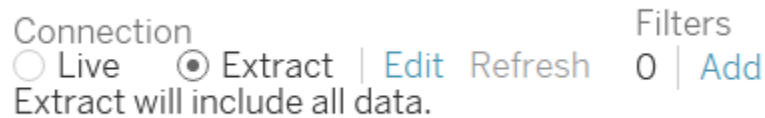


## How to do GatorEvals Public Reporting

**Step 1 Uploading File to Tableau** (use .csv file format, and you have ALL Terms, just not current term.)

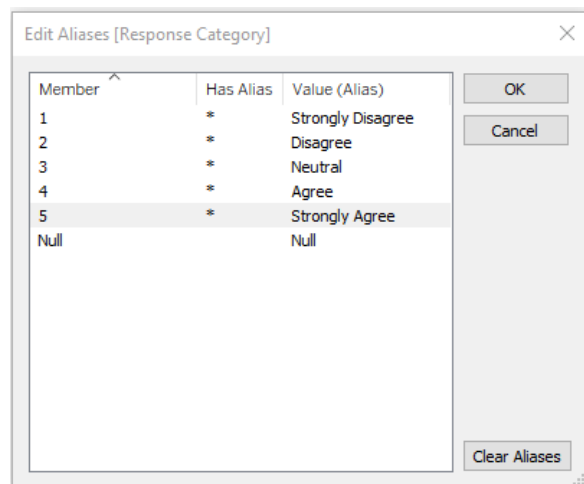
1. Open Tableau Desktop and click on “Text File” under “Connection”
2. Find the .csv file you wish to upload and click “Open”
3. Change the “Connection” to “Extract” as shown below:



You can choose to clean up the data file now or wait to open it in the Tableau worksheet (Sheet 1) and clean the data there. The instructions below are for cleaning the data on the Tableau worksheet not the datasource.

## Step 2 Clean up Data File in Tableau Worksheet (Sheet 1)

1. Double click the Sheet 1 tab and rename the sheet “GatorEvals Public Data”
2. In sheet 1’s Data pane:
3. Change the field from “Term Long Description” to “Term”
4. Change the field from “Academic Group Long Desc” to “College”
5. Change the field from “Academic Organization Long Desc” to “Department”
6. Right click on “Response Value” and select “Duplicate”.
  - a. Right click on the copy and select “Convert to Dimension”
  - b. In the Dimension columns, change name of “Response Value Copy” to “Response Category”
  - c. Right click on “Response Category” and select “Aliases”.
  - d. Rename the Value (Alias) column to Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree as shown below:

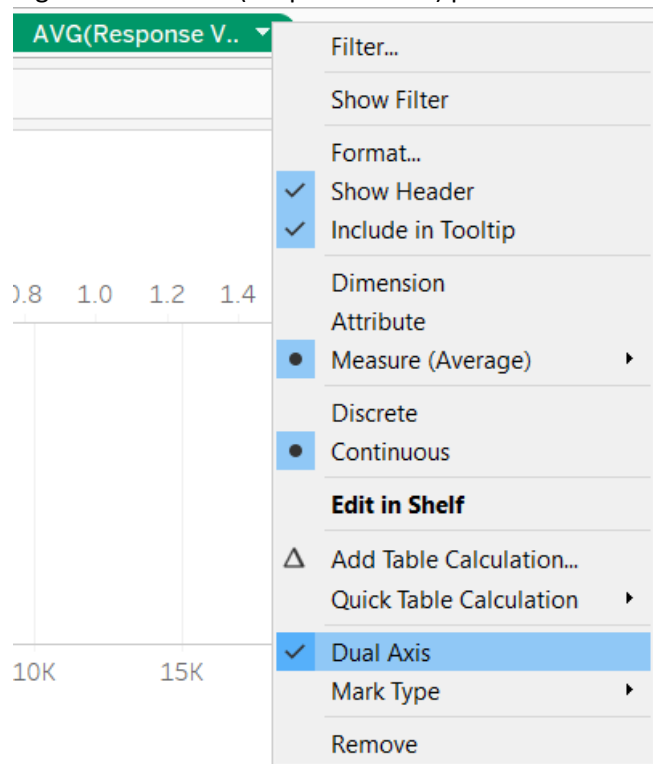


### Step 3 Continue Working in Sheet 1

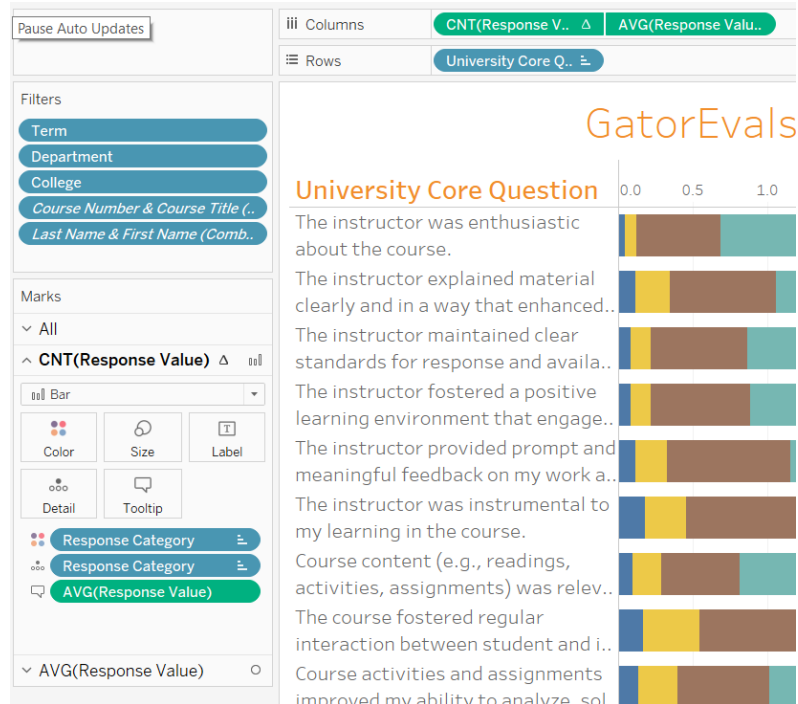
1. Change “Question Text” dimension to “University Core Question” by right clicking the dimension and selecting “Rename”
2. Add Response Value twice to the Columns shelf and University Core Question to the Row shelf.

Columns	CNT(Response V..	AVG(Response Valu..
Rows	University Core Q..	

3. Change one of the “Response Value” measures in the Columns shelf to Count [CNT(Response Value)]. Change the other “Response Value” in the Columns shelf to “AVG(Response Value)”.
  - a. Right click the AVG(Response Value) pill and select Dual Axis.



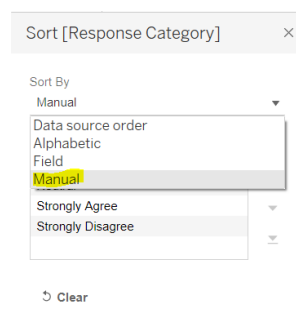
- b. In the CNT(Response Value) Marks pane change Automatic to Bar, the AVG(Response Value) marks card needs to have Label, Show Label and change the decimal to 2 pts.



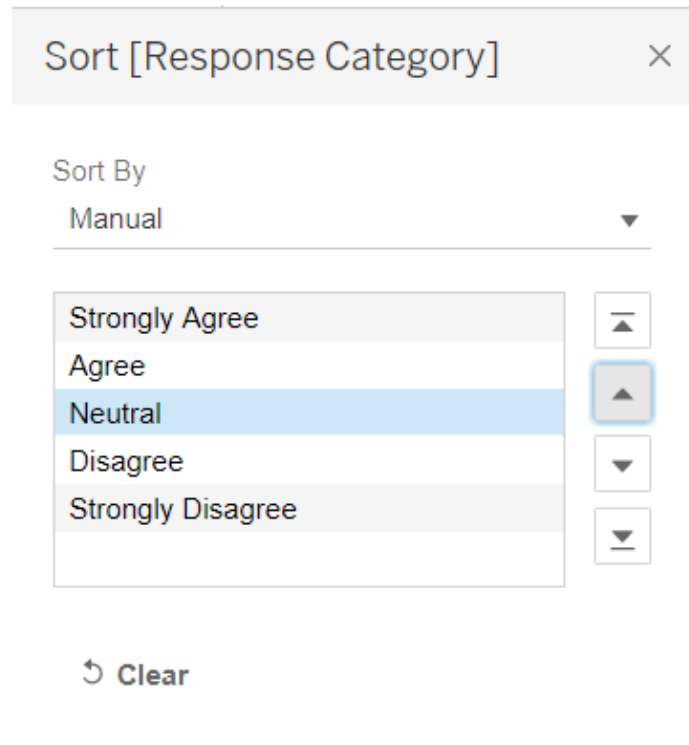
- i. Move Response Category field to Color in the Marks pane. Then select “Edit Colors” in the Response Category legend to change the color palette as shown below:



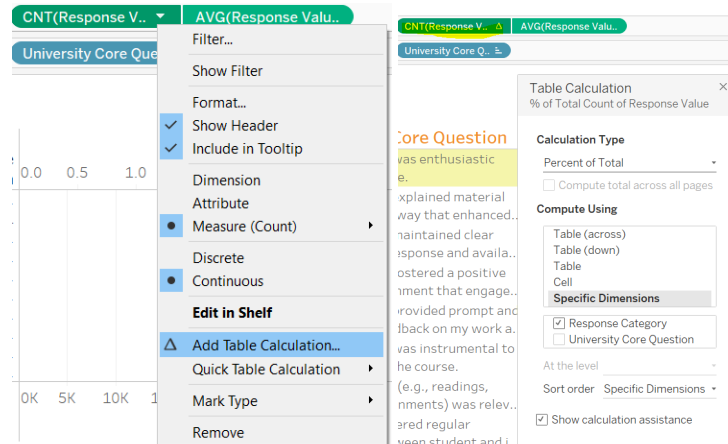
- ii. Then select “Sort”, select “Manual”



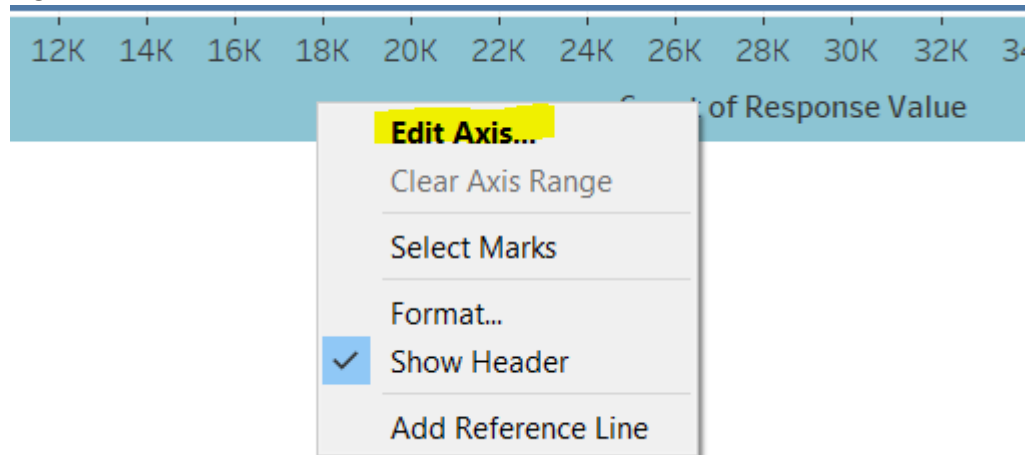
iii. It should look like this:



- c. Right click the CNT(Response Value) pill in the shelf and Add Table Calculation. Calculation Type is Percent of Total. Compute Using Specific Dimension: Response Category.



- d. Right click on the “x” axis and select “Edit axis”



- e. Make changes to the Edit Axis per the screen shot below:

The screenshot shows the "Edit Axis [% of Total Count of Response Value]" dialog box. It has two tabs: "General" (selected) and "Tick Marks". Under the "Range" section, the "Fixed" radio button is selected. The "Fixed start" field contains the value "0", and the "Fixed end" field contains the value "1". The "Include zero" checkbox is checked. Under the "Scale" section, the "Positive" radio button is selected. Under the "Axis Titles" section, the "Title" field contains the text "% of Total Count of Response Value". The "Automatic" checkbox under the "Subtitle" section is checked. A "Reset" button is located at the bottom left of the dialog.

- f. Right click on top axis and select “Edit Axis”, then change the range values as shown in the screen shot below:

Edit Axis [Avg. Response Value]

×

General

Tick Marks

Range

☐ Synchronize dual axes

☐ Automatic

☐ Uniform axis range for all rows or columns

☐ Independent axis ranges for each row or column

☒ Fixed

☒ Include zero

Fixed start

▼

0

Fixed end

▼

5

Scale

☐ Reversed

☐ Logarithmic

☒ Positive

☐ Symmetric

Axis Titles

Title

Avg. Response Value

Subtitle

Subtitle

☒ Automatic

↺ Reset

## Step 4 Creating the Combined fields for Filters

1. Combine “UF Course Number” and “Course Title” from the Data pane into one field by selecting both and then right clicking the fields and select “Create > Combined Field”.
2. If the UF Course Number is not first in the newly combined field, right click on the combined field and select “Edit”. Drag the UF Course Number over to the first column as shown in the screen shot below.

Edit Combined Field [Course Title & UF Course Number (Combined)]

Name:

Members (5,034 total):

UF Course Number	Course Title
IDH2952	(Un)common art
IDH2930	(Un)common read
DIG3313C	2D Digital Animatio...
DIG4354	3D Character Anim...
DIG3305C	3D Digital Animatio...
URP6280	3D Geospatial Mod...
URP4230	3D Modeling, Visual...
CLP3144	Abnormal Psychology
MAS4301	Abstract Algebra 1
SPS6193	Academic Assessm...

Separate members by  IDH2952, (Un)common art

Copy OK Cancel Apply

- Combine the "First Name" and "Last Name" fields by selecting both fields then right clicking and selecting "Create > Combined Field".
- Once you have combined all of those fields, add the filters as shown below (except put College above Department. Make sure the Filters are "Show filter".

Filters

- Term
- Department
- College
- Course Number & Course Title (..
- Last Name & First Name (Comb..

- Sort "University Core Questions" by right clicking on any question in the chart axis, then select "Sort" then choose "Manual". Move the questions up or down as needed so they are in the

order as shown below:

University Core Questions
The instructor was enthusiastic about the course.
The instructor explained material clearly and in a way that enhanced my understanding.
The instructor maintained clear standards for response and availability (e.g. turnaround ti..
The instructor fostered a positive learning environment that engaged students.
The instructor provided prompt and meaningful feedback on my work and perfor..
The instructor was instrumental to my learning in the course.
Course content (e.g., readings, activities, assignments) was relevant & useful.
The course fostered regular interaction between student and instructor.
Course activities and assignments improved my ability to analyze, solve problems, and/o..
Overall, this course was a valuable educational experience.

Format “University Core Questions” label text and Title to match IAC website. Align questions “left”.

- For the filters be sure that “Relevant values” is selected from the drop-down options and move the filters to the order shown below

Term
<input checked="" type="checkbox"/> (All)
<input checked="" type="checkbox"/> Fall 2019
College
(All) ▼
Department
(All) ▼
Course Title & UF Cours...
(All) ▼
First Name & Last Nam...
(All) ▼
Response Category
<input checked="" type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree



## Step 5 Create Dashboard / Publish to Tableau Public/GatorEvals Website

Create the dashboard and publish to Tableau Public. Be sure to click on “Edit Details” and deselect the boxes highlighted in yellow below.

Permalink	<input type="text" value="http://www."/>
	<small>Plan on embedding your viz? This is an excellent way to drive traffic to your site.</small>
Inspiration	<input type="text" value="Add URL to a Tableau Public viz or author profile"/>
	<small>Did you leverage the community for your creation? Don't forget to give a shout out to those who helped!</small>
Description	<div>GatorEvals Public Data Fall 2019</div> <div></div>
	<small>A great description and relevant <b>#hashtags</b> can help people discover your viz.</small>
Toolbar Settings	<div><input checked="" type="checkbox"/> Show view controls Undo, Redo, Revert</div> <div><input checked="" type="checkbox"/> Show author profile link</div> <div><input checked="" type="checkbox"/> Allow workbook and its data to be downloaded by others</div>
Other Settings	<div><input type="checkbox"/> Show workbook sheets as tabs</div>

Add to GatorEvals website by selecting the embed code and placing it onto the website.