

# Tips and Tricks for How to Use These Dashboards – University of Kansas NSSE Survey Results 2018

## Table of Contents:

**Drop-down List Navigation:** Click the down arrow on the upper left hand corner of the dashboard view to see a list of all dashboards available; select a dashboard to navigate to.

**Tab Navigation:** Click on tabs to navigate from one dashboard to another.

The screenshot displays a dashboard interface with a top navigation bar containing tabs for 'Table of Contents', 'Question 1', 'Question 2', 'Question 3', 'Question 4', 'Question 5', 'Question 6', 'Question 7', and 'Question 8'. A dropdown menu is open on the left, listing various dashboard options such as 'Table of Contents', 'Question 1' through 'Question 19', 'Response Rates Visual', 'Response Rate Crosstabs', and 'Survey Population Distribution'. The main content area shows a 'Report' section with text and two right-pointing arrows. A 'Table of Contents' section is also visible below the report.

**One-click Navigation:** Utilize arrows to navigate to the beginning of the interactive dashboards or the summary infographics.

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**Select a View:** A visual and crosstab view is provided for each set of questions. To choose a view, use the 'Select a View' filter.

**Segment Data:** Limit data displayed in charts and tables by making selections in the filters available on each dashboard.

Table of Contents Question 1 Question 2 Question 3 Question 4 Question 5 Question 6 Question 7 Question 8

**NSSE 2018 Survey Results Report**  
 University of Kansas - Lawrence Campus  
**COLLABORATIVE LEARNING**  
**Question 1: During the current school year, about how often have you done the following?**

Select a View

Visual

Year

2018

Sex

(All)

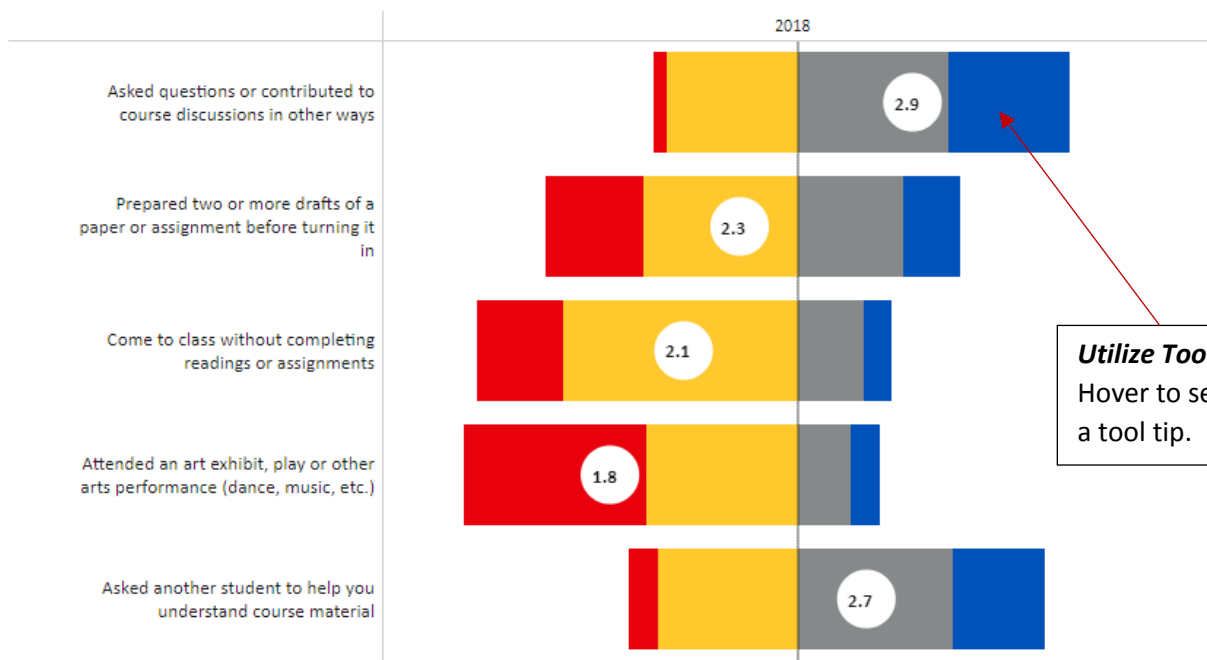
URM/Domestic/Intl Status

(All)

Class Level

(All)

1=Never
2=Sometimes
3=Often
4=Very Often



**Utilize Tool Tips:**  
Hover to see detail in a tool tip.

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← → ⌂ 📄 🖨️

**Create PDF:** To print to a PDF, click the download thumbnail on the lower right hand corner of the dashboard. Choose 'PDF', then keep the orientation as 'Portrait.' PDFs can be produced for the current view or for the entire workbook. To choose the entire workbook, click 'Specific sheets from this workbook' under the 'Include' filter, then 'Select All'. Lastly, when you click 'Create PDF' a PDF should be produced that you can save to your computer and/or print as a paper report.