



# DASHBOARDING GUIDE



# TABLE OF CONTENT

**PUBLIC FACING DASHBOARDS**

**2**

**THE DASHBOARD APP**

**6**

**SHARED-WITH-ME DASHBOARDS**

**12**





**The district institutional effectiveness office provides various dashboards for public and internal consumption. These data can be used to assess enrollment trends, compare against past terms, and delve into equity gaps, among other things. This walk-through will outline the basics of accessing the district dashboards and interacting with the dashboards.**

**There are several levels of dashboard accessibility. There are the (1) public facing dashboards, which contain highly aggregated data that anyone can view, (2) the internal data dashboards that are less aggregated and require set permissions to view, and the (3) student outreach contact dashboards, which has the highest level of security and access permissions.**

**This walkthrough will begin with how to access the dashboards and work through access at the public facing level and end with access at the drill-through dashboard level. The various ways to access the dashboards will be outlined in this guide.**



# PUBLIC FACING DASHBOARDS

Available for anyone to see at our RCCD website:

[https://www.rccd.edu/admin/ed\\_services/ie/Pages/dashboards.aspx](https://www.rccd.edu/admin/ed_services/ie/Pages/dashboards.aspx)

Directory Through the District Website:

1



2

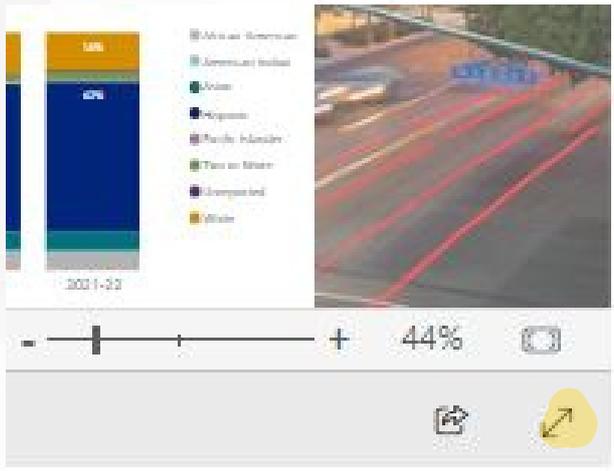


3



Once at the public-facing dashboard landing page, simply scroll down to see the available data. Click to interact.

Expand the dashboard to go into full-screen mode.



Institutional Effectiveness

Home

Dashboards

Board of Trustees Presentations

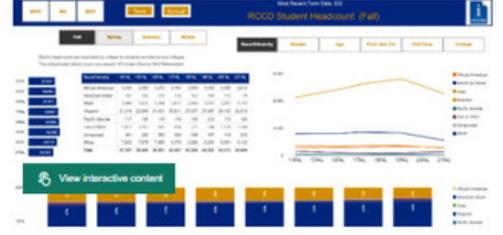
Institutional Data & Reporting



### Public Dashboards

The data dashboards below are aggregated and are based on Management Information Systems (MIS) referential files downloaded from Data on Demand on CCCC portal.

#### Student Headcount



#### Course Success



#### Program Awards Conferred



#### Employee Headcount



#### Internal Dashboards

(Requires Windows Authentication)

If you are an RCCD faculty member, classified professional, or administrator, you may also access internal data dashboards by logging into the Power BI App using the link: <https://app.powerbi.com>.

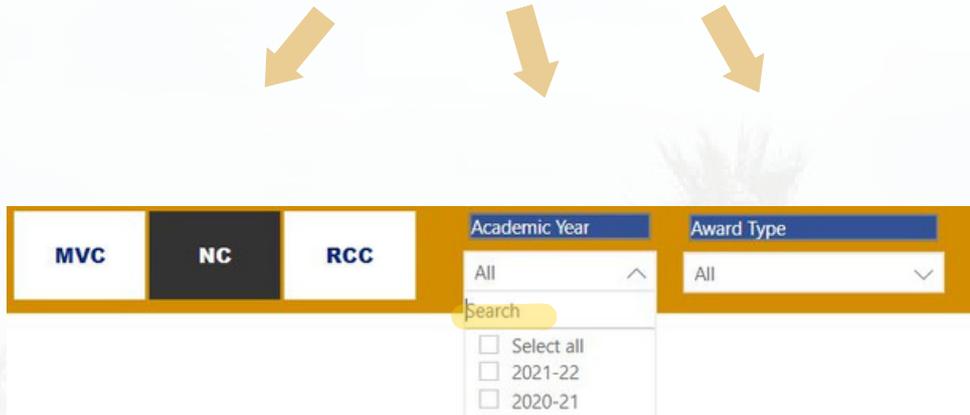
To request access to an internal dashboard, please contact David.Bultron@rccd.edu and provide a brief description.

#### District IR Dashboards App



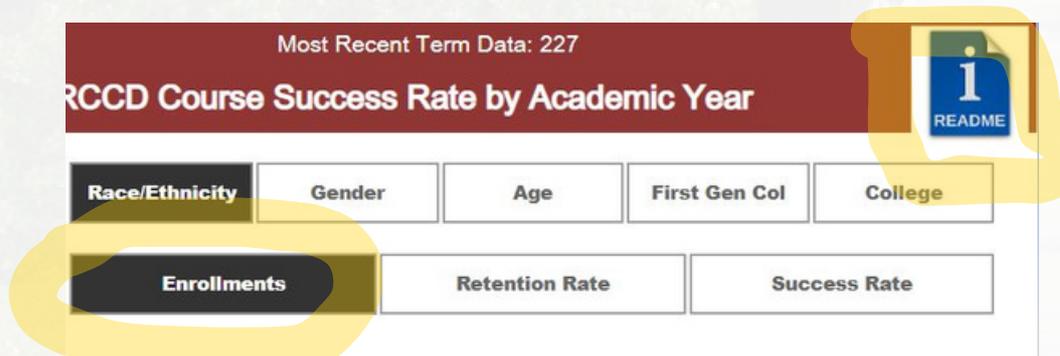
## Dashboard Layout (Filters)

The majority of dashboards follow the same layout. Filters are at the top, either as dropdown options or box selections. Filters restrict the data displayed in the visuals by selected categories. Filters also have search fields where you can type the name of the filter item.



## Dashboard Layout (Buttons)

Near the top you will also find button selections, which redirect you to other parts of the dashboard. For example the Demographic Trend button will take you to a hidden page that shows the data with a trend view whereas the README button will take you to a hidden page containing methodology and other important data related items.



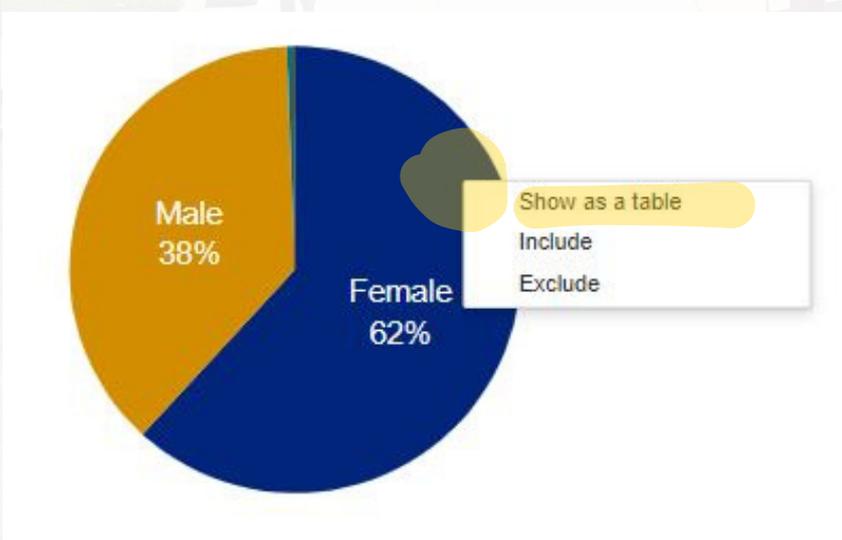
## Dashboard Layout (Sorting)

The tables and charts can also be sorted by the fields within them. Simply click on the arrow below the field name to sort descending or ascending.

Program Title by TOP6	Awds	%	Units
Humanities and Social Sciences	13,923	19.2%	82.6
Liberal Arts and Sciences, General	7,546	10.4%	85.4
Biological and Physical Sciences (and Mathematics)	7,390	10.2%	88.7
Humanities and Fine Arts	6,330	8.7%	86.0
Child Development/Early Care and Education	3,861	5.3%	69.4
Business Administration	2,076	2.9%	82.0
Registered Nursing	1,702	2.4%	102.3
Physical Education	1,640	2.3%	86.3
Administration of Justice	1,419	2.0%	78.0
Psychology, General	1,368	1.9%	75.9
Cosmetology and Barbering	1,110	1.5%	73.9
Accounting	964	1.3%	77.6

## Dashboard Layout (Table View)

Graphs and visuals can also be viewed as tables, for when one would like to see the values. Simply right-click anywhere on the graph and select *Show as table*.



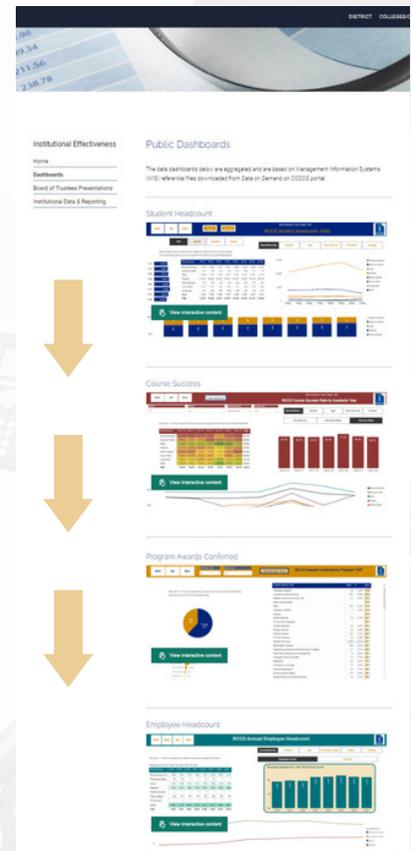


# THE DASHBOARD APP

The District IE Dashboard app houses a collection of various types of dashboards, all in one place. The app does require access to view, but once granted, you can access the data anytime. There are several ways to access, and I will outline them in this section.

## APP Through Website Link

The last dashboard example in the public dashboards page (outlined in the previous section) is actually a link to the District IE Dashboards app:



District IR Dashboards App:



If the dashboard app is clicked, it will redirect you to the app directly.

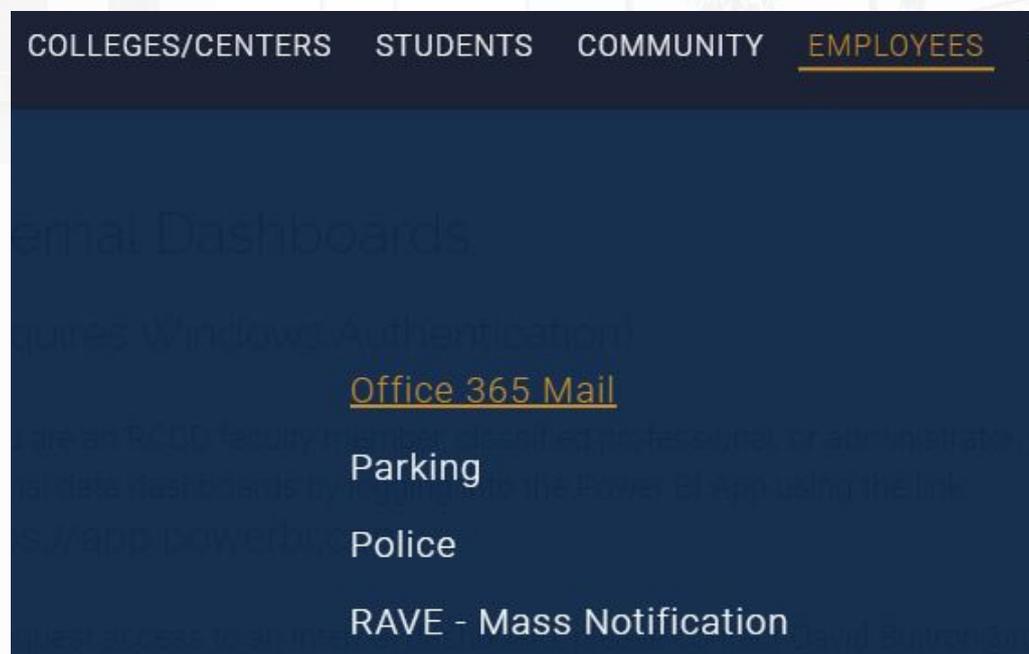
## Dashboard App Through Direct Link

The embedded link text is displayed below and you can also just copy and paste that link in your browser.

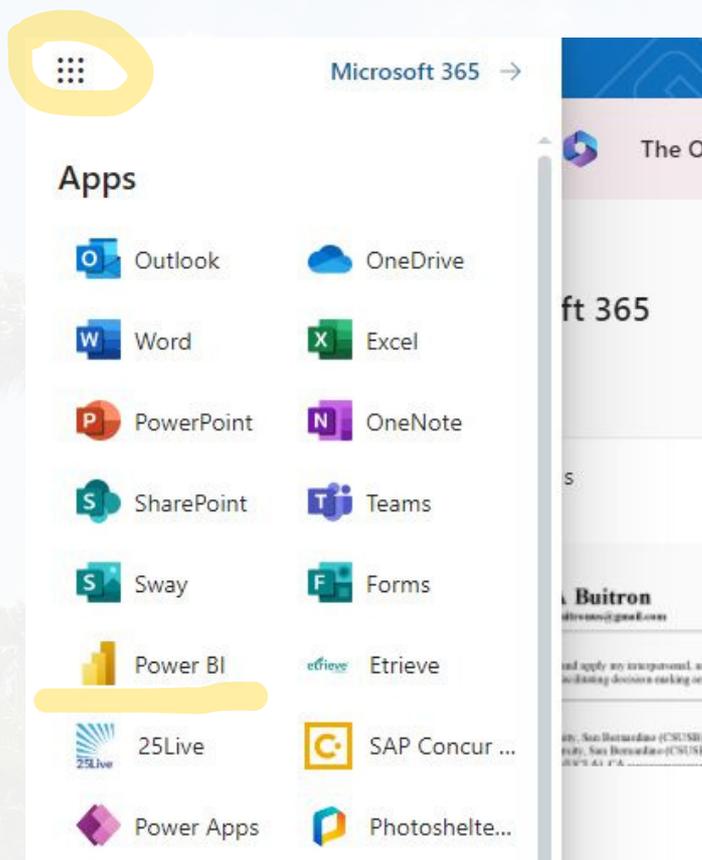
<https://app.powerbi.com/Redirectaction=OpenApp&appId=08e3682f-b1f9-42ea-a233-8dc116f7ff89&ctid=49669b17-fa33-4ae3-8ecc-3cf116b790e5>

## Dashboard App Through RCCD Apps

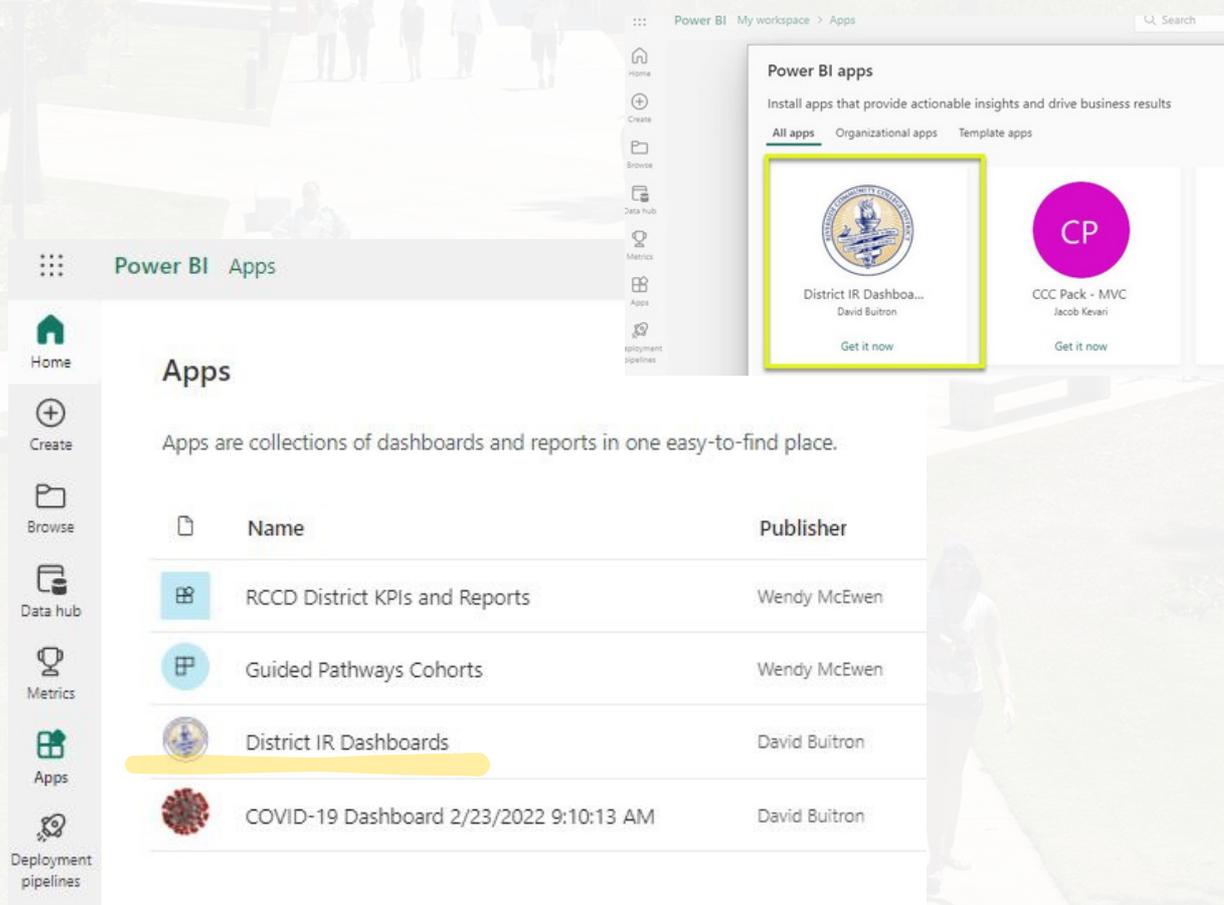
Access your RCCD Office 365 apps. For me, it's easiest through the RCCD landing page, then Employees banner, followed by Office 365 Mail.



From there click on the apps icon and select Power BI.



Once in the RCCD Power BI Portal, click on the "Apps" tab and "Get apps" and search for District IR Dashboards. Now it should show up when you select your Apps tab.

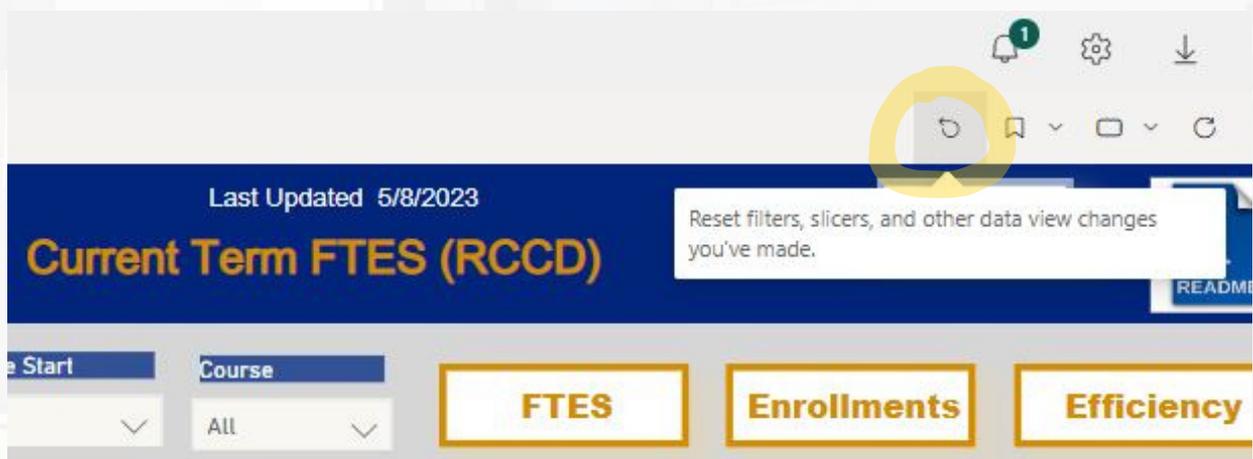
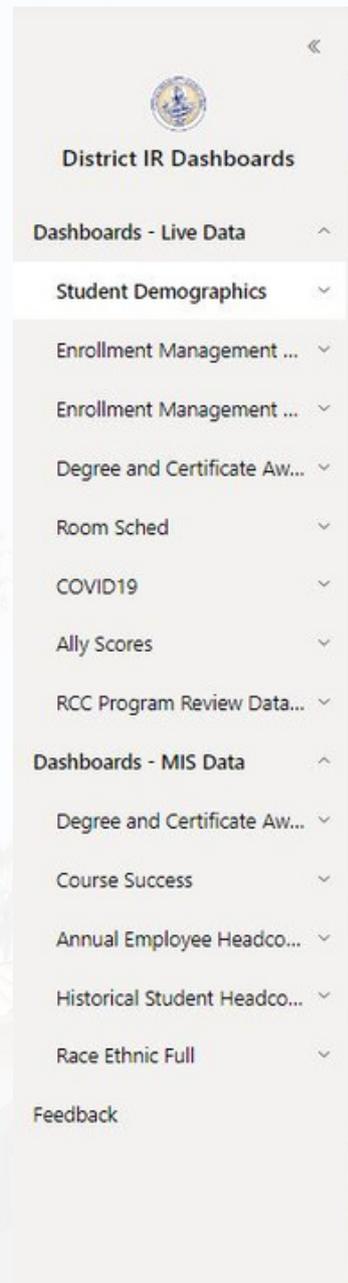


## Navigating the Dashboard APP

To navigate the dashboard app, simply use the tabs on the left-hand side to select the dashboard of interest. There are two levels of groupings, the local Colleague data based dashboards (Live Data) and the historic term MIS submission/return data (MIS Data).

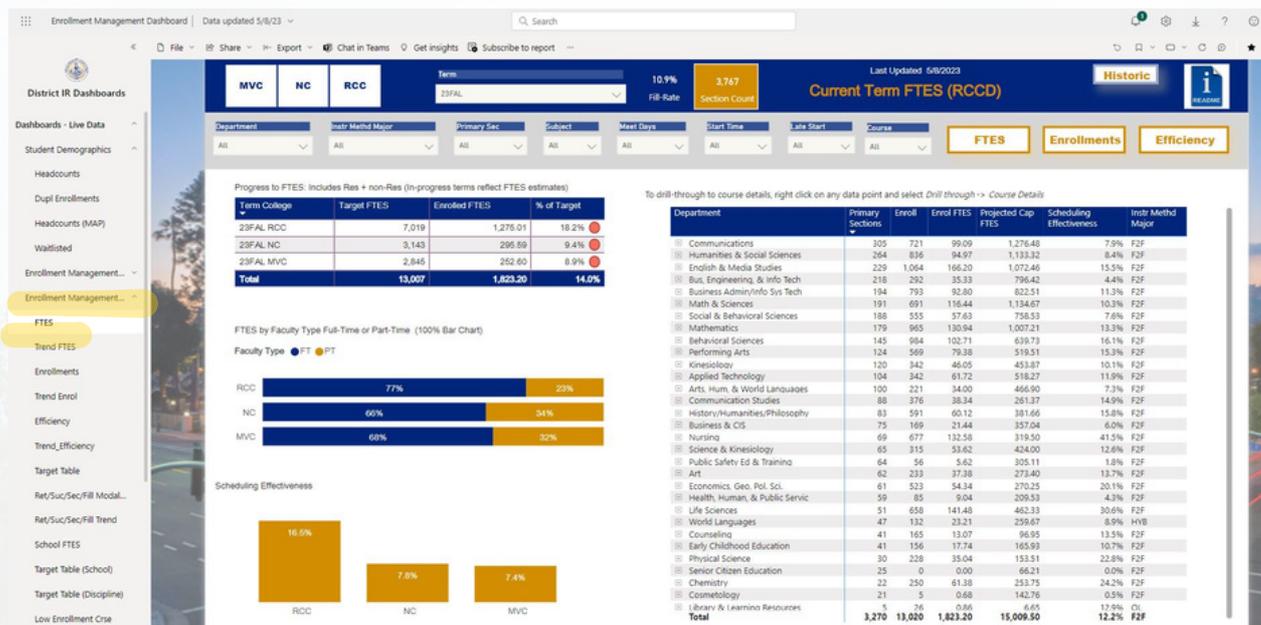
From the landing page, you can also expand the dashboard view to access each dashboard tab by simply clicking on the drop-down arrow to the right of the dashboard name.

Once you view a tab and start making changes, you can always reset to the original published view (in case you lose track of what filters have been selected), by clicking on the "reset filters" button, which is located on the top-right hand side of the page.

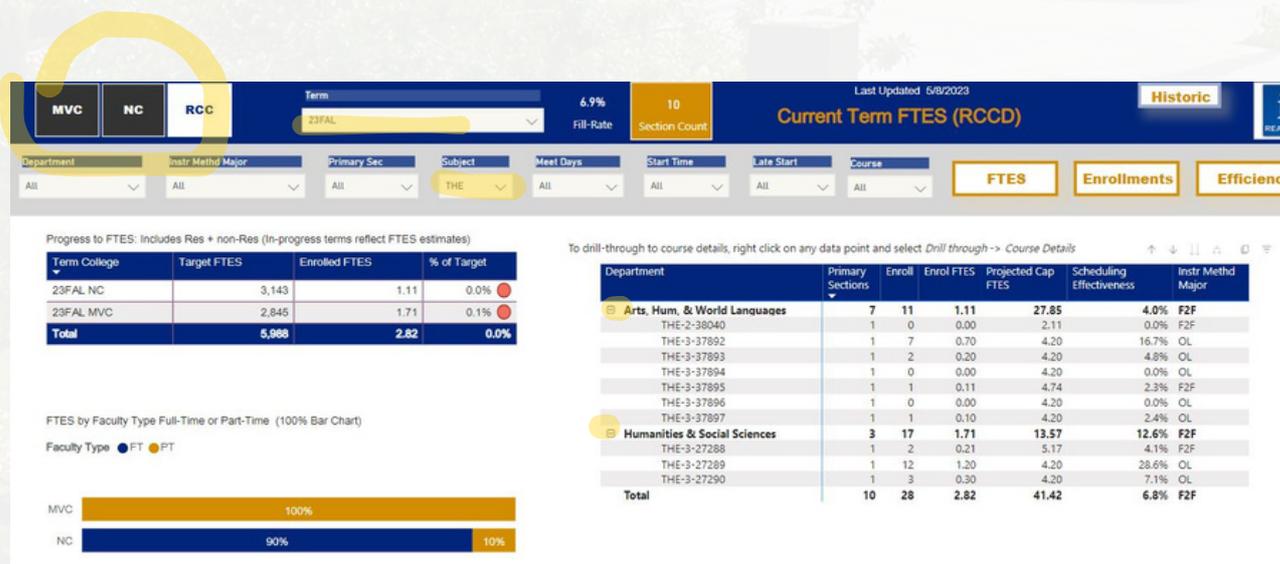


# Exporting Data from Visuals

Let's try an example on exporting data. If we select the Enrollment Management Dashboard (which is also called the EMD Daily, outside of the app) and scroll to the first tab option (FTES), we should see something very similar to the image below.



To narrow down the selection, let's try selecting the colleges MVC and NC, for the 23FAL term and Subject "THE". Also, let's expand the dropdown arrows on the table to see the corresponding sections.



Once the data is filtered to what you would like to export, hover over the visual of interest (table in this case) and click on the ellipses (More Options) and select "Export data".

To drill-through to course details, right click on any data point and select *Drill through -> Course Details*

Department	Primary Sections	Enroll	Enrol FTES	Projected Cap FTES	Scheduling Effectiveness
<b>Arts, Hum. &amp; World Languages</b>	<b>7</b>	<b>11</b>	<b>1.11</b>	<b>27.85</b>	<b>4.0%</b>
THE-2-38040	1	0	0.00	2.11	0.0%
THE-3-37892	1	7	0.70	4.20	16.7%
THE-3-37893	1	2	0.20	4.20	4.8%
THE-3-37894	1	0	0.00	4.20	0.0%
THE-3-37895	1	1	0.11	4.74	2.3%
THE-3-37896	1	0	0.00	4.20	0.0%
THE-3-37897	1	1	0.10	4.20	2.4%
<b>Humanities &amp; Social Sciences</b>	<b>3</b>	<b>17</b>	<b>1.71</b>	<b>13.57</b>	<b>12.6%</b>
THE-3-27288	1	2	0.21	5.17	4.1%
THE-3-27289	1	12	1.20	4.20	28.6%
THE-3-27290	1	3	0.30	4.20	7.1%
<b>Total</b>	<b>10</b>	<b>28</b>	<b>2.82</b>	<b>41.42</b>	<b>6.8%</b>

Export data

Then select the export option "Data with current layout"

**Which data do you want to export?**

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)



**Data with current layout**

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.



**Summarized data**

Export the summarized data used to create your visual (for example, sums, averages, and medians).



**Underlying data**

The report author turned off this option

File format:

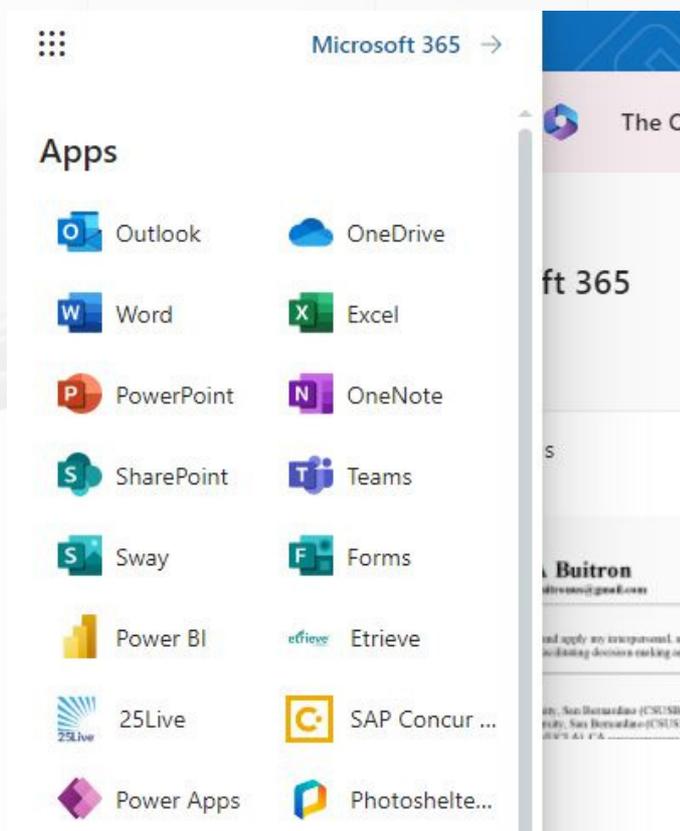
.xlsx (Excel 150,000-row max) v

Export
Cancel

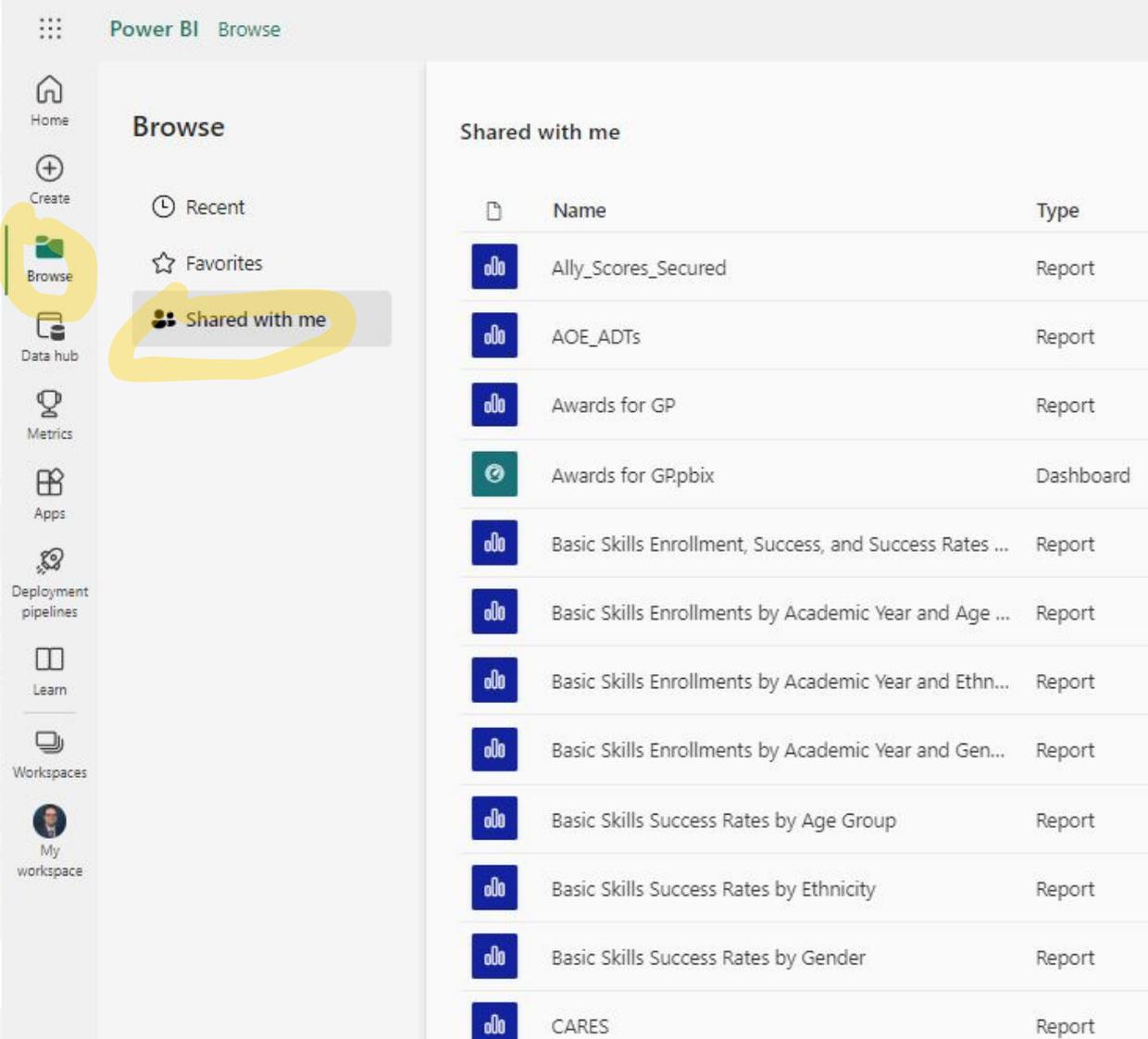


## SHARED-WITH-ME DASHBOARDS

Dashboards that may be individually shared with you would show up under your RCCD Power BI Microsoft 365 apps. From RCCD.edu it can be accessed by clicking on **EMPLOYEES**, Office 365 Mail, then Power BI. It can also be accessed by the url [www.powerbi.com](http://www.powerbi.com) and logging in with with your Microsoft RCCD account.



From your account, scroll over to the Browse tab and select "Shared with me" to view all the Power BI dashboards that have been shared with you.



The screenshot shows the Power BI 'Browse' page. The left sidebar contains navigation options: Home, Create, Browse (highlighted with a yellow circle), Data hub, Metrics, Apps, Deployment pipelines, Learn, Workspaces, and My workspace. The main content area is titled 'Browse' and includes options for Recent, Favorites, and 'Shared with me' (highlighted with a yellow circle). The 'Shared with me' section displays a list of shared items with columns for Name and Type.

Name	Type
Ally_Scores_Secured	Report
AOE_ADts	Report
Awards for GP	Report
Awards for GPpbix	Dashboard
Basic Skills Enrollment, Success, and Success Rates ...	Report
Basic Skills Enrollments by Academic Year and Age ...	Report
Basic Skills Enrollments by Academic Year and Ethn...	Report
Basic Skills Enrollments by Academic Year and Gen...	Report
Basic Skills Success Rates by Age Group	Report
Basic Skills Success Rates by Ethnicity	Report
Basic Skills Success Rates by Gender	Report
CARES	Report

From here, simply click on the dashboard report of interest or search for it in the search pane.

## Data Drill-Throughs

One of the options with personalized shared dashboards may be a data drill-through option; it can be a course drill-through and in some cases, a student contact drill-through. Note that if you can drill-through on a dashboard, it will be explicitly stated in the visual (see example below)

Using our EMD Daily FTES page example from the Dashboard App section, we can access the section drill-through for that data in one of two ways. (1) by simply right-clicking on the data point of interest and "Drill through".

To drill-through to course details, right click on any data point and select *Drill through -> Course Details*

Department	Primary Sections	Enroll	Enrol FTES	Projected Cap FTES	Scheduling Effectiveness
<b>Arts, Hum. &amp; World Languages</b>				<b>27.85</b>	
THE-2-38040				2.11	
THE-3-37892				4.20	
THE-3-37893				4.20	
THE-3-37894				4.20	
THE-3-37895				4.74	
THE-3-37896				4.20	
THE-3-37897				4.20	
<b>Humanities &amp; Social Sciences</b>	<b>3</b>	<b>17</b>	<b>1.71</b>	<b>13.57</b>	<b>1</b>
THE-3-27288	1	2	0.21	5.17	
THE-3-27289	1	12	1.20	4.20	
THE-3-27290	1	3	0.30	4.20	
<b>Total</b>	<b>10</b>	<b>28</b>	<b>2.82</b>	<b>41.42</b>	

Or (2) using the data display card near the top that I incorporate in all drill-through dashboards. This one is orange and displays the total. Easiest way to access the drill-through for everything that has been filtered.

Term: 23FAL

6.9% Fill-Rate

10 Section Count

Primary Sec | Subject | Meet Days | Start Time

This drill-through will contain section-relevant information, including building location, section start and end time, meeting days, and faculty contact.

Room

All

**10**  
Section Count

Last Updated 5/8/2023  
**Course Table Drill-through (RCCD)**

Click the corner of table, then export data.

Term	College	InstrMethdList	Meeting Days	Crse Start Date	Crse End Date	Sec Start Time	Sec End Time	BLDG Desc
3FAL	NC	LAB	TR	8/21/2023	12/16/2023	4:10PM	5:35PM	
3FAL	MVC	LEC	TR	8/21/2023	12/16/2023	11:10AM	12:35PM	MVC Building - Parkside Complex
3FAL	MVC	OL		8/21/2023	12/16/2023			Online
3FAL	MVC	OL		8/21/2023	12/16/2023			Online
3FAL	NC	OL		8/21/2023	12/16/2023			Online
3FAL	NC	OL		8/21/2023	10/13/2023			Online
3FAL	NC	OL		8/21/2023	12/16/2023			Online
3FAL	NC	LEC	TR	8/21/2023	12/16/2023	2:00PM	3:25PM	
3FAL	NC	OL		10/16/2023	12/16/2023			Online
3FAL	NC	OL		10/16/2023	12/16/2023			Online

To export the data in the same format, simply hover over the ellipses on the top right of the visual, then select "Export data" and select "Data with current layout".

BLDG Desc	Room	Fac Email
MVC Building - Parkside Complex	3	Joshua.Johnson@rccd.edu
Online	LINE	Kelvin.Rhodes@rccd.edu
Online	LINE	Kelvin.Rhodes@rccd.edu
Online	LINE	Walter.Stevens@rccd.edu
Online	LINE	Walter.Stevens@rccd.edu
Online	LINE	Walter.Stevens@rccd.edu
Online	LINE	Joshua.Johnson@rccd.edu
Online	LINE	

- Share >
- Add a comment
- Export data**
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by >