

YOUTH INITIATIVE

OF ADAMS COUNTY

Navigation of the 2017-18 Youth Initiative Student Survey Reports (version 2-6-2018)

Overview: This document provides information to help you navigate and use the Youth Initiative Student Survey online reports. For additional support, please contact Daniel Archuleta, ACYI Data Director, at DanielArchuleta@ACYI.org.

Contents:

- [General Navigation](#)
- [Tooltips](#)
- [Action Filtering](#)
- [Menu Filtering](#)
- [Viewing and Downloading Data](#)
- [Printing](#)
- [FERPA Note](#)

General Navigation:

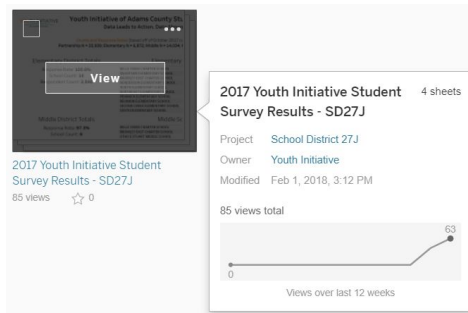
URL: <https://tableau.strivetgether.org>

The screenshot shows the Tableau interface for the Youth Initiative of Adams County. The browser address bar displays the URL: <https://tableau.strivetgether.org/#/site/AdamsCountyYouthInitiative/projects>. The Tableau navigation bar includes 'Content', 'Users', 'Groups', 'Schedules', 'Tasks', and 'Status'. The main view shows a list of 'Projects' (13), 'Workbooks' (15), and 'Views' (43). A search bar is visible on the left. Three callout boxes provide instructions: 'You can search Projects and Workbooks' points to the search bar; 'These are the Projects you can access. Think of them as folders. Within Projects, there are workbooks. Within workbooks, there are views.' points to the project list; and 'You can sort and filter Projects and Workbooks' points to the 'Sort by' dropdown menu.

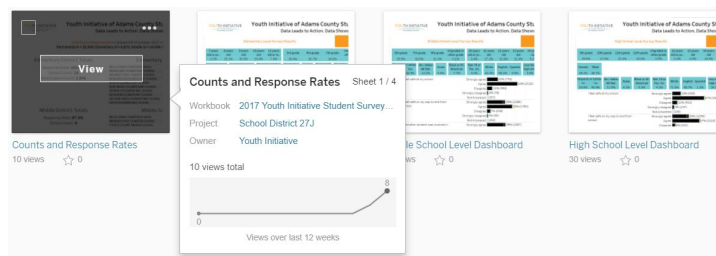
YOUTH INITIATIVE

OF ADAMS COUNTY

1. Select a Project to see the workbooks and views.
2. Select a workbook.



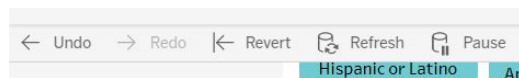
3. Select a view.



4. Use the tabs and/or the breadcrumbs at the top to go through the projects, workbooks, and views.



5. As you make selections, you may need to use the navigation controls on the top left to undo/redo the action, or revert/refresh the entire view.

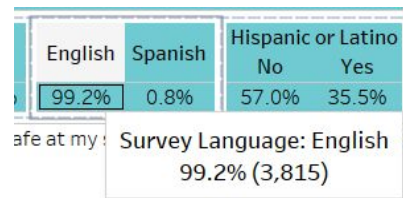


NOTE: Depending on the size of the report and the number of concurrent users accessing the same report, performance may result in significant lag time (several minutes).

Tooltips:

Hovering

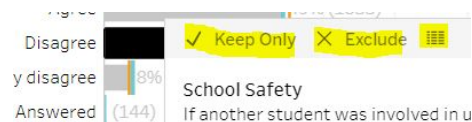
1. Hovering over data points will pull up a summary and/or additional data.



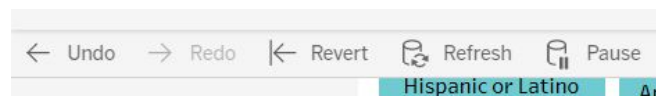
2. Hovering over the *i* information icon pulls up data notes.



3. If you have selected marks, you may see additional options in the Tooltips, such as, Keep Only, Exclude, and View Data (see Viewing and Downloading Data below). These options do exactly as they say.



NOTE: If Keep Only or Exclude is selected, use the navigation controls on the top left to undo the action, or revert/refresh the entire view.



Action Filtering:

Click Around

1. Set one filter by clicking on a single blue box, gray category or school, or black bar in the results.
2. Set two or more filters by using Shift, Ctrl, or drawing a box around marks using your cursor.
3. Rates and counts will update to reflect the selections you have made. As a result, respondent counts may get very small, and filtering time may increase.
4. HINT: Pay attention to the view below. It will clue you into whether there are any filters turned on. Look for highlighted marks in the views to identify which action filters have been activated.

Showing 3,846
of 3,846 Total

5. Click on one or more of the black bars in the results and you will see the profile/characteristics of the respondents who provided the answers in the blue areas.

NOTE: Partnership and District Totals do not change when Action Filtering. They are constant, overall totals at each level, i.e. Elementary, Middle, and High.

Partnership Total District Total

Menu Filtering:

Actionable Links in Tooltip Items

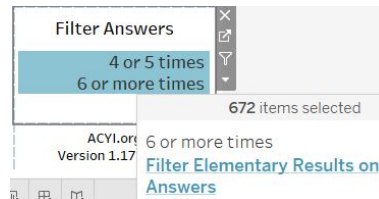
1. Not all tooltips will include actionable links. In the survey reports, there is only one area with menu filtering enabled.
2. Highlight one or more black bars in the results view using Shift, Ctrl or by drawing a box with your cursor.

4 or 5 times
6 or more times

YOUTH INITIATIVE

OF ADAMS COUNTY

- Now, look at the Filter Answers view, and once again, highlight the answers you want. When you hover over your selections, you will see a tooltip menu option that will apply those answers as a filter back across all of the survey results.



- Select the link to apply the menu filter.

NOTE: Do **NOT** deselect the answers in the filter view or from within the results view. Deselection will cause the view to revert back to the original selections.

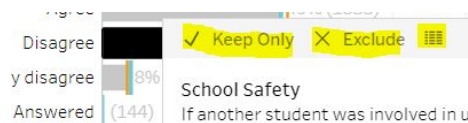
Viewing and Downloading Data: –

Getting to Your Summary and Underlying Data

- There are several ways to get to your underlying data: you can view limited data sets by following step 2 or for full data sets by following step 5.

Limited Data Sets

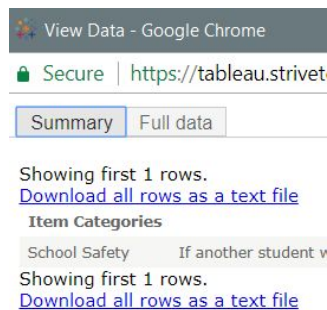
- If you have selected marks, hover over your selection. In the Tooltip, you will see an option to view the underlying data on the right.



YOUTH INITIATIVE

OF ADAMS COUNTY

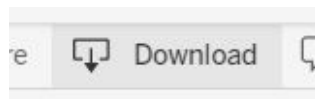
3. A new window will open. It will display a summary view of the data that is limited to the marks that were selected (i.e. each selected mark becomes one row of aggregated results). Selecting the Download link will begin a download of that limited and aggregated data set.



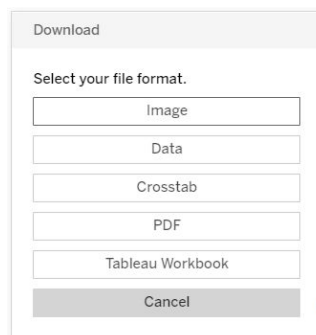
4. By selecting Full data, the aggregated data will be disaggregated. However, the data set will remain limited to your selected marks. Disaggregation is at the individual respondent level (the respondent IDs are anonymous, please see the FERPA Note below). Checking the show all columns option will include all data elements from the underlying data. Selecting the Download link will begin a download of the disaggregated and limited data set (e.g., each selected mark becomes one row of aggregated data).

Full data sets

5. In the upper, right-hand side, you will see an option for Download. Select it.



6. A pop-up window will open prompting you to select how you want to download the data.



YOUTH INITIATIVE

OF ADAMS COUNTY

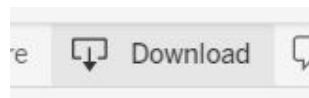
7. Image: this exports a png file of the entire view of the dashboard, just as it is displayed on the screen, including selections/highlights and cutting off information above/below scrollbars. These can be useful in public presentations where the audience needs to focus on one or a few specific results and when there is a need to redact results and ensure student privacy (see FERPA Note below). The view is not interactive.
8. Data: in addition to downloading limiting data for a few selected marks, the data in an entire view (not dashboard) can be downloaded, please see steps 3 and 4 from above for a description of view and download options.
9. Crosstab: this opens an excel file that includes all of the aggregated data points for a few selected marks or in an entire view (not dashboard). It removes graphics.
10. PDF: see Printing below.
11. Tableau Workbook: this option has been disabled.

Printing:

How to Print Dashboards and Full Sheets

Note: Tableau is designed to be an interactive, online tool. Therefore, printing is not recommended and is limited.

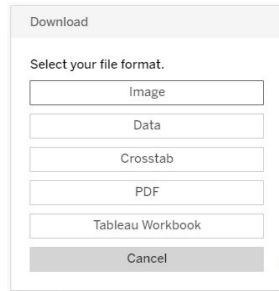
1. In the upper, right-hand side, you will see an option for Download. Select it.



YOUTH INITIATIVE

OF ADAMS COUNTY

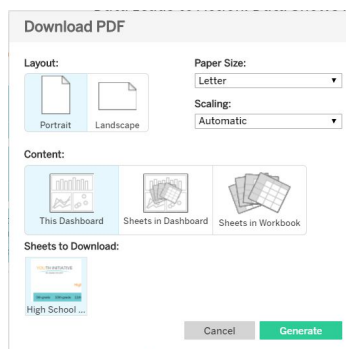
2. A pop-up window will open prompting you to select how you want to download the data. Select PDF.



3. A printing dialogue box will pop-up. Highlighted blue items reflect selections.

Content

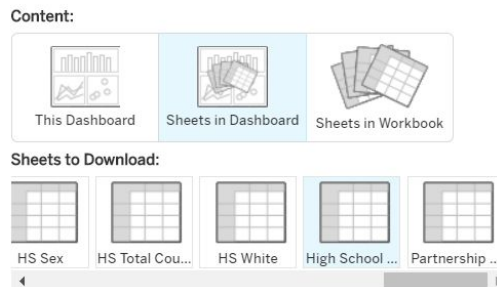
4. The Dashboard: this will generate a PDF file of the entire view of the dashboard, just as it is displayed on the screen, including selections/highlights and cutting off information above/below scrollbars. These can be useful in public presentations where the audience needs to focus on one or a few specific results and when there is a need to redact results and ensure student privacy (see FERPA Note below).



YOUTH INITIATIVE

OF ADAMS COUNTY

5. Sheets in Dashboard: as shown below, each box containing information (even the *i* information icon), is a separate sheet in the dashboard. By default, each sheet is selected/highlighted for printing. Each sheet will print on a separate page. If you are not wanting to print all of the sheets, then printing the correct and intended sheet(s) might take a little trial and error. HINT: to print the full survey, select the “High School...”, “Middle School...”, or “Elementary School...” sheets, typically they are the second to the last listed (see below).



NOTE: Printing the full survey, will not include a header or caption detailing what, if any, filters were selected. If filters are applied, it is recommended that those sheets are printed, as well as the total sheet for reference.

FERPA Note:

Some reports, which not in the “Public” folder, contain data where student counts are fewer than 16. Partners accessing and using these data must follow all applicable laws to ensure student privacy.