

Tableau Server User's Manual

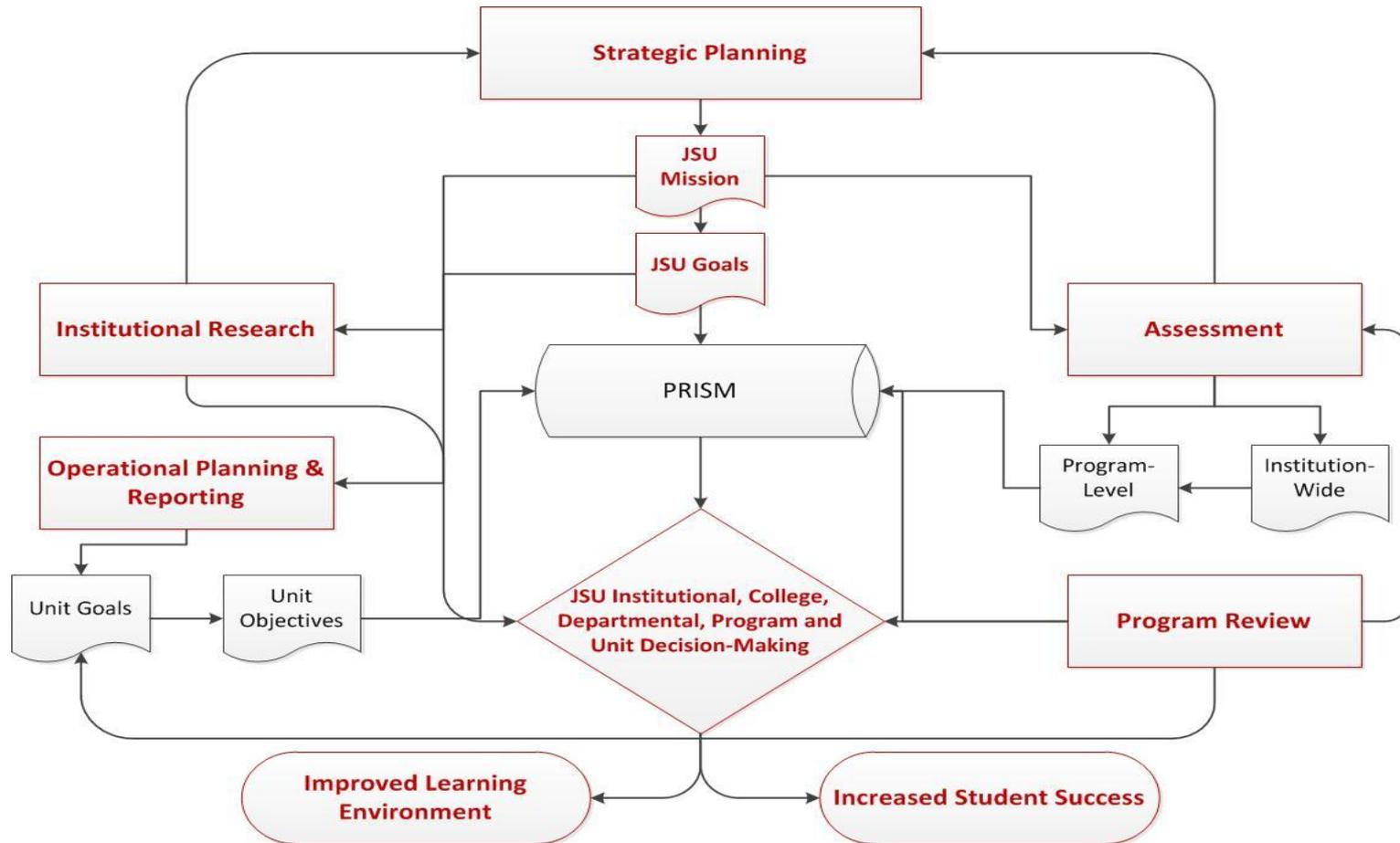
User's Manual

- This manual serves as a guide to assist users in accessing University-wide assessment data
- The data located on Tableau Server includes the following data:
 - CBASE
 - CLA
 - Enrollment
 - EPP
 - FSSE
 - Freshman Orientation
 - Graduate Student Exit Survey
 - Graduating Senior Survey
 - New Student Survey
 - NSSE
- If you need assistance in using Tableau Server or using this data in your PRISM plans, please contact Kim Presson at 8142 or kpresson@jsu.edu

Assessment

JSU has a Comprehensive System of Continuous Improvement (see following page) that incorporates strategic planning, institutional research, operational planning, Program Review and assessment of student learning. All of these pieces fit together to support informed decision making and quality improvements across every level of university operations.

JSU's Comprehensive System of Continuous Improvement



Academic Unit Assessment Plans

The sample assessment plan on the next page demonstrates four levels of measurement for a graduate program ensuring students have the best opportunities to be successful.

Level 1 refers to indirect measures of student learning that reflect student reaction or satisfaction. IDEA course evaluation items, such as “Overall, this is an excellent course,” are examples of indirect measures.

Level 2 is direct measurement of student knowledge, concepts or skills learned. Departments using CBASE, or MFAT are measuring at Level 2. Soon, we'll have the Collegiate Learning Assessment as a Level 2 measure. Also, if you're using a rubric to rate demonstration of concepts or skills learned, you are measuring at Level 2. Level 3 refers to application of what was learned. We often use alumni or employer surveys for Level 3.

Level 3 must focus on changes in behavior or actions as a result of learning.

Level 4 focuses on impact in the program or organization as a result of learning. Also known as business impact measures, your department may focus on student retention, graduation rates, or professional certifications awarded. The first two examples focus on JSU or your department as the point of impact related to student success, while the last example focuses on the profession or perhaps state-wide impact of more certified professionals.

Take a look at your assessment plan and identify the levels of measurement. Also, make sure they are identified under your Student Learning Outcomes in PRISM.

If you would like assistance developing or updating your Assessment Plans in PRISM, please contact Kim Presson at 8142 or kpresson@jsu.edu

Academic Unit Assessment Plans

Sample Graduate Program Assessment Plan

Level	Student Learning Outcome	Measures	Data Collection Method	Data Sources	Timing	Responsibility
1. Indirect	New students' average rating on all items measuring satisfaction will be at least 3.5 out of 4.	Average ratings on satisfaction items	New Graduate Student Survey	Students	Beginning of first semester	Program Director
	Students will indicate satisfaction with courses by rating course excellence as at least 4 out of 5.	Item on IDEA Course Evaluation System	IDEA Course Evaluation	Students	Every semester	Faculty
	Graduating students' average rating on all items measuring satisfaction will be at least 3.5 out of 4.	Average ratings on satisfaction items	Graduate Student Exit Survey	Students	During application for graduation	Office of Graduate Studies
2. Direct	Group comparisons will indicate statistically significant differences between pre- and post-tests for graduating students.	Accuracy on pre- and post-tests	Pre-test and Post-test	Students	End of course work	Program Director
	Student responses to questions asked during Comprehensive Orals will average to at least 4 out of 5.	Average ratings on course knowledge discussion items	5-point rubric	Faculty on Orals Committee	End of course work	Faculty Chair for Orals
3. Applied	Graduates will indicate that they use or plan to use at least 85% of the knowledge and skills that they learned from the program in their work.	Report of use of knowledge and skills	Alumni Survey	Graduates	1-3 years after graduation	Program Director
	Employers will indicate that graduates use or plan to use at least 80% of the knowledge and skills taught in the program.	Report of use of knowledge and skills	Employer Survey	Employers	3 months after alumni survey	Program Director
4. Impact	At least 85% of students will be retained in the program each academic year.	Monitored retention of students through program	Retention data each semester	Institutional Research & Assessment	Annually	Faculty Member
	At least 80% of students will make satisfactory academic progress each academic year.	Monitored student progress to graduation	Student progress reports	Faculty Advisor Records	Annually	Faculty Member

Academic Unit Assessment Plans

Level 1 INDIRECT: Reaction, Satisfaction and Planned Action

- Was the program relevant to students?
- Was the program important to students' success?
- Did the program provide new information?
- Do students intend to use what they learned?
- Would students recommend it to others?
- Is there room for improvement with facilitation, materials, and the learning environment?

Level 2 DIRECT: Learning knowledge and skills

- Do students know what they are supposed to do with what they learned?
- Do students know how to apply what they learned?
- Are students confident to apply what they learned?
- Did students gain new knowledge, skills, change their attitude, increase awareness?

Level 3 APPLIED: Application and Implementation

- How effectively are students applying what they learned?
- How frequently are they applying what they learned?
- If they are applying what they learned, what is supporting them?
- If they are not applying what they learned, why not?

Level 4 IMPACT: Business or Professional Impact

- To what extent does student application of what they learned improve the measures the program was intended to improve? (Retention, graduation, etc.)
- How did the program impact output, quality, cost, time, customer satisfaction, employee satisfaction, work habits?
- What were the consequences of students' application of knowledge and skills acquired during the program, process, intervention, change? (certification, licensure, etc.)
- How do we know it was the program that improved these measures?

Administrative Unit Assessment Plans

Assessment Plans for Administrative Units will vary with the type of service your unit provides and whether you have direct or indirect contact with students.

If you would like assistance developing or updating your Assessment Plans in PRISM, please contact Kim Presson at 8142 or kpresson@jsu.edu

Assessment/PRISM and SACSCOC

SACSCOC Comprehensive Standard 3.3.1:

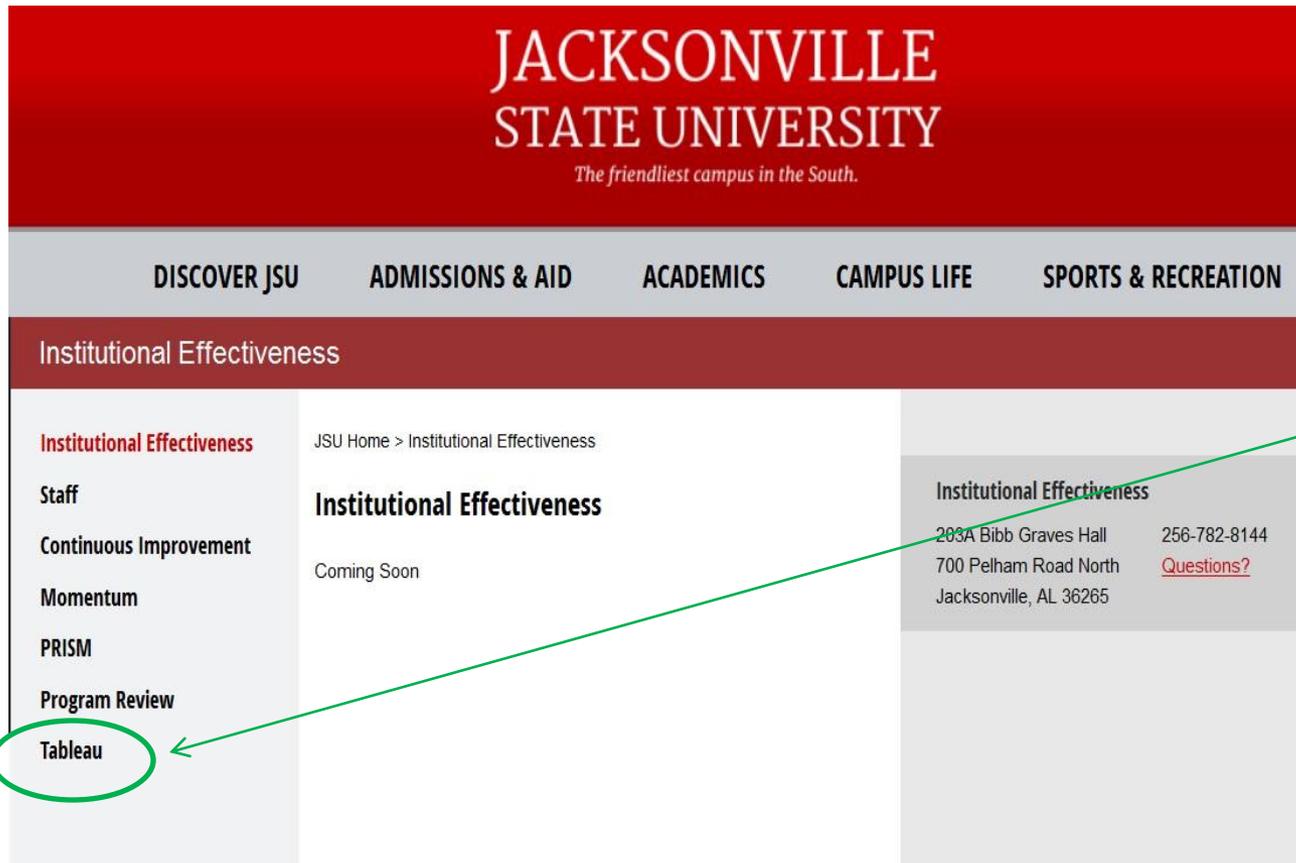
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:

- 3.3.1.1 educational programs, to include student learning outcomes
- 3.3.1.2 administrative support services
- 3.3.1.3 academic and student support services
- 3.3.1.4 research within its mission, if appropriate
- 3.3.1.5 community/public service within its mission, if appropriate

About PRISM/Compliance Assist Planning

- **The Reporting and Planning processes are meant to be a collaborative activity within each unit.**
- **Units are encouraged to utilize small teams of individuals who work as a group in an effort to support continuous improvement within the unit by developing and reporting on goals, objectives and learning outcomes and reporting on Program Review recommendations.**
- **The Office of Institutional Effectiveness is available to meet with these groups to discuss continuous improvement and host a workshop to assist in the development of goals, objectives and learning outcomes.**
- **Goals, objectives, student learning outcomes and Program Review recommendations are continually tracked until it is determined that they have been accomplished or are no longer relevant.**

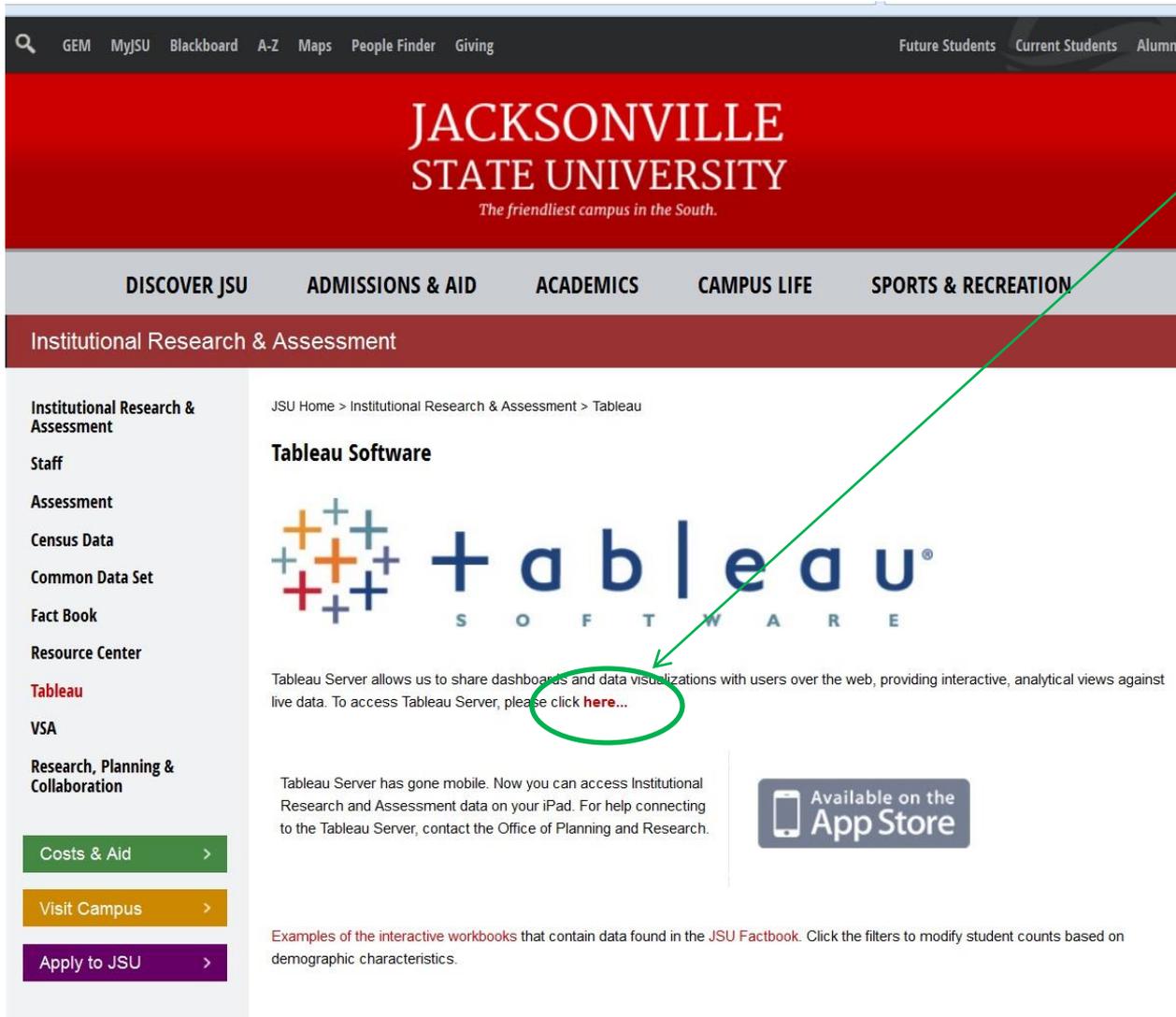
Logging In



1. From the Institutional Effectiveness Webpage (www.jsu.edu/ie)
2. Click on “Tableau”

Logging In

1. Click on "here" to access Tableau Server



JSU Home > Institutional Research & Assessment > Tableau

Tableau Software

Tableau Server allows us to share dashboards and data visualizations with users over the web, providing interactive, analytical views against live data. To access Tableau Server, please click [here...](#)

Tableau Server has gone mobile. Now you can access Institutional Research and Assessment data on your iPad. For help connecting to the Tableau Server, contact the Office of Planning and Research.

Examples of the [interactive workbooks](#) that contain data found in the JSU Factbook. Click the filters to modify student counts based on demographic characteristics.

Logging In

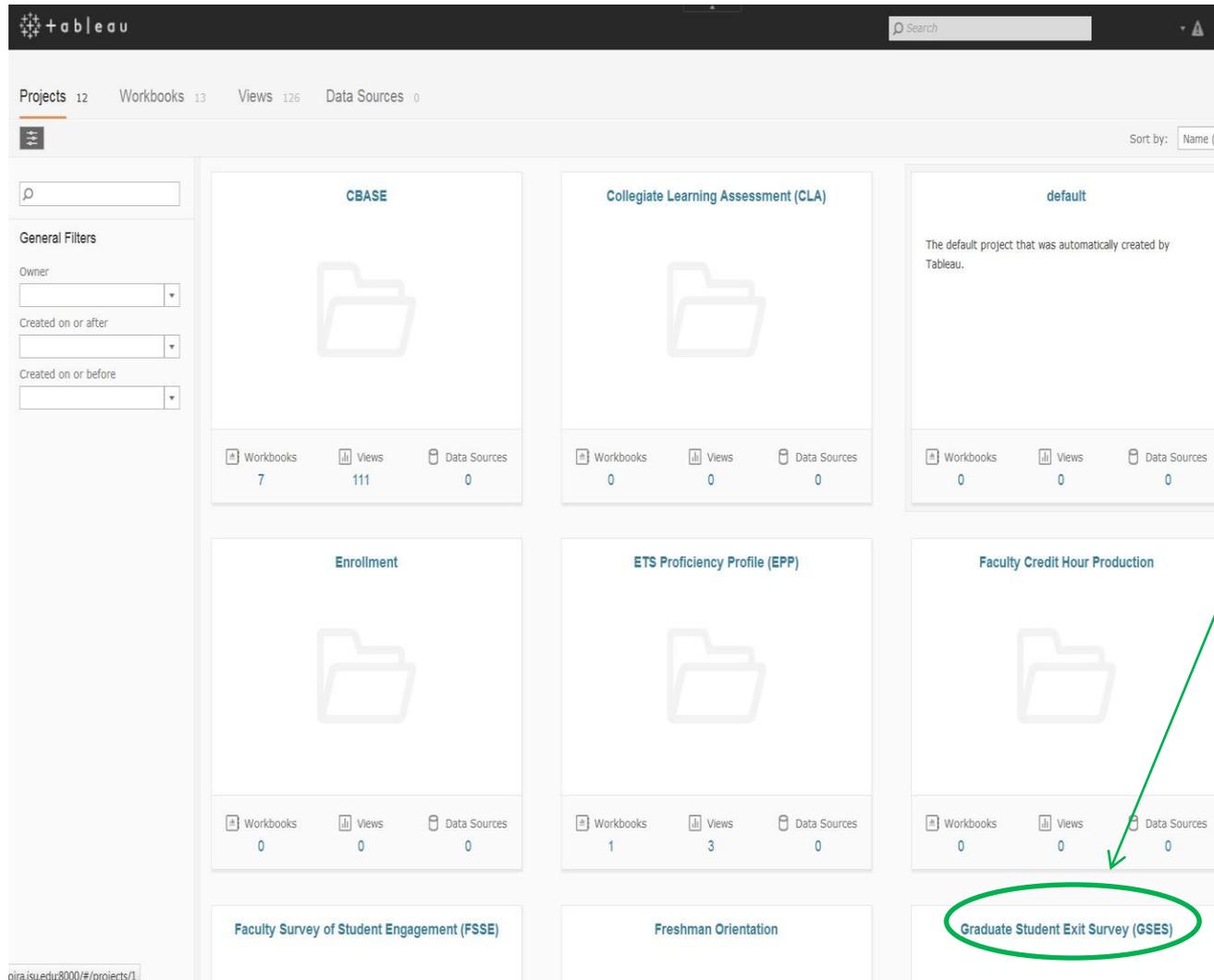


Sign In

1. Type in your username and password
2. Click “Sign In”
3. If you do not have a username or password, please contact Kim Presson at 8142 or kpresson@jsu.edu

Accessing Data

1. Click on the name of the Project to access the data from that Project.
2. We will use the Graduate Student Exit Survey.



Accessing Data

Home > Graduate Student Exit Survey (GSES) > gsesBookData > Graduate Student Exit Survey ☆

Share Remember my changes * Download

Graduate Student Exit Survey Results

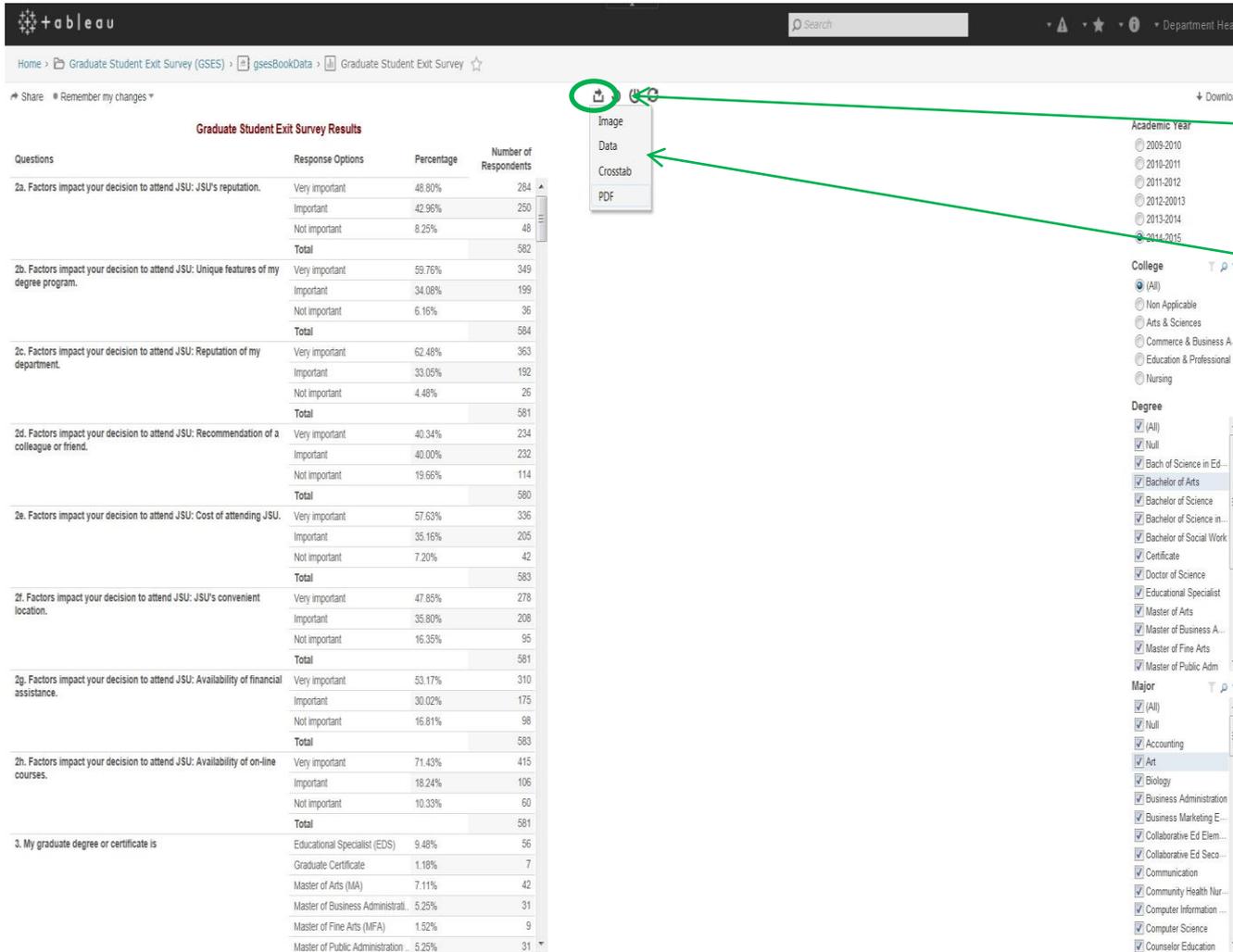
Questions	Response Options	Percentage	Number of Respondents
2a. Factors impact your decision to attend JSU: JSU's reputation.	Very important	42.86%	27
	Important	44.44%	28
	Not important	12.70%	8
	Total		63
2b. Factors impact your decision to attend JSU: Unique features of my degree program.	Very important	50.79%	32
	Important	38.10%	24
	Not important	11.11%	7
	Total		63
2c. Factors impact your decision to attend JSU: Reputation of my department.	Very important	52.38%	33
	Important	39.68%	25
	Not important	7.94%	5
	Total		63
2d. Factors impact your decision to attend JSU: Recommendation of a colleague or friend.	Very important	39.68%	25
	Important	41.27%	26
	Not important	19.05%	12
	Total		63
2e. Factors impact your decision to attend JSU: Cost of attending JSU.	Very important	51.56%	33
	Important	42.19%	27
	Not important	6.25%	4
	Total		64
2f. Factors impact your decision to attend JSU: JSU's convenient location.	Very important	49.21%	31
	Important	38.10%	24
	Not important	12.70%	8
	Total		63
2g. Factors impact your decision to attend JSU: Availability of financial assistance.	Very important	50.79%	32
	Important	31.75%	20
	Not important	17.46%	11
	Total		63
2h. Factors impact your decision to attend JSU: Availability of on-line	Very important	52.38%	33

1. You see here that the questions are listed down the left side of the screen.

2. Click on the selections on the right side of the screen to filter your results.

3. You can choose from:

- Academic Year
- College
- Degree
- Major



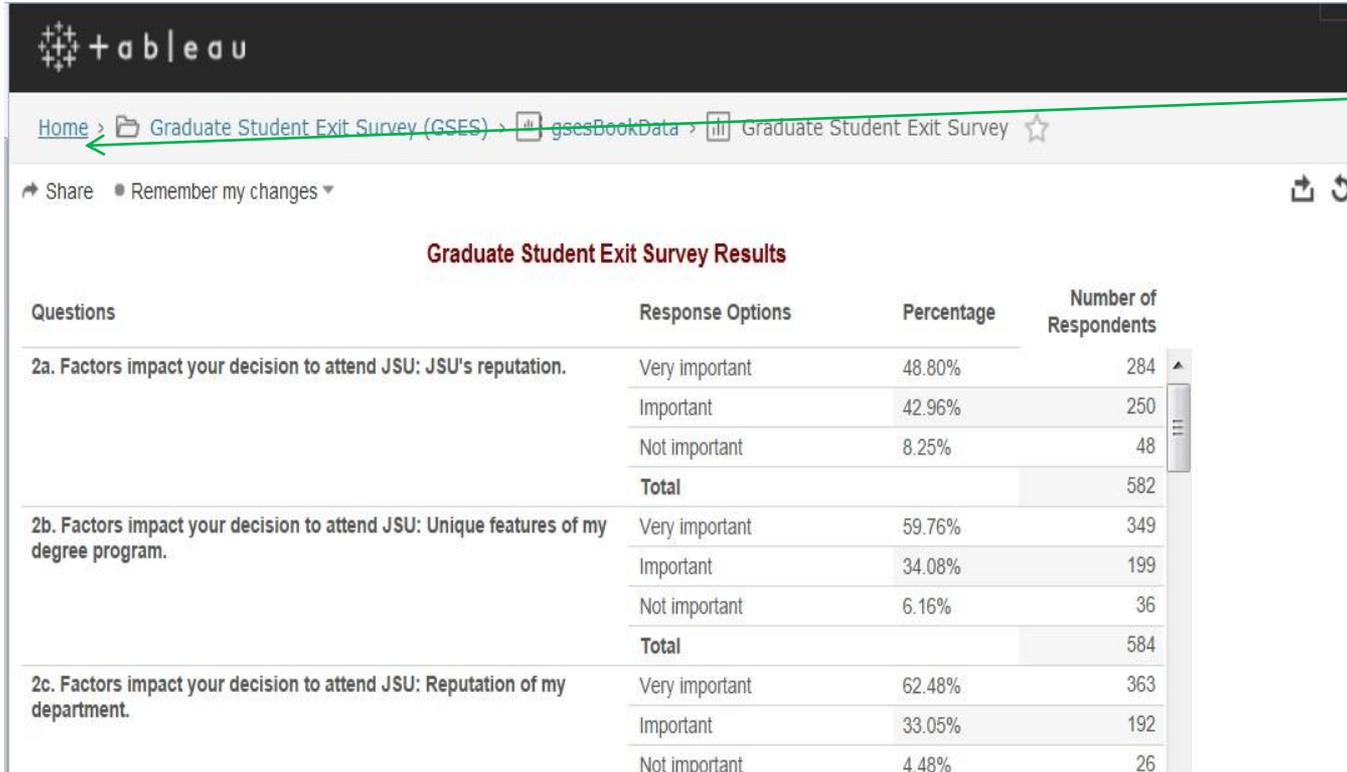
The screenshot shows the Tableau Server interface. On the left, there is a table titled "Graduate Student Exit Survey Results" with columns for Questions, Response Options, Percentage, and Number of Respondents. The table contains 18 rows of data. On the right, there is a sidebar with various filters including Academic Year, College, Degree, and Major. A green circle highlights the "Export" icon in the top right corner of the table. A green arrow points from this icon to a dropdown menu that is open, showing options: Image, Data, Crosstab, and PDF. Another green arrow points from the "Image" option to the "Image" option in the dropdown menu.

Accessing Data

1. After filtering your data, you can Export it.
2. Click on the Export Icon and then click on the type of export you would like to use.

For PRISM it is recommended that you use the **image export** or a **screen shot cropped from "Paint"** and saved as a jpeg and then paste the image directly into PRISM and discuss the data as it relates to your outcome or objective.

Changing Surveys

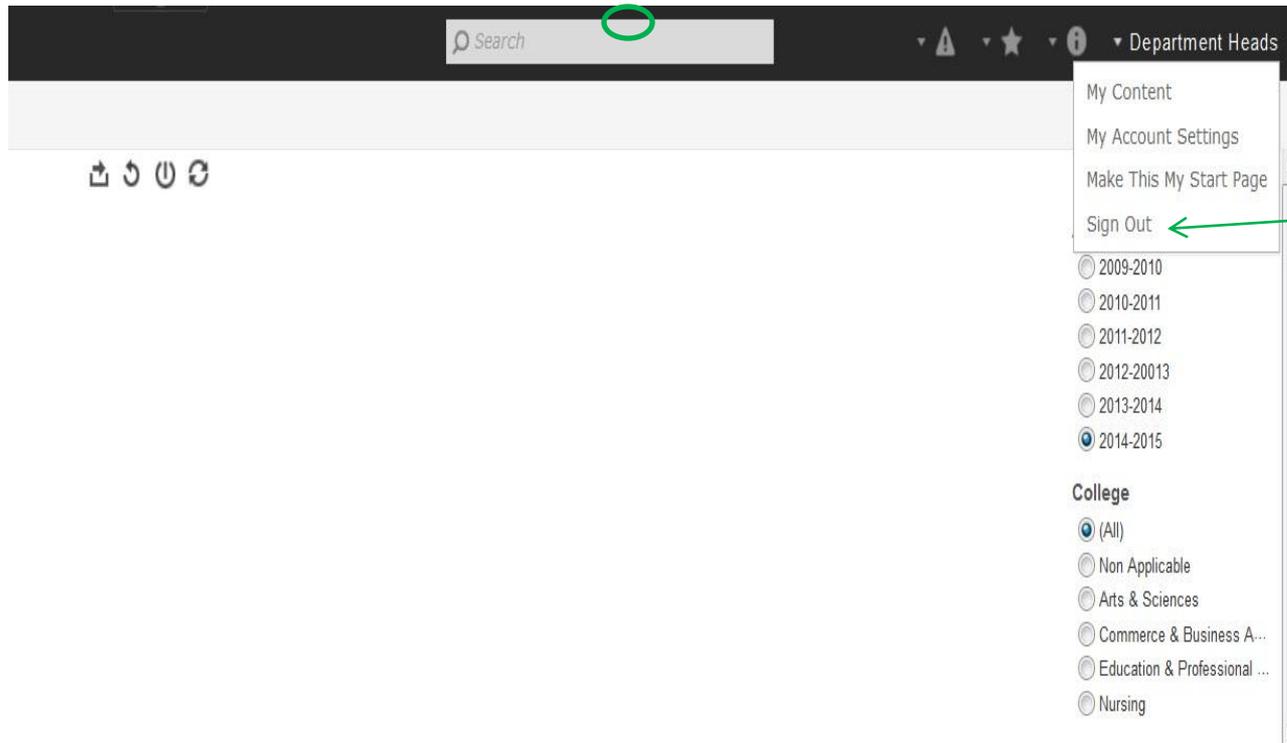


The screenshot shows the Tableau Server interface. At the top, there is a navigation breadcrumb: Home > Graduate Student Exit Survey (GSES) > gsesBookData > Graduate Student Exit Survey. A green arrow points from the 'Home' link to the 'Home' button in the top left corner of the dashboard. Below the breadcrumb, there are 'Share' and 'Remember my changes' options. The main content area is titled 'Graduate Student Exit Survey Results' and contains a table with the following data:

Questions	Response Options	Percentage	Number of Respondents
2a. Factors impact your decision to attend JSU: JSU's reputation.	Very important	48.80%	284
	Important	42.96%	250
	Not important	8.25%	48
	Total		582
2b. Factors impact your decision to attend JSU: Unique features of my degree program.	Very important	59.76%	349
	Important	34.08%	199
	Not important	6.16%	36
	Total		584
2c. Factors impact your decision to attend JSU: Reputation of my department.	Very important	62.48%	363
	Important	33.05%	192
	Not important	4.48%	26

1. To view data from a different survey, click on the “Home” button in the upper left hand side of the screen and then choose the next Project you would like to view.

Logging Out



1. Click on the drop down menu at the top right hand side of the screen and click on "Sign Out"

- **If you need assistance in using Tableau Server or using this data in your PRISM or Assessment plans, please contact Kim Presson at 8142 or kpresson@jsu.edu**