

McLennan Community College

# Navigating Data Dashboards

Version 1

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## Navigating Data Dashboards

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## Navigating Data Dashboards

### Purpose

The purpose of this documentation is to provide instructions and direction on how to use the data dashboards provided by the Office of Institutional Research and Effectiveness.

Please note: dashboards are added, removed, and updated as needed, so images in this documentation may not reflect current availability.

### Navigating to the Dashboard

1. Visit: [www.mclennan.edu/dashboards](http://www.mclennan.edu/dashboards)
  - a. OR Visit [www.mclennan.edu/data](http://www.mclennan.edu/data)
  - b. Click the link titled "Institutional Dashboards."
    - i. The direct link to the dashboards is:  
<https://public.tableau.com/app/profile/mccoire/vizzes>

### Office of Institutional Research & Effectiveness

The Office of Institutional Research & Effectiveness exists to collect, analyze, and interpret data to determine whether McLennan is fulfilling its mission, and to provide the framework for strategic planning. The Office utilizes research methodology to ensure data are collected and analyzed in an objective and reliable fashion. The staff are committed to providing McLennan administrators, faculty, and staff with prompt and reliable research services. The Office of Institutional Research & Effectiveness performs the following specific functions:

- Conduct retrospective research activities regarding issues such as student performance and student retention rates
- Conduct proactive research to address specific questions regarding student performance issues
- Develop outcome measures of institutional effectiveness
- Assist with faculty and staff evaluations
- Assist with the delivery and analysis of local and outside surveys
- Develop and publish institutional effectiveness reports
- Publish results of specific research projects
- Develop and publish an Annual Report on campus progress in fulfilling its mission

Office of Institutional Research & Effectiveness

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Reports

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Assessment



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Strategic Planning



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Course Evaluations



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Perkins

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Facilities Scheduling

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Employees

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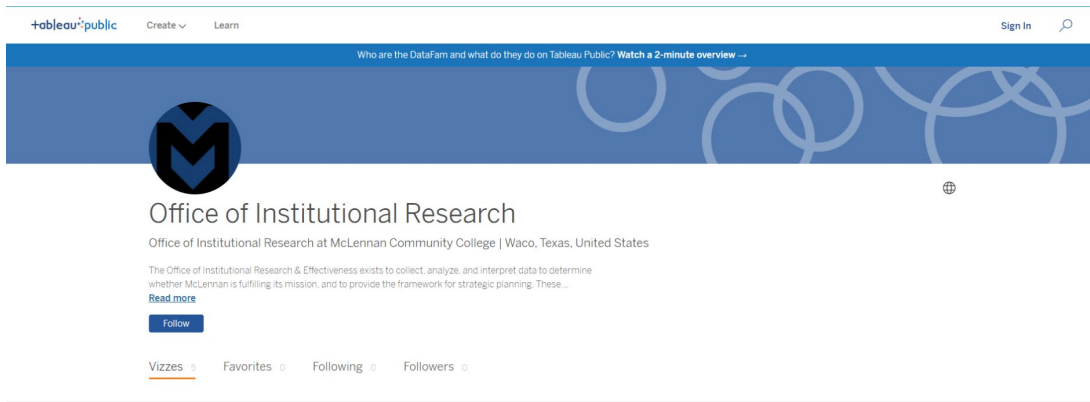
#### Internal Reports

- [Glossary of Term](#)
- [Enrollment Reports](#)
- [Section Reports](#)
- [Surveys](#)
- [Program Assessment Data](#)
- [Campus Planning & Assessment Roadmap](#)
- [Institutional Dashboards](#)

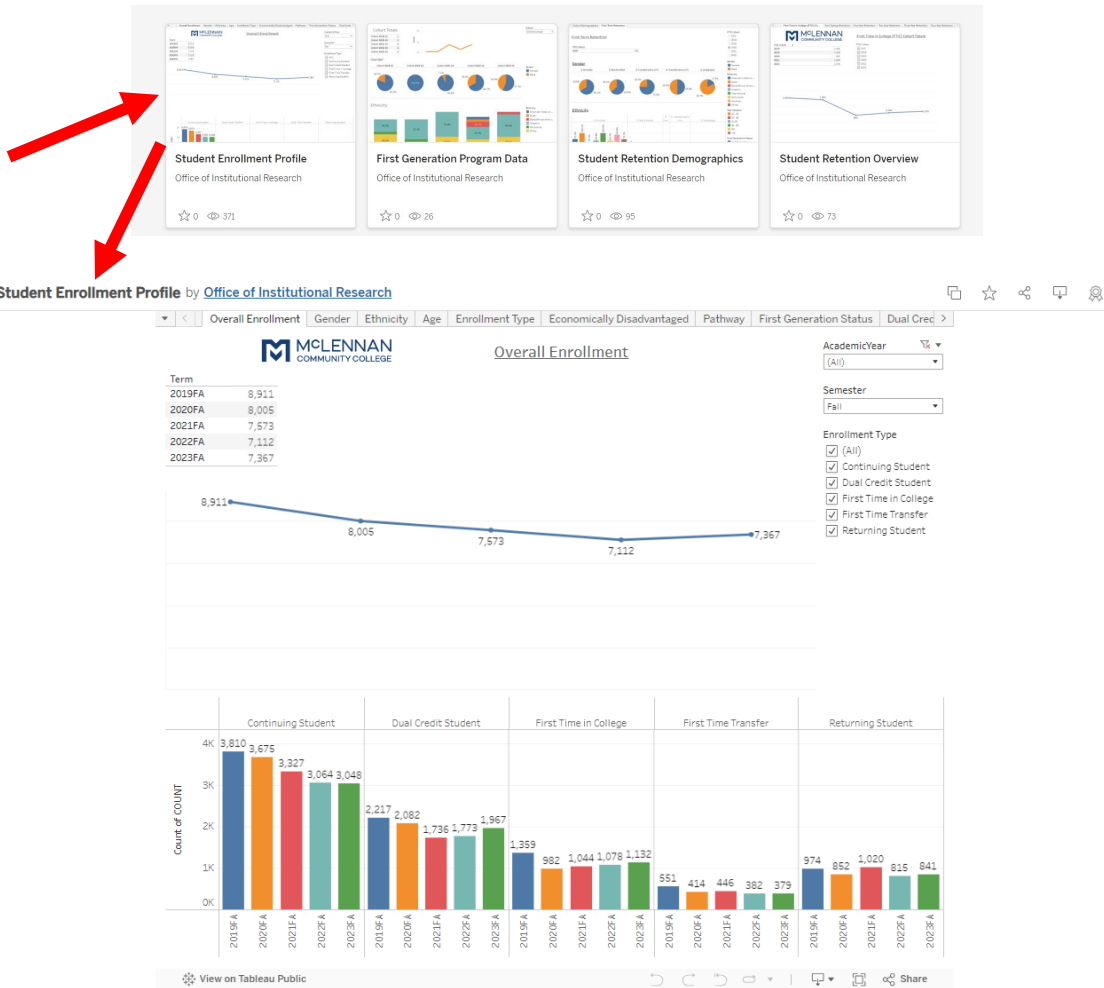


## Navigating Data Dashboards

When you first visit the Tableau dashboard page, you will see a Landing Page. The Landing Page serves as a “Welcome” to the Tableau page and provides short details on the Office of Institutional Research.



If you scroll down the landing page, you will see all dashboards available at the time of the visit. You may then click on the preview image of the dashboard you would like to view and it will open.




## Navigating Data Dashboards

### Dashboard Layout

Each dashboard will have a specific purpose or set of data the institution would like to display. However, there are some basic features that most dashboard will have.

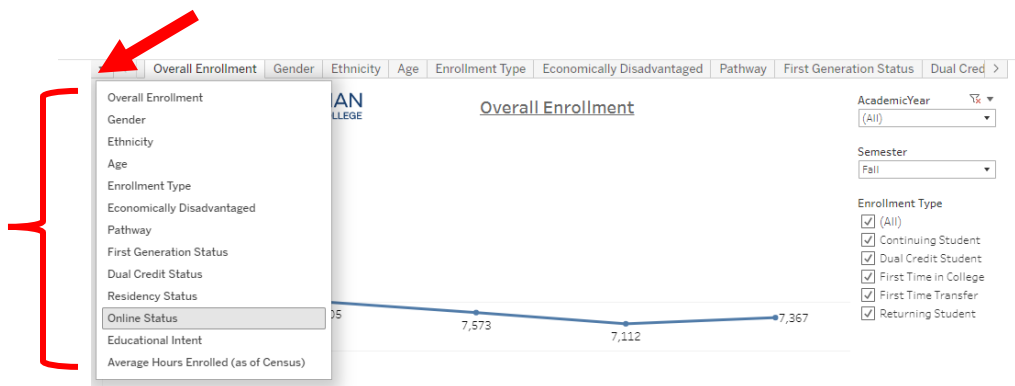
#### Data Tabs

If a dashboard has several data points and/or charts, there may be tabs available across the top in the navigation area.



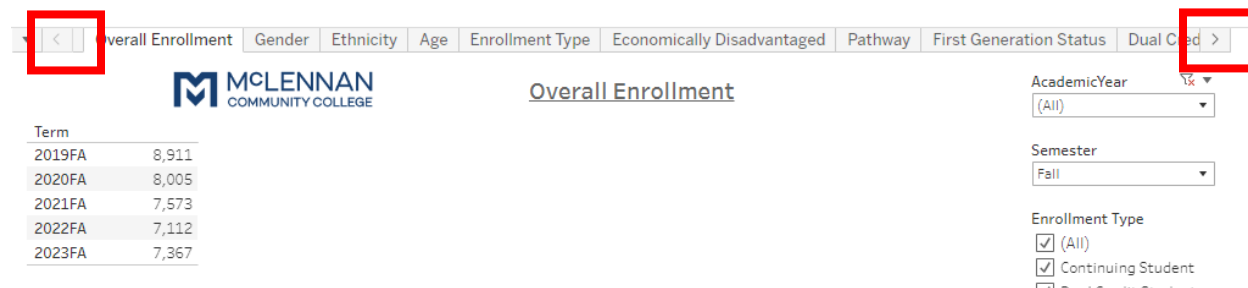
The screenshot shows the top navigation area of the dashboard, which is highlighted with a red box. It contains a series of tabs: Overall Enrollment, Gender, Ethnicity, Age, Enrollment Type, Economically Disadvantaged, Pathway, First Generation Status, and Dual Cred. To the right of these tabs are several filters: Academic Year (set to (All)), Semester (set to Fall), and Enrollment Type (with checkboxes for (All), Continuing Student, and Dual Credit Student).

Some dashboards may have additional tabs that are not initially displayed, depending on the device you are using and the device settings. At the upper left of the dashboard area is a downward pointing arrow. By clicking this arrow, a dropdown list of available data points will appear.



The screenshot shows the dashboard with a dropdown menu open. A red arrow points to a downward-pointing arrow in the top left corner of the dashboard area. The dropdown menu lists the following tabs: Overall Enrollment, Gender, Ethnicity, Age, Enrollment Type, Economically Disadvantaged, Pathway, First Generation Status, Dual Credit Status, Residency Status, Online Status, Educational Intent, and Average Hours Enrolled (as of Census). The 'Online Status' tab is currently selected and highlighted.

Another way to locate additional tabs that are not initially displayed, use the arrow navigation buttons to view those data tabs.



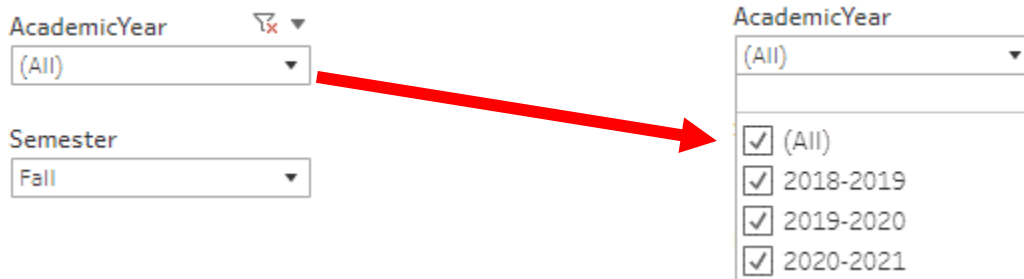
The screenshot shows the dashboard with two red boxes highlighting the left and right navigation arrows in the top navigation area. The left arrow is a square containing a left-pointing chevron, and the right arrow is a square containing a right-pointing chevron. The rest of the dashboard content, including the tabs and filters, is visible as in the previous screenshot.

## Navigating Data Dashboards

### Filters

Dashboards may have filters that allow the end user to select or deselect the available data points. The selection or deselection of data points in the filter will then update the dashboard data and/or graphics to match the changes.

**Drop down filters:** this allows for extensive lists of multiple data points to be displayed in a compact and space saving format. The data points can then be selected or deselected by clicking the desired checkbox(es).



#### Enrollment Type

- (All)
- Continuing Student
- Dual Credit Student
- First Time in College
- First Time Transfer
- Returning Student

**Multiple choice filters:** this allows for shorter lists of data points to be displayed that can then be selected or deselected by clicking the desired checkbox(es).

**Radio button filters:** this allows for users to select one data point in the available menu. This is often used in specialized or complex dashboards to lessen confusion of users when viewing the displayed data.

#### FTIC Cohort

- (All)
- 2018
- 2019
- 2020
- 2021
- 2022

## Navigating Data Dashboards

### Understanding Data in Multiple Display Types

Data may be displayed in multiple formats on the same dashboard and will vary based on the best practices. This section will introduce common tables, graphs, and charts, and provide examples of how to read the data in each format.

#### Data Table

Data tables present a summary of the data points in rows and columns.

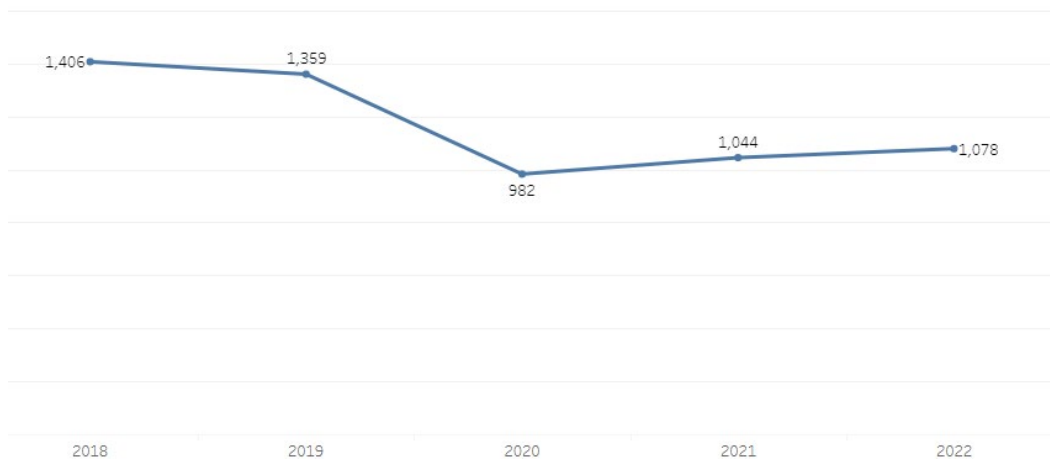
Reading a data table: In fall 2023, 4,946 female students enrolled and 2,421 males enrolled for a total enrollment of 7,367 students. Males made up 33% of the student population and females made up 67%.

	2019FA		2020FA		2021FA		2022FA		2023FA	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Female	5,888	66.1%	5,456	68.2%	5,179	68.4%	4,829	67.9%	4,946	67.1%
Male	3,023	33.9%	2,549	31.8%	2,394	31.6%	2,283	32.1%	2,421	32.9%
Grand Total	8,911	100.0%	8,005	100.0%	7,573	100.0%	7,112	100.0%	7,367	100.0%

#### Line Graph

Line graphs display data trends or progress over time.

Reading a line graph: In Fall 2020, 982 first time in college students enrolled. That was down in comparison to fall 2019 which had 1,359 first time in college students enrolled.



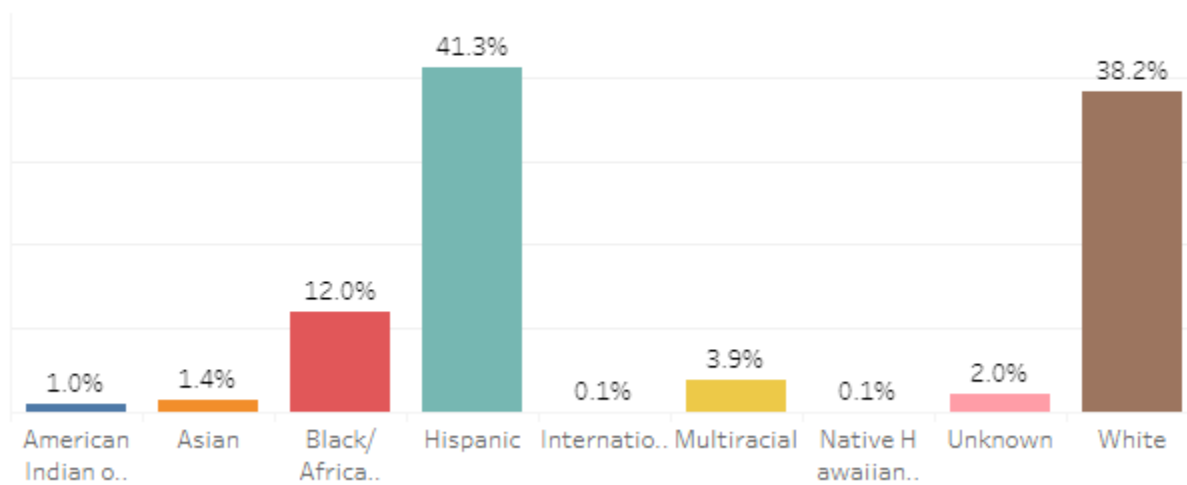
## Navigating Data Dashboards

### Basic Column Chart

Column charts allow data point to be compared to each other and/or to show comparisons over time.

Reading a basic column chart: Among the fall 2022 first time in college students, the largest three ethnic groups enrolled were Hispanic at 41.3%, 38.2% were White, and 12.0% were Black/African American.

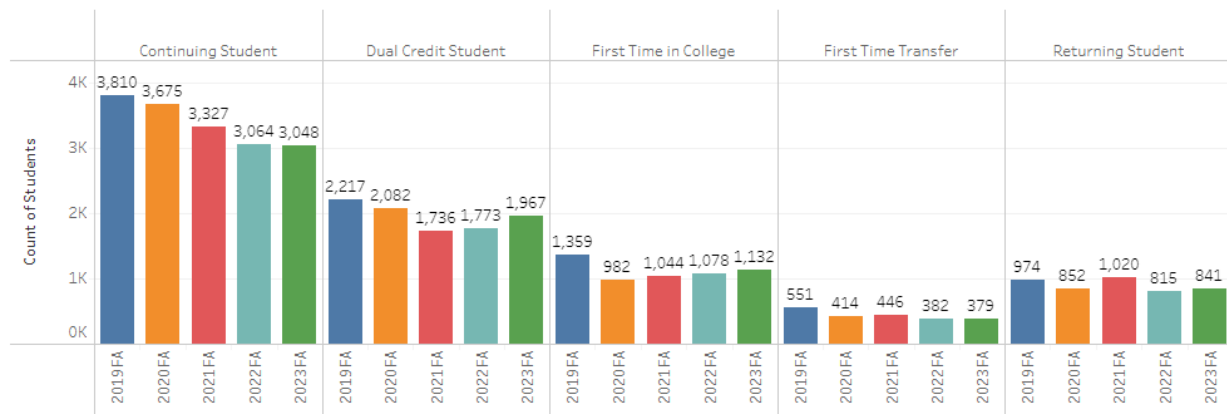
**Ethnicity**



### Categorized Column Chart

Categorized column charts allow data points to be grouped together and compared.

Reading a categorized column chart: When comparing students classified as continuing, 3,810 enrolled in fall 2019, 3,675 in fall 2020, 3,327 in fall 2021, 3,064 in fall 2022, and 3,048 in call 2023.

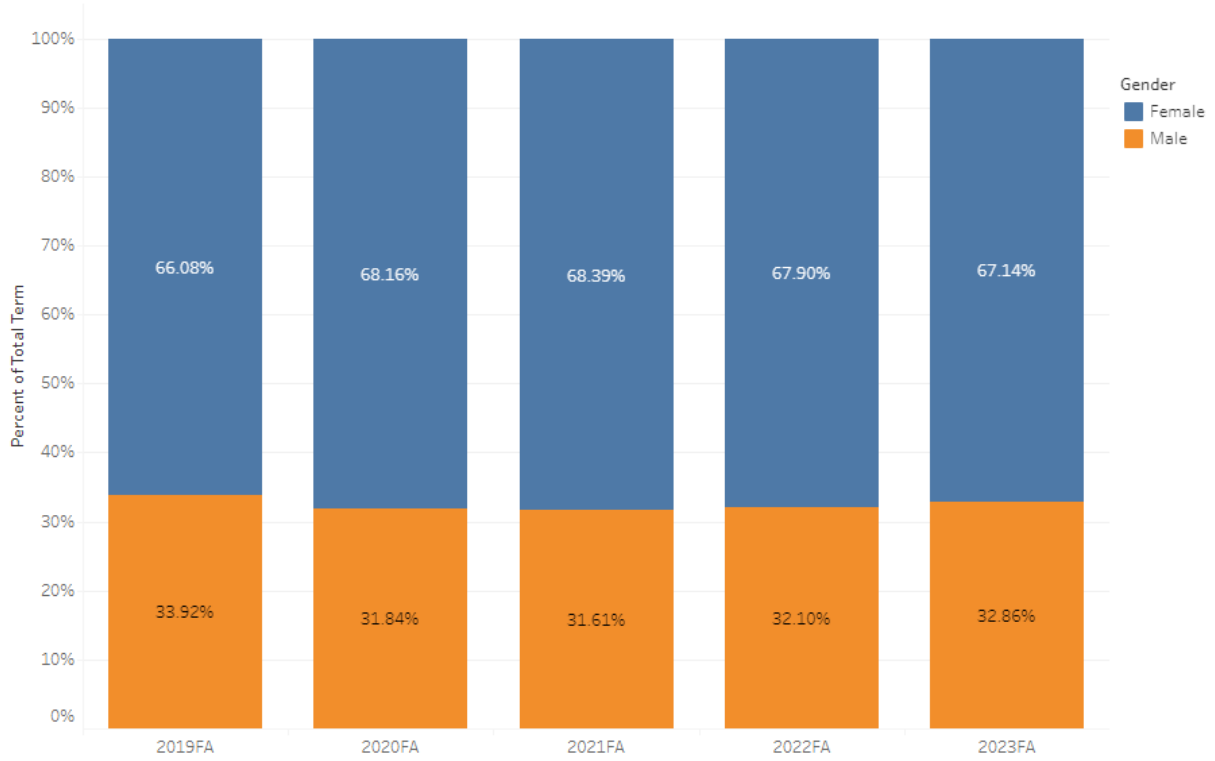


## Navigating Data Dashboards

### Stacked Bar Chart

Stacked bar charts extend a column chart to allow data points in a given area to be compared to the same composition over time.

Reading a stacked bar chart: In fall 2023, 67.1% of students enrolled were female and 32.9% were male.

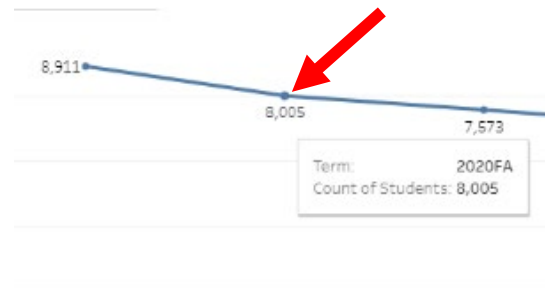


## Navigating Data Dashboards

### Hints and Tips

#### Tool Tips

Most data tables, charts and graphs have tool tips that are available to provide additional information on the data point. To view the tool tip, simply place your cursor over the data point – this may be a bar in a chart, a point on a line graph, or a cell in a table.



#### Sharing Dashboards

If you would like to share a dashboard with others, you may click the Share icon at the top of the dashboard. You will then have the option to copy a direct link to the dashboard or to copy code to embed in a webpage.

A screenshot of a Tableau dashboard titled "Student Retention Demographics" by the Office of Institutional Research. At the top right, there are icons for share, star, and refresh. A red arrow points to the share icon. A "Share" dialog box is open, showing options for "Current View" and "Original View". It includes an "Embed Code" field with a "Copy Embed Code" button, a "Link" field with a "Copy Link" button, and social media sharing icons for email, Twitter, and Facebook.

#### Downloading a Dashboard

If you would like to download a dashboard, you have several options for this as well. At the top of the dashboard is a download icon, click it to see your download options. Users may download the dashboard as an image, cross tab (excel file), PDF or PowerPoint

A screenshot of the same Tableau dashboard. A red arrow points to the download icon at the top right. A "Download" dialog box is open, showing the text "Select your file format." and several buttons: Image, Data, Crosstab, PDF, PowerPoint, and Tableau Workbook. At the bottom of the dialog is a "Get the App" link.