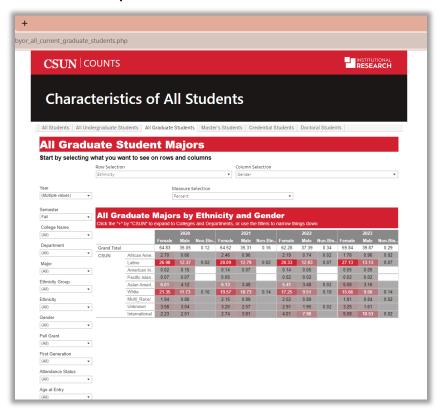


Expanding Dashboards to the College, Department, and Program Level

Our dashboards allow the user to disaggregate down to the college, department, and program level. Once you have the data you are interested in, you can download and export the data into excel and save locally on your computer.

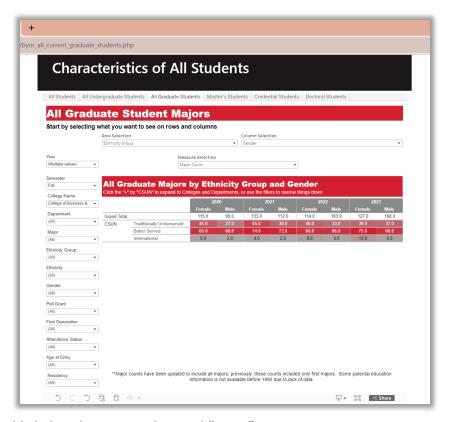
- 1. Select the dashboard you are interested in viewing.
 - a. *Note:* To follow the example below, please go to https://www.csun.edu/counts/ -> Build Your Own Reports -> Characteristics of All Students -> All Graduate Students



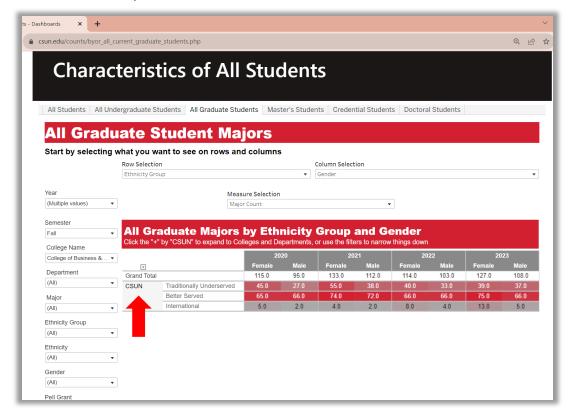
2. Select the filters needed (ex: filter to your college, select row and column breakdowns, select a measure).





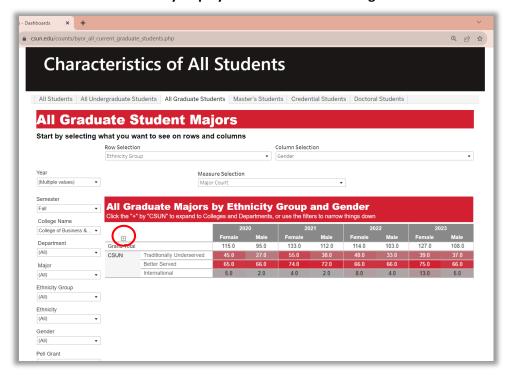


3. In the table below, hover over the word "CSUN".

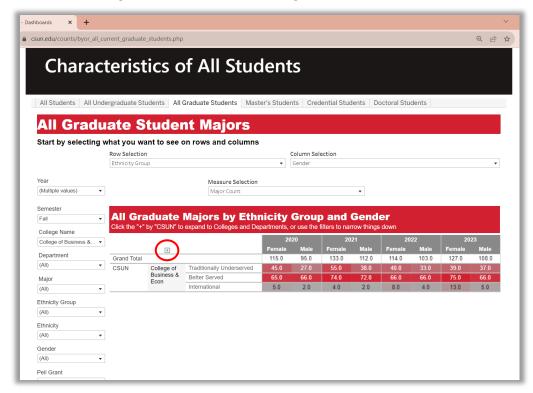




- 4. Select the "+" that displays when you hover. This will expand the table to include the College name.
 - a. Note: The "+" will only display when mouse is hovering over the field name.

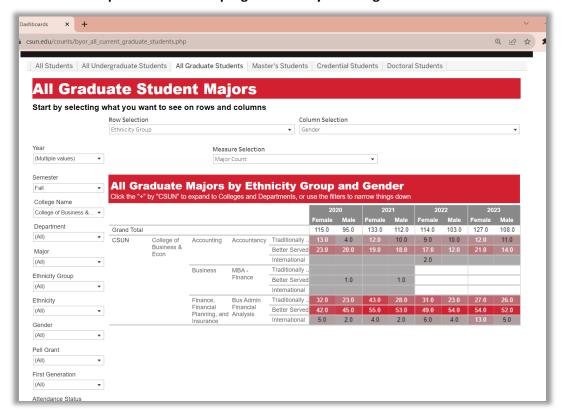


5. Hover over the College name and select the "+" again.





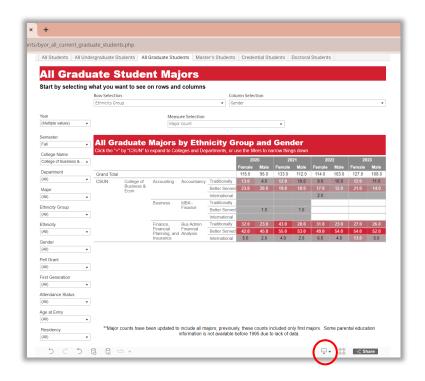
6. Continue to expand down to the program level by selecting the "+".



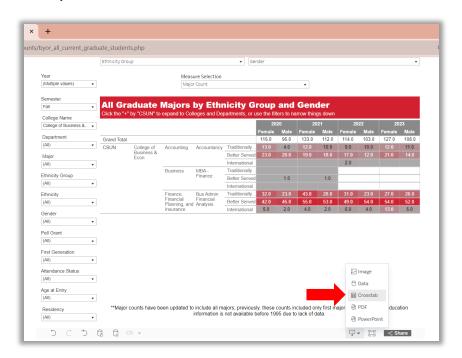


Downloading Data from an IR Dashboard

1. Select the download icon in the bottom right-hand corner.

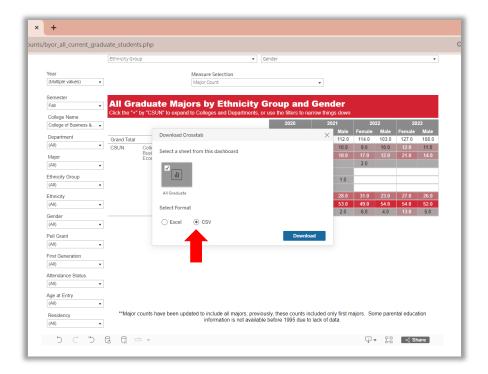


2. Select the crosstab option.

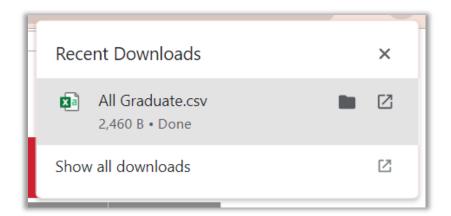




3. Select .csv file format to avoid format errors in the table.

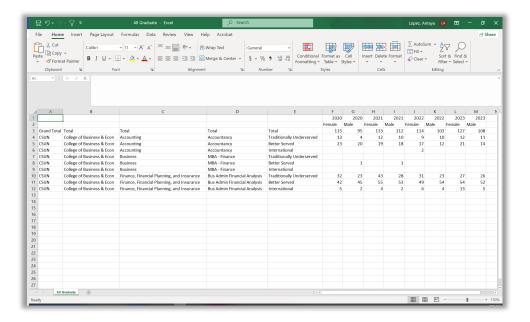


4. Download the file, it can be found in your recent downloads.





5. Open the .csv file and save locally to your computer!



Need extra help? Contact us at <u>ir@csun.edu</u> or visit our contact page to find the Data Consultant assigned to your department! https://www.csun.edu/institutional-research/contact-us