Analytics Open Labs

October 21, 2016

9:30 AM
("Consumers": IRAA Website & Tableau Server)

Today's Topic:
Primary Instructors: courses taught, student credit hours, and other metrics

Student Success Project Folder: Academic Alerts & Midterm Grades

Sign In

Find Chris Thuringer and tell him your link blue id!

We are now using Tagger to track attendance at Open Labs.

Slide decks will be available on our IRAA website after each session.

http://www.uky.edu/iraa/open-labs-presentations

Open Labs schedule

9:00 AM - This will remain beginner hour presentation and one-on-one analyst sessions

9:30 AM - We will have a presentation targeted at 'consumers' that covers data available on the IRAA website and Tableau Server. You all are more than welcome if it is a topic you are interested in. Depending on turnout, we may be able to keep the rooms separated during the 9:30 session so conversation/analyst sessions can continue.

10:00 AM - We will have a presentation targeted at 'creators' that covers a variety of topics. I am hoping that these presentations last 20 to 30 minutes to allow time for questions on other topics and collaboration after.

Presentations will be announced 4 to 6 weeks out. This is to allow for flexibility in what is covered.

http://www.uky.edu/iraa/hana-and-tableau-training

Fall 2016 Analytics Open Labs

10/21/16
9:30 AM – Primary Instructors: courses taught, student credit hours, and other metrics
10:00 AM – Data governance / usage guidelines; HANA and Tableau permissions; data security issues

11/4/16
9:30 AM – Institutional Enrollment Dashboard
10:00 AM – Data Quality - Who do I call when I have questions about data quality?

11/21/16
9:30 AM - Faculty and Staff Dashboards
10:00 AM - Where is the data? Peripheral Systems

Training Page http://www.uky.edu/iraa/hana-and-tableau-training
Past Open Lab presentations   http://www.uky.edu/iraa/open-labs-presentations
Send suggestions for additional topics to analytics@uky.edu

Student Reports Project Folder

Instructor SCH: https://analytics.uky.edu/#/workbooks/4291/views

Missing Primary Instructor: https://analytics.uky.edu/#/workbooks/4292/views

Student Success Project Folder

Academic Alerts: https://analytics.uky.edu/#/workbooks/4512/views

Midterm Grades - https://analytics.uky.edu/#/workbooks/4518/views

Student Success Project Folder

Who has access?

- Super-Users
- Associate Deans
- College "Student Success" staff (e.g. advising leads)
- Academic Excellence leadership (Student & Academic Life, EM, CELT)
- Secondary Advisor Operations (CARES, First Gen, Athletics, Honors)

10:00 AM
("Creators": Tableau Desktop & Super Users)

Today's Topic:
Data usage guidelines; Tableau Server permissions; other data security issues

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Tableau v10.0

Tableau Server is now upgraded to v10.0.

It is **<u>recommended</u>** that Tableau Desktop users upgrade to v10.0.

- Older versions of Tableau Desktop:
    - **<u>CAN</u>** publish to Tableau Server
    - **<u>CAN NOT</u>** edit workbooks created or modified in Tableau Desktop v10.0

To upgrade, just download install the latest version of Tableau Desktop from <u>www.tableau.com</u> or <u>http://www.tableau.com/support/esdalt</u>. It should be quick and painless!

Tableau Server & Desktop v10.0 - New Features

Most users will only notice superficial updates on both Server and Desktop - new fonts, stylings, etc.

Mac users can connect directly to HANA! Alex Dixon has created step-by-step instructions, available on UK's Software Download site:
https://download.uky.edu/report.php?versionid=211

How to find Preliminary Enrollment and Cohort Data

Analytics Community of Practice > Fall 2016 Enrollment - Preliminary

https://analytics.uky.edu/#/workbooks/4449/views

Sourced from STUDENT.ENROLLED_STUDENTS_CPE_IPEDS

More complete workbook at next Analytics Open Lab!

Data Usage Guidelines - Student Details

Super Users all have access to student personally identifying details (name, SLCM ID, link blue, email, address, etc.)

Many other users do not have access - and they shouldn't!

Only provide PII to people who require this info in order to complete their job responsibilities!

These data should **NOT** be provided to: faculty (class rosters, etc.), accreditation reports, anyone outside UK.

Data Provided Outside UK

Accreditation reports, benchmarking surveys, etc.

Data provided externally to UK should be consistent with CPE/IPEDS submissions as much as possible.

Most ad-hoc requests (local governments, staff from other universities, academic researchers, etc.) should go through UK Open Records (https://www.uky.edu/Legal/ORR.htm)

Do not provide personally identifying details of students/faculty/staff to entities outside UK.

When in doubt - ask us at analytics@uky.edu !

Tableau Server Roles and Access Levels

http://www.uky.edu/iraa/sites/www.uky.edu.iraa/files/Tableau%20Roles.pdf

Super Users have:

- Editor access to their own Project(s)
- DWSA access to Student Reports and other IRAA maintained projects
- Editor access to other College projects

Most "Consumers" should just have the Interactor role to view data on TS.

College/Business Unit Project Permissions

Super Users are encouraged to review the people in their project folders and audit permission levels periodically.

Two models:

1. Separate projects for different users
   a. Permissions maintained by IRAA
   b. E.g., College, Leadership, Dean
2. Single project with workbook-specific permissions
   a. Permissions are maintained by the Project Owner

Demonstration by Baron Wolf: Decision Support Analyst, Office of the Vice President for Research