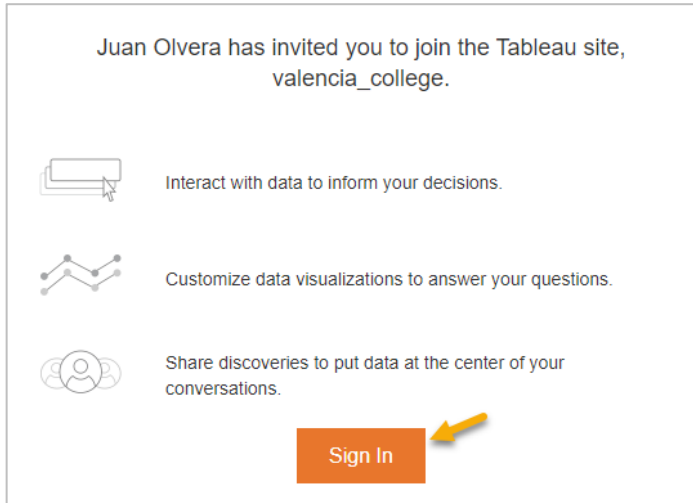
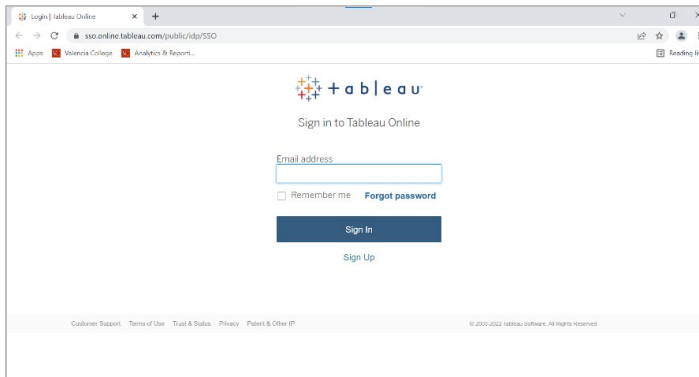


Access

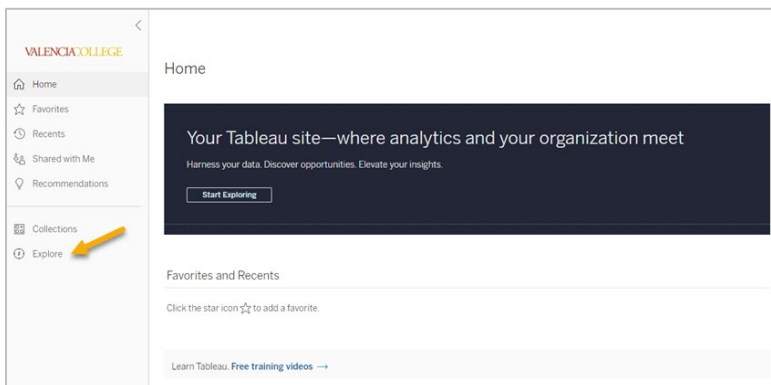
1. You will receive an email inviting you to join the Valencia Tableau site.
Click on the 'Sign In' button.



2. At the Tableau Online login page, sign in with your Valencia College email and Atlas password.



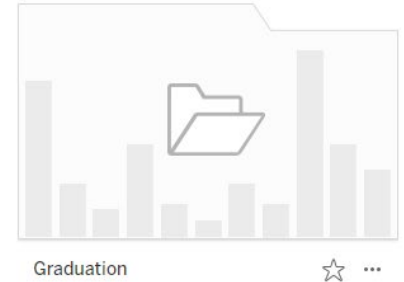
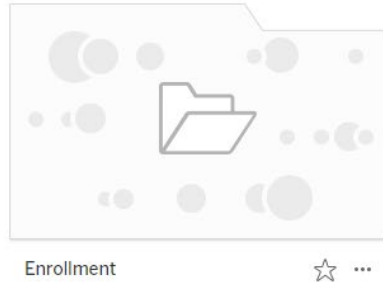
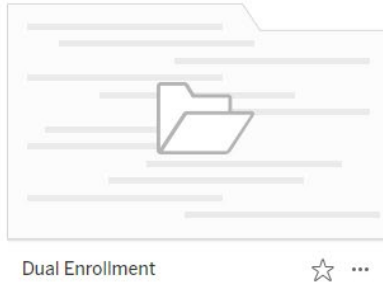
3. Once you enter your credentials, you will be directed to the Tableau Online homepage.
Click 'Explore' to view report folders.



4. Select the Analytics & Reporting folder



We currently have four reports available and they are located in the following three folders:



Here are the report locations and direct links:

Dual Enrollment: [Dual Enrollment](#)

Enrollment: [Applicant Yield](#)
 [Credit Registration](#)

Graduation: [Degrees](#)

If you have any issues logging onto Tableau Online or accessing the reports, please contact us or submit an [IR Work Request](#).

Share a Workbook

1. To share a workbook, click on a report folder and then on a single report. To the right of the report name, click on the three dots and select 'Share'.

Explore / Analytics & Reporting / Enrollment / Applicant Yield

Applicant Yield

Owner Cissy Reindahl Modified May 5, 2022, 12:5

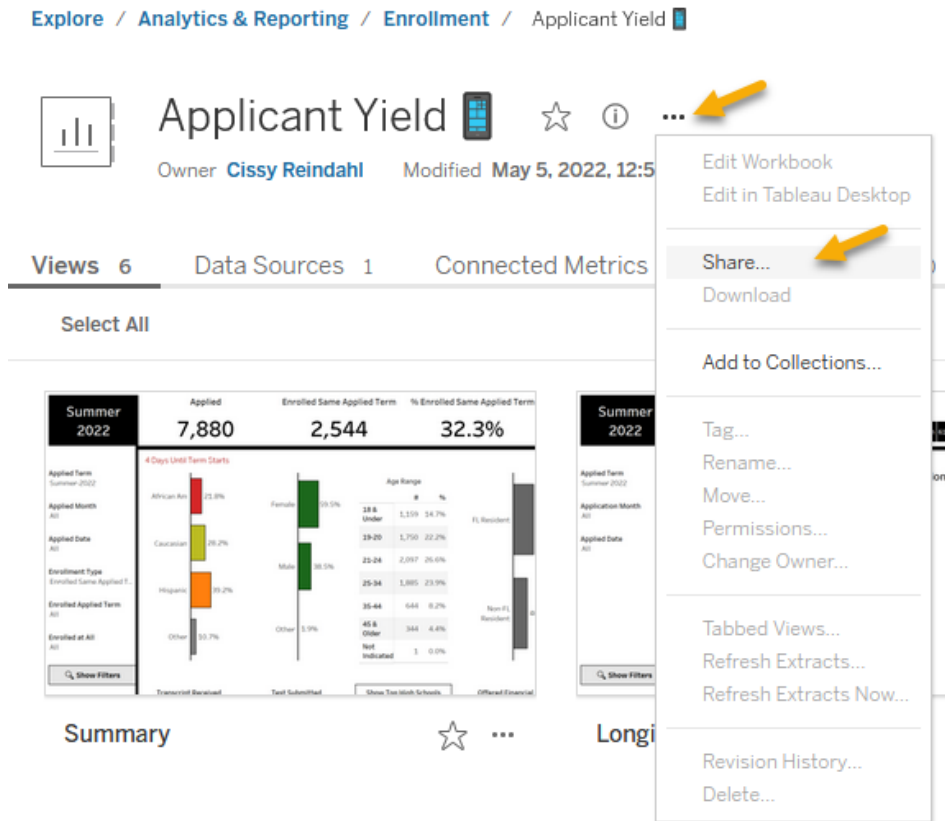
Views 6 Data Sources 1 Connected Metrics

Select All

Summer 2022	Applied	Enrolled Same Applied Term	% Enrolled Same Applied Term
7,880	2,544	32.3%	

Summary

Longi



2. You can copy the link and send it to any registered user.

Share Workbook

Applicant Yield

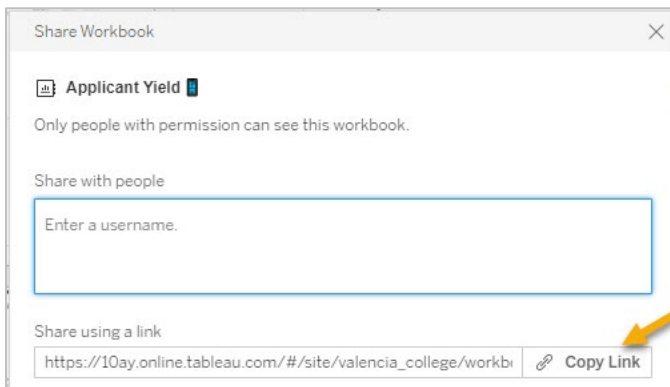
Only people with permission can see this workbook.

Share with people

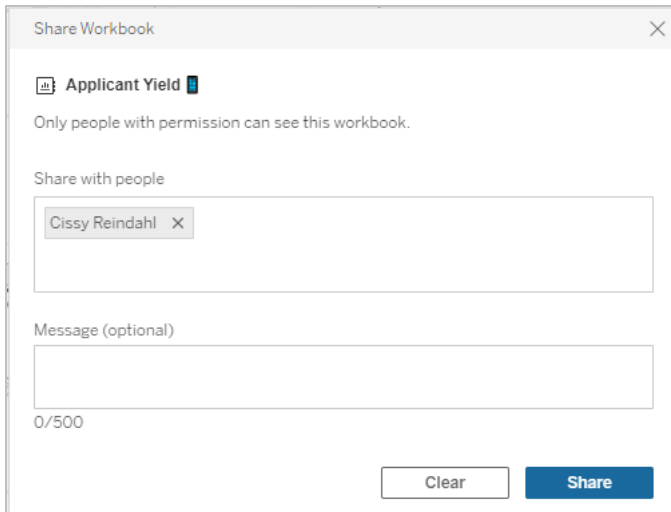
Enter a username.

Share using a link

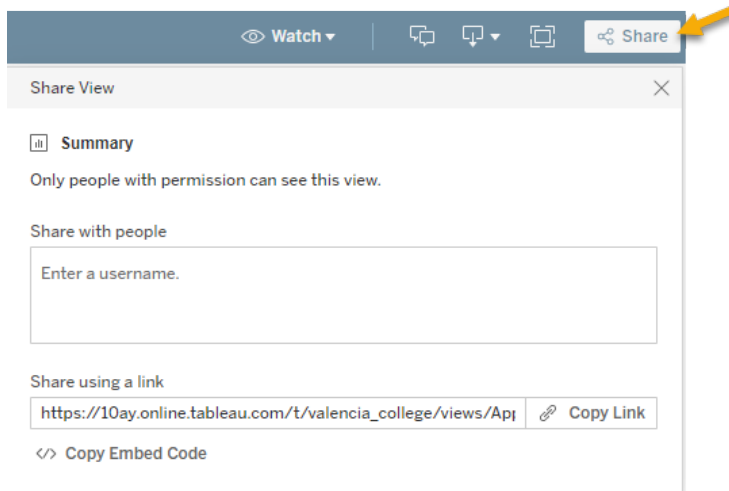
https://10ay.online.tableau.com/#/site/valencia_college/workbi Copy Link



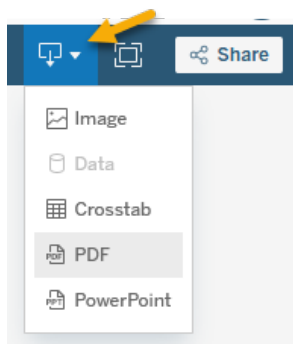
Or enter names into the 'Share with people' box and they will receive an e-mail with the report link.



3. If you want to share a single page (or view), click on the page and then click on the 'Share' button located on the top right of the page. *NOTE: you can filter the view first and then share your insight!*

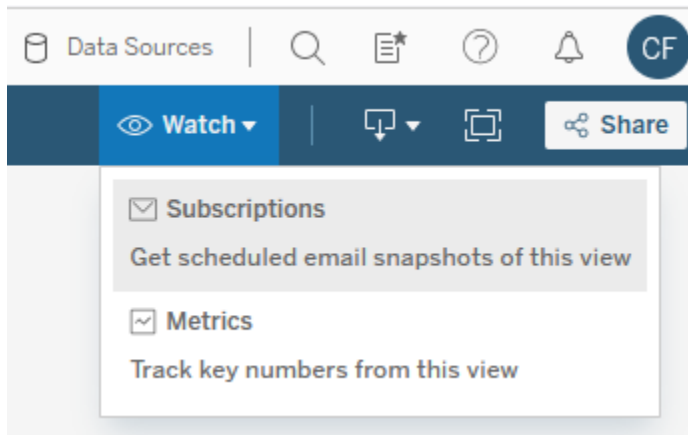


4. If you would like to share a view with a non-registered user, click the download button at the top right of the page and select an option.



Subscriptions

1. Click on a report and then on a single page. Select '👁 Watch' and then 'Subscriptions'.



2. In the subscribe box, you can choose what you would like to receive and how often.

Subscribe ✕

Include
This View ▼

Don't send if view is empty

Format
Image ▼

Subject
Awarded Demographics

Message (Optional)
Add a custom message

Schedule
> 1 day a week, at 16:40

[Manage Subscriptions](#)

3. Select what you would like to include, the format and the schedule.

NOTE: Click on 'Manage Subscriptions' to alter the schedule or delete a subscription.

Include
Entire Workbook

This View
✓ Entire Workbook

Format
Image

✓ Image
PDF
Image and PDF

Schedule
✓ 1 day a week, at 16:40

Repeats
Daily

Every
Day

At
16:40

On
Su M T W Th **F** Sa

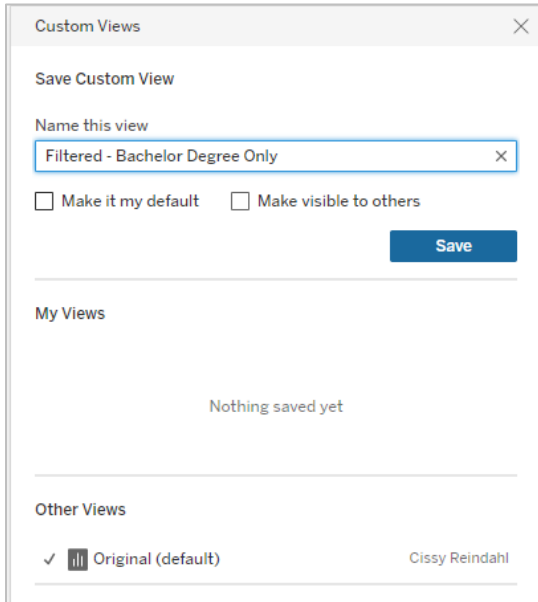
[Manage Subscriptions](#)

Custom Views

1. Click on a report and then on a single page. Select 'View: Original' located at the top of the page.



2. Name your view something descriptive and then select 'Save'.



3. When you select 'View' again, you will see your saved views listed under 'My Views'.

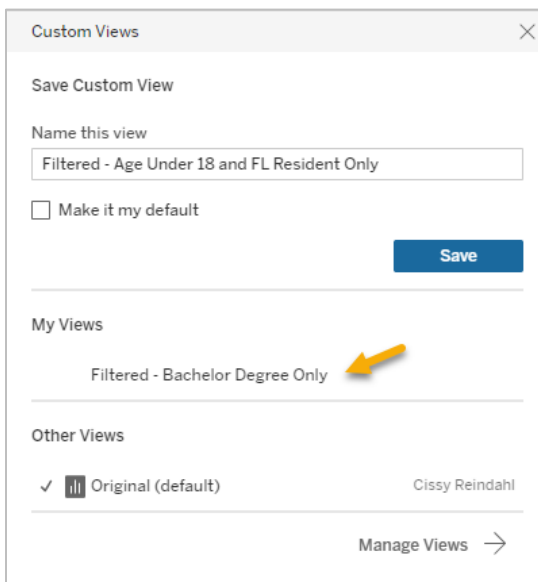
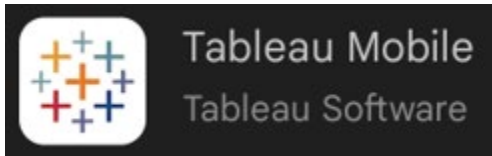


Tableau Cloud App

1. To access Tableau Cloud via a phone or tablet, download the Tableau Mobile app



2. To view the reports as they look on a computer, you must click the three dots in the right-hand corner and select Desktop Layout

