
Drexel's Tableau Data Visualization Platform Quick Guide

Tableau is Drexel's platform for visualizing data and analysis to support decision-making. If you are a Drexel employee (faculty or staff) with a need to access administrative data resources, you may request a free license to access Tableau by [contacting](#) anyone in the Office of Institutional Research. Currently all academic department heads, Deans, and many administrative leaders and offices have licenses to use Tableau.

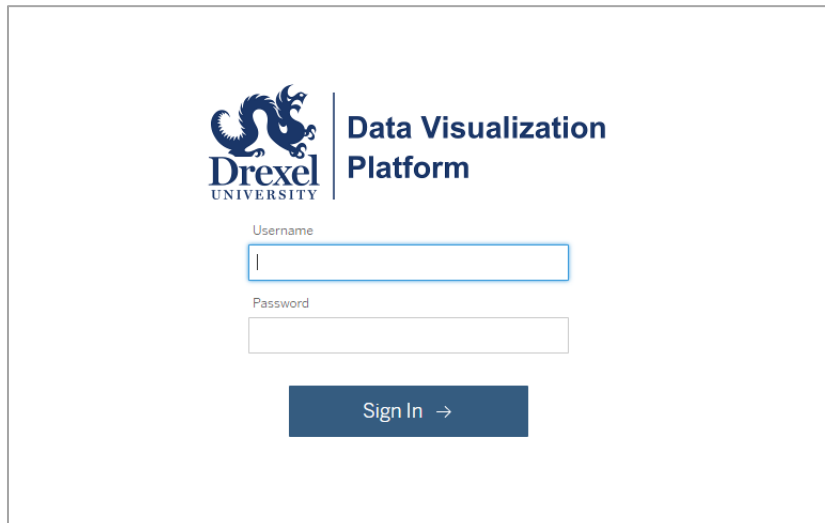
With Tableau access, you can explore, interact with, download, and share published views.

In this quick guide, you will learn how to navigate the platform and use common features.

- Enter in **viz.drexel.edu** in the address bar or use this link: <https://viz.drexel.edu/>

Login Screen

- Enter in your Drexel One username and password and login



The screenshot shows the login interface for the Drexel University Data Visualization Platform. On the left is the Drexel University logo, featuring a blue dragon and the text "Drexel UNIVERSITY". To the right of the logo, the text "Data Visualization Platform" is displayed in a bold, blue font. Below the logo and title, there are two input fields: "Username" and "Password". The "Username" field contains a single vertical bar character "|". Below the password field is a dark blue button with the text "Sign In →" in white.

Home Page – View recently opened, favorites, and recommendations

The screenshot shows the Tableau Home Page. On the left is a **Navigation Menu** with options: Home, Explore, Favorites, Recents, Shared with Me, and Recommendations. The main content area features a hero banner with the text "Your Tableau site—where analytics and your organization meet" and a "Start Exploring" button. Below the banner is a "Recents" section displaying four visualizations: "Enrollment by college (viz)", "Enrollment by college (table)", "Recent exit survey: Salary information", and "Top employers and graduate schools". At the bottom is a "Recommendations" section with four suggested visualizations: "Undergraduate Key Facts", "Changes in percent of students receiving...", "nt overview", and "Post-graduate outcomes by college and...". In the top right corner, there are "Notifications" and "Account Settings" links, along with a search bar.

Explore Page – See all the content you have access to

- Content is shown in a hierarchical structure that can be navigated like the file system on your computer.

The screenshot shows the Tableau Explore Page. The left navigation menu is the same as the Home page. The main area is titled "Explore" and shows a hierarchical view of content. At the top right, there is a "Search" bar and a "Sort" dropdown menu. The content is organized into a grid of folders, each with a representative visualization thumbnail. Visible folders include: "Academic programs", "Admissions and financial aid", "Archive", "Benchmarking", "Data sources", "Dean Review 2019", "Default", "Enrollment", "Faculty and staff", and "Finance". Each folder has a star icon and a menu icon for actions.

- Search – Search box at the top of the page can be used to type in keywords and find matching items such as views, workbooks, and projects

enrollment Press Enter to see all ? 🔔

Views 77 See All

Enrollment by college
Owner Das,Sujoy
1,904 views ☆ 3

Enrollment by major (table)
Owner Das,Sujoy
1,850 views ☆ 2

Enrollment by college ...
Owner Das,Sujoy
1,154 views ☆ 1

Enrollment by major (...)
Owner Das,Sujoy
1,136 views ☆ 1

New enrollment trends
Owner Das,Sujoy
893 views ☆ 0

New enrollment diver...
Owner Das,Sujoy
864 views ☆ 2

Workbooks 21 See All

Enrollment by program
Owner Das,Sujoy
7,221 views ☆ 0

Enrollment overview
Owner Singh,Anupma
2,293 views ☆ 0

International enrollm...
Owner Das,Sujoy
1,159 views ☆ 0

Data Sources 2 See All

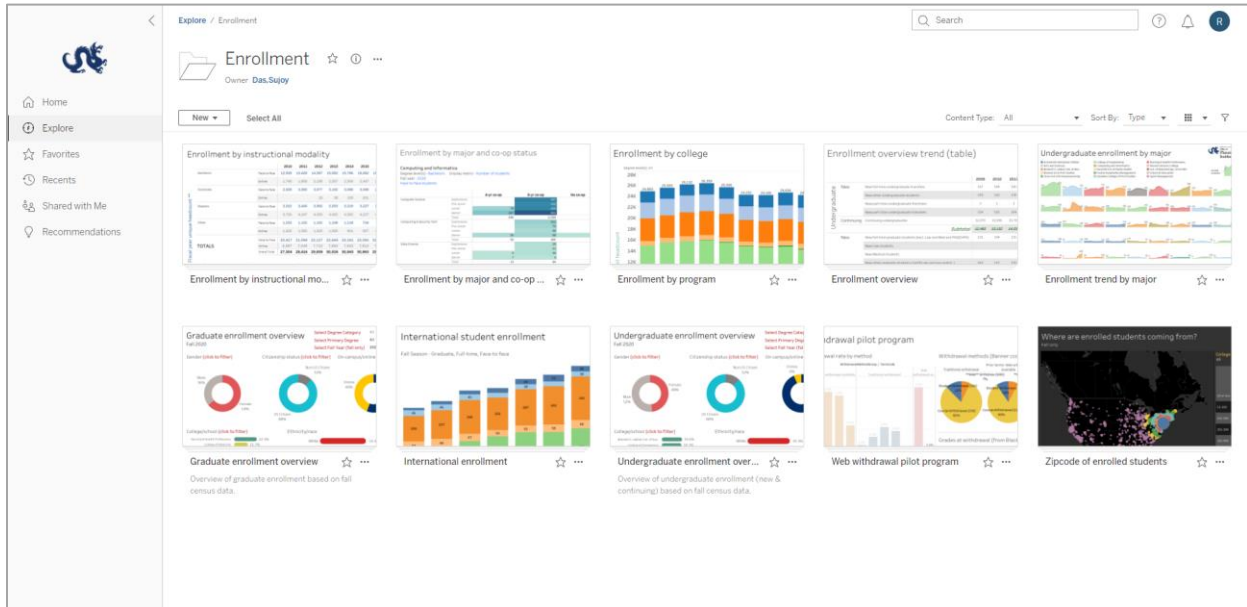
Enrollment
25,079 views 📄 26 ☆ 1

Enrollment_WithNTR
1,403 views 📄 2 ☆ 0

Projects 2 See All

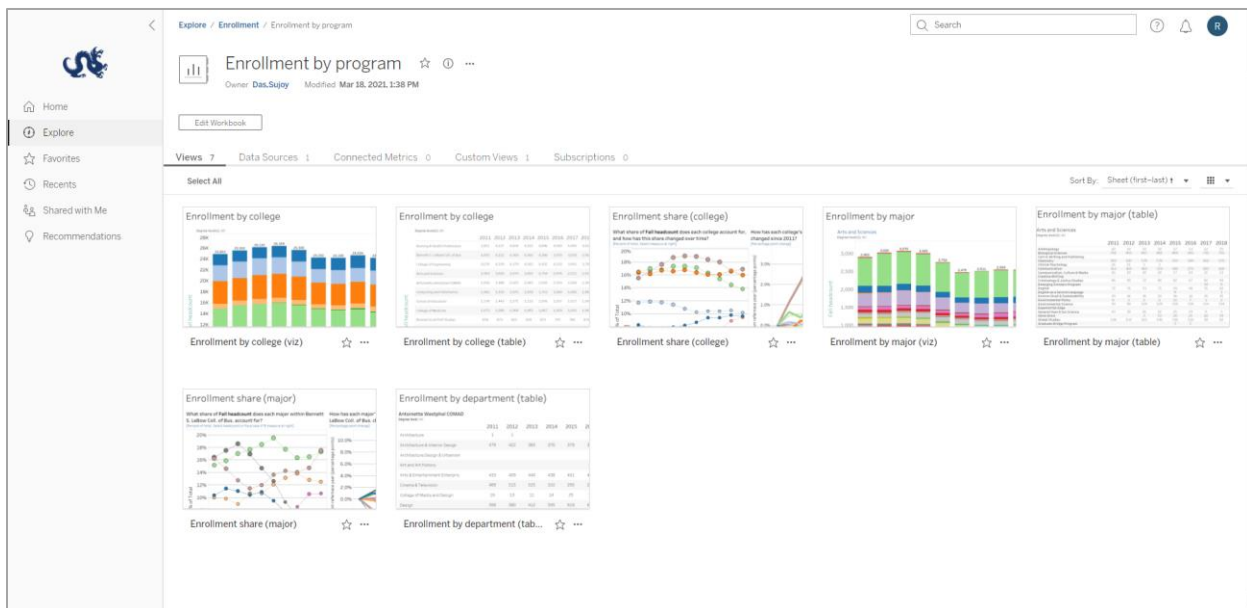
Projects – Used to organize the content.

- Projects can contain other (nested) projects in them.
- When you click a project, you will see all the content within it, including nested projects.



Workbooks

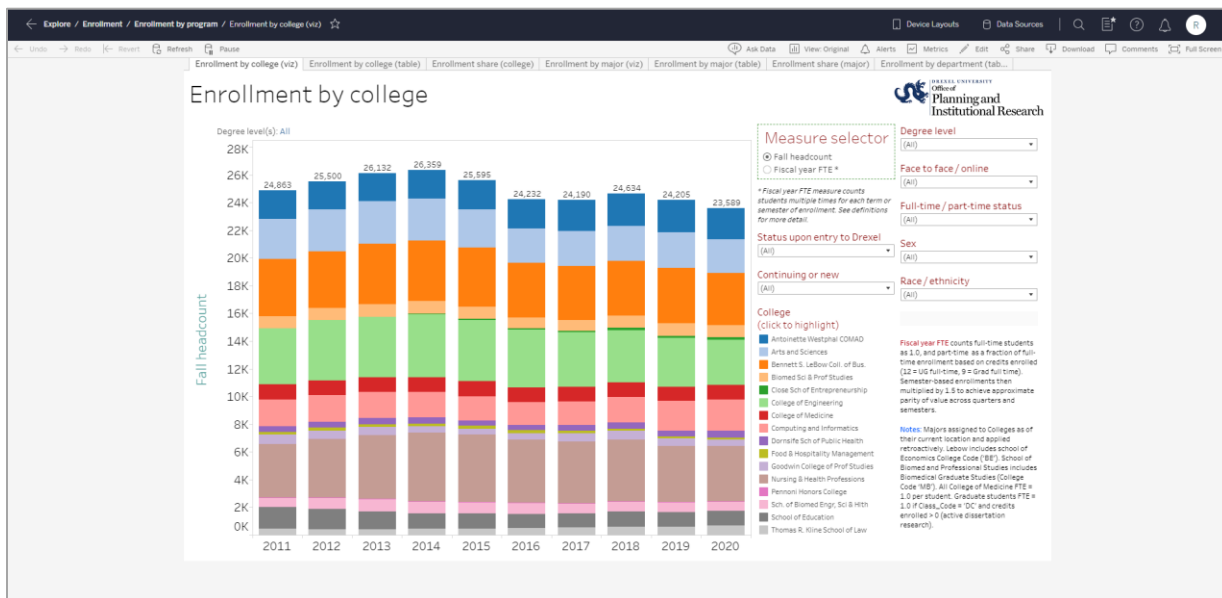
- Shows the views included in the workbook



Views

- Options are displayed in the toolbar at the top for interacting with the view
- Filter data – Filters allow you to limit visible data to specific ranges, regions, and categories
 - There may or may not be filters in the visualization that you can use to get the visualization you want.
 - Filters can come in many different types such as dropdowns, sliders, lists, etc.
- Hovering your mouse over the view's data points can reveal tooltips

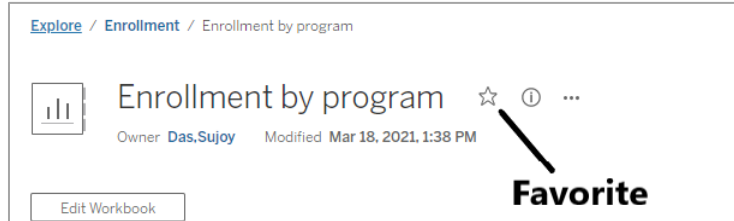
Note: Interacting with a view, using filters/sorting, simply changes how it looks for the moment. The view will always revert the next time you go to it, so feel free to interact!



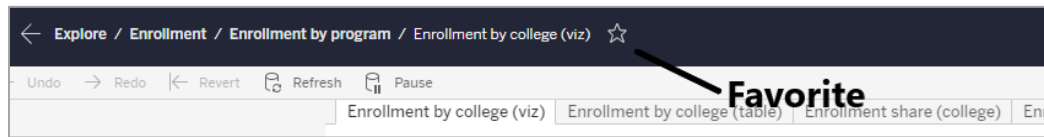
Favorites

- You can favorite a workbook or a view to easily find data important to you

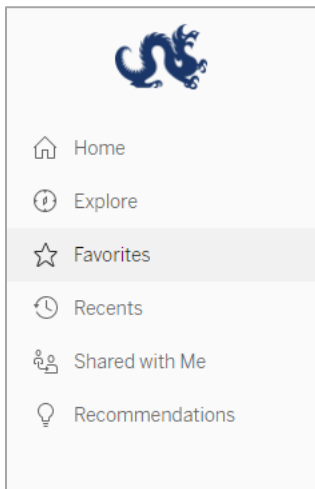
- Workbook:**



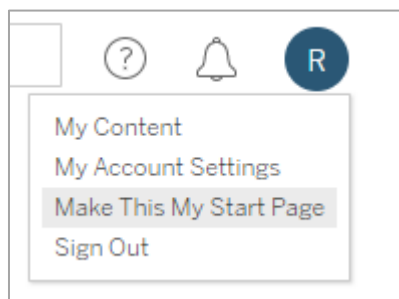
- View:**



- To access your favorited workbooks and views, go to the Favorites page from the navigation menu

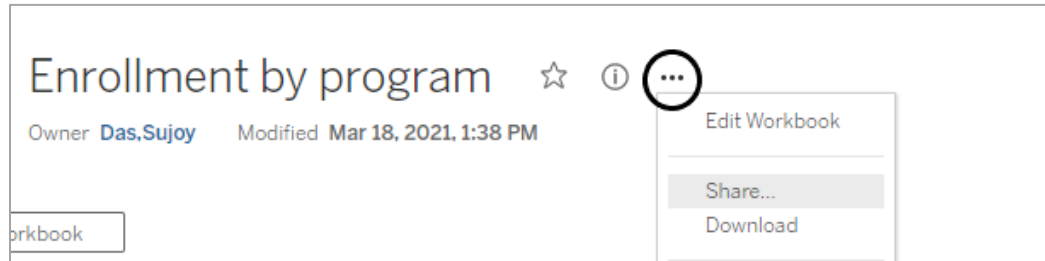


- You can also set the Favorites page to be the starting page when you login to the site
 - Click on the top right button for your content and account settings and hit "Make This My Start Page"

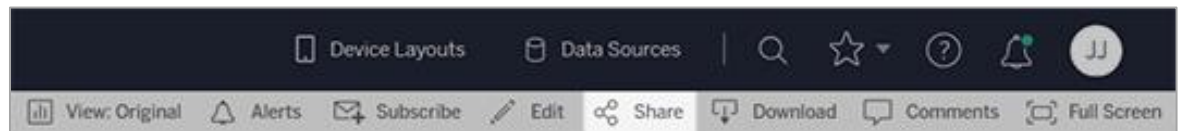


Sharing

- Share: projects, workbooks, and views
 - **Workbook:**



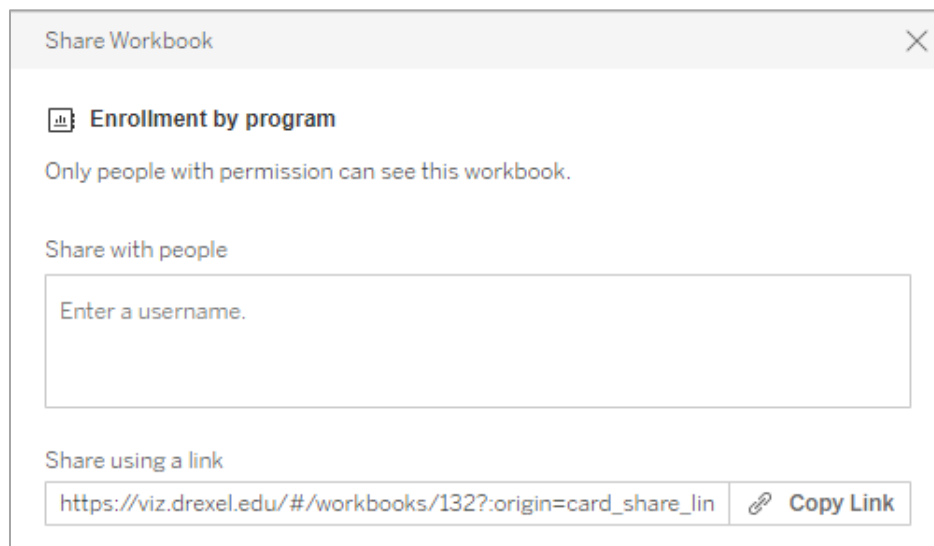
- **View:**



Note: If you want to share a specific view with filters/sorts applied to other users, you can do that by applying the filters/sorting first in the view and then sharing.

- Options for sharing:
 - Share by entering your colleagues' usernames
 - Share by using a link

Note: Sharing can only be done with users who have access to Tableau

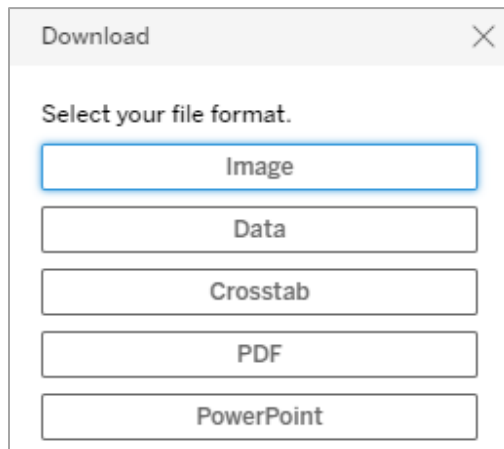


Downloading

- Download: workbooks and views



- Once you hit download, choose the file format you want to download.



- Download File Formats Available to viewers
 - **Image** – Downloads an image of the view in .png format
 - **Crosstab** – Opens a dialog window where you can select to download as a .csv or Microsoft Excel .xlsx
 - **PDF** – Opens a dialog window where you can select specific sheets, scaling, paper size, and orientation and then downloads as PDF
 - **PowerPoint** – Downloads selected sheets as images on individual slides in a PowerPoint presentation.

For more details about what you can do with the platform, see below:

[What is a Tableau Site](#)

[Navigating Tableau Site](#)

[What you can do with a Tableau Web View](#)

[Downloading Views and Workbooks](#)