Tableau is...

A web-based program used by Aurora Public Schools to integrate data and create data visualizations.

Data within the visualizations is primarily from Infinite Campus and is refreshed nightly.

Currently APS has visualizations organized into several projects:

- *Annual Reports*
- *Assessment Results*
- *Key Dashboards*
- *Student Dashboards*
- *Quarterly Reports*
- *Special Projects*
- *Surveys*

For additional resources and training videos:

http://accountability.aurorak12.org/tableau/

Technical Support

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Tableau
At A Glance

+ a b l e a u

Aurora
Public
Schools

Aurora Public Schools
Accountability and Data Reporting

303-340-0861

Basic Navigation

Logging In

1. Go to website:
   https://tableau.aps.k12.co.us
2. Enter personal username and password (same as the one you use for your APS computer)
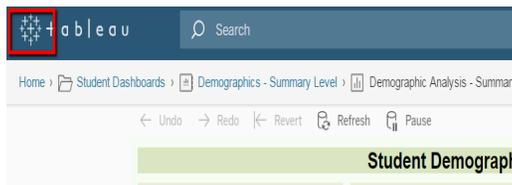3. Click "Sign In"

From the Home Screen

The **home screen** is the first thing users will see and allows users to navigate to:

1. Projects (types of dashboards; e.g., Assessment)
2. Views or Dashboards (a single dashboard)
3. Workbooks (A set of related dashboards)

Getting Home

You can always get back to the home screen by clicking on the circle of plus signs in the top left corner.

Searching for Content

If you want to find a dashboard containing a certain type of data or content (e.g., attendance, CMAS, grades), type the content name in the "Search" field. Tableau will show you all views (i.e., dashboards) and workbooks (i.e., sets of dashboards) that contain that content.

Using a Dashboard: Basic Functions

Filtering

Every dashboard has filters. Usually filters are located in the top right corner of the dashboard. Throughout the dashboards you will see some standardized filters: Learning Community, Level, and School.

Other filters are dependent on the purpose of the dashboard, and will be things like month, term, active students, etc.

Reverting Filters

If you have made customizations with the filters that you wish to undo, you can revert the view by clicking on the "Revert" icon at the top left of the view.

Downloading (Exporting)

If at anytime you want to download a visualization, you can use the download button and then select the type of download you would like to have (e.g., PDF, Image, Crosstab, or Data).
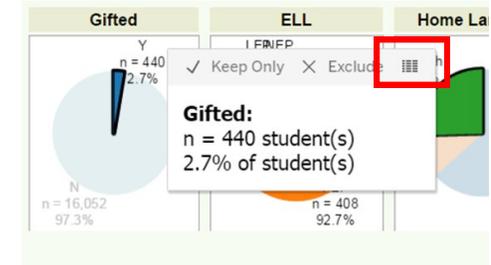
Using a Dashboard: Advanced Functions

Filtering Using Charts

Not all views are set up this way, but many views are set up to allow you to filter the data in the visualizations by clicking on portions of the tables or charts within it.
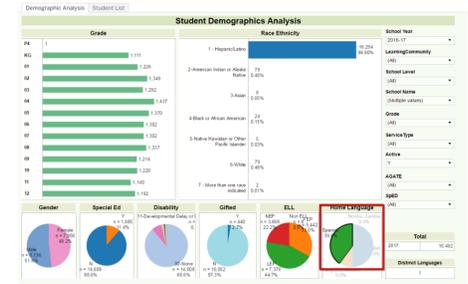
Viewing Underlying Data

To view underlying data, hover over a portion of a chart or table. A text box will appear. At the bottom right of this text box there is an icon that looks like a stack of papers. When you click on this stack of papers it will open up another window to display the underlying data.