

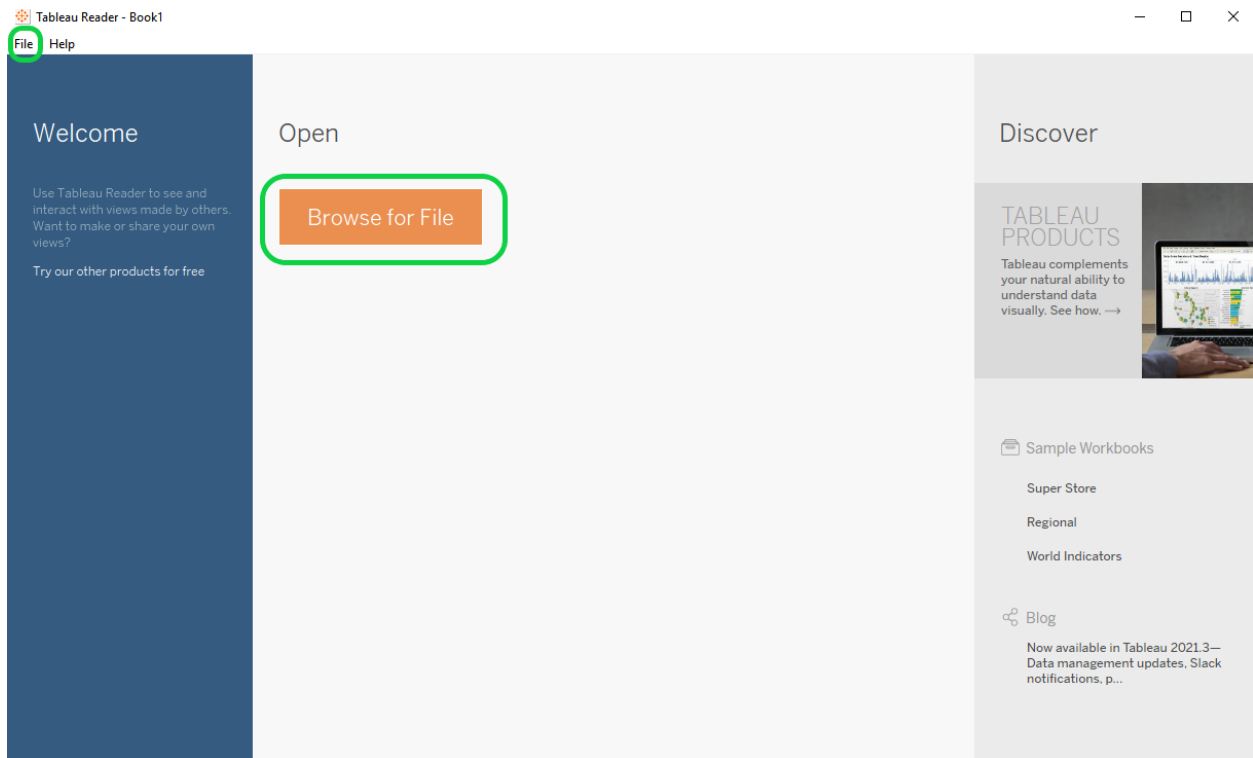
Tableau Reader will be installed automatically (as long as the pc/mac is on and connected to the Internet). It will happen seamlessly in the background. Once installed, the icon will appear in the Start Menu on the left panel as well as on the Desktop for PC's.



For Mac's the Tableau Reader application icon will be in the Applications folder.

Once Tableau Reader is open, you can navigate to a Tableau file using the File -> Open Menu or the Browse for File button.

A folder location for the location of the Enrollment workbook will need to be provided.



Or you can navigate to the Enrollment Workbook folder location first (prior to opening Tableau Reader) with a link provided to be provided.

Double-click the workbook file to launch Tableau Reader.

The workbook will open in Tableau Reader (shown below). Tabs for each worksheet shown along the bottom function like the tabs in an excel spreadsheet. Click through each tab and select the filter criteria as appropriate.



### Departmental Course Counts Dashboard:

Courses were grouped into departments based on the course prefix. SRS, FPR, TAB, IDM, and LRS courses are grouped based on the faculty who taught the course.

### Departmental Student Counts Dashboard:

This table is created by counting the number of students who completed each course. SRS, FPR, TAB, IDM, and LRS courses are grouped based on the faculty who taught the course.

This is NOT a unique count of students. For example, a student taking 4 Chemistry courses in an academic year will get counted 4 times.

Crosslisted courses in different departments will count all students for each department.

### Average Class Size-By Department:

Class size is determined by the number of students who received a non withdrawal final grade. All instructional methods were included to better understand the composition of courses offered per department.

### Majors-Weighted:

Single majors are weighted 1.0, each component of a double major is 1.0, and each component of an ID major is weighted .67.

### Departmental Faculty Roster:

These rosters do not include adjuncts.

### Division Counts by Tenure Status:

Adjuncts are not included in this report.