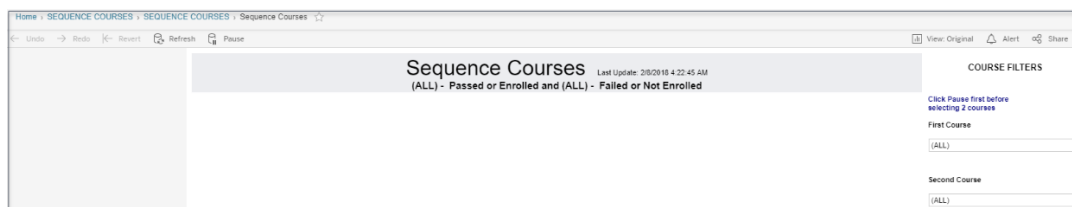


Tableau Sequence Courses Dashboard Schedulers' Guide

- 1) Sign in to Tableau
 - a. Go to <http://www.cpp.edu/~irpa/tableau.shtml>
 - b. Click, log in to Tableau
- 2) Select Sequence Courses in Workbooks, then Sequence Courses view

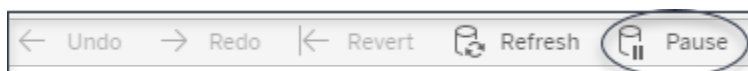
Name	Views: All	Sheets	Size	Project	Owner	Modified
Enrollment-Internal Report	44	3	34.8 MB	ENROLLMENT	Sui F. Cheung	Feb 8, 2018, 7:20 AM
Enrollment	2,767	7	34.8 MB	ENROLLMENT	Sui F. Cheung	Feb 8, 2018, 7:18 AM
SEQUENCE COURSES	66	1	135.2 MB	SEQUENCE COURSES	Sui F. Cheung	Feb 8, 2018, 4:22 AM
Class Schedule	4,001	2	387.6 KB	CLASS SCHEDULE	Kevin Davis	Dec 18, 2017, 2:04 PM

- 3) The screen will be mostly blank. You need to Pause and select your Course Filters.



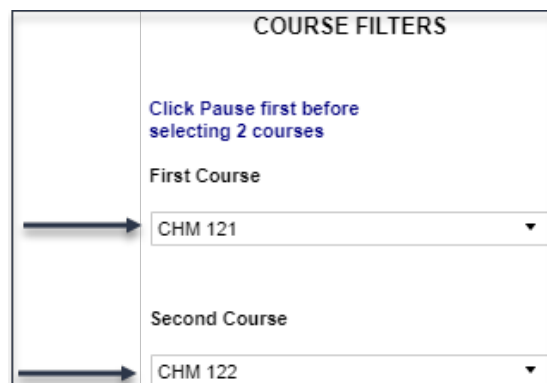
- 4) COURSE FILTERS:

- a. Click Pause

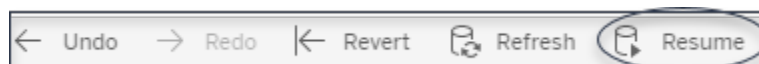


- b. Choose the First Course in your sequence

- c. And the Second Course in your sequence



- d. Click Resume



- e. WAIT up to 30 seconds for system to generate the data – it is assembling a lot of information for you.
- f. Now you have a list of students with contact information. The Grade column gives the best grade received in the First Course. If the Grade is blank, that means the student is currently taking the class.

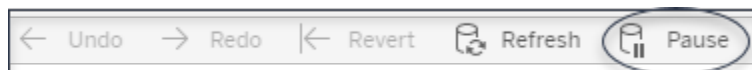
Student ID	Name Display	Email	Student Level	Current Major	Grade (First Course)
			Senior	Foods & Nutrition	D
			Senior	Computer Information Systems	A-
			Senior	Electron & Comp Engr Tech DNU	B
			Senior	e-Business	D
			Junior	Construction Engr Tech	
			Senior	Kinesiology	D

Tableau Sequence Courses Dashboard Schedulers' Guide

5) STUDENT FILTERS (Optional):

Use Student Filters to limit majors, student level, and/or the best grade (of the first course).

- a. Click Pause



- b. Select one or more major(s)

- c. You can also filter the Best Grade

- d. Select the Student Level

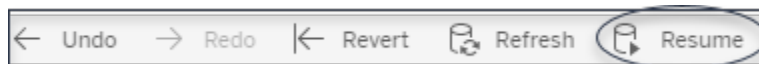
STUDENT FILTERS

Current Major ▼
[All]

Best Grade (First Course) ▼
[All]

Student Level ▼
[All]

- e. Click Resume



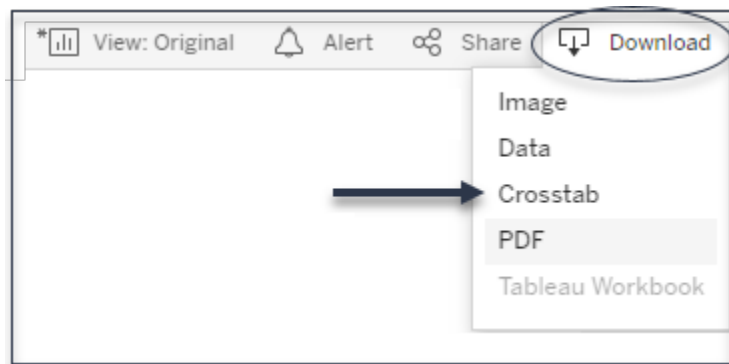
6) DOWNLOAD:

Download student Data for Proactive Communication

- a. Left click on header of data table

Sequence Courses Last Update: 2/8/2018 4:22:45 AM					
ABM 200 - Passed or Enrolled and ABM 201 - Failed or Not Enrolled					
Student Count: 1					
Student ID	Name Display	Email	Student Level	Current Major	Grade (First Course)
			Senior	Plant Science	A

- b. Click Download Crosstab



- c. Click Download and OK to bring data into Excel

Before semester conversion: Students who are taking quarter course B should be ready to take quarter course C next term, and they should if at all possible. The scheduler can specify "course B" and "course C" and the dashboard will provide a list of students in this situation.

quarter course A	Taking or passed quarter course B	Not quarter course C
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Schedule so that students with Course A can take Course B in spring and Course C in summer!