Wesleyan University
Registrar's Office
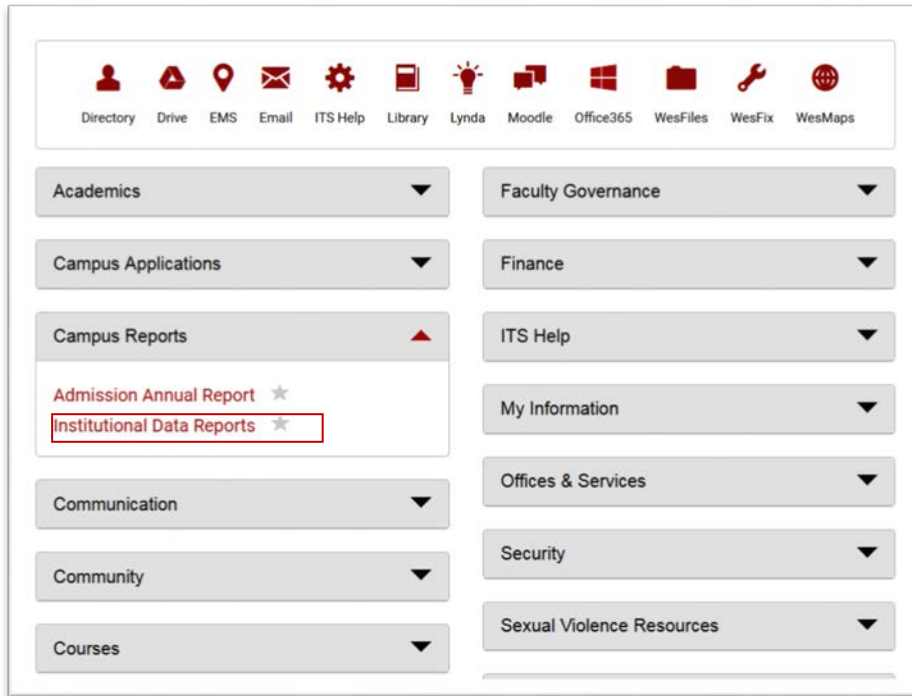Blackboard Analytics Student Dashboard Help

Contacts:

Paul Turenne pturenne@wesleyan.edu

Anna van der Burg avanderburg@wesleyan.edu

Logging In:

1. You must be on campus or remotely connected to the Wesleyan network (VPN). For instructions on connecting remotely, please click here.
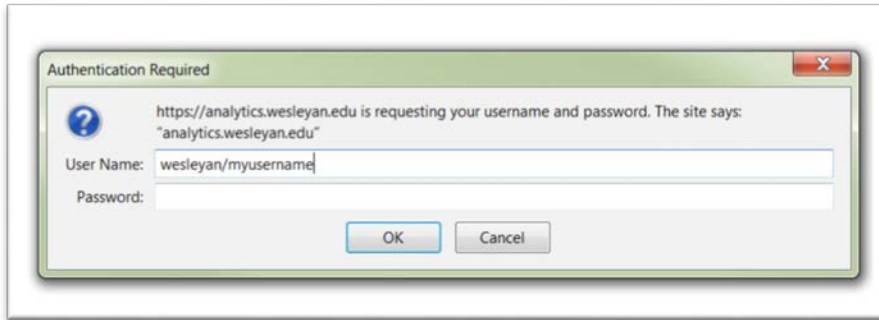2. In WesPortal click on Institutional Data Reports in the Campus Reports Bucket

3. The following screen will appear. Please click on DASHBOARDS & REPORTS.
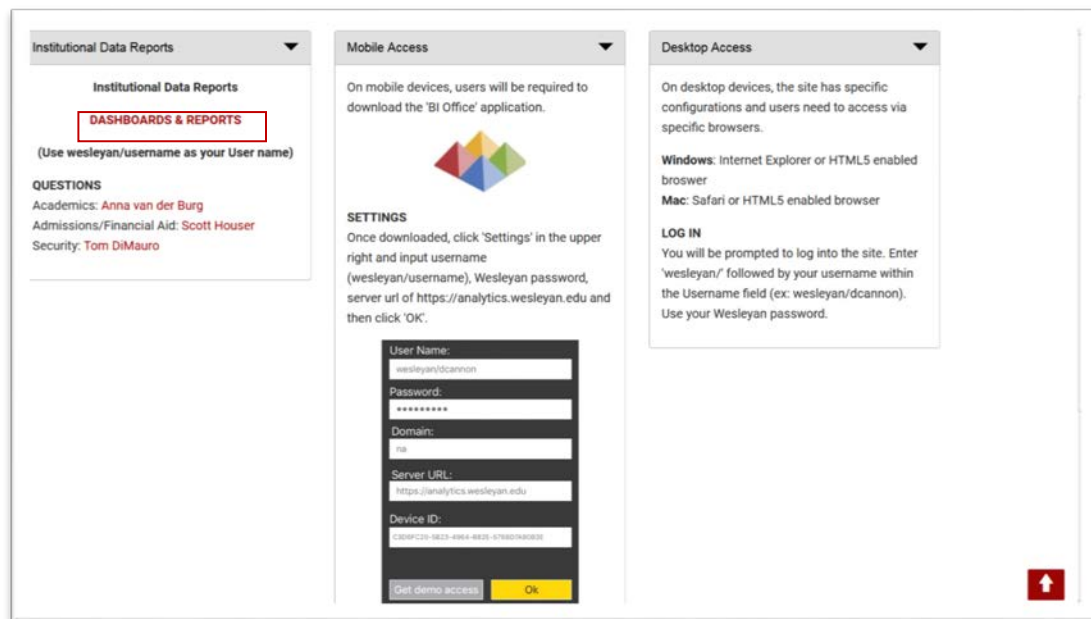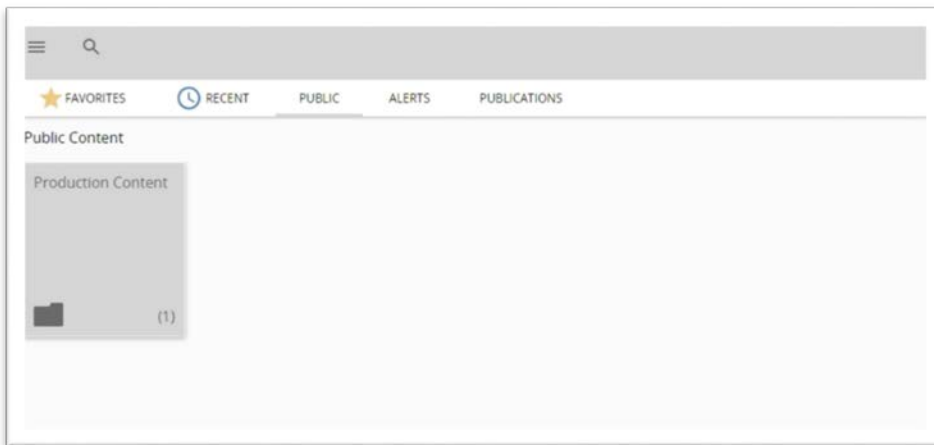

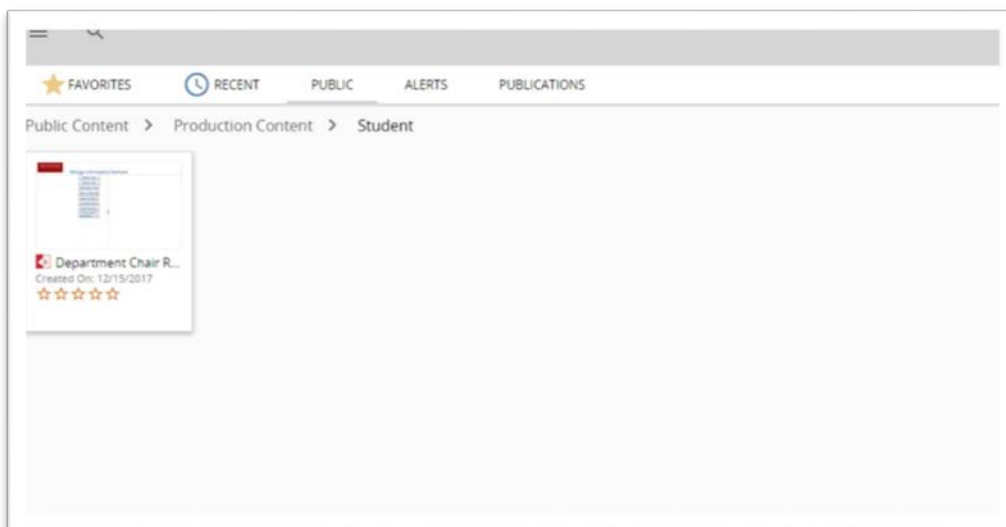4. An Authentication screen will appear. Please enter your User Name as

wesleyan/username and your password then click OK

5. Once logged in the following screen will appear. Click on Production Content folder

6. Opening the Production Content folder will reveal the Student folder which contains student information related dashboards.


Opening and Navigating Dashboards:
1. Clicking on the dashboard will open the application.
2. Clicking on View Story board will launch the Dashboard.
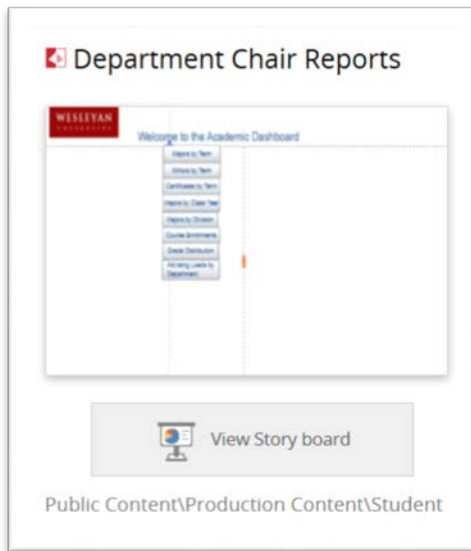
3. Once a dashboard panel is viewable there are a number of tools available.
   - **Slicer** is a tool that allows the user to filter the reports based on the selection made. Users can filter on a single item or check multiples items.
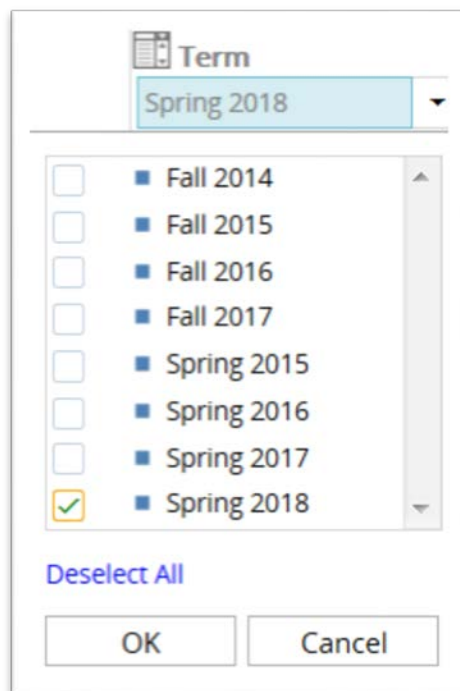
   - **Drill Up or Down** allows the user to either collapse or expend a section of the report. This can be activated by clicking on a cell. For instancance clicking on All Genders in the example below will expands the this to display Female and Male rows.

			Freshman	Sopho
Art History (ARHA)	Spring 2018	Female (F)		
		Male (M)		
Art Studio (ARST)	Spring 2018	Fem 🔼 Drill Up		

- ***Imbedded Links*** access additional reports user can view by clicking on the box containing the report name.

- ***The Pyramid Icon*** in the upper right hand corner provides additional functionalilty by clicking on it.

   - ***Back to CMS*** this will close the dashboard and return the user to the student folder.
   - ***Re-Run All Queries*** this will rerun all the underlaying queries and regenerate data.
   - ***Reset all Panels*** this will set the panels to their original format.
   - ***Export/Print*** will all the user to print content of the panel as a PDF or export the panel data to excel.

- ***The Hamburger Icon*** clicking on this icon in the upper left hand corner of any report will open the report. Once open the drill up or down feature is available.

Grade Distribution by Department
OFFICIAL CLASS ENROLLMENT, CURRENT SNAPSHOT,

		A+	A	A-	B+	B
All Departments	Spring 2018	103	1,622	1,002	475	
Grand Totals		103	1,622	1,002	475	

- ***The Return or Forward Arrow*** at the bottom left or right of the report will allow you to return to the pervious report.