Interacting with Public Tableau Dashboards

Contents

Interacting with Public Tableau Dashboards

You cannot break it! Do not be afraid to click around and see what happens. You can always refresh the page to go back to the original version.
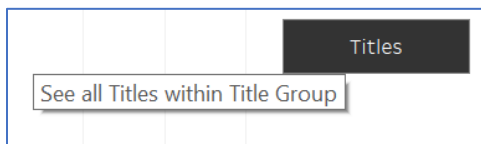
Hovering

Moving the cursor around the screen and hovering over data may encourage extra information to pop up.

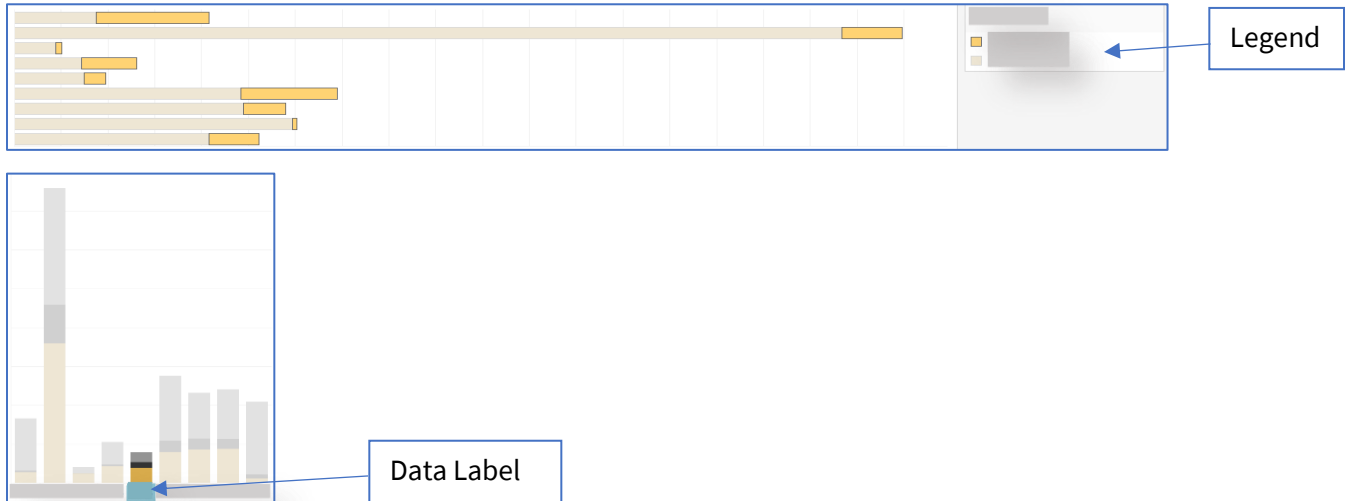An example of a pop-up (known as a tooltip) which appears when hovering over data:
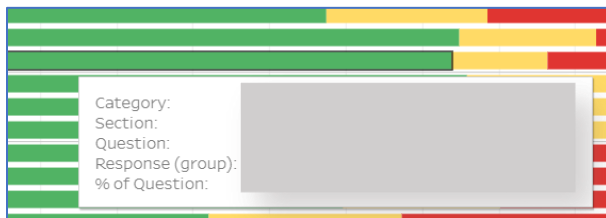
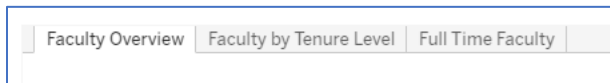An example of a tooltip which appears when hovering over a button:

Highlighting

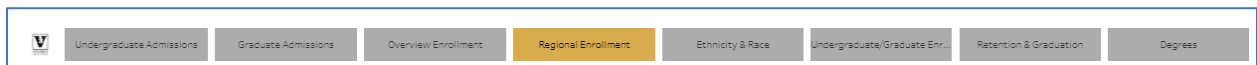Clicking on legends and data labels may highlight everything in that category:

Legend

Data Label

You can highlight multiple data points by holding down ctrl.

Navigating

The workbook may have tabs along the top, which you can switch between to see more data views:

Faculty Overview | Faculty by Tenure Level | Full Time Faculty

Or navigation buttons within the workbook:

Undergraduate Admissions | Graduate Admissions | Overview Enrollment | Regional Enrollment | Ethnicity & Race | Undergraduate/Graduate Enr. | Retention & Graduation | Degrees

Filtering

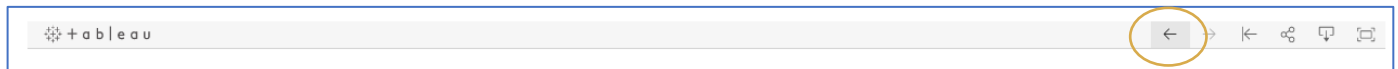You may be able to filter the data in the view.

Some filters will allow you to select multiple options and others you select one at a time:
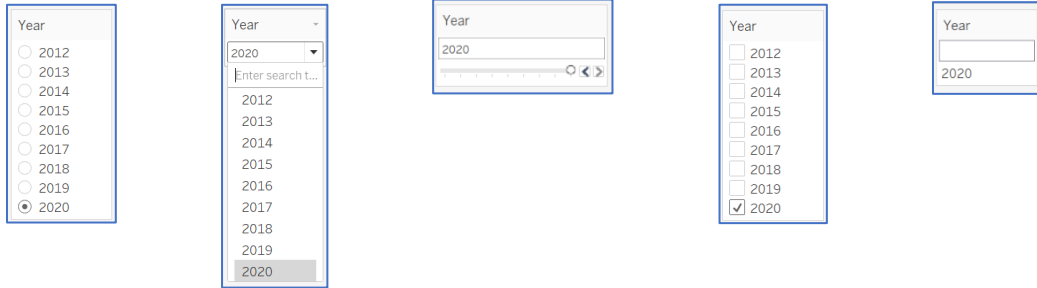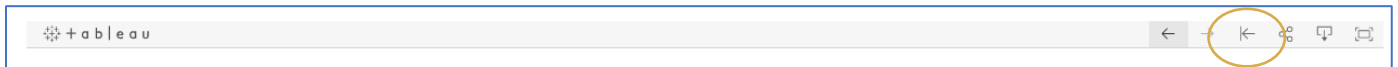

Depending on how the workbook has been created these filters may apply to multiple views.

To remove filters you can:

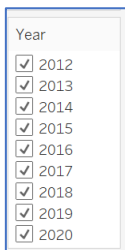- Undo (Bottom-right, in the footer)
  This will take you one step back

- Revert (Bottom-right, in the footer)
  This will return the workbook to its default filter and highlight settings

- Clear (Above filter itself)

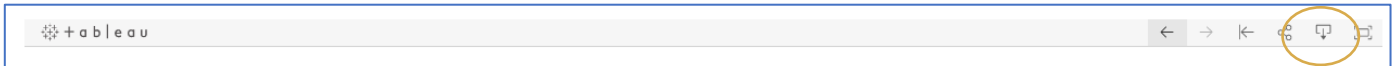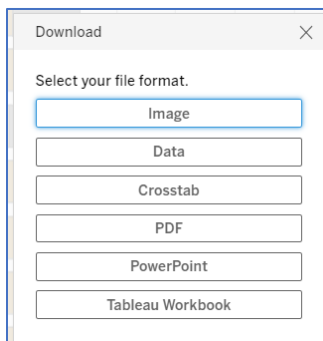- Select all the possible filter options

Downloading

You may be able to download the data within the workbook.

Several formats may be available: Image (.png), Data (.txt), Crosstab (.csv and .xlsx), PDF (.pdf), PowerPoint (.pptx), Tableau Workbook (.twbx).

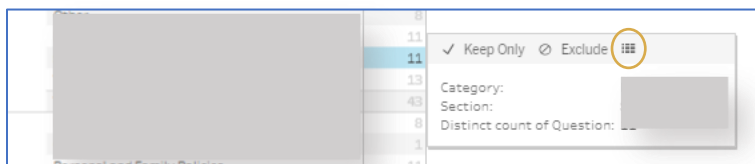Download button (Bottom-right, in the footer):
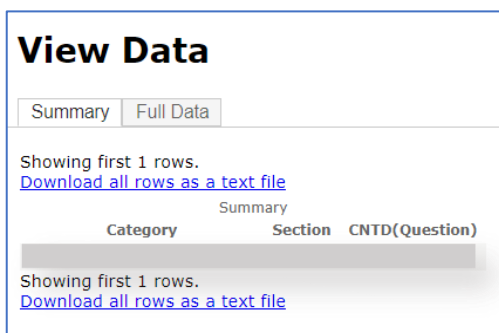

Download options:

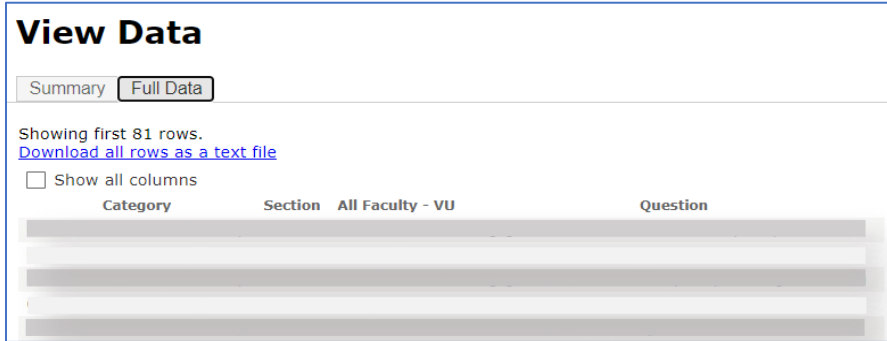Downloading as a .csv is often preferable to .xlsx as it removes formatting.

You can also see the data behind a data point by clicking it then seeing this menu pop up and selecting the view data button:



It will give you a summary version:

Then also a view of the full data:

View Data

Summary | Full Data

Showing first 81 rows.
Download all rows as a text file
☐ Show all columns

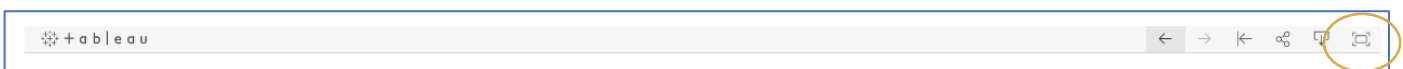| Category	Section	All Faculty - VU	Question

Sizing

Depending on your screen resolution text and shapes may appear larger or smaller.

In your browser you can adjust the screen zoom by clicking the 3 dots/dashes in the top right of the screen:
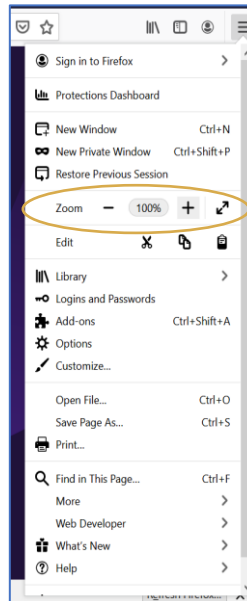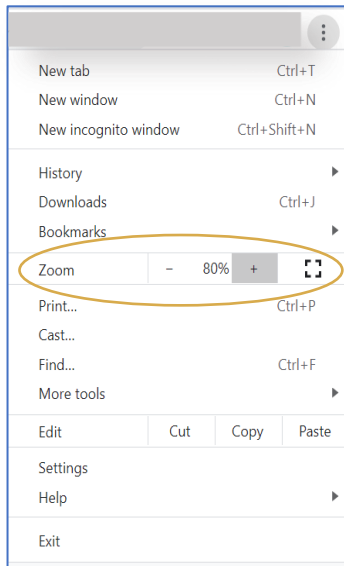
You can also view the workbook in full screen mode (Bottom-right, in the footer):

Extra information about the data

There may be an info icon within the workbook which when hovered over gives you extra information about the data set. This may have definitions and other helpful information for interpreting the data: