Wesleyan University Registrar's Office Blackboard Analytics Student Dashboard Help

Contacts:

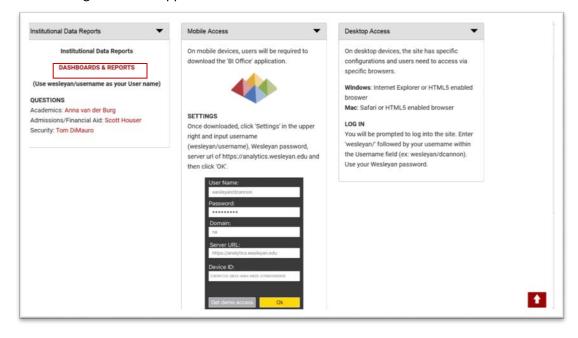
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Logging In:

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

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Directory Drive EMS Email ITS Help Library	Lynda Moodle Office365 WesFiles WesFix WesMaps
Academics 🗸	Faculty Governance
Campus Applications	Finance
Campus Reports	ITS Help
Admission Annual Report \star	My Information
Communication 🗸	Offices & Services
Community 🗸	Security
Courses 🗸	Sexual Violence Resources

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

0	https://analytics.wesleyan.edu is requesting your username and password. The site says: "analytics.wesleyan.edu"
User Name:	wesleyan/myusername
Password:	

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

+ FAVORITES		PUBLIC	ALERTS	PUBLICATIONS	
Public Content					
Production Conte	nt				
-1	(1)				
_	1.20				

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.

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WESLEYAN	Welcome to the Academic Dashboard
	Service for the Control of Contro
	Cons Services Announces Announces
	View Story board

- 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.

	Fall 2014	*
	Fall 2015	
	Fall 2016	
	Fall 2017	
	Spring 2015	
	Spring 2016	
	Spring 2017	
\checkmark	Spring 2018	~

• **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	All Genders		
Art Studio (ARST)	Spring 2018	All Ge	Drill Down	

			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.

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			1	Tre-	The second	_
		A+	A	A-	B+	
All Departments	Spring 2018	A+ 103	A 1,622	A- 1,002	B+ 475	

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

