TABLEAU-PROGRAM REVIEW DATA SCREENSHOT GUIDE

HOW TO INSERT PROGRAM REVIEW DATA SCREENSHOTS IN ELUMEN TEMPLATE

MATERIALS TO GATHER

You will need to have downloaded and access to the following materials in order to successfully insert screenshots of your Tableau-Program Review Data into the appropriate responses of your eLumen PR Year Five Template:

- The Program Review Year Three Update for your program/unit. You can download a PDF copy of this report via the Program Review Year Three Update Reports Website - https://www.losmedanos.edu/planning/programreview-reports-2020.aspx.
- Access and open the eLumen Program Review Year Five Template for your program/unit: http://lmc.elumenapp.com/
- If you are completing the Tableau-PR Data components of your Program Review Year Five Update off-campus, please be sure you have installed the VPN and are able to connect to the VPN. For instructions and information on how to install and connect to the VPN, please visit the *Data Dashboard & Data Coaches* website, the *Data Dashboard-Tableau General Information* section: https://www.losmedanos.edu/planning/datadashboard.aspx
- Once you have successfully connected to the VPN (if off campus), you will follow the instructions and training provided on which Data Dashboards in Tableau you will need to access dependent upon the area and for your Program Review (i.e. Administrative, Instructional, Student Services, Learning Communities) and the question.
- For the purpose of this guide, you will see instructions **only** on how to take a screenshot and insert it into your eLumen Program Review Year Five Update Template. In this guide we will be taking a screenshot and inserting a Course Success Data Dashboard into an *Instructional Unit eLumen PR Y5 Update Template-Vision for Success Goals Update Section*.
- ***Please Note –*** For questions in your eLumen PR Y5 Template that require you to copy and paste a table to complete in your response, you will insert the screenshot of the corresponding Tableau PR Data for your program/unit into your response after the table.

1.) Access the appropriate Tableau-PR Data Dashboard for the question. For example, we will need to access the Course Success View to answer the first table question for Vision for Success Goals Update related to Course Success Goals.

2.) I have ensured that I have my program's eLumen Program Review Year Five Update Template open and ready to insert my screenshot (after the table) in my response. I use the small scroll bar to the right of my response, to scroll to the end of my table response.

Then click position my cursor to the lower right hand corner of the table to see the small red box with the curved arrow appear and the notation "Insert Paragraph Here". I click on this arrow so my cursor will appear below the table.
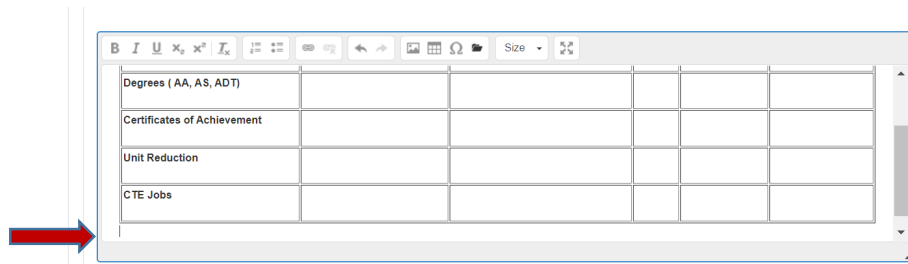
3.) Now I am ready to take a screenshot of my Tableau-PR Data-Course Success View. You can take the screenshot one of two ways.

Print Screen Function – If you have the "PrtScr" or Print Screen button on your laptop or computer, you can go to your Tableau-PR Data-Course Success View screen and click on the "PrtScr" button and it will capture a screenshot of this view.
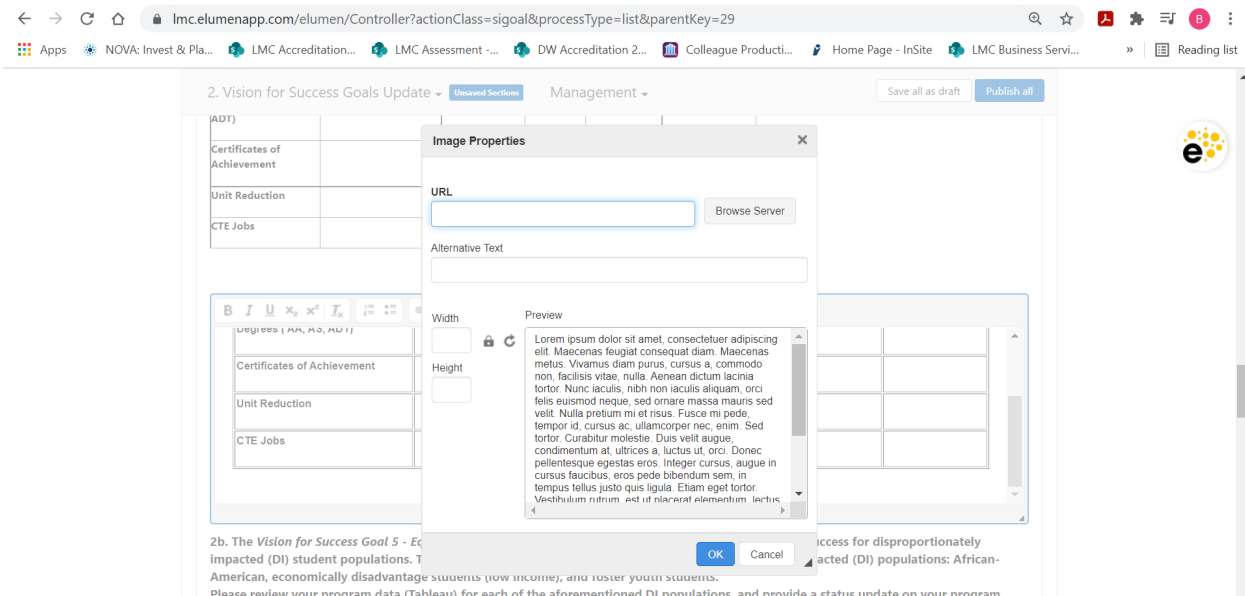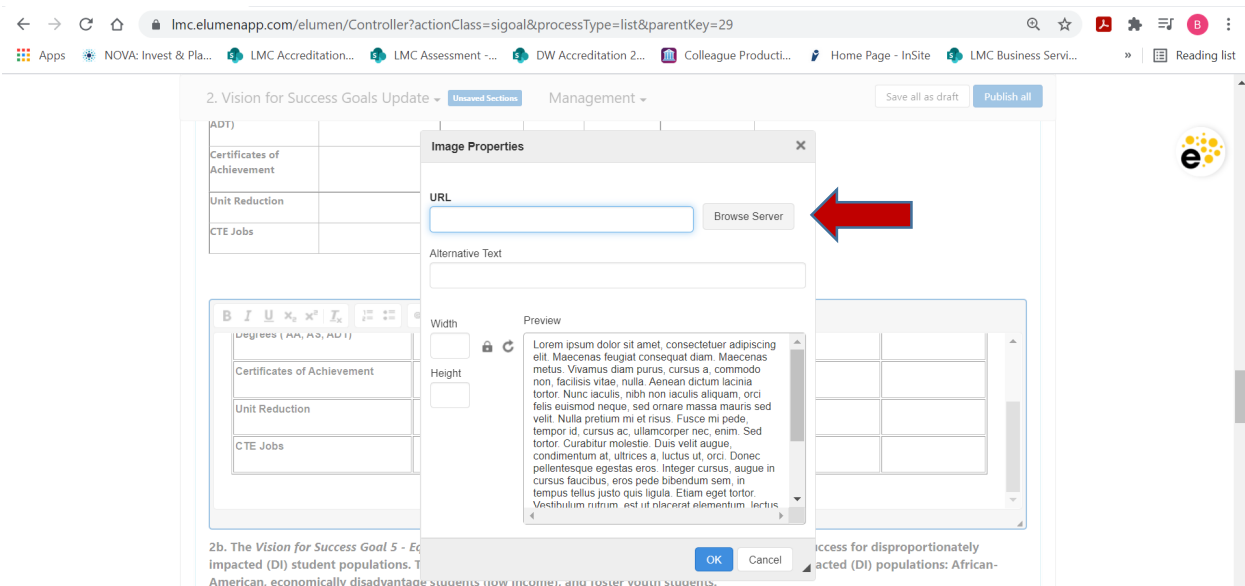

After you have captured the screenshot, return to the appropriate question response in your eLumen PR Y5 Template and click on the image icon in the tool bar above your response.
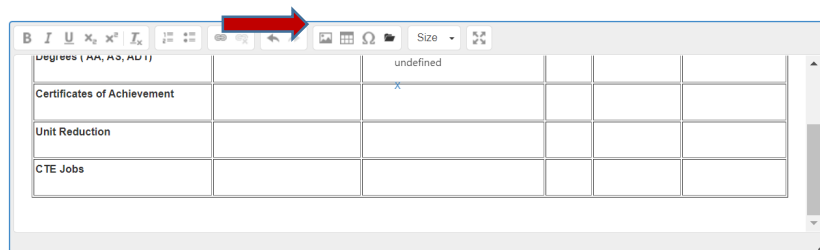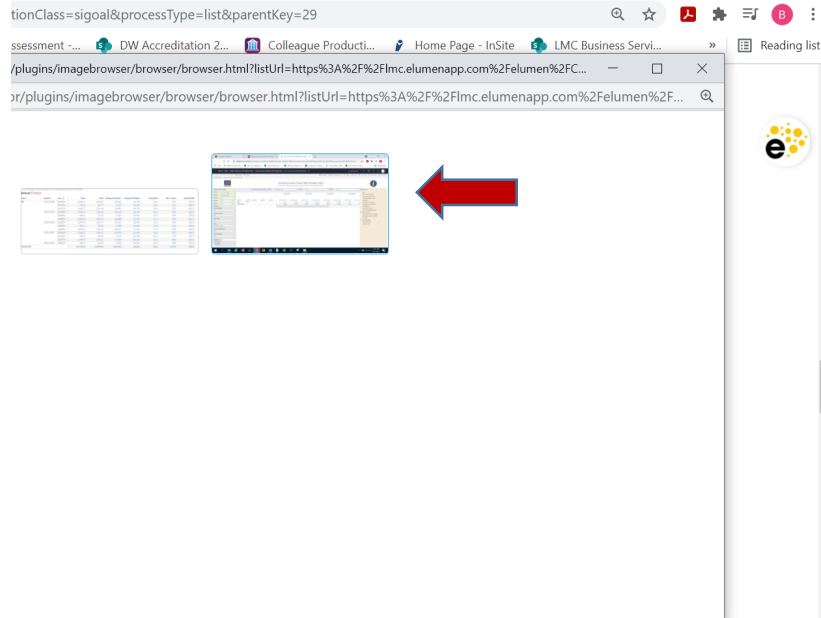
Once you click on the image icon, you will see the following pop-up dialog box appear.

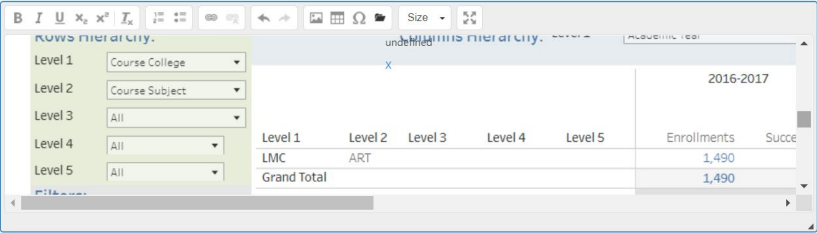Click on the button titled "Browse Server"

After clicking on the "Browser Server" button you will see the following screen appear. You will note the image you just took a "Print Screen" screenshot of within the box.

Position your mouse and click on the image to insert it and return to the previous dialog screen. You will see a little portion of your full screenshot, to ensure you captured it. Once you have verified you captured your screenshot, click on the blue "OK" button in the lower right of the pop-up dialog box.
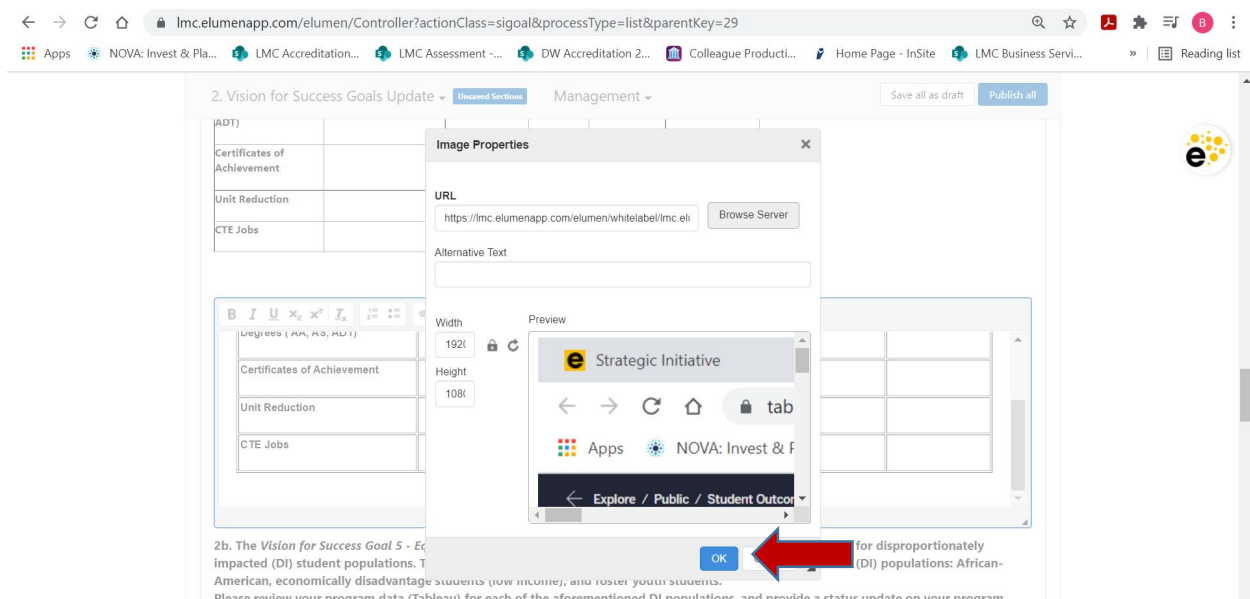
You should now be able to see your Tableau-PR Data Course Success View screenshot embedded in your response (below your completed table). If you do not have the "PrtScr" function on your computer, or you wish to use the "Snipping Tool" function instead please proceed to the next section.


Snipping Tool Function – All laptops and computers with Microsoft Office installed should have the "Snipping Tool". To access the "Snipping Tool" and position it on the quick access bar at the bottom screen of your device, click on the magnifying glass icon at the bottom of your screen.
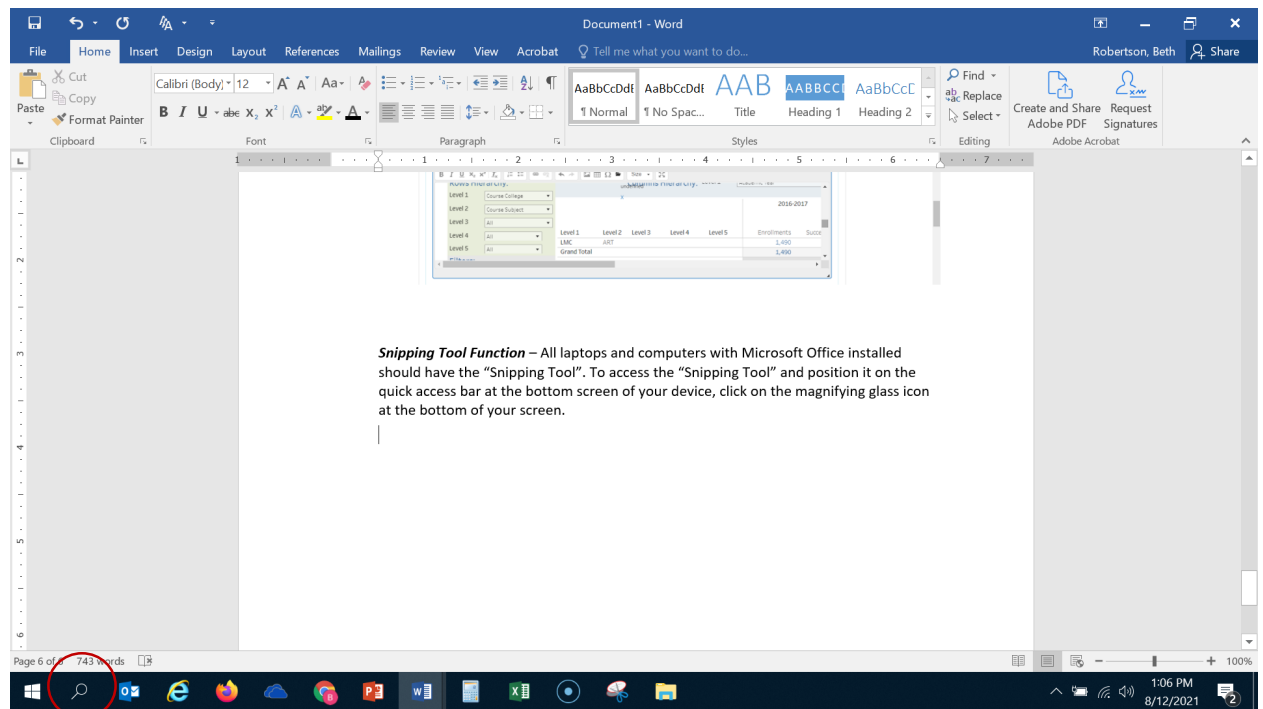
Once you click on the magnifying glass, you can search your device for the "Snipping Tool" by typing Snipping Tool into the search engine. Once it appears as seen below, click on the "Pin to Taskbar" icon so it will now appear at the bottom of your screen for easy access and reference.
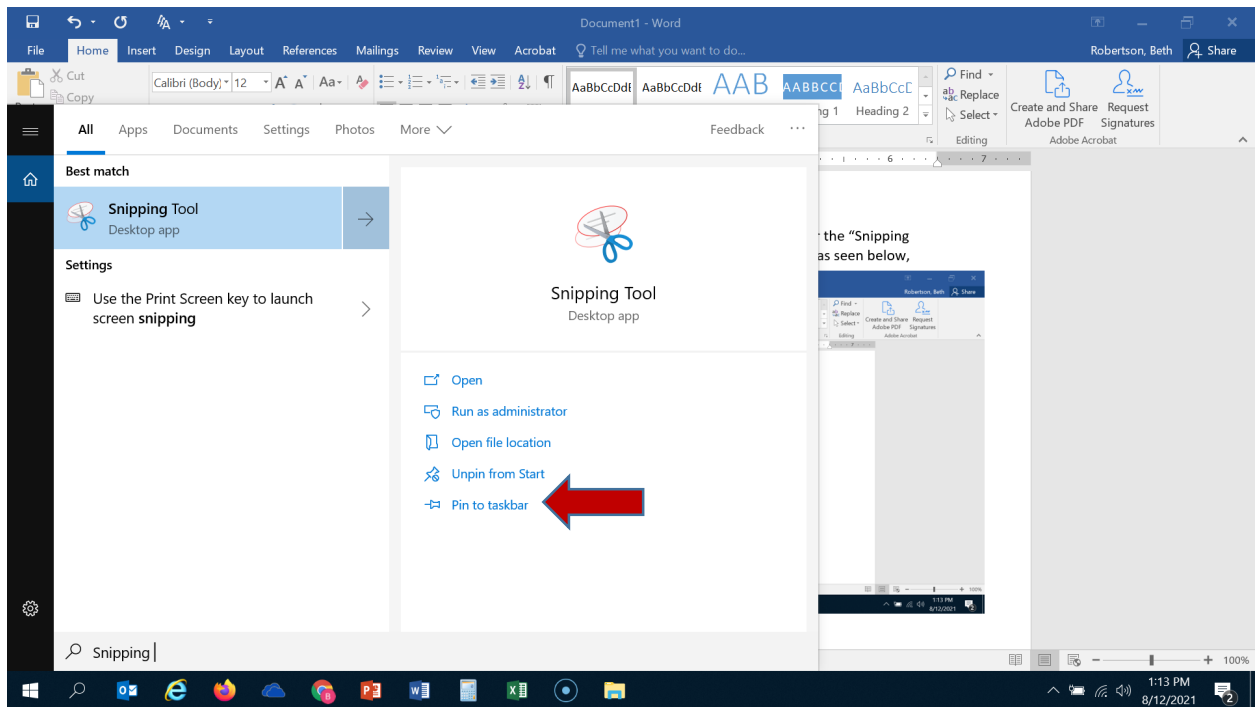

Now it will appear at the bottom of your device screen
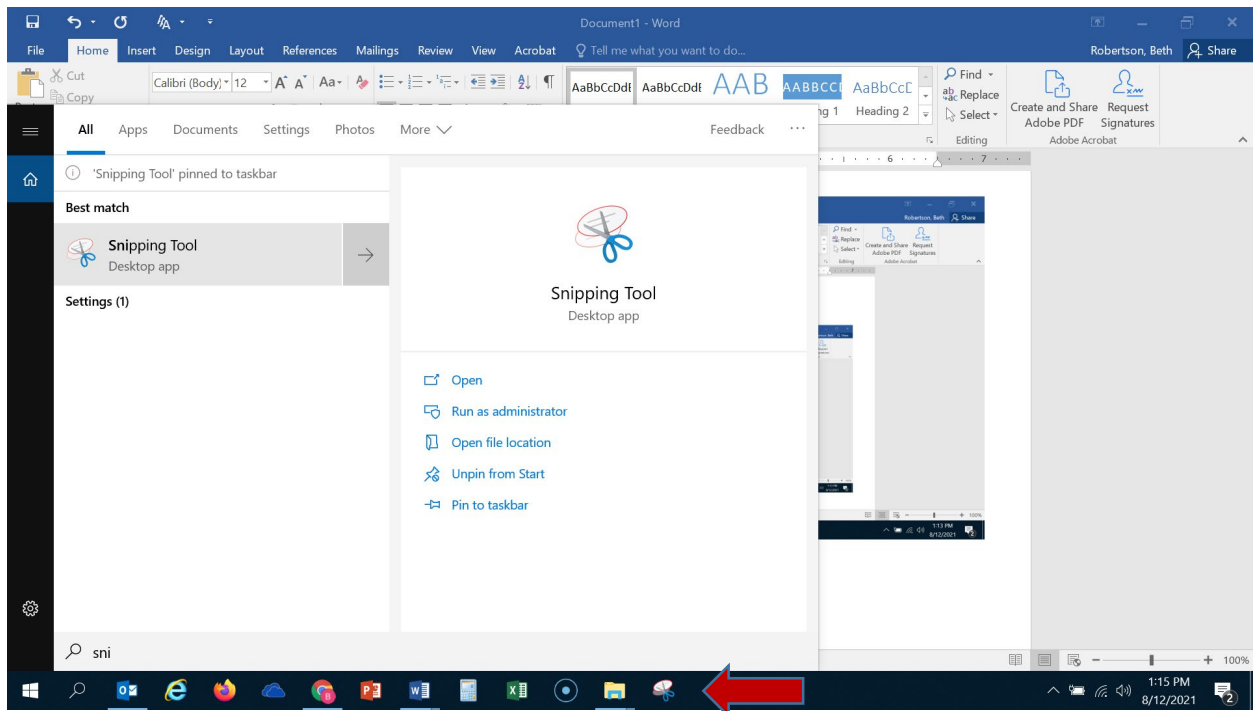
Now we are ready to access the "Snipping Tool" to take a screenshot of our Tableau-PR Data-Course Success View. To access the "Snipping Tool" simply click on the icon now located on the taskbar at the bottom of your screen. Once you do so, you will see the following dialog box appear in the upper left hand corner of your screen.
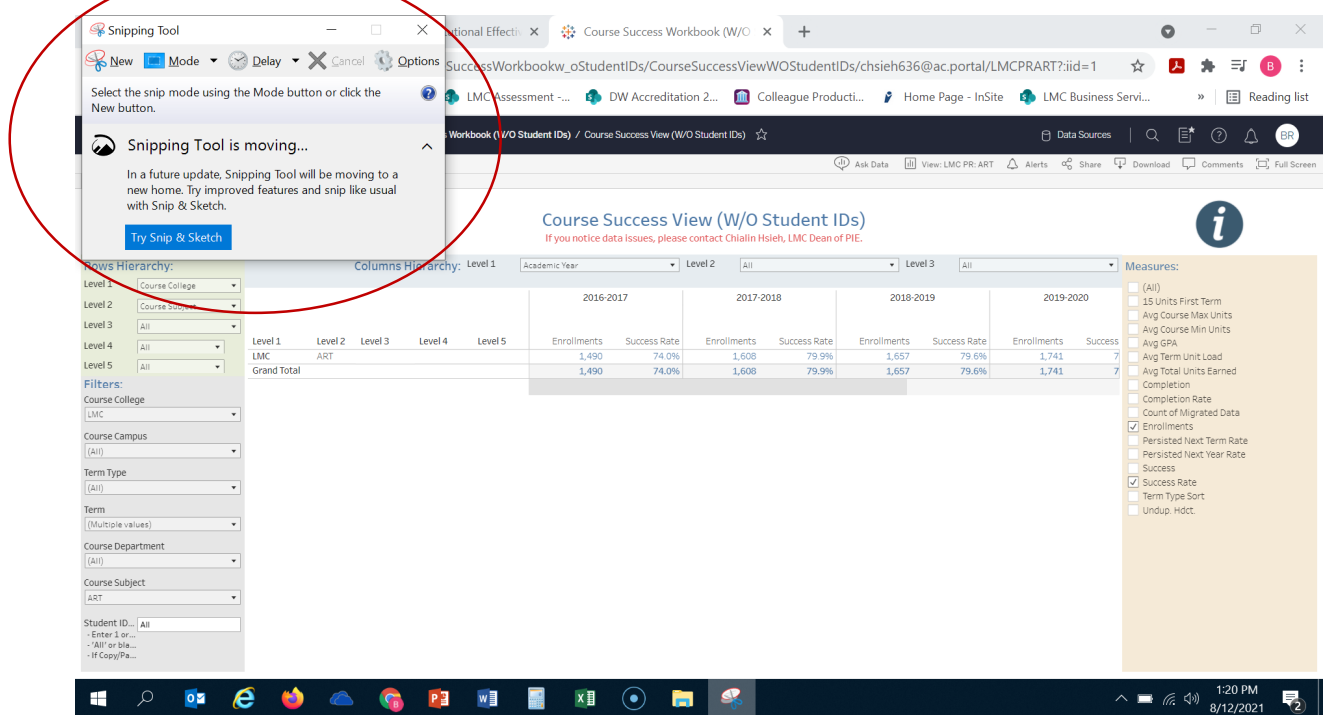

Click the "New" button in the upper left hand corner of the dialog box to start to capture your data screenshot. **Please note –** You will need to be sure you are in the appropriate Tableau-PR Data screen once you click "New" as the "Snipping Tool" will begin working on the screen that is currently appearing on your device. Once you click "New" you will see the Tableau-PR Data-Course Success View screen in the background fade slightly, and the "Snipping Tool is Moving" (this means the tool is now working).
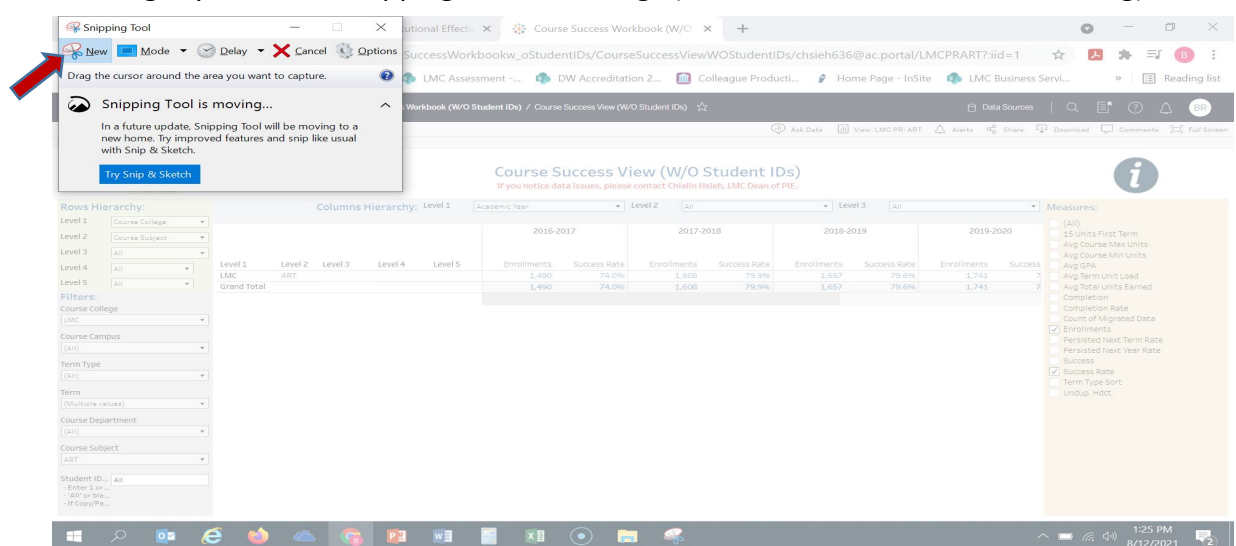
Your cursor will now appear as a plus sign "+", using this cursor click where you want to begin the image, hold down your left mouse click while you drag the "+" cursor to where you want your screenshot to end. In the corresponding training video also available, you will be able to more clearly see how to start, drag and stop your screenshot. After you have successfully completed capturing your data screenshot, you will see the following screen appear. Click on the floppy disk icon to save your captured image to your computer.
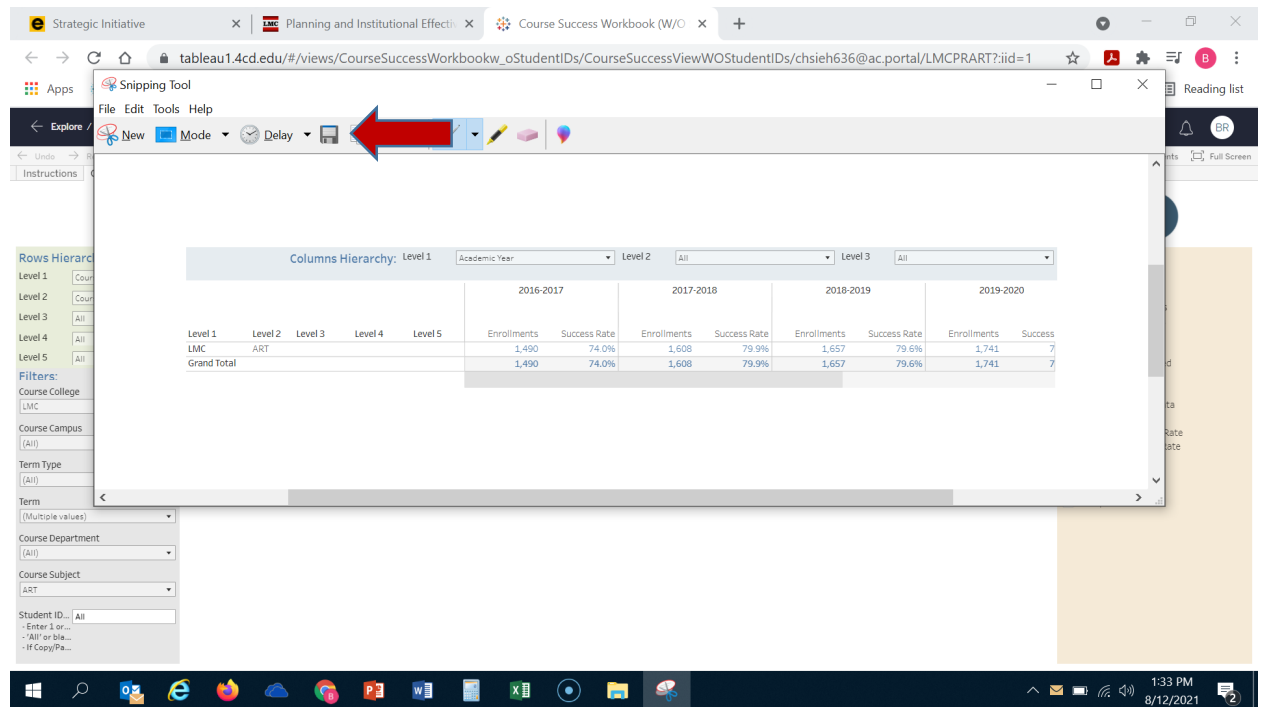

After you click on the "Save" icon, you will be able to save this screenshot to your computer. It is recommended that you save it to your desktop for easier access to upload to your eLumen template.
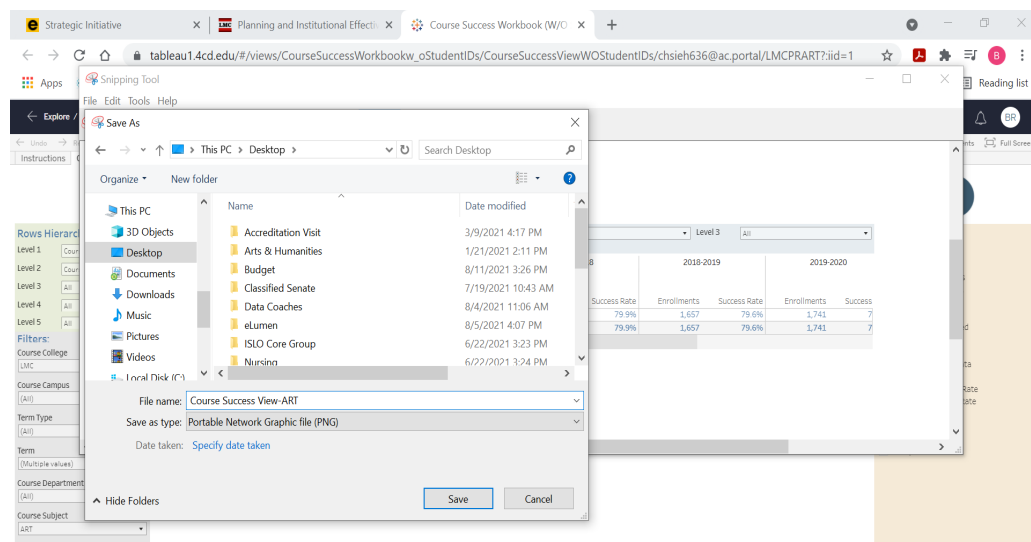
Now that you have saved your Course Success View screenshot to your desktop you are now ready to return the appropriate question to insert the data screenshot into your response for your program's eLumen PR Y5 Update Template. Click on the folder icon in the tool bar above your response.
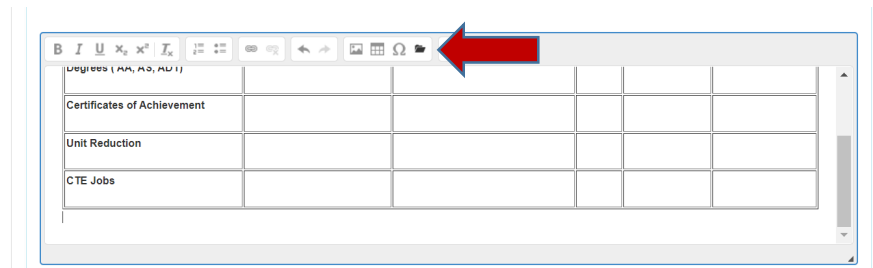

Once you click on the folder icon, the following screen will appear. You can either drag and drop your screenshot into the box or position your cursor in the middle of the box to select the screenshot from your computer.
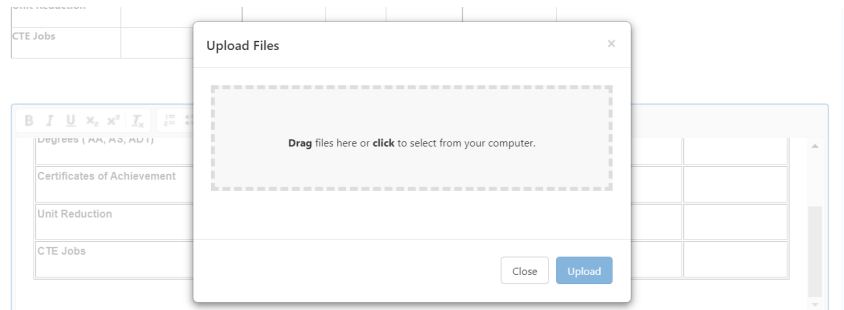

I have clicked in the middle of the box to locate and select my Tableau-PR Data-Course Success View screenshot, and the click on the "Open" button in this dialog box to upload.
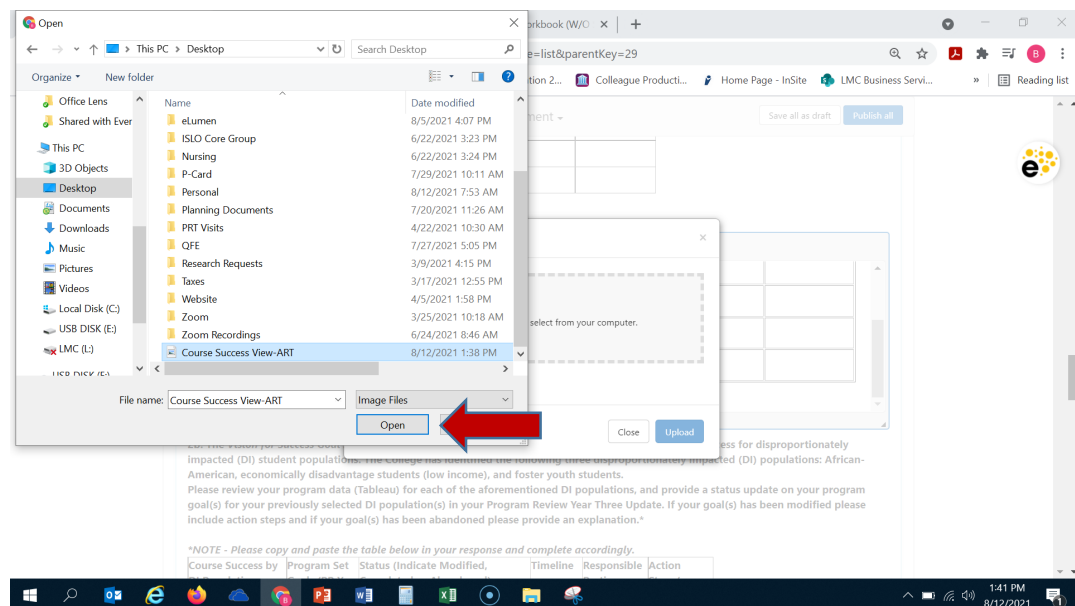
Once you click on the "Open" button, you will see the following dialog box appear showing the screenshot is ready to upload. Click on the blue "Upload" button to complete the upload.
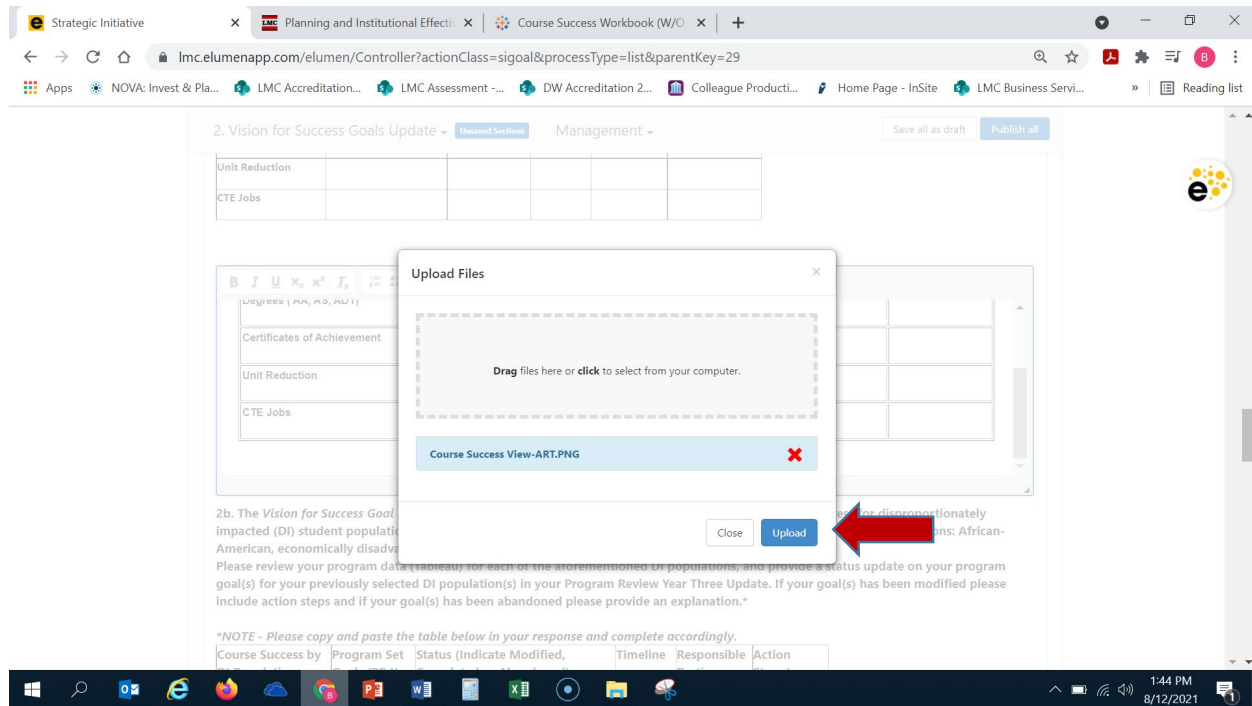

After you click "Upload" you will see your selected screenshot change from a blue highlight to a green highlight and it will be indicated as "Success". Once you see the screen below, you can click on the "Close" button to return to your question response box in your eLumen PR Y5 Template.
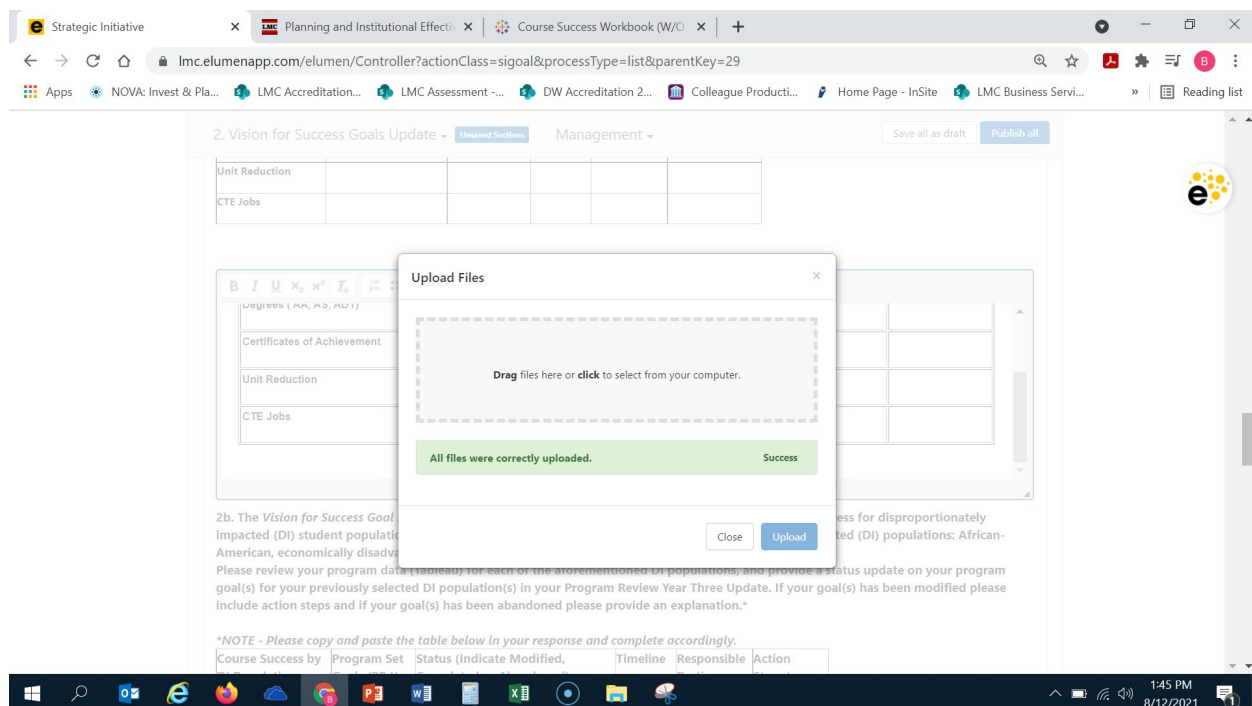
Now you are ready to insert the screenshot into your question response. Position your cursor in the response textbox. If the response requires the insertion and completion of a table, please be sure your cursor is positioned below the table, as seen below and demonstrated in Step 2 of this guide.
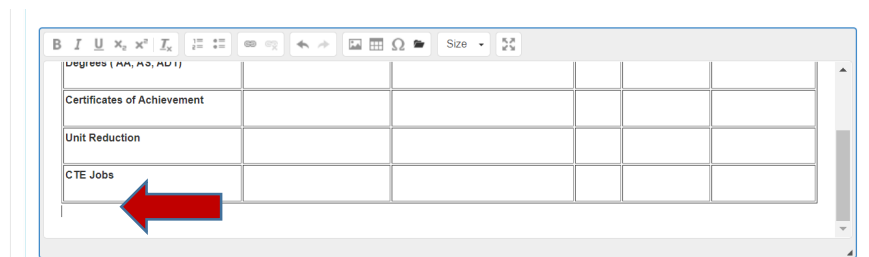

Select the image icon in the tool bar above your response.
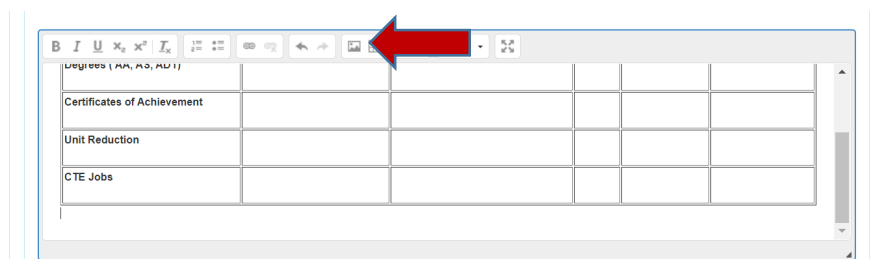
Once you select this icon, you will see the following screen appear. Select the "Browse Server" button in the upper right hand corner of the dialog box.
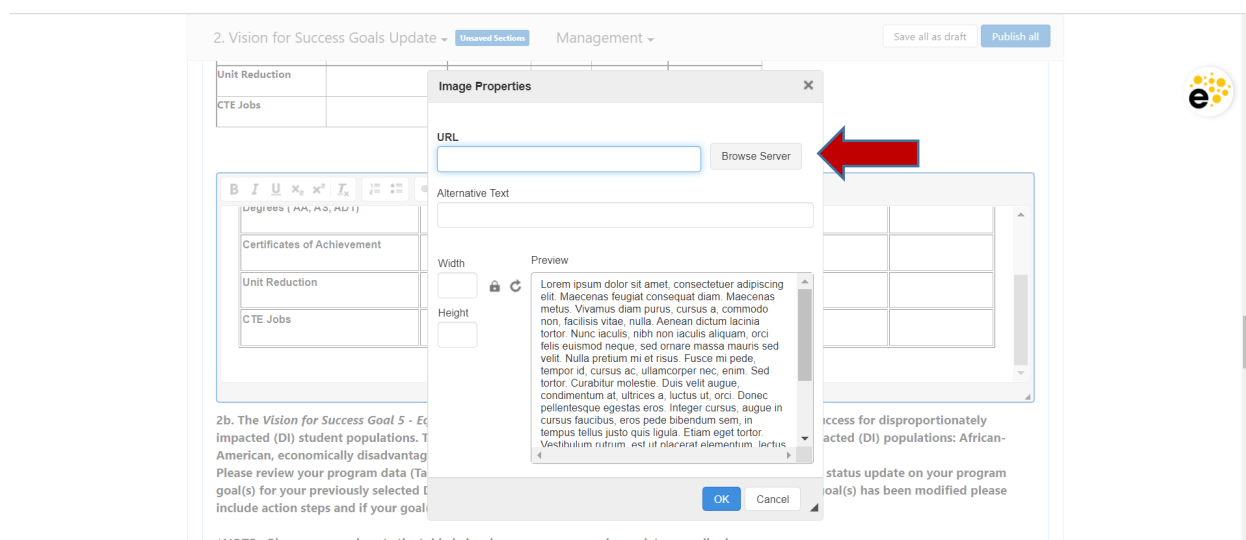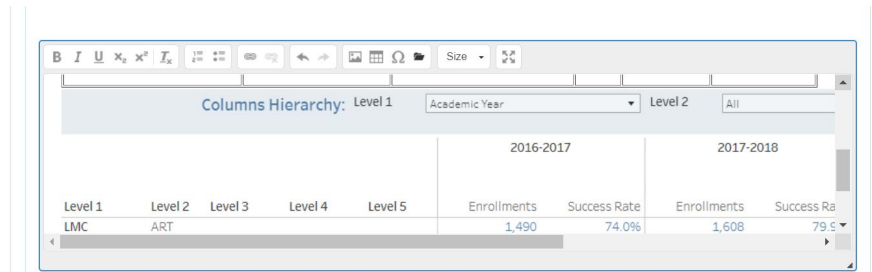
Once you select the "Browse Server" button, you will see the following screen displaying the saved data screenshot image you just uploaded to the server. Position your cursor and click on the image to select and insert it into your response.
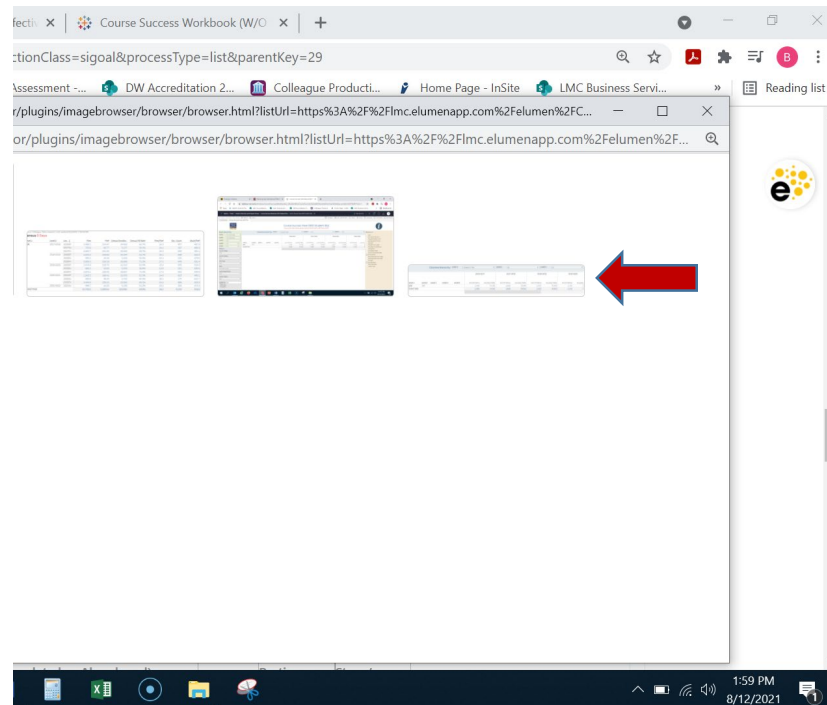
Once you have selected your data screenshot, you will see the following screen displaying a small portion of your selected image. You can now click the blue "OK" button located in the lower right hand corner of the image dialog box.
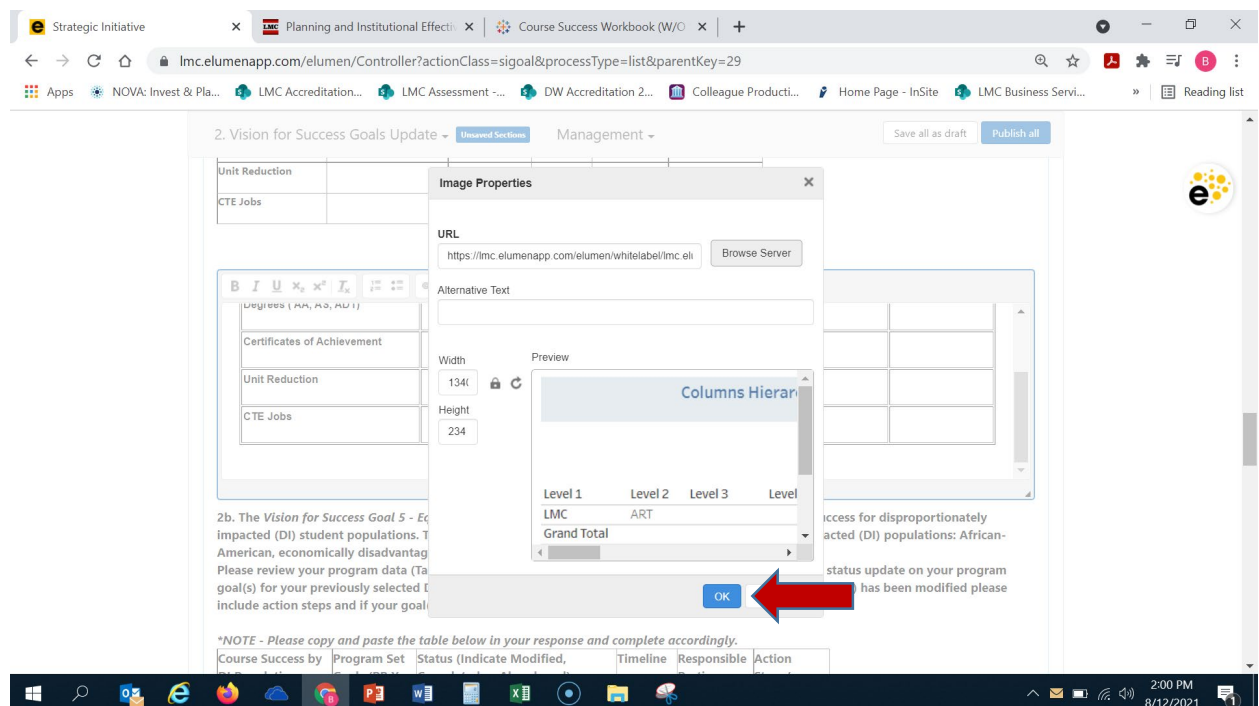
Now the image will appear in your question's response textbox as seen below. You can repeat the aforementioned steps (either "PrtScr" or "Snipping Tool") for any responses that require you to review and respond utilizing Tableau-PR Data.

For any questions or issues capturing a data screenshot and/or inserting your data screenshot please contact BethAnn Stone at brobertson@losmedanos.edu or Chialin Hsieh at chsieh@losmedanos.edu.