Tableau Quick Reference Guide

Tableau is a data visualization and analytics software used at MCC and MCCCD since 2017. This software allows us to post powerful and interactive reports and dashboards online for access by college employees or the general public.

Important Information

**MCC's Tableau Analytics Dashboards**
- Public Dashboards: Can be accessed by anyone and do not require login
- Employee Dashboard: Password-protected. Tableau access must be granted first before accessing.
  - Username: MEID
  - Password: MEID Password
- Guide: How to Gain Tableau Access

Dashboard Navigation

Tabs - Some reports have different tabs across the top of the screen, which correspond to different sheets. To move to a different sheet, just click on the tab. **Example Below**
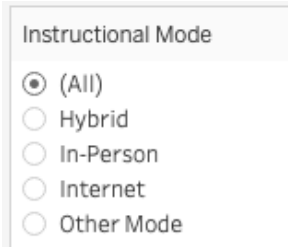

Filters - Filters, located in various places of a Dashboard, allow a user to drill down into specific data. **When a filter is selected, graphs and data will update to reflect a user's specifications**. See **sample data** below.
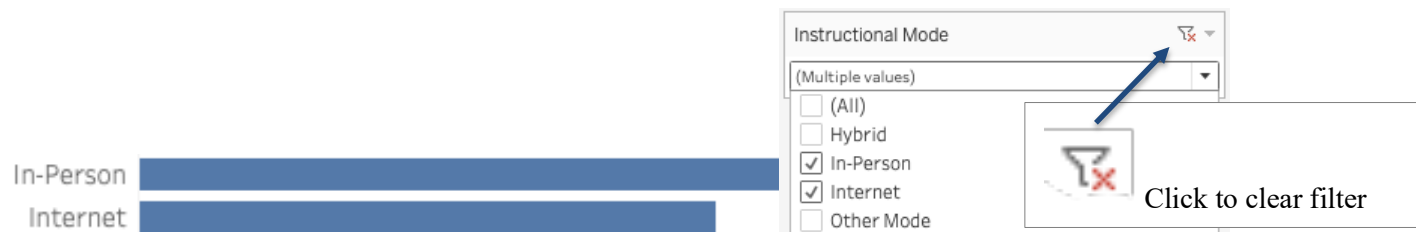
Types of Filters

Single value List
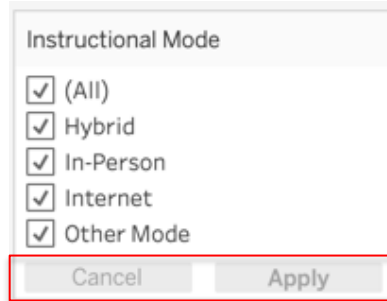A single value can be selected from the list of radio buttons

Instructional Mode
- ● (All)
- ○ Hybrid
- ○ In-Person
- ○ Internet
- ○ Other Mode

Multiple value List
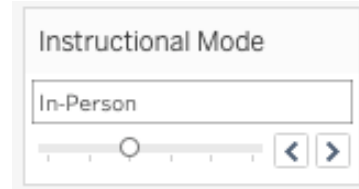Multiple values can be selected from the list of check boxes

Instructional Mode
- ☑ (All)
- ☑ Hybrid
- ☑ In-Person
- ☑ Internet
- ☑ Other Mode

Cancel   Apply

Single value Slider
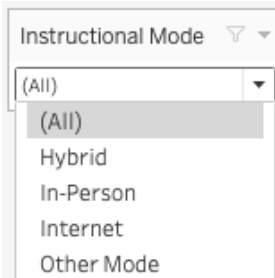A single value can be selected from along the range of the slider

Instructional Mode

In-Person

< >

Single value Dropdown A single value can be selected from the drop-down
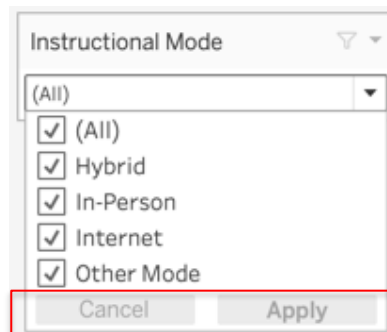
Instructional Mode
(All)
- (All)
- Hybrid
- In-Person
- Internet
- Other Mode

Multiple value Drop-down Multiple values can be selected from the drop-down list
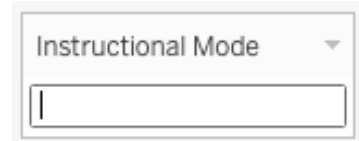
Instructional Mode
(All)
- ☑ (All)
- ☑ Hybrid
- ☑ In-Person
- ☑ Internet
- ☑ Other Mode

Cancel   Apply
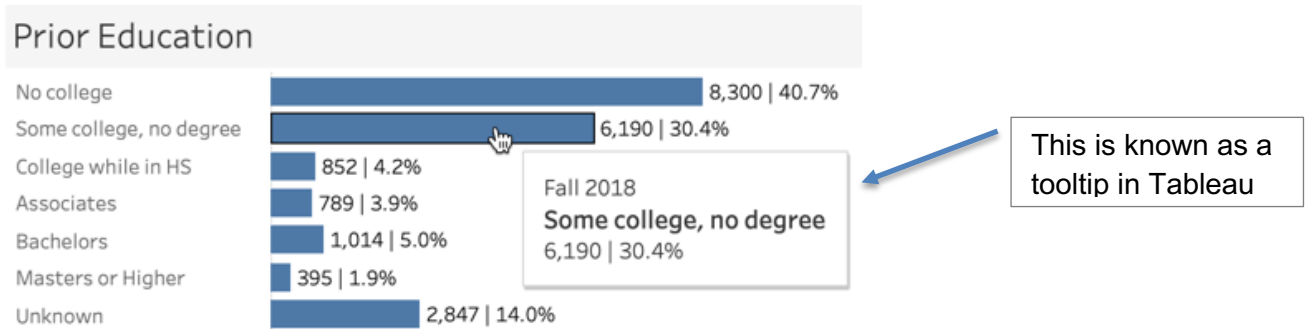
Search box
Search and select a value by typing into a text box

Instructional Mode

Apply and cancel buttons will show if the filter is a multi-value selection.
- Select one or more checkbox and click on Apply to filter the visualization on the dashboard.
- Select Cancel to clear the selection

Tooltips - Hover over graphs and tables to see more details about the data.

Highlighting - When you click on a graph or legend for a graph, all of the graphical elements that are associated with that data point will be highlighted. To remove the highlighting, click again.
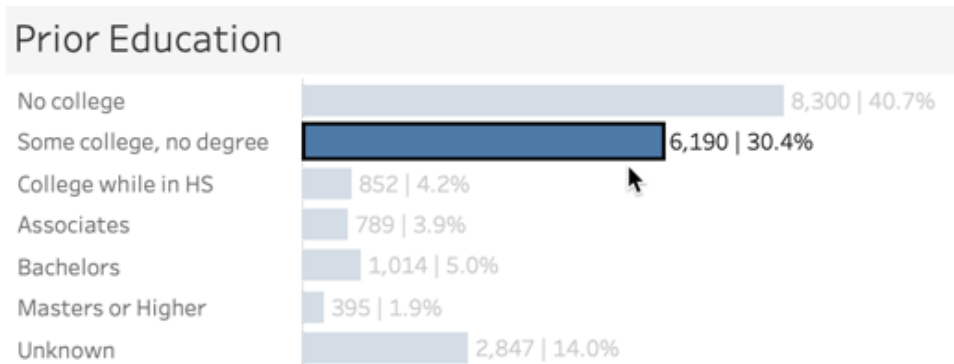
Buttons - Buttons appear above or below a report.

📊 View: Original	Clear all filters and view the original report.
🔔 Alert	Receive an email when a mark crosses a threshold. For example, a user can set an alert when student enrollment reaches a certain percentage.
✉ Subscribe	Subscribe to a dashboard and an will be sent with a snapshot of a view.
⛋ Share	Shared views of a dashboard via links in an email or other applications. All filtered data will be preserved when sharing the link.
⬇ Download	Export the report and its data. See **available Download options** below.

Image: Save an image of the current graph (with filters).

Data (restricted): This data can be downloaded as a text file.

Crosstab (restricted): Transfer the data from the dashboard into Excel by selecting any of the data from the report.

PDF: Download the current dashboard or the entire report as a PDF, allowing to print the view.

Print: Quickly print all or part of a workbook using the PDF command on the Download toolbar button. See **steps to print** below.
1. Select PDF: From the Download toolbar button, select PDF.
2. Choose layout and paper size: Select either Portrait or Landscape orientation and Paper Size.
3. Select Sheets: Choose whether to print the entire workbook, dashboard or only certain sheets. Clicking the highlighted thumbnail for a sheet excludes it from the report.
4. Print the PDF: In the Download PDF dialog box, click download. Another Download PDF dialog box will appear.
5. Click download again to download then **print your PDF**.

 Expand the screen.

Resources
How to Log into Maricopa Tableau Server
District Dashboards
OIE Website