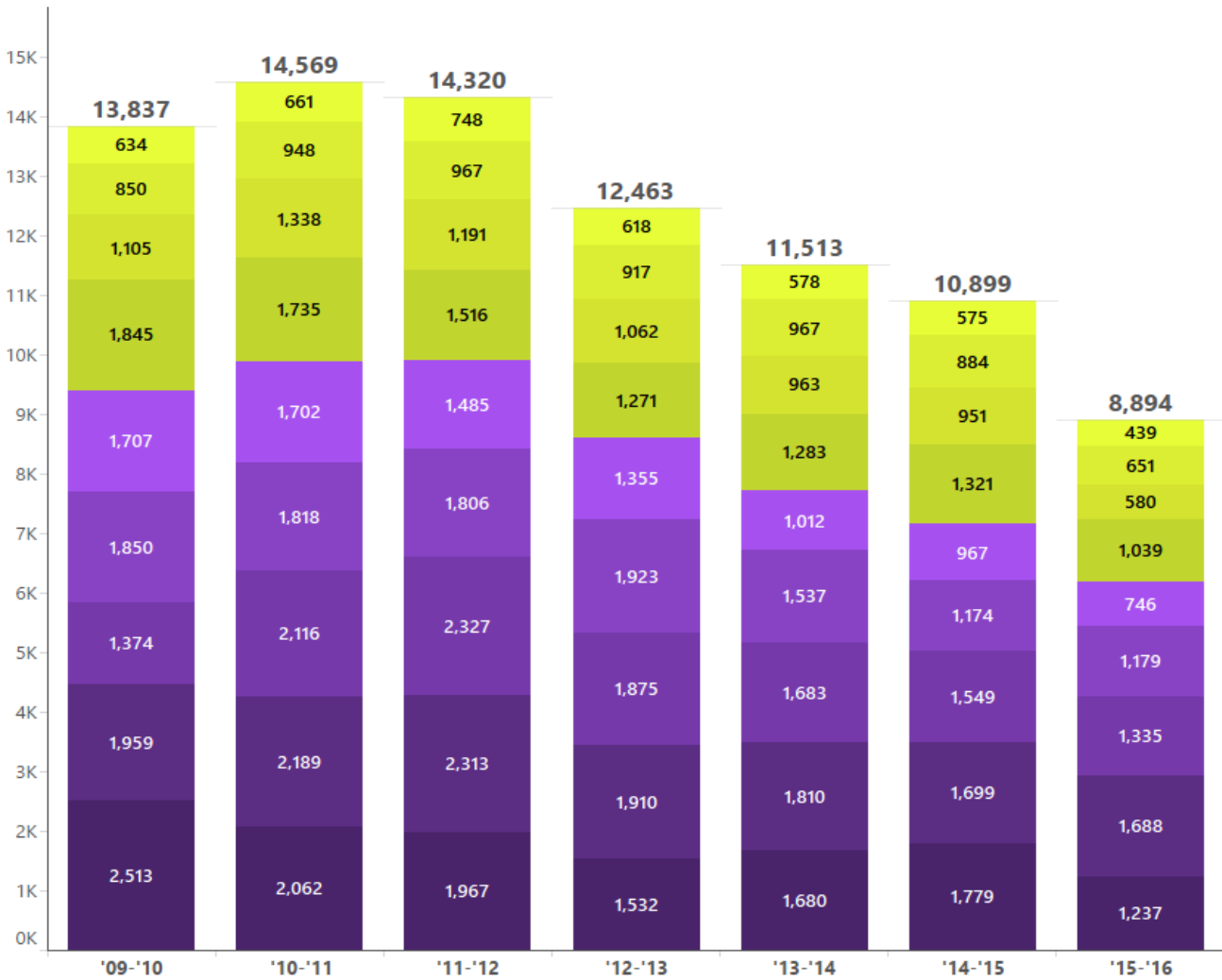
1. Filter options on the dashboard include "Achievement Category" and "Year".

2. Select a square in the Achievement Category color legend to highlight SAI points within an Achievement Category in the given year (See below).

Clover Park Technical College **SAI Points**

Achievement Category
(All) ▼

Year
(All) ▼

Student Achievement Points

Year	'09-'10	'10-'11	'11-'12	'12-'13	'13-'14	'14-'15	'15-'16
Total	**13,837**	**14,569**	**14,320**	**12,463**	**11,513**	**10,899**	**8,894**
Quantitative/ Computation	634	661	748	618	578	575	439
Completion Point	850	948	967	917	967	884	651
College Readiness – English	1,105	1,338	1,191	1,062	963	951	580
1st 30 Credits	1,845	1,735	1,516	1,271	1,283	1,321	1,039
45 Credits	1,707	1,702	1,485	1,355	1,012	967	746
Basic Skills	1,850	1,818	1,806	1,923	1,537	1,174	1,179
College Readiness – Math	1,374	2,116	2,327	1,875	1,683	1,549	1,335
Retention Point	1,959	2,189	2,313	1,910	1,810	1,699	1,688
1st 15 Credits	2,513	2,062	1,967	1,532	1,680	1,779	1,237

SAI Points Per Student

Clover Park Technical College SAI Points Per Student

Year
(All)

SAI points per student
191 [____] 217

SAI Points Per Student

Year	Value
2009-2010	197
2010-2011	207
2011-2012	217
2012-2013	217
2013-2014	212
2014-2015	200
2015-2016	191

Countable Students

Year	Value
2009-2010	6,422
2010-2011	6,743
2011-2012	6,177
2012-2013	5,597
2013-2014	5,102
2014-2015	5,184
2015-2016	4,433
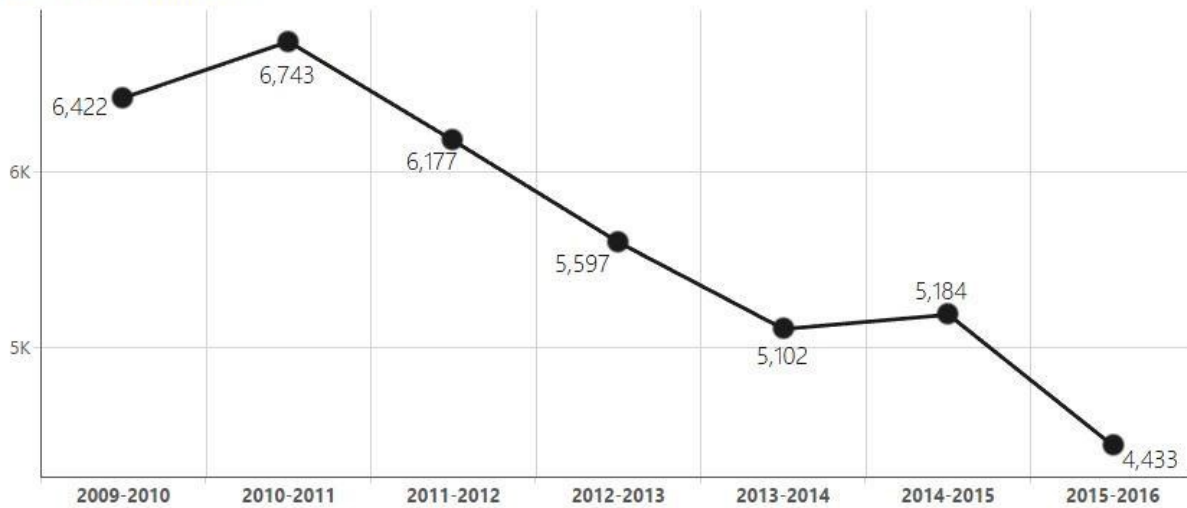
1. The filter option on this dashboard is "Year".

2. Select a bar in the SAI Points per Student bar graph to highlight the Countable Students displayed by the line graph in the bottom visual. Clicking a dot in the Countable Students line graph will then highlight the bar for the given year in the SAI Points per Student bar chart.
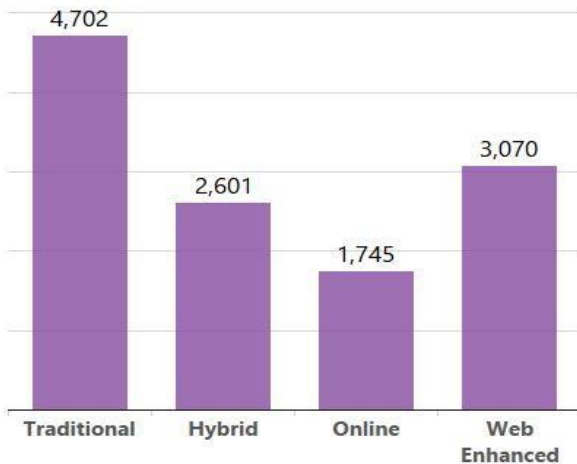
Course Delivery

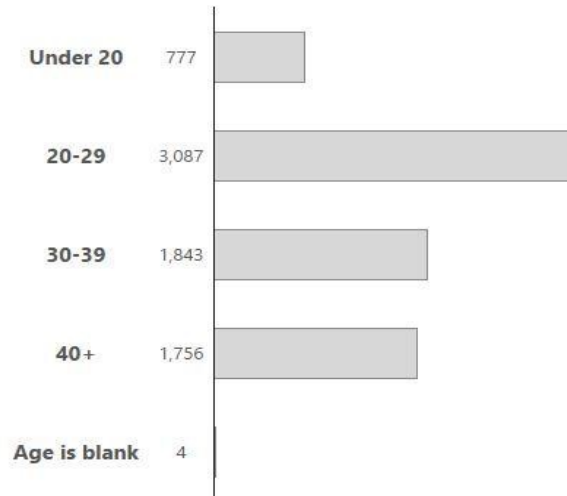**Clover Park Technical College Course Delivery**

Year
2015-2016 ▼

Quarter
(All) ▼

Head count by Course Modality
click bars to filter dashboard

◉ Head count
○ FTEs

- Traditional: 4,702
- Hybrid: 2,601
- Online: 1,745
- Web Enhanced: 3,070

Head Count by Age Group
click bars to filter dashboard

- Under 20: 777
- 20-29: 3,087
- 30-39: 1,843
- 40+: 1,756
- Age is blank: 4

Demographics – *click on charts to filter dashboard*

Race Profile
41% / 59%
2,989
4,263
■ Students of Color ■ White
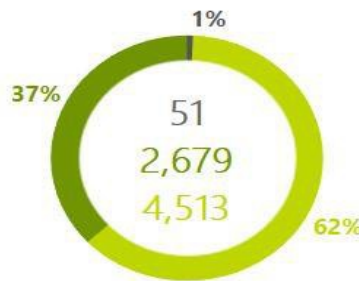
Gender Profile
1%
37% / 62%
51
2,679
4,513
■ Male ■ Female ■ Unknown
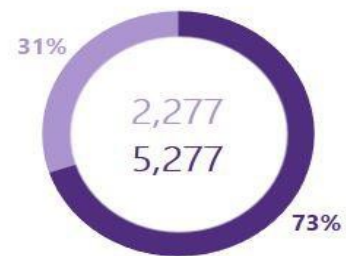
Financial Aid?
31% / 73%
2,277
5,277
■ Yes ■ No

1. Filter options on the dashboard include "Year" and "Quarter".

2. The upper left bar chart can be shown as head count by course modality or FTEs by course modality with the toggle options at the top.

3. Selecting a bar in the Headcount by Course Modality bar graph will filter the rest of the dashboard by Modality Type

4. The same filtering action is available in the Headcount by Age Group bar graph to see Course Delivery in each visual displayed on the dashboard

5. The Donut Charts at the bottom of the dashboard display demographical information and are further explained by the color legends below them.

Course Performance

1. Filter options on the dashboard include "Year" and "Quarter" and "Grade Group".

2. Search and filter by a specific course with the search bar in the top right.

3. The Course Performance bar chart displays how students perform across each class. A percentage of each Performance grouping is displayed on each bar, as well as the total number of students enrolled in the class for the specified Year and Quarter. The bars have clickable actions to filter the chart and Summary Tiles at the bottom of the dashboard.

    a. If the class was not offered in that Year or Quarter, the Summary Tiles will show as blank.

Clover Park Technical College **Course Performance**

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Year Label	Quarter Label	Grade Group	Search Course
2014-2015 ▾	(All) ▾	(All) ▾	

Course Performance *click to filter by course*   ■ Pass   ■ Fail   ■ All Others

Course		
ECS100A	100%	1,034
ECS100D	100%	1,005
ECS100C	100%	957
ECS100B	100%	882
ENGL&101	75% / 18% / 11%	799
COLL101	82% / 16% / 4%	735
PSYC&100	70% / 21% / 13%	703
MAT082	73% / 19% / 15%	690
MAT091	73% / 17% / 18%	667
ENG094	81% / 18%	452
SOC&101	79% / 14% / 9%	432
CAH105	84%	351
CMST&220	75% / 15%	315
CAH102	76% / 20%	308

(x-axis: 0, 250, 500, 750, 1000)
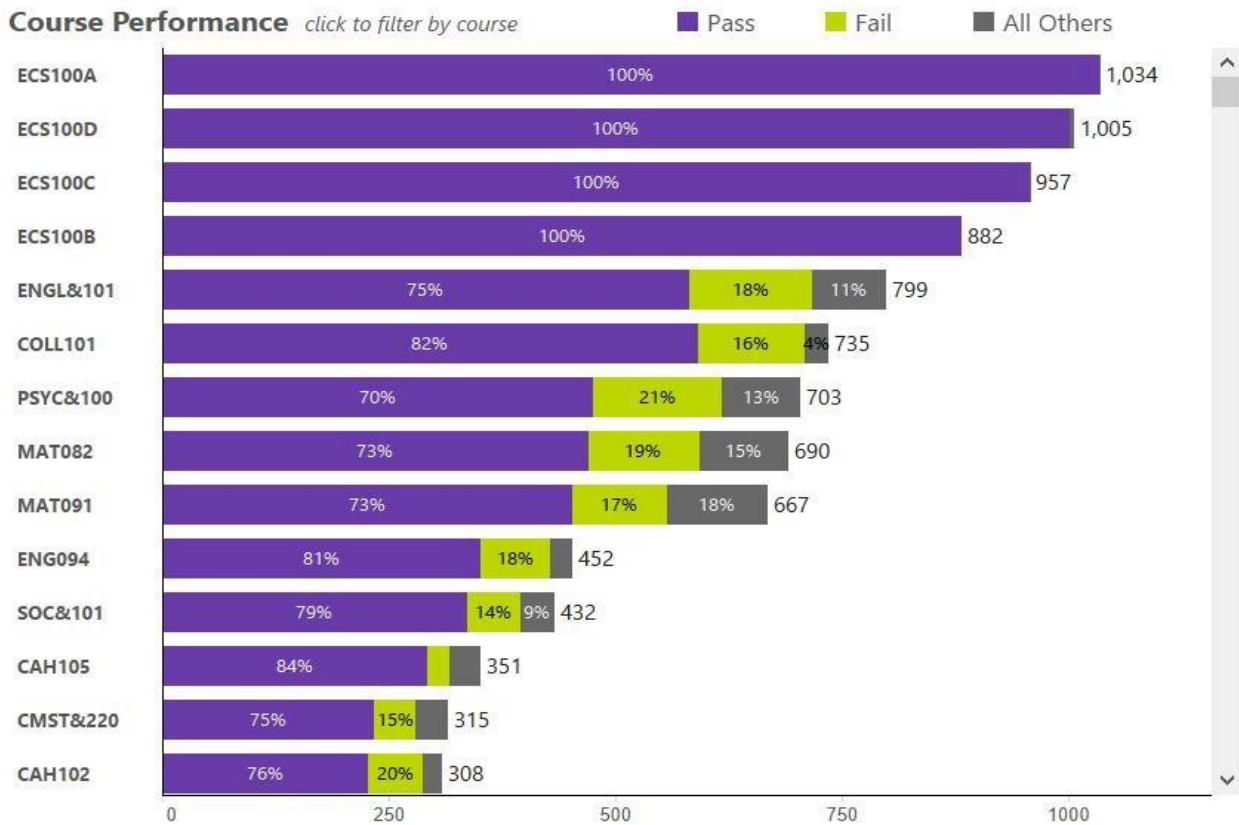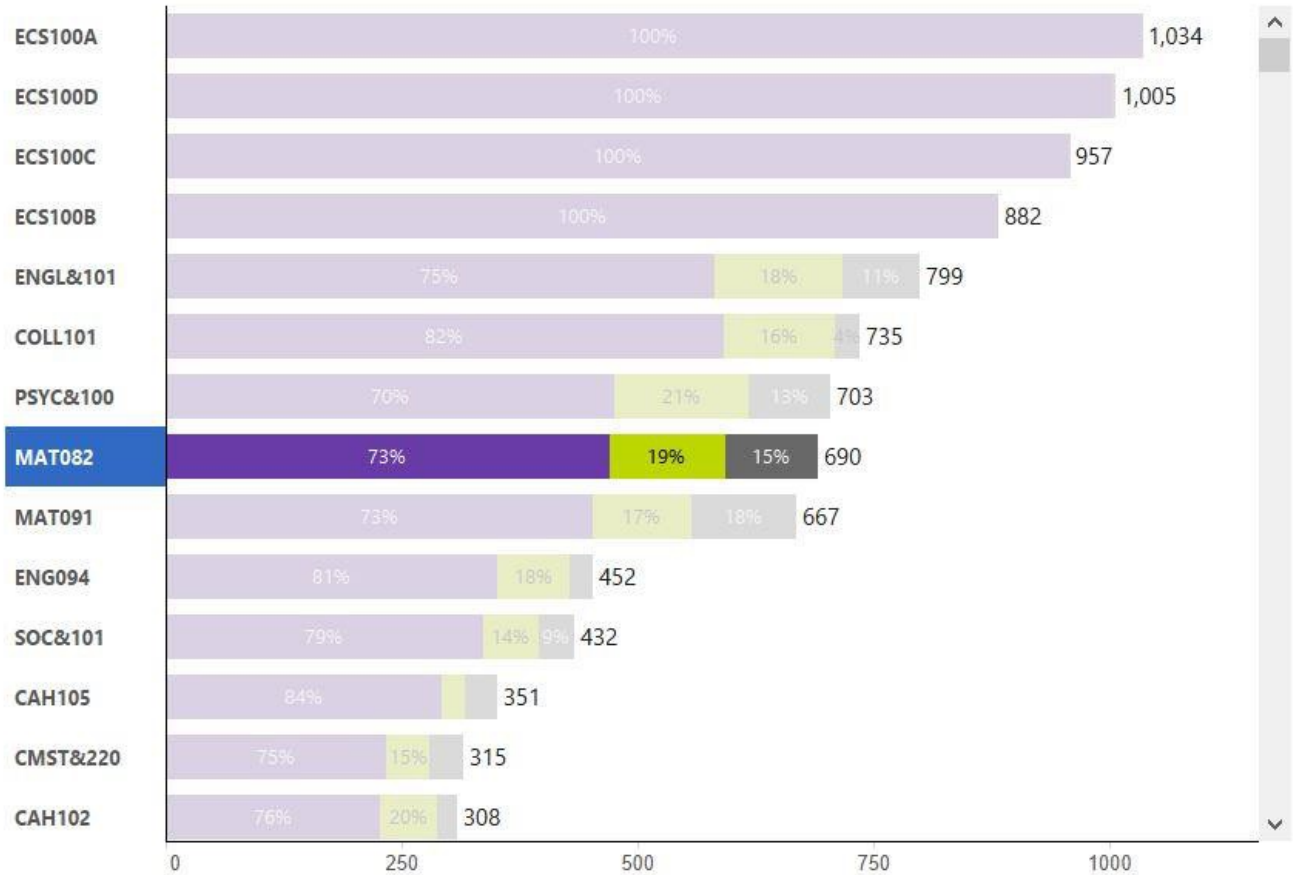
Course Enrollment and Performance by Modality   MAT082

Traditional	Hybrid		Web Enhanced
220	**24**		**435**
60%	67%		75%
25%	17%		18%
20%	17%		10%
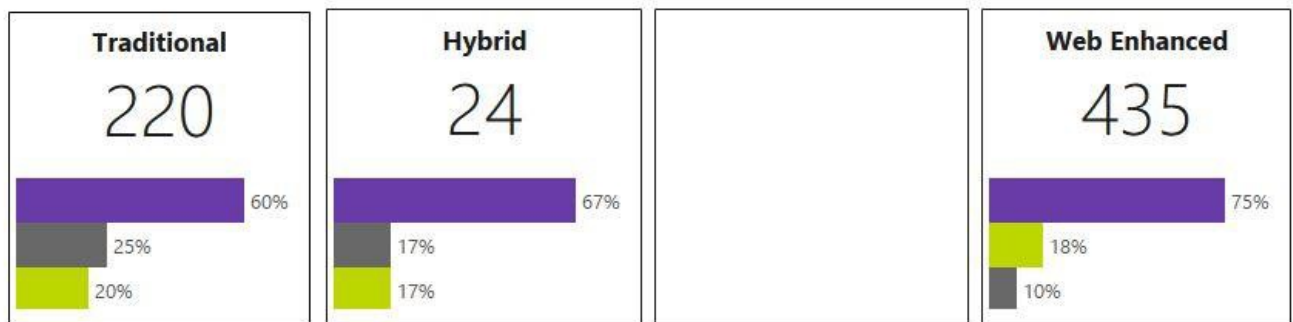
 *Above is an example of the dashboard filtered to the MAT082 class offering.

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3-Year Completion Rates

Clover Park Technical College **3-Year Completion Rates**

Gender: (All) Disability?: (All) Veteran Benefits?: (All) Low Income: (All)

3-Year Completion by **Cohort Year** - *click to filter*

Cohort Year	Rate
'05-'06	34%
'06-'07	41%
'07-'08	38%
'08-'09	36%
'09-'10	38%
'10-'11	38%
'11-'12	40%
'12-'13	47%
'13-'14	41%
'14-'15	31%
'15-'16	12%
'16-'17	3%

3-Year Completion by **Ethnicity** *click to filter*   All Years Shown - click a cohort year to filter

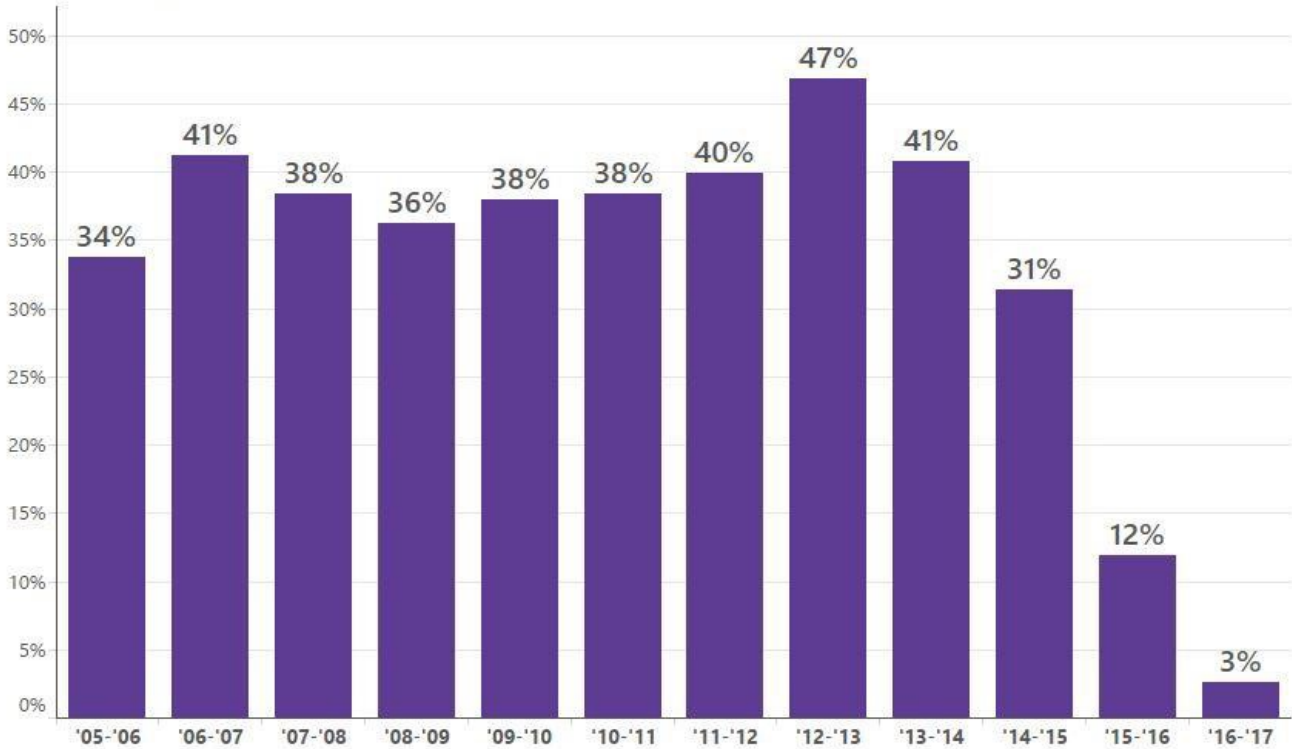| Ethnicity	Rate
White	38%
Asian/Pac Islander	33%
African American	23%
Hispanic	23%
Unreported	21%
Multi Racial	17%
Native American	12%
Intl Student	2%
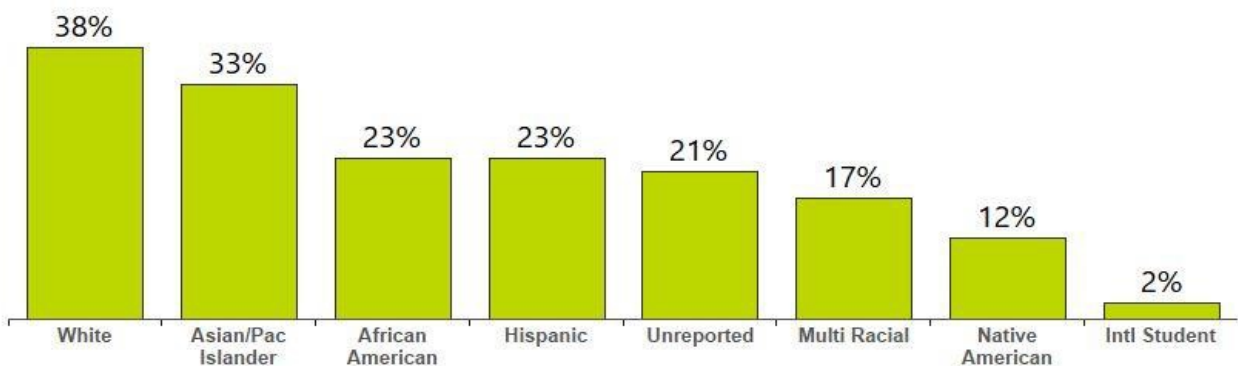
1. Filter options on the dashboard include "Gender", "Disability", "Veteran Benefits", and "Low Income".

2. By selecting a bar from the 3-Year Completion by Cohort, the Ethnicity chart in the lower portion of the dashboard will filter to that specific cohort. Ctrl+click to select multiple cohorts. Deselect to clear the filter.

   a. Conversely, by selecting a bar in the Ethnicity chart, the 3-year completion bar chart will update to the specified Ethnic group.

Clover Park Technical College **3-Year Completion Rates**

Gender	Disability?	Veteran Benefits?	Low Income
(All) ▼	(All) ▼	(All) ▼	(All) ▼

3-Year Completion by **Cohort Year** - *click to filter*

	'05-'06	'06-'07	'07-'08	'08-'09	'09-'10	'10-'11	'11-'12	'12-'13	'13-'14	'14-'15	'15-'16	'16-'17
	34%	41%	38%	36%	38%	38%	40%	47%	41%	31%		3%

2013-2014 cohort

1,031 students | **421** 3-year completions

41% completion rate

3-Year Completion by **Ethnicity** *click to filter*   2013-2014 Cohort

White	Asian/Pac Islander	Hispanic	African American	Unreported	Native American	Multi Racial	Intl Student
44%	43%	34%	26%	0%	0%	0%	0%
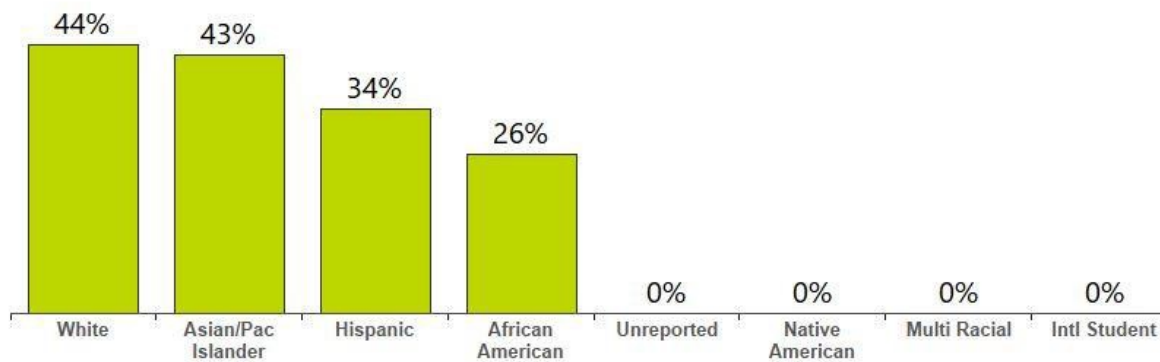
*Above is an example of the dashboard filtered to the 13-14 cohort.

Program 3-Year Completions

Clover Park Technical College Program 3-Year Completions

Cohort Year
2011-2012 ▼

Sort by
◉ Alphabetically by Program
○ Completion Rate

Program	Cohort	3-Year Completions	Completion Rate
Accounting	23	<10	30%
Architectural Engineering Design	16	<10	25%
Auto Collision Technician	24	<10	21%
Automotive Technician	38	10	26%
Aviation Maintenance Technician	43	26	60%
Central Serv/Sterile Processing	<10	<10	57%
Comp Prog & Web Dev/CIT	47	11	23%
Composites/Nondestructive Test	29	12	41%
Computer/Network Info Sys Sec	60	34	57%
Cosmetology	78	17	22%
Culinary Arts/Rest Mgmt	29	<10	28%
Dental Assistant/DBOA	65	20	31%
Digital Ent Desgn/Media Desgn	21	<10	19%
Early Care & Education	24	<10	17%
Electrician Low Voltage Fire/Safe	11	<10	36%
Enviornmental Sciences	16	<10	44%
Esthetic Sciences	38	18	47%
Graphic Technologies	18	<10	39%
Health Unit Coordinator	11	<10	64%
Heat & A/C Ref Serv Tech	41	10	24%
Hemodialysis Technician	<10	<10	75%
Human Services	35	13	37%
Interior Design	17	13	76%

*Small values, those less than 10 students are hidden to protect privacy.

1. Filters on the dashboard include "Cohort Year".

2. The default order of the dashboard is alphabetically by program title. Use the toggle at the top of the dashboard to change the sort order to descending by completion rate.

Clover Park Technical College **Program 3-Year Completions**

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Cohort Year
| 2011-2012 | ▼ |

Sort by
- ○ Alphabetically by Program
- ◉ Completion Rate

Program	Cohort	3-Year Completions	Completion Rate	
Nursing Assistant	51	44	████████████████████	86%
Interior Design	17	13	██████████████████	76%
Hemodialysis Technician	<10	<10	██████████████████	75%
Health Unit Coordinator	11	<10	███████████████	64%
Aviation Maintenance Technician	43	26	██████████████	60%
Massage Studies	22	13	█████████████	59%
Central Serv/Sterile Processing	<10	<10	█████████████	57%
Medical Laboratory Technician	14	<10	█████████████	57%
Computer/Network Info Sys Sec	60	34	█████████████	57%
Pharmacy Technician	44	21	██████████	48%
Esthetic Sciences	38	18	██████████	47%
Sustain Build Sci/Res Const	18	<10	█████████	44%
Enviornmental Sciences	16	<10	█████████	44%
Composites/Nondestructive Test	29	12	█████████	41%
Graphic Technologies	18	<10	████████	39%
Nursing-RN Option	13	<10	████████	38%
Human Services	35	13	███████	37%
Electrician Low Voltage Fire/Safe	11	<10	███████	36%
Welding Technology	21	<10	███████	33%
Dental Assistant/DBOA	65	20	██████	31%
Accounting	23	<10	██████	30%
Surgical Technology	31	<10	██████	29%
Culinary Arts/Rest Mgmt	29	<10	██████	28%

*Small values, those less than 10 students are hidden to protect privacy

*Above is an example of program completions sorted descending by completion rate.