

To download data from a Tableau dashboard:

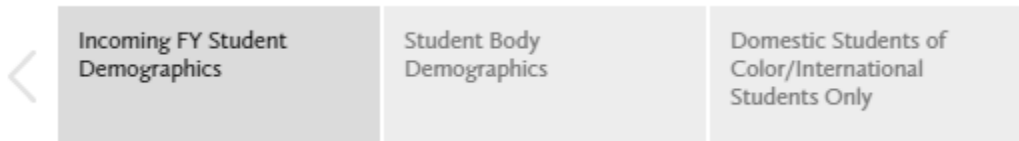
1. Go to the “download” icon on the Tableau ribbon at the bottom of the dashboard page:



Because the length of the webpage is tied to the longest page in the dashboard, this ribbon might be below several inches of white space on the page.

2. Choose “Crosstab” from the options that pop up
3. From there, you will get a series of options that represent each graph or table in the dashboard, listed in the order that they appear from top to bottom. The data can be downloaded in either an Excel or CSV file, and will represent the percentages or counts displayed in the graph or table, as well as any numbers that pop up when you hover over a data point, if applicable. The row names in the Excel/CSV file can be a bit obscure because they are based on the Tableau calculations used to generate the data - this is just the way it generates the file and can't really be easily altered. A few comparisons between the online dashboard and the file should make it relatively easy to discern what the numbers represent (remember to hover over the dashboard data to find additional information).
4. Using the tabs at the top of a dashboard will allow you to download data from individual pages of the dashboard, if applicable.

Example:



“Incoming FY Student Demographics” is the tab currently selected. Thus, any data downloaded will reflect graphs and tables on this page of the dashboard. To download from the “Student Body Demographics” page, for example, you would need to navigate to that page by clicking on the appropriate tab.

5. Any filters or other selections, if applicable, will be reflected in the data that's downloaded.

Example:

| |
|--|
| Major Chemistry ▼ |
| Select Demographic Sex (F/M) ▼ |

The data downloaded would show information about Chemistry majors disaggregated by sex.

6. If you have any additional questions, email Kelsey Thompson (thomps22@stolaf.edu) or Lauren Feiler (feiler1@stolaf.edu).