



Tableau User Guide for OIRAA Public Facing Dashboards



Last updated January 11, 2023

To quickly reset the dashboard to its original view, refresh the OIRAA webpage.

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Definitions

Dashboard view – tabs that display data in visual forms



The Degrees Awarded at USC dashboard includes a View Data button to navigate to a chart form of the Degrees Awarded data.

The dashboard displays four visuals of Degrees Awarded over several terms starting in Fall 2013. The first is a treemap showing distribution of Degrees. The second is a bar chart showing degrees awarded by Degree Level. The third visual is a bar chart showing Degrees Awarded by College. The fourth visual is a trio of pie charts showing demographics of Degrees Awarded by Gender, IPEDS Race/Ethnicity, Residency Status. All visuals are filtered by Academic Year, Semester, Campus, College, Major and Degree Level.

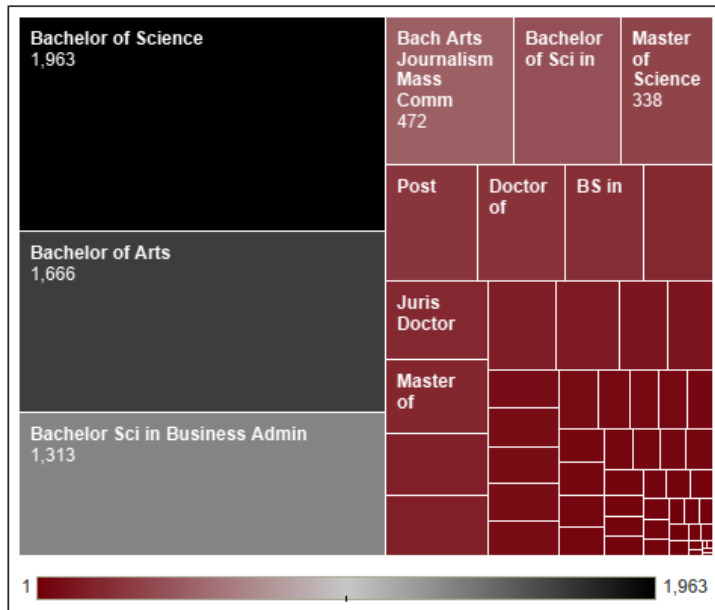
Filter your results:

Academic Year: Campus: College: Major: Degree Level:

Semester:

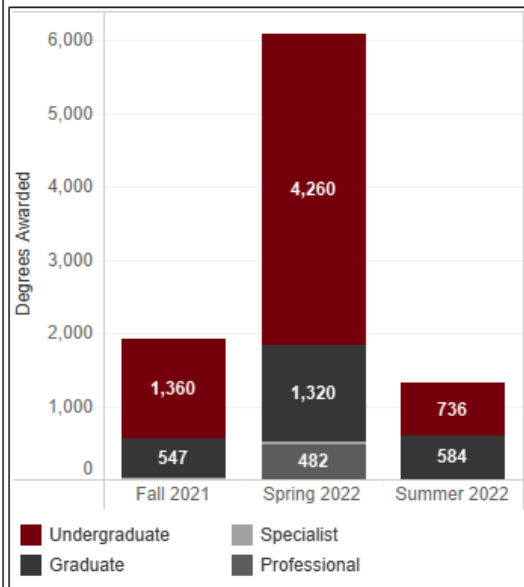
Degrees Distribution

Size and color of rectangles shows relative degrees awarded..



Degrees Awarded by Degree Type

Length of bar shows degrees awarded
Color shows degree type..



Degrees Awarded by College

Length of bar shows headcount..

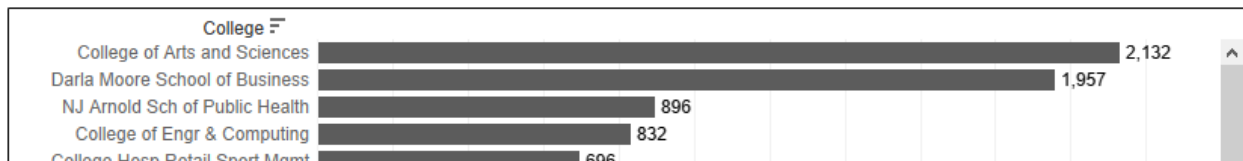


Table view – tabs that display data in chart form

Degrees Awarded Data

Download Table
View Dashboard

The Degrees Awarded Data dashboard includes a Download Table button to download the Degrees Awarded data and View Visuals button to navigate to a visual form of the Degrees Awarded data.

The dashboard displays a table showing degrees awarded by campus and college over terms starting in Fall 2013. The table is filtered by Academic Year, Semester, Campus, College, Major and Degree Type. The table can be personalized by choosing column variables Academic Year/Term and Gender/Race/Residency/None and choosing row variables Degree Type/Degree/Major.

Filter your results:

Academic Year (All) ▼	Campus Columbia ▼	College (All) ▼	Major (All) ▼	Degree Type (All) ▼
Semester (All) ▼				

Choose your variables:

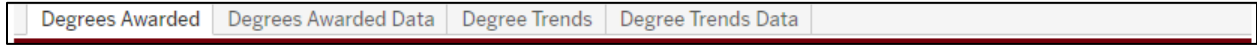
Column 1: Academic Year/Term Academic Year ▼	Column 2: Gender/Race/Residency/None No Variable Selected ▼	Row: Degree Type/Degree/Major Degree Type ▼
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			Term or Year / Variable Selection			
			2020-21	2019-20	2018-19	2017-18
Campus	College	Degree Selection				
Columbia	College Hosp Retail Sport Mgmt	Undergraduate	666	656	592	541
		Masters	74	47	50	36
		Doctoral	5	7	4	6
	College Mass Comm/Info Studies	Undergraduate				
		Masters				
		Doctoral				
		Specialist				
	College of Arts and Sciences	Undergraduate	1,934	1,786	1,765	1,688
		Masters	129	130	150	189
		Doctoral	94	106	132	123
	College of Education	Undergraduate	191	180	159	221
		Masters	294	201	197	280
		Doctoral	100	92	103	96
		Specialist	34	32	30	24
	College of Engr & Computing	Undergraduate	708	602	700	595
Masters		94	124	133	160	
Doctoral		43	53	47	54	
College of Nursing	Undergraduate	252	235	224	205	
	Masters	139	133	246	209	
	Doctoral	15	20	32	28	
College of Pharmacy	Undergraduate	68	87	58	57	
	Masters					

Navigating

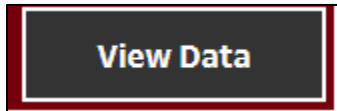
Navigation Tabs

Navigation tabs are available on the top of each dashboard. Clicking on the tab opens the selected tab. The selected tab is white while unselected tabs are gray. Titles represent the content inside.



View Data button

Selecting the View Data button navigates from a visual form of the data to a chart form.



View Dashboard button

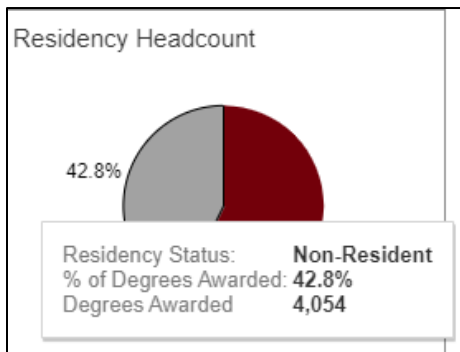
Selecting the View Dashboard button navigates from a chart form of the data to a visual form.



Interacting

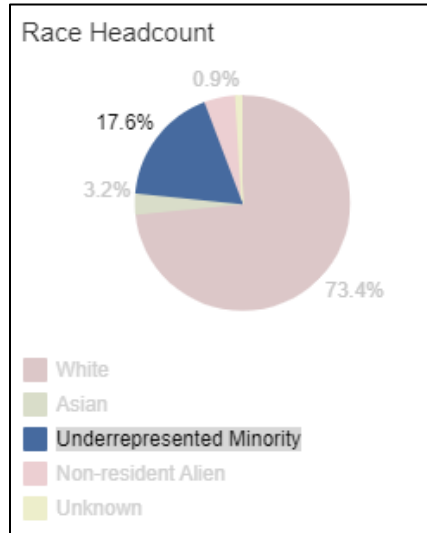
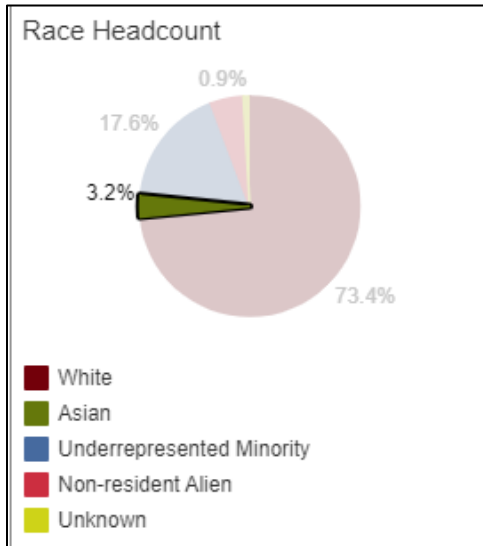
Hovering

Hovering the cursor over visuals opens an internal popup (or tooltip) with all information displayed in the visual. The corresponding official data report date will be available through the tooltip for each visual and each table.



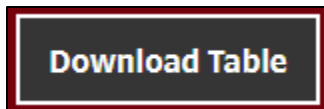
Clicking

Clicking on visuals or legends will highlight section what was clicked. Clicking again will remove the highlighting.

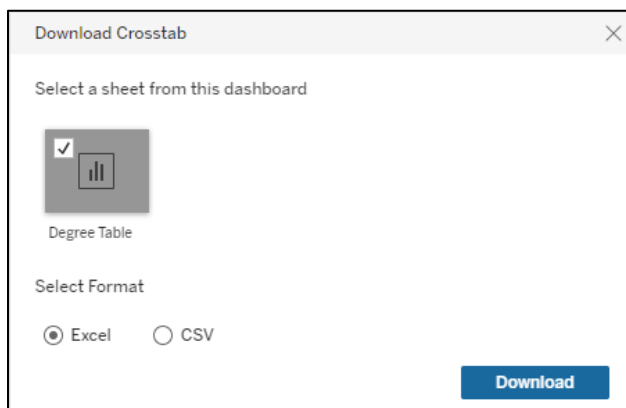


Download Table button

Selecting the Download Table button opens a pop-up to download the table created in the table view.



Tables can be downloaded in either Excel or CSV format under "Select Format".



Filtering

Dashboard View filters

Each dashboard view includes a boxed-off set of filters to filter the visuals.

Filter your results:

Academic Year 2020-21	Campus Columbia	College (All)	Major (All)	Degree Type (All)
Semester (All)				

Filters on the dashboard view allow for selecting a single option. Some filters include an option to select all options. Filters with many options will include a search bar at the top.

Academic Year

Campus

Major

Degree Type

Table View filters (continued on next page)

Each table view includes a boxed off set of filters to filter the table.

Filter your results:

Academic Year (All)	Campus Columbia	College (All)	Major (All)	Degree Type (All)
Semester (All)				

Filters on the table view allow for selecting multiple options. Selecting All selects all options. Selecting All when previously selected removes all selections. Filters with many options will include a search bar at the top.

Degree Type

(All) ▼

(All)

Undergraduate

Masters

Doctoral

Specialist

Professional

Degree Type

(None) ▼

(All)

Undergraduate

Masters

Doctoral

Specialist

Professional

Degree Type

(Multiple values) ▼

(All)

Undergraduate

Masters

Doctoral

Specialist

Professional

Customizing

Choose your variables

Each table view includes a boxed off set of variables to customize the table.

Choose your variables:

Column: Academic Year or Terms Row: Variable Selection

Academic Year No Variable Selected

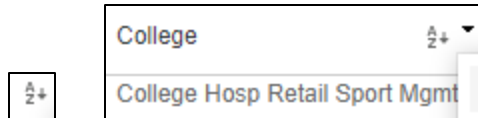
The default table selects “No Variable Selected” when available, leaving the Variable Selection column empty until a variable is selected.

Column: Academic Year or Terms		Row: Variable Selection							
Academic Year		No Variable Selected							
Campus	Variable Selection	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
Columbia		9,476	8,924	9,082	8,926	8,756	8,049	7,940	7,450

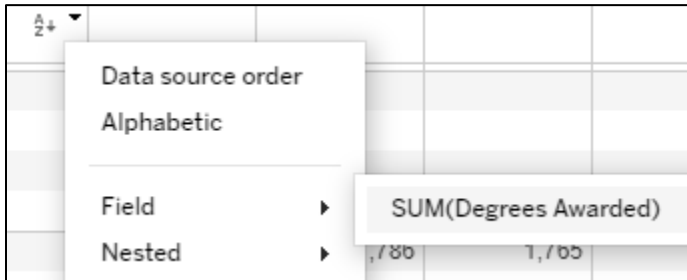
Column: Academic Year or Terms		Row: Variable Selection							
Academic Year		Gender							
Campus	Variable Selection	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
Columbia	Female	5,458	5,082	5,200	5,181	5,005	4,532	4,573	4,248
	Male	4,018	3,842	3,882	3,745	3,751	3,517	3,367	3,202

Sorting (continued on next page)

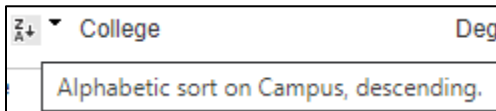
Selecting the sorting icon located right of the column title will change the order of the column values based on alphabetical order.



Selecting the upside triangle allows for more technical sorting options including data source order, alphabetic, and summation counts.

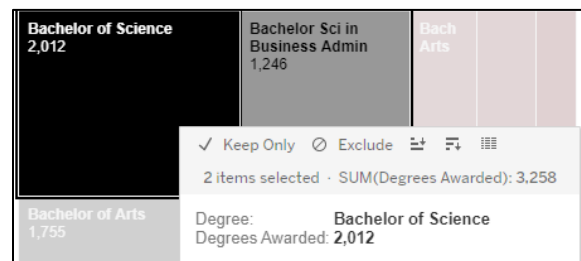
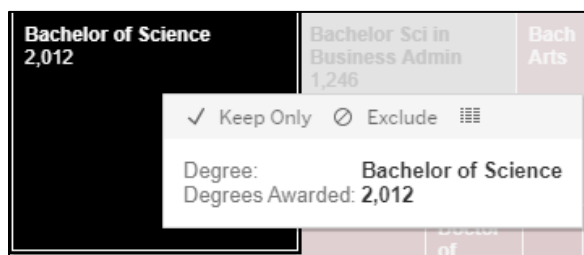


Hovering the cursor above the sorting icon opens a tooltip that displays the current sorting method.

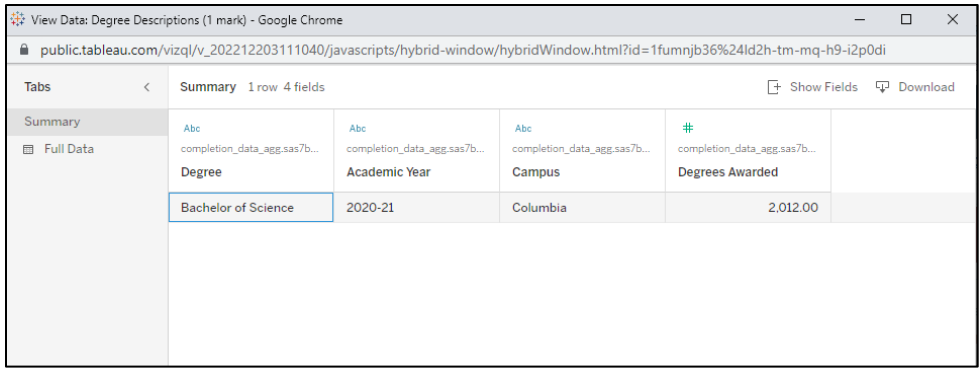


Keep Only, Exclude, View Data – Dashboard View

Clicking on visuals allows for further customization of the dashboard view. When a visual is clicked on, a tool tip will appear with a top bar. To select multiple components of a visual, hold the [Ctrl] key down (or the Command key [⌘] when using a Mac) and click each component.

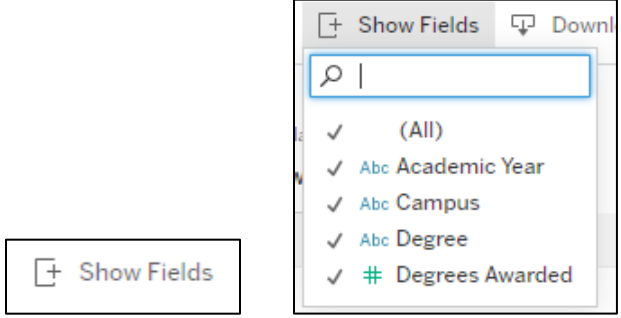


Selecting Keep Only removes all other components of the visual and only leaves the component selected. Selecting Exclude removes the component selected and leaves all other components of the visual. Selecting the table icon opens a pop-up window called View Data.



The default selection is Summary, which displays only data used to create the component of the visual selected. Selecting Full Data displays all data points associated with the component of the visual selected.

Selecting Show Fields allows for customization of which variables are included in the View Data window similar to the multiselect filters.



Selecting Download downloads a CSV file of the table created within the View Data window.

Keep Only, Exclude, View Data – Table View

Clicking on rows or columns allows for further customization of the table view. When a row or column is clicked on, a tool tip will appear with a top bar. To select multiple rows/columns of a table, hold the [Ctrl] key down (or the Command key [⌘] when using a Mac) and click each row/column.

Campus	Student Level	Variable Selection	Fall 2021	Fall 2020	Spring 2021	Summ 20
Columbia	Freshman		6,061	5,652	3,616	3
	Sophomore		5,856	6,493	5,775	1,1
	Junior					
	Senior					
	Unclassified Under					
	Masters					

Keep Only
 Exclude
 [Icon]

25 items selected · SUM(Student Enrollment Headcount): 103,137

Sophomore

2021-22	2020-21		2019-20			
Fall 2021	Fall 2020	Spring 2021	Summer 2021	Fall 2019	Spring 2020	Summer 2020
<input checked="" type="checkbox"/> Keep Only <input type="checkbox"/> Exclude						
100 items selected · SUM(Student Enrollment Headcount): 203,348						
Spring 2021						
165	52	35	97	207	126	73
4,146	3,824	3,840	2,596	3,546	3,592	2,433
2,391	2,226	2,170	1,387	2,194	2,079	1,288
189	243	256	147	247	239	239

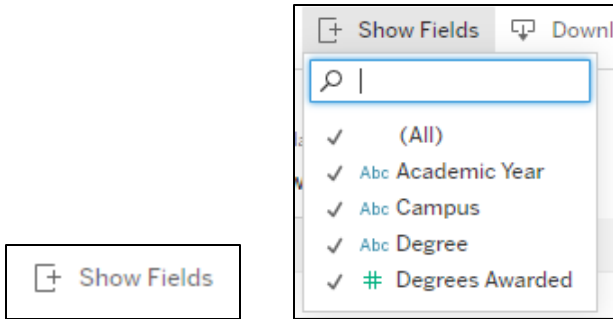
Selecting Keep Only removes all other rows/columns from the table and only leaves rows/columns selected.

Campus	Student Level	Variable Selection	Academic Year / Term				
			2021-22 Fall 2021	2020-21 Fall 2020	2020-21 Spring 2021	2020-21 Summer 2021	2020-21 Fall 2020
Columbia	Sophomore		5,856	6,493	5,775	1,128	6,5
Aiken	Sophomore		480	589	515	122	5
Beaufort	Sophomore		383	450	381	98	4
Upstate	Sophomore		801	1,019	844	180	1.0

Selecting Exclude removes rows/columns selected and leaves all other rows/columns from the table. Selecting the table icon opens a pop-up window called View Data. Selecting columns within the View Data window allows for rearranging the column order.

The default selection is Summary, which displays only data used to create the rows/columns selected. Selecting Full Data displays all data points associated with the rows/columns selected.

Selecting Show Fields allows for customization of which variables are included in the View Data window similar to the multiselect filters.



Selecting Download downloads a CSV file of the table created within the View Data window.

Toolbar

The Tableau Public Toolbar is located at the bottom of each dashboard.



Tableau button

Selecting the Tableau button navigates to USC's Tableau Public page with other published dashboards.



Back arrow button

Selecting the back arrow button undoes any change made to the dashboard (filtering or customizing).



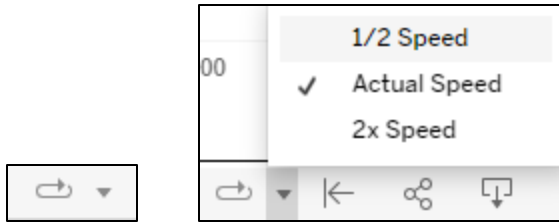
Forward arrow button

Selecting the forward arrow button redoes any change made to the dashboard.



Circular arrow button (continued on next page)

Selecting the circular arrow button replays any dynamic movement on the dashboard. The upside-down triangle allows for customization of the replay speed.



Back arrow with line button

Selecting the back arrow with the line button resets the dashboard to the default view and removes any filtering or customizing done.



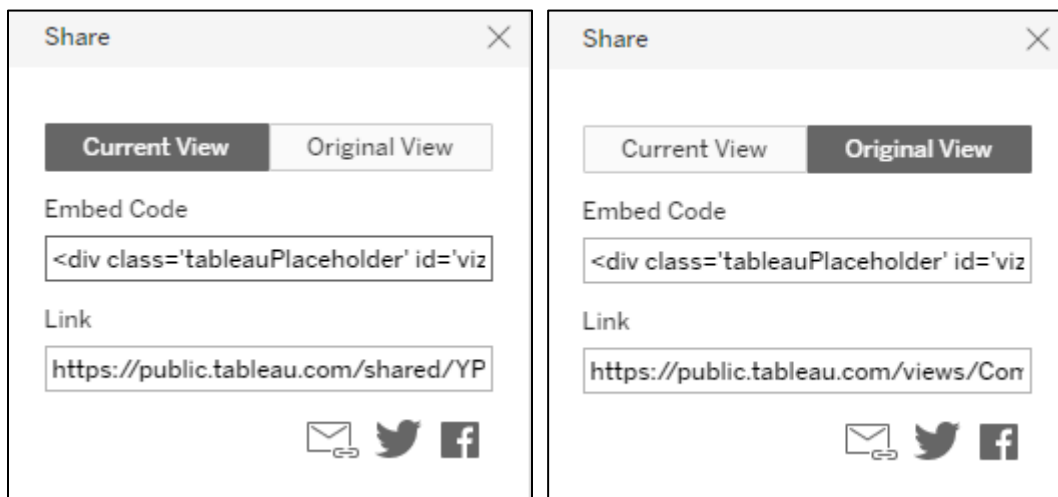
Connected three circles button

Selecting the connected three circle button navigates to a pop-up to share the dashboard.



Selecting the Current View shares the dashboard with filters and customizations. Selecting the Original View shares the default view if there were filters/customizations used.

Dashboards can be shared as Embedded Code (HTML) or Link. Dashboards can also be shared via email, Twitter, and Facebook by using the appropriate icon.

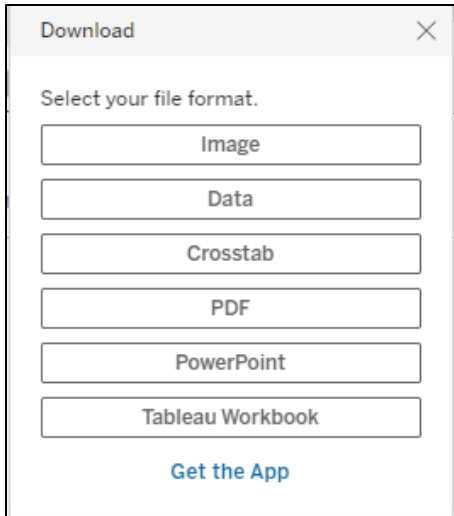


Down arrow box button (continued on next page)

Selecting the down arrow box button navigates to a pop-up to download the dashboard.

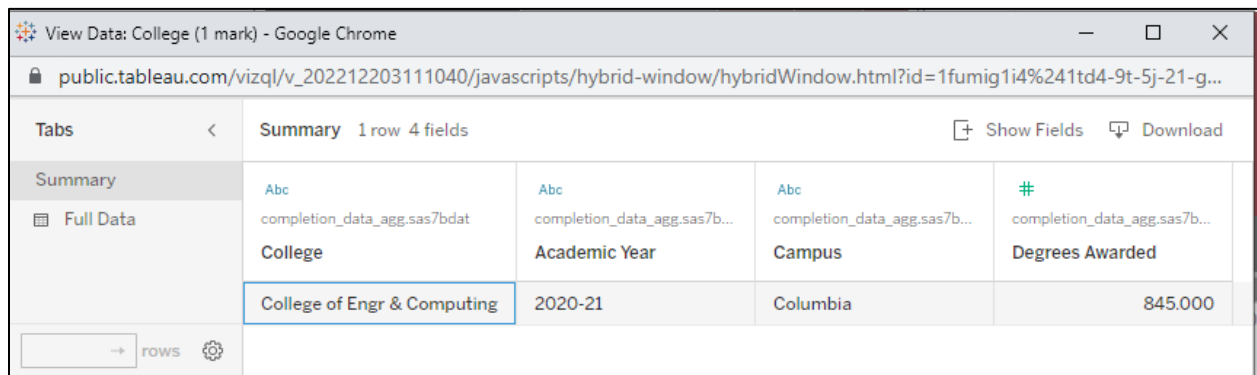


Within the pop-up, multiple file formats are available to be downloaded.

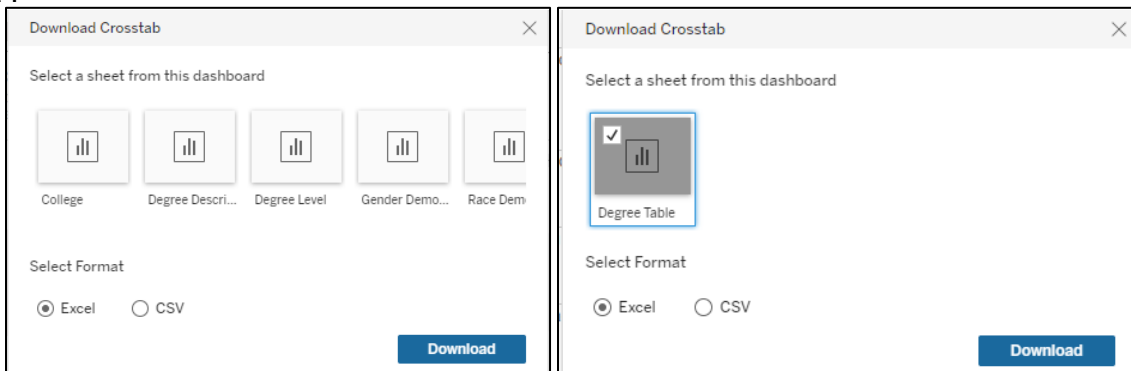


Selecting Image downloads the dashboard as a PNG file.

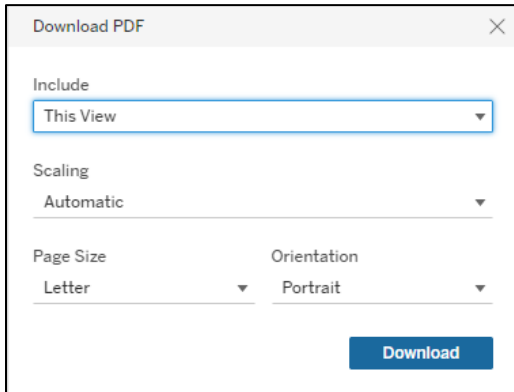
Selecting Data (available for Table View and visuals clicked on) opens a View Data window (for more information, refer to “View Data” section of Tableau User Guide).



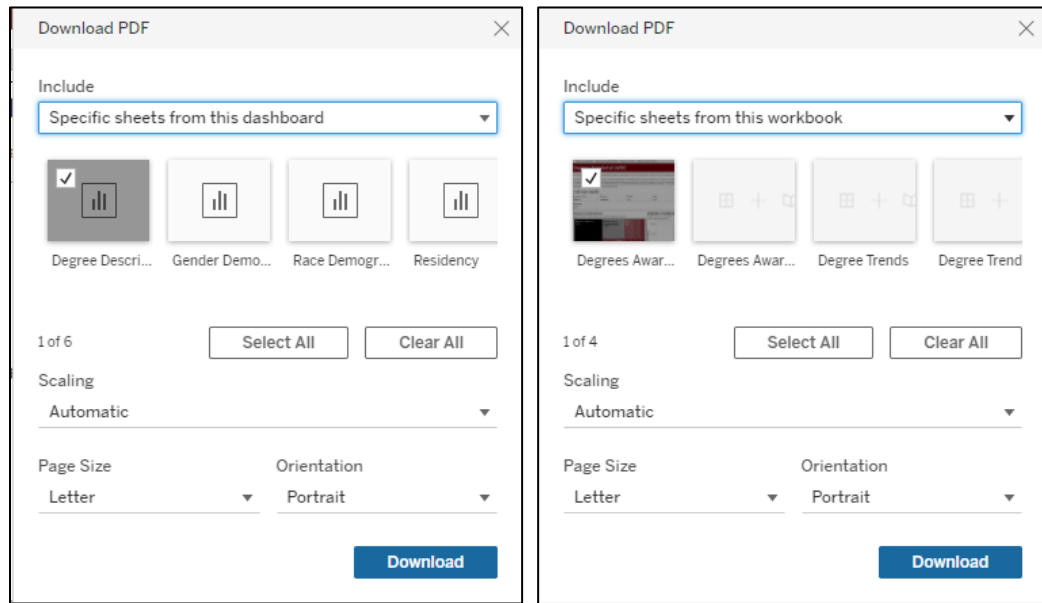
Selecting Crosstab opens a pop-up to download tables of each visual/table. Within a Dashboard View, tables of each visual are available under “Select the sheet from this dashboard”. Within a Table View, the table displayed is the only option under “Select the sheet from this dashboard”. Tables can be downloaded in Excel or CSV form under “Select Format”.



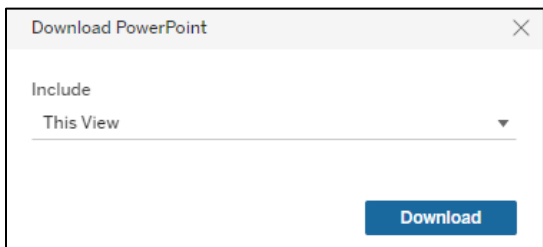
Selecting PDF opens a pop-up window to download the individual visuals/tables or full dashboards as a PDF.



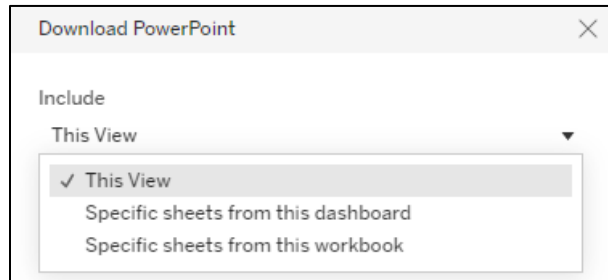
Under “Include”, selecting This View downloads the current view of the dashboard. Selecting specific sheets from this dashboard allows downloading of specific visuals/tables. Selecting specific sheets from this workbook allows downloading of specific dashboard views. “Scaling”, “Page Size” and “Orientation” provides more customization of the PDF download.



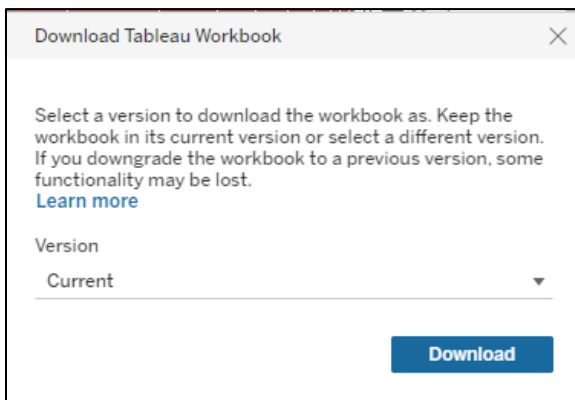
Selecting PowerPoint opens a pop-up window to download individual visuals/tables or full dashboards as PowerPoint files.



Under “Include”, selecting This View downloads the current view of the dashboard. Selecting specific sheets from this dashboard allows downloading of specific visuals/ tables. Selecting specific sheets from this workbook allows downloading of specific dashboard views.



Selecting Tableau Workbook opens a pop-up window to download the dashboard workbook file.



Under “Version”, multiple Tableau Versions of the dashboard file are able to be downloaded including Current (version dashboard was made on).

