

Tableau How To: Import Data into Excel

Step 1



1. Click on the "Program" drop down menu

Key Performance Indicators: Courses

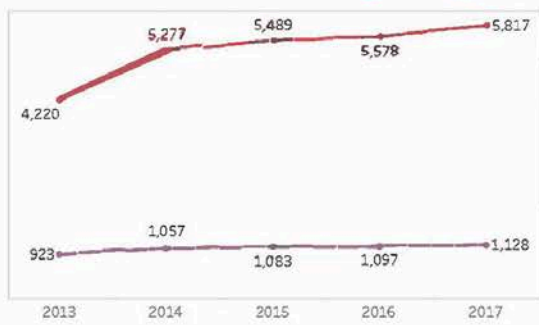
*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Division: (All) | Additional Course Filters: | Section Status: (All)

Program: (All)

- (All)
- Accounting
- Administration of Justice
- Anatomy and Physiology
- Anthropology
- Art
- Automotive
- Biology
- Business Management
- Chemistry
- Child Development & Education Studies
- Cinema, Radio, and Television
- Computer Information Systems
- Computer Science
- Construction Technology
- Cosmetology
- Counseling and Guidance
- Dance
- Earth Sciences
- Economics
- Engineering
- English
- English as a Second Language
- Environmental Sciences
- Ethnic Studies
- Fashion
- Food

Sections and Courses



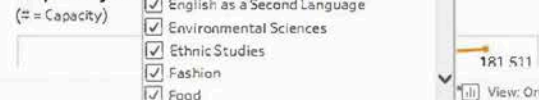
Fill Rate (Active Sections Only)



Canceled S



Capacity v.



Step 2

Table of Contents | Enrollments | Enrollment Details | **Courses** | Majors | Persistence (Slow to Display) | Completion | Faculty | Data Dictionary

2. Click on the box that says "All"
(in order to deselect all possible options)

Key Performance Indicators: Courses

*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Division: (All) | Additional Course Filters: | Section Status: (All)

Program: (All)

- (All)
- Accounting
- Administration of Justice
- Anatomy and Physiology
- Anthropology
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- Fashion
- Food

Sections and Courses

Year	Sections	Courses
2013	4,220	923
2014	5,277	1,057
2015	5,489	1,083
2016	5,578	1,097
2017	5,817	1,128

Fill Rate (Active Sections Only)

Year	Fill Rate
2013	100.1%
2014	98.9%
2015	98.9%

Capacity v. Enrollment

Year	Capacity	Enrollment
2013	1.9%	181,511
2017	8.9%	181,511

Undo | Redo | Revert | Refresh | Pause

View: Original | Share | Download | Full Screen

Step 3



3. Select the course(s) you would like to see data for

Key Performance Indicators: Courses

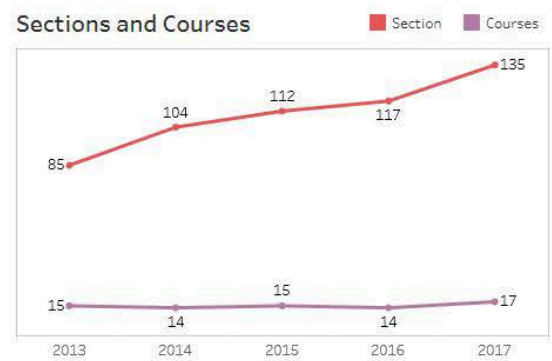
*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Division: Natural Science

Program: Biology

Section Status: (All)

- (All)
- Accounting
- Administration of Justice
- Anatomy and Physiology
- Anthropology
- Art
- Automotive
- Biology**
- Business Management
- Chemistry
- Child Development & Education Studies
- Cinema, Radio, and Television
- Computer Information Systems
- Computer Science
- Construction Technology
- Cosmetology
- Counseling and Guidance
- Dance
- Earth Sciences
- Economics
- Engineering
- English
- English as a Second Language
- Environmental Sciences
- Ethnic Studies
- Fashion
- Food



Fill Rate (Active Sections Only)

Year	Fill Rate
2013	99.1%
2014	100.0%
2015	97.8%
2016	98.4%
2017	99.1%

Canceled S

Capacity v.
(# = Capacity)

Step 4

- Table of Contents
- Enrollments
- Enrollment Details
- Courses**
- Majors
- Persistence (Slow to Display)
- Completion
- Faculty
- Data Dictionary

4. Click on the title of the graph
(in order to import into Excel this data from
this particular graph)

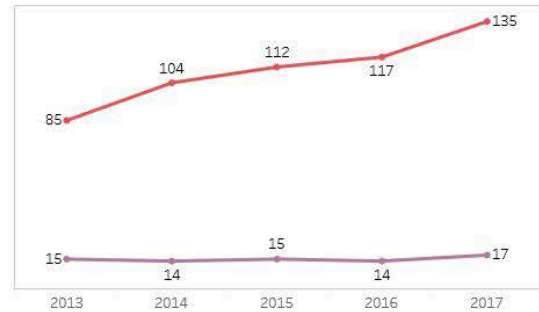


Key Performance Indicators: Courses

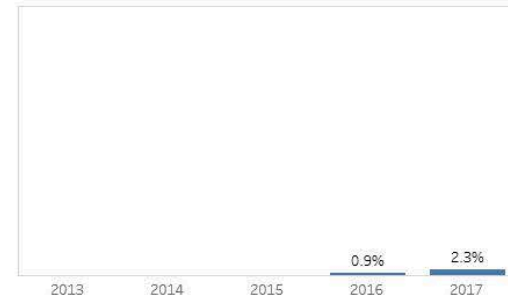
*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Division: Natural Science
Program: Biology
View By*: Academic Year
Additional Course Filters:
Section Status: (All)
Course: (All)

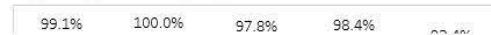
Sections and Courses



Canceled Sections



Fill Rate (Active Sections Only)



Capacity v. Enrollment (Active Sections Only)



Step 5



Key Performance Indicators: Courses

*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Division
Natural Science

Program
Biology

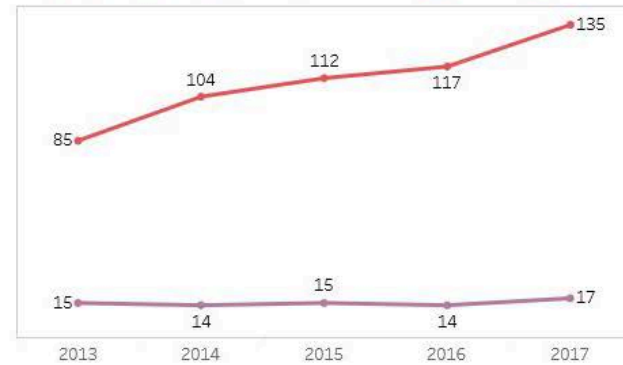
View By*:
Academic Year

Additional Course Filters:
Section Status
(All)

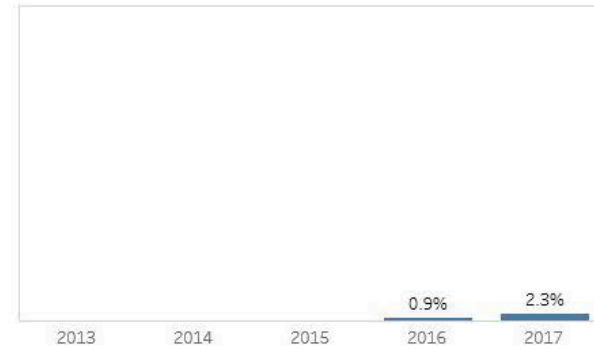
Course
(All)

5. Click on "Download"
(depending on which browser you're using, this button may be either at the bottom, or at the top of your page)

Sections and Courses



Canceled Sections



Fill Rate (Active Sections Only)



Capacity v. Enrollment (Active Sections Only)



Refresh Pause

View: Original Share

Download

Full Screen



Key Performance Indicators: Courses

*NOTE: An Academic Year combines the Summer, Fall, and Spring terms (e.g., Academic Year 2013 includes Summer 2012, Fall 2012, and Spring 2013).

Natural Science

Additional Course Filters:

Program

Biology

Section Status

(All)

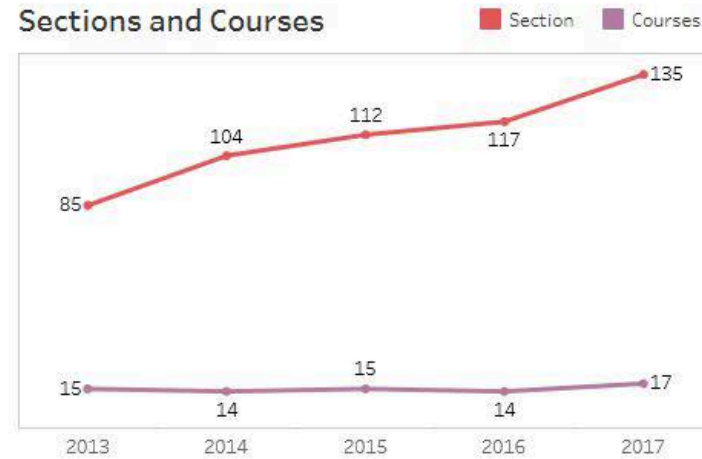
View By*:

Academic Year

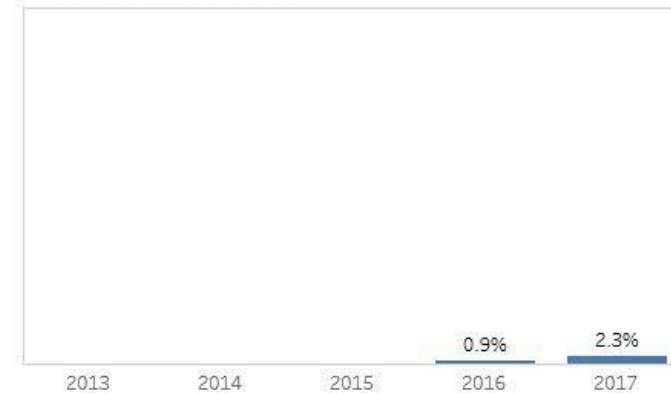
Course

(All)

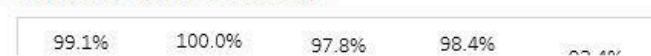
Sections and Courses



Canceled Sections



Fill Rate (Active Sections Only)



Capacity v. Enrollment (Active Sections Only)



6. Click on "Data"

- Tableau Workbook
- PDF
- Crosstab
- Data
- Image

Step 6

Step 7

View Data - Internet Explorer
https://tableau.nocccd.edu/vizql/t/FC/w/FullertonCollegeKPIs/v/KPIs/viewData/sessions/94B909F7D95E4B80B12F165DDF787AA6-0:0/views/14880454969202079707_8175023244830740809?ma

Summary

Showing first 10 rows.
[Download all rows as a text file](#)

7. Click on "Download all rows as a text file"

Measure Names	YEAR(display.pill.axis.time)	CNTD(course)	CNTD(course)	SUM(course.all.nonpayroll)	SUM(course.all.nonpayroll)
Courses	2013	15	Null	Null	Null
Courses	2014	14	-6.666666667%	Null	Null
Courses	2015	15	7.142857143%	Null	Null
Courses	2016	14	-6.666666667%	Null	Null
Courses	2017	17	21.428571429%	Null	Null
Section	2013	Null	Null	Null	85
Section	2014	Null	Null	22.352941176%	104
Section	2015	Null	Null	7.692307692%	112
Section	2016	Null	Null	4.464285714%	117
Section	2017	Null	Null	15.384615385%	135

Showing first 10 rows.
[Download all rows as a text file](#)

The End!

CRN_Course#_data.csv - Excel


FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles Cells

A1 : Measure Names

	A	B	C	D	E	F
1	Measure Names	Year of display.pill.axis.time	Distinct count of course	% Difference in Distinct count of course	% Difference in course.all.nonpayroll	course.all.non
2	Courses	2013	15			
3	Courses	2014	14	-6.67%		
4	Courses	2015	15	7.14%		
5	Courses	2016	14	-6.67%		
6	Courses	2017	17	21.43%		
7	Section	2013				
8	Section	2014			22.35%	
9	Section	2015			7.69%	
10	Section	2016			4.46%	
11	Section	2017			15.38%	
12						
13						
14						
15						
16						
17						
18						

8. The data that you selected to import into Excel can now be viewed as an Excel spreadsheet document.



CRN_Course#_data