


Instructions for Accessing Course Evaluation Reports with Tableau Reader

- 1) Make sure you have downloaded the most recent version of Tableau Reader (it is available on Kbox). <https://wssukbox1.wssu.edu/>
- 2) Open Tableau Workbook file with Tableau Reader. The icon looks like this:  and the workbooks will be either .twbx or .twb files.
- 3) Your course evaluation report will open to the Department Chair Dashboard. You can look at the aggregated data or select your desired terms.
- 4) On the right side of the dashboard is a bar graph with optional filters for term, instructor last name, and course title. Below the bar graph is a table showing the number and percentage of course evaluations completed (response rate) with the same optional filters.
- 5) To activate the filters, use the drop down arrow and make sure only the boxes beside the desired items are check marked. Keep in mind that all the filters must match for **BOTH the bar graph and the table** in order for the same results to show.
- 6) To clear filters you can manually check the box for “All” under each filter, or you can hover over the top right corner of the filter box until the clear filter icon appears, and click on it.