



# DATA QUALITY INSTITUTE

*Building State Capacity for Reporting Perkins Data*

## Instructions for Downloading Tableau Reader and Using the 2011–12 Michigan CPI Dashboard

### Instructions for Downloading Tableau Reader 8.0

1. To be able to work with the Tableau Dashboard containing the 2011–2012 CPI dashboards, you will need to download a FREE software product called Tableau Reader 8.0.
2. Tableau Reader can be found at <http://www.tableausoftware.com/products/reader>.
3. Once Tableau Reader has been downloaded and installed on your computer, you will be able to open the attached Tableau Packaged workbooks titled
  - a. 2012\_CPIs\_TableauWorkbook\_Michigan
  - b. 5A\_GeorgiaDashboard\_2009–2012
  - c. 5B\_GeorgiaDashboard\_2009–2012

### Instructions for Using the 2011–2012 Michigan CPI Dashboard

1. There are 8 dashboards in the Tableau workbook
  - a. 1S1: Reading Attainment
  - b. 1S2: Math Attainment
  - c. 2S1: Assessment Dashboard
  - d. 3S1: School Completion
  - e. 4S1: Graduation
  - f. 5S1: Placement Dashboard
  - g. 6S1: Nontraditional Participation
  - h. 6S2: Nontraditional Completion

2. Each dashboard looks similar and has similar controls to manipulate the 2011 and 2012 datasets.
3. The table in each dashboard displays the numerator and denominator for each indicator for the 2011 and 2012 datasets. The definitions of the numerator and denominator for each CPI are provided below these tables for clarity.
4. The graph on each dashboard displays each of the indicator values for user-selected levels along with the State Target (blue line with value shown). The light blue band in the graph indicates thresholds for the CPI that meet/exceed the state target, the yellow band indicates the 90 to 100% range, and the pink band indicates CPI values below the 90% level. The % for the user-selected level is always provided at the top of the graph (equals to the numerator/denominator for each indicator).
5. There are 5 user-selected levels:
  - a. Region ('All' allows the user to select all 25 OCTE regions. The user additionally can select individual or multiple regions as they prefer)
  - b. CEPD ('All' allows the user to select all 53 OCTE CEPDs. If the user picks a specific region, then only CEPDs within that particular region will be displayed)
  - c. FedCodeName (This displays the 16 career clusters. The user can select which of the 16 clusters they want to observe the data for)
  - d. CIPCode (This displays the 50+ CIP codes available within the state and again allows the user to select the CIPCode for which they want to observe the data for)
  - e. PSN
6. If denominator or numerator values are less than 6, then the table and the graph will be blank and no data will be displayed.
7. Tableau is a powerful tool to display and manipulate data. Please play with the dashboards and see what you like/do not like about how they work.