

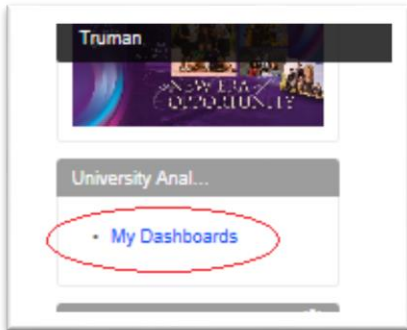
Five Year Review Dashboard Instructions for Access

NOTE: Internet Explorer is required for accessing the dashboard tool.

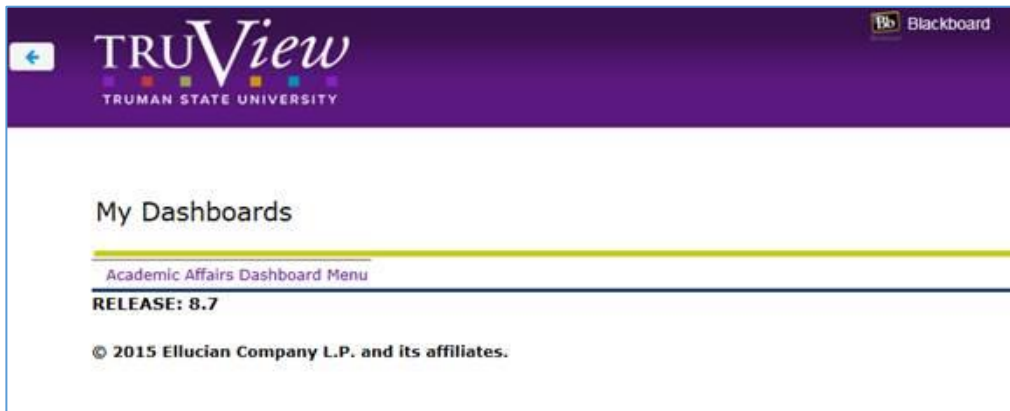
Log into Truview using internet explorer

You should be on the Truman Tab

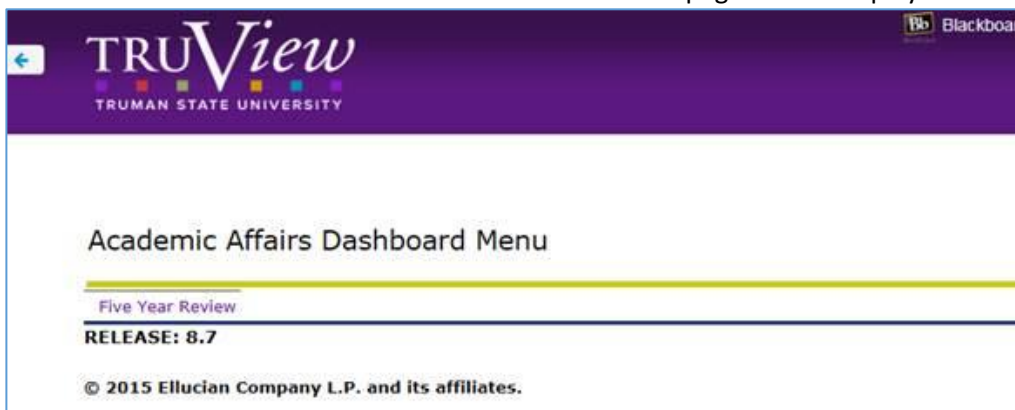
Scroll down looking in the left most column until you find the University Dashboards channel and within it the link to 'My Dashboards'



Click on 'My Dashboards'. This should get you to the menu of dashboards. Most will only have this one menu item at this time.



Click on the 'Academic Affairs Dashboard Menu' and this page should display:

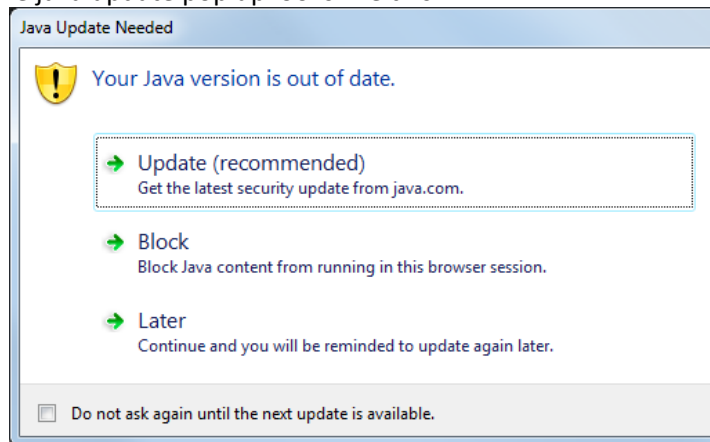


Five Year Review Dashboard Instructions for Access

When you click on 'Five Year Review' it should launch Evisions Argos, the dashboard tool. It should look like this and may take a few minutes to load:

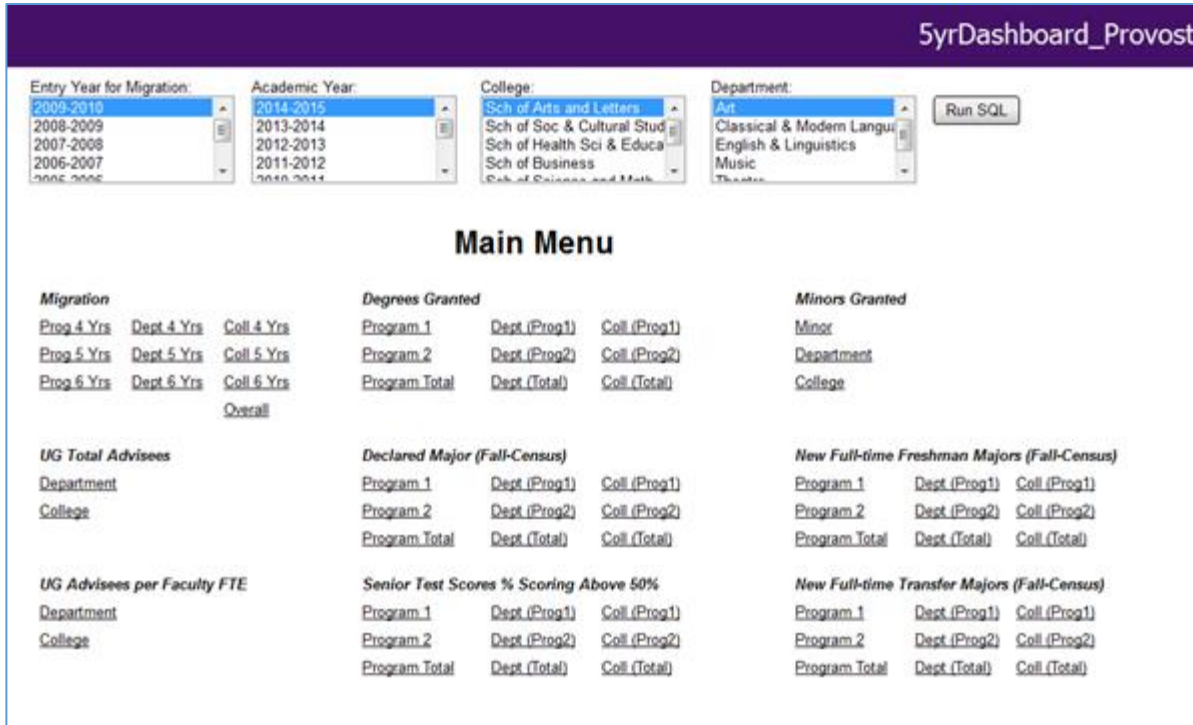


If you get a java update pop up box asking you to update java, you can select 'Later' to proceed now with java at the current version. Providing your java isn't too far behind, it will typically let you on into the tool. You should consider upgrading java when you can for future access needs. Contact the HelpDesk if you need assistance with the java upgrade. The java update pop up looks like this:



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Following is the main page of the dashboard that should come up once Evisions Argos is launched:



(Note: dashboard name in the purple bar at top of the pages will vary depending on Provost’s Office, School, and Departments)

There are many pieces to the Five Year Review Dashboard. The Main Menu is the base page. All underlined items are links to additional dashboard pages. Most links are to reports – graphed data. Some links, such as Main Menu, are to menu pages.

Across the top of the Main Menu page are the prompts needed to determine what data needs to be retrieved to build the dashboard results. All four items need to have an item selected and then the ‘Run SQL’ button needs to be clicked to retrieve the data. Once that is complete then all of the data result pages can be viewed (these are all the underlined items through the page). To run for a new set of parameters, you need to return to the Main Menu, select values for each of the four prompts, and click on ‘Run SQL’ again. Once this returns with the new results, all links will report on the new parameter run.

Steps for running the five year review dashboard:

- Select the entry year for the migration set of reports. Example: Selecting 2007-2008 will result in the Prog 4 Yrs, Dept 4 Yrs, and Coll 4 Yrs reports which are four year results for students that entered in 2007-2008 academic year as majors from the selected school and department. It reports on their current major/department/college status at 4 years. Prog 5 Yrs, Dept 5 Yrs, and Coll 5 Yrs will report similarly for their major/department/college status at 5 years, and so on. The cohorts for these reports is the fall first-time freshmen cohort from the selected entry year.
- Select the academic year for reporting on all other reports including Degrees Granted, Minors Granted, Undergraduate (UG) Total Advisees, Undergraduate (UG) Advisees per Faculty FTE, Declared Majors as of Fall census, New Full-time Freshman Majors as of Fall census, Senior Test Scores percent Scoring Above 50%, and New Full-time Transfer Majors as of Fall census for the selected academic year.
- Select the College (School) to be used for selecting which majors to include on the reports
- Select the Department to be used for selecting which majors to include on the reports

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- Click 'Run SQL' once the four parameters are selected. This causes the dashboard to retrieve the data for the reports. This will run for a few minutes as it collects all the data.

Once this is complete each report can be clicked on to present its results. Clicking on the report name (underlined items) will go to that report's dashboard page. On each individual report page will be a link in the top left to get back to the Main Menu.

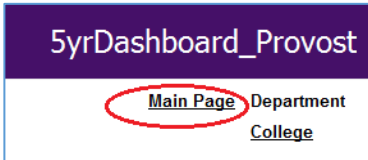


Diagram below will help familiarize you with the parts of the Five Year Review Main Menu.

5yrDashboard_Provost

Dashboard Options: *Saved Dashboard Settings* | Report Options: *Choose a Report*

4 Required Prompts:

- Entry Year for Migration: This prompt is for the migration section
- Academic Year is for degrees, majors, minors, senior test scores, and advisees data retrieval
- College and Department prompts are for selecting which majors (from which department & college) to include in results

Run SQL - Clicking here after selecting the 4 prompt items causes the data to be retrieved to populate results below

Migration Year controls results for this set of reports

Academic Year controls results for this set of reports

College and Department controls results for all reports

Main Menu

Migration			Degrees Granted			Minors Granted		
Prog 4 Yrs	Dept 4 Yrs	Coll 4 Yrs	Program 1	Dept (Prog1)	Coll (Prog1)	Minor		
Prog 5 Yrs	Dept 5 Yrs	Coll 5 Yrs	Program 2	Dept (Prog2)	Coll (Prog2)	Department		
Prog 6 Yrs	Dept 6 Yrs	Coll 6 Yrs	Program Total	Dept (Total)	Coll (Total)	College		
		Overall						

UG Total Advisees			Declared Major (Fall-Census)			New Full-time Freshman Majors (Fall-Census)		
Department			Program 1	Dept (Prog1)	Coll (Prog1)	Program 1	Dept (Prog1)	Coll (Prog1)
College			Program 2	Dept (Prog2)	Coll (Prog2)	Program 2	Dept (Prog2)	Coll (Prog2)
			Program Total	Dept (Total)	Coll (Total)	Program Total	Dept (Total)	Coll (Total)

UG Advisees per Faculty FTE			Senior Test Scores % Scoring Above 50%			New Full-time Transfer Majors (Fall-Census)		
Department			Program 1	Dept (Prog1)	Coll (Prog1)	Program 1	Dept (Prog1)	Coll (Prog1)
College			Program 2	Dept (Prog2)	Coll (Prog2)	Program 2	Dept (Prog2)	Coll (Prog2)
			Program Total	Dept (Total)	Coll (Total)	Program Total	Dept (Total)	Coll (Total)

Frequently Asked Questions

Explain Program 1 and Program

All statistics detailed in Program 1 are the numbers that are officially reported by Truman. These are the numbers reported to MDHE and IPEDS. Program 2 are the additional students that have some other first major where they are officially reported under and their second program/major is in your school/department. Depending on what the student's first program/major is, they may be duplicates for your school or department. An example would be student that has a major 1 of math and a major 2 of biology. This student is listed under program 1 data and reported officially under School of Science & Mathematics as a math student (major MATH, program MATH BS). The student is also listed under program 2 data for School of Science & Mathematics as a biology student (major

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BIOL, program BIOL BS). Caution: if this instance if the school totaled program 1 and program 2, they'd actually have a total that is double counting students with this type of curriculum coding.

Coll

Coll is the abbreviated form for College. For Truman, we currently equate our schools with label of college for coding and reporting from Banner.

Common Issues

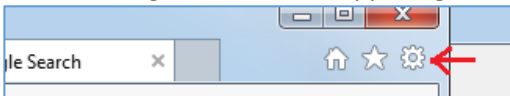
Additional Login

Following the Argos popup and before the Main Menu of the dashboard, some users are experience an additional login popup. At this time if you get this, please just reenter your normal network username and password (same as you use to log onto your PC and into email).

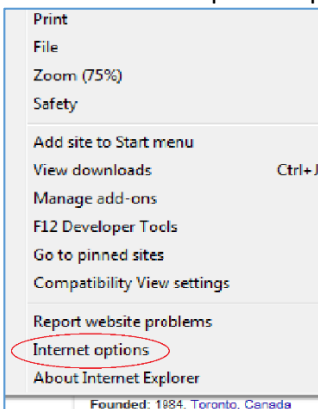
Pop Up Blocker

Argos tool won't start when you click on the 'Five Year Review' link. This is likely a popup blocker issue. For IE (the browser you should be using) to check and update popups do the following:

- Click on the gear icon in the upper right corner of the IE window

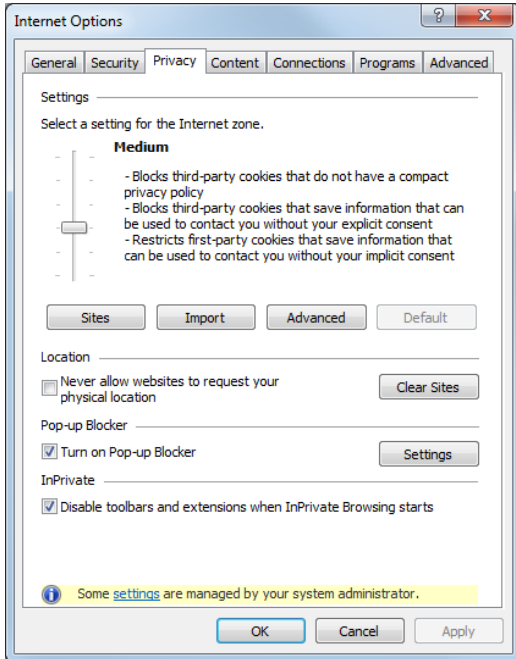


- Select Internet Explorer Options

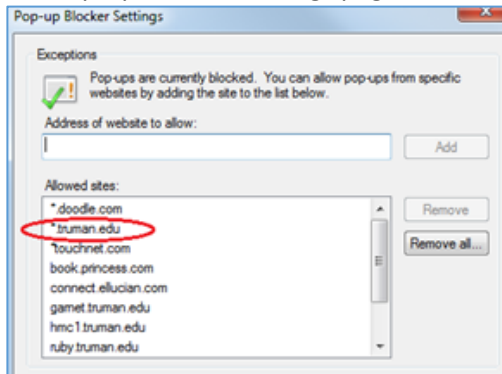


- Select the Privacy tab

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- If Under Pop-up Blocker is checked for Turn on Pop-up Blocker then click on the Settings button to get to the Pop-up Blocker Settings page. You need at least the entry *.truman.edu (circled below) in your list.



- To add this entry, type
- *.truman.edu
- Into the Address of website to allow box and click add.

