



Data Literacy Training:
Getting Started with CatStats



Explore Texas State Data

Texas State University
Office of Data, Analytics, and Institutional Research

Last modified: September 2024



Table of Contents

Accessing CatStats	1
Navigation Bar.....	6
Home Page.....	7
Favorites	8
Recents.....	10
Shared with Me	11
Recommendations	12
Collections.....	13
Explore.....	16
Start Page.....	17
CatStats Content.....	18
Navigating a Dashboard.....	21
Hovering & Selecting.....	22
Excel & PDF Icons	25
Filters.....	27
Filter types	28
Clearing Filters	29
Ribbon	30
Reset View	31
Undo Last Action	32
Redo Last Action	33
View: Original	34
Save Custom View	37
Watch (Suscribing).....	38

Download.....40
Full Screen42
Share View43
Search Bar45

Accessing CatStats

1. Access the Texas State University Website : <https://www.txst.edu/>
2. Click on the Search Bar.



3. Search "Data, Analytics, & Institutional Research" and click on the Gold "Data, Analytics, & Institutional Research : Texas State University".

The screenshot shows the search interface of the Texas State University website. At the top left, there is a navigation menu with a 'Menu' button and a search icon labeled 'Search'. The Texas State University logo is prominently displayed. The search bar contains the text 'Data, Analytics, & Institutional Research' with a clear 'X' button. Below the search bar, there are two tabs: 'WEB' (selected) and 'PEOPLE'. The 'PEOPLE' tab shows a message: 'No people match your search.' Under the 'WEB' tab, the search results are displayed, showing 'Showing results 1-10 of 100.' and sorting options: 'Sort By Relevance / Sort By Date'. The first result is 'Major in Communication Design' with the URL 'http://mycatalog.txstate.edu/undergraduate/fine-arts-communication/art-design/communication-design-bfa/'. The second result is 'Division of Research' with the URL 'https://www.research.txst.edu/'. The third result is 'Research' with the URL 'https://research.mccoy.txst.edu/'. The fourth result is 'Materials Application Research Center' with the URL 'https://www.marc.txst.edu/'. A red curved arrow points from the Materials Application Research Center result down to the fifth result, 'Data, Analytics, & Institutional Research : Texas State University'. This result includes a brief description: 'As the central hub for university data and analytics, we champion the use of data in strategic decision making to elevate student success and expand research ...' and the URL 'https://www.ir.txst.edu/ 05-24-2024'.

4. Now on the D.A.I.R Website. Click on the lock icon labeled CatStats.



WHAT WE DO

As the central hub for university data and analytics, we champion the use of data in strategic decision making to elevate student success and expand research and scholarly productivity at Texas State University.

About Us



UNIVERSITY DATA

Access our public dashboards to view current and historical data on enrollment, retention rates, graduation rates, and more



REPORTS & SURVEY RESULTS

Discover a variety of reports and survey results, including Federal and State Reports, Campus Climate Survey, Peer Studies, and more



CATSTATS

Faculty and staff can access detailed, internal dashboards via CatStats. If accessing from off-campus, a Remote Access VPN connection is required



DATA REQUEST CENTER

Learn about the different avenues for requesting data or gaining access to specialized institutional reports by visiting the Data Request Center

5. Once you are the About page click on the Login button.

Menu

TEXAS STATE UNIVERSITY

Office of the President
Data, Analytics, & Institutional Research

Search

Texas State / Office of the President / Data, Analytics, & Institutional Research / Resources / **CatStats**

CATSTATS



LOGIN

About

CatStats provides detailed dashboards on a secure Tableau server. Data includes enrollment numbers, graduation rates, retention rates, and much more. If accessing from off-campus, a Remote Access VPN connection is required.

6. Next, you are directed to the CatStats Login Page. Enter your Net ID and password, and click “Sign In”.



Explore Texas State Data

Username

Password

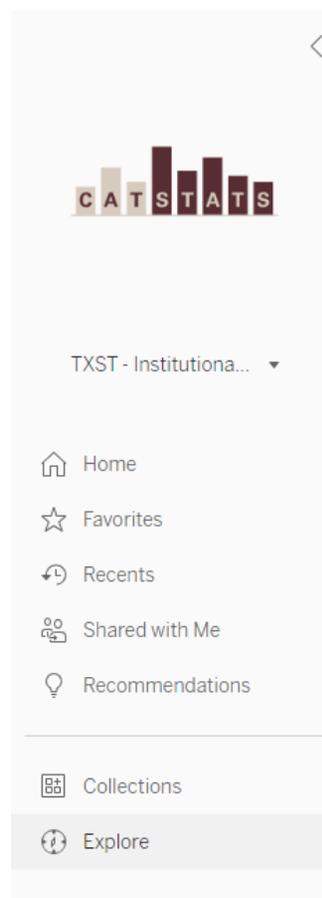
Enter your password

Sign In

FERPA NOTICE: Data contained in CatStats is covered by FERPA and should only be used for legitimate business purposes.

Navigation Bar

The Navigation Bar is located on the left-hand side of the site. The navigation bar serves as a central tool for browsing and accessing various functions within the site.



Home Page

The Home Page is located on the Navigation Bar. Any recent dashboards you have opened will appear here, along with your Favorites and Recommendations.

The screenshot displays the CATSSTATS Home Page. At the top right, there is a search bar with the text "Search for views, metrics, workbooks, and more" and icons for help, notifications, and a user profile labeled "EC".

Home

Favorites See All

- Carolina's Collection**
Collection
A collection of really cool informative dashboards.
- Graduate Admissions Report | Fall 2024**
Table visualization showing admissions data.
- University Enrollment**
Enrollment by Level
Stacked bar chart showing enrollment levels.

Recents See All

- Demographics**
Student Demographics
last week
- Enrollment**
Enrollment by Level
last week
- Enrollment_Filter**
Enrollment by Level
last week
- Customize**
Custom Creation
last week

Favorites

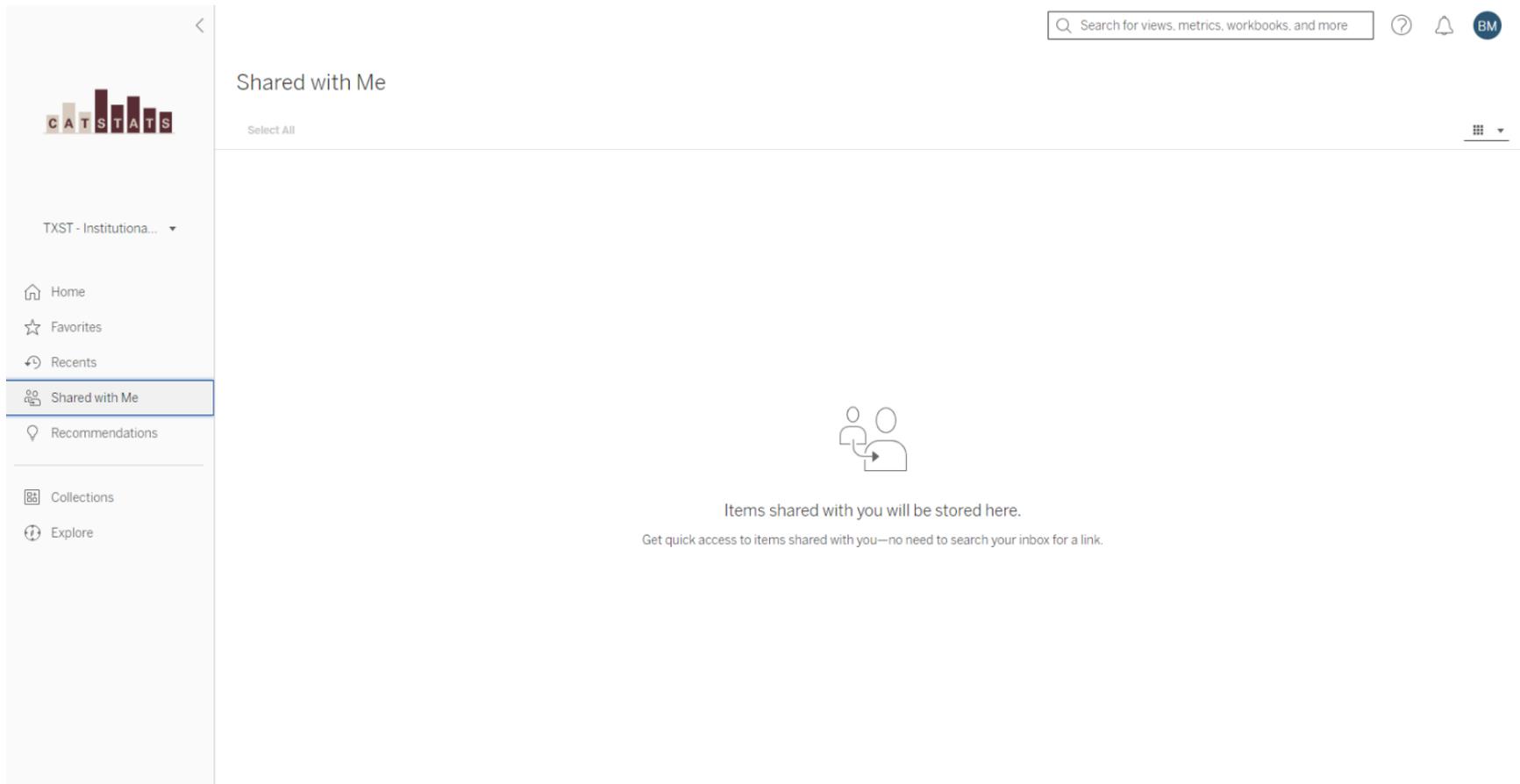
- 1. To favorite a dashboard, click on the star located in the bottom right-hand corner.

The screenshot shows the 'Round Rock Enrollment Explorer' dashboard. At the top, it says 'Round Rock Enrollment Explorer' and 'Students'. Below that, there is a 'Customize Your Selection' section with a 'Enrollment by Level' bar chart. The chart has eight bars representing different years, with values ranging from 1,258 to 1,492. Below the chart, there are several filter categories: 'Semester', 'Campus (RRC and/or Co-Enrolled)', 'Level', 'Ethnicity', 'Gender', and 'Age (years)'. At the bottom of the dashboard, there is a title 'Round Rock Enrollments' followed by an information icon (i), a star icon, and a three-dot menu icon. A mouse cursor is pointing at the star icon. Below the title, there is a description: 'Allows you to explore information related to all students enrolled in courses on the Round Rock'.

Year	Enrollment
2016	1,258
2017	1,272
2018	1,294
2019	1,313
2020	1,492
2021	1,358
2022	1,279
2023	1,258

Shared with Me

The Shared with Me Page is located on the Navigation Bar. The Shared with Me page is where users can access dashboards or Customized Views that others have specifically shared with them. This page centralizes content that has been made accessible to the user by colleagues, team members, or other users, making it easier to find and collaborate on shared resources.



Recommendations

The Recommendations page is located on the Navigation Bar. Recommendations dashboards that a user might find relevant or useful, based on their previous interactions, preferences, or similar users' behaviors.



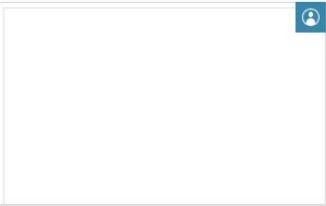
TXST - Institutiona...

- Home
- Favorites
- Recents
- Shared with Me
- Recommendations
- Collections
- Explore

? 🔔 BM

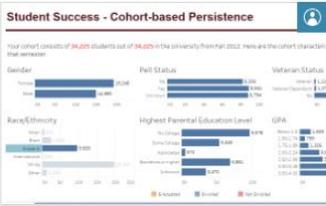
Recommendations

👤 Views looked at by people with viewing habits similar to yours.



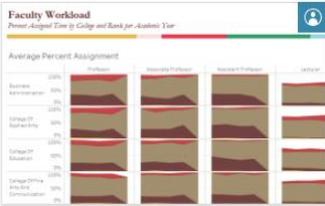
General Employe... 👁️ 43 ☆ 0 ...

🕒 Why is this recommended?



Student Succes... 👁️ 162 ☆ 0 ...

🕒 Why is this recommended?

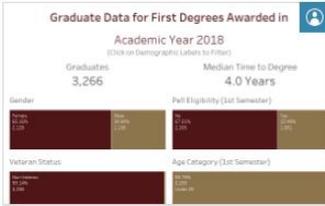


Faculty Workload

Average Percent Assignment

Percent Assigned ... 👁️ 85 ☆ 0 ...

🕒 Why is this recommended?



Graduate Data for First Degrees Awarded in

Academic Year 2018

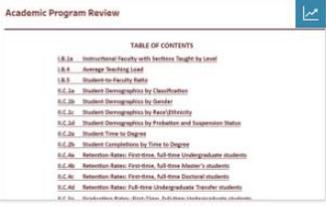
Graduates 3,266 **Median Time to Degree 4.0 Years**

Graduate Profile 👁️ 96 ☆ 0 ...

🕒 Why is this recommended?

[Show More](#)

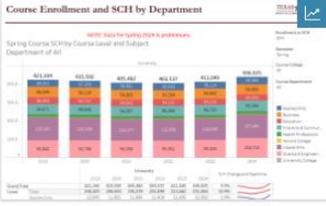
📈 Views trending in your organization in the past 7 days.



Academic Program Review

Table of Contents 👁️ 7K ☆ 1 ...

🕒 Why is this recommended?



Course Enrollment and SCH by Department

Enrollment and S... 👁️ 6K ☆ 5 ...

🕒 Why is this recommended?



DFW Rate by Course

DFW Rates by Co... 👁️ 1K ☆ 1 ...

🕒 Why is this recommended?



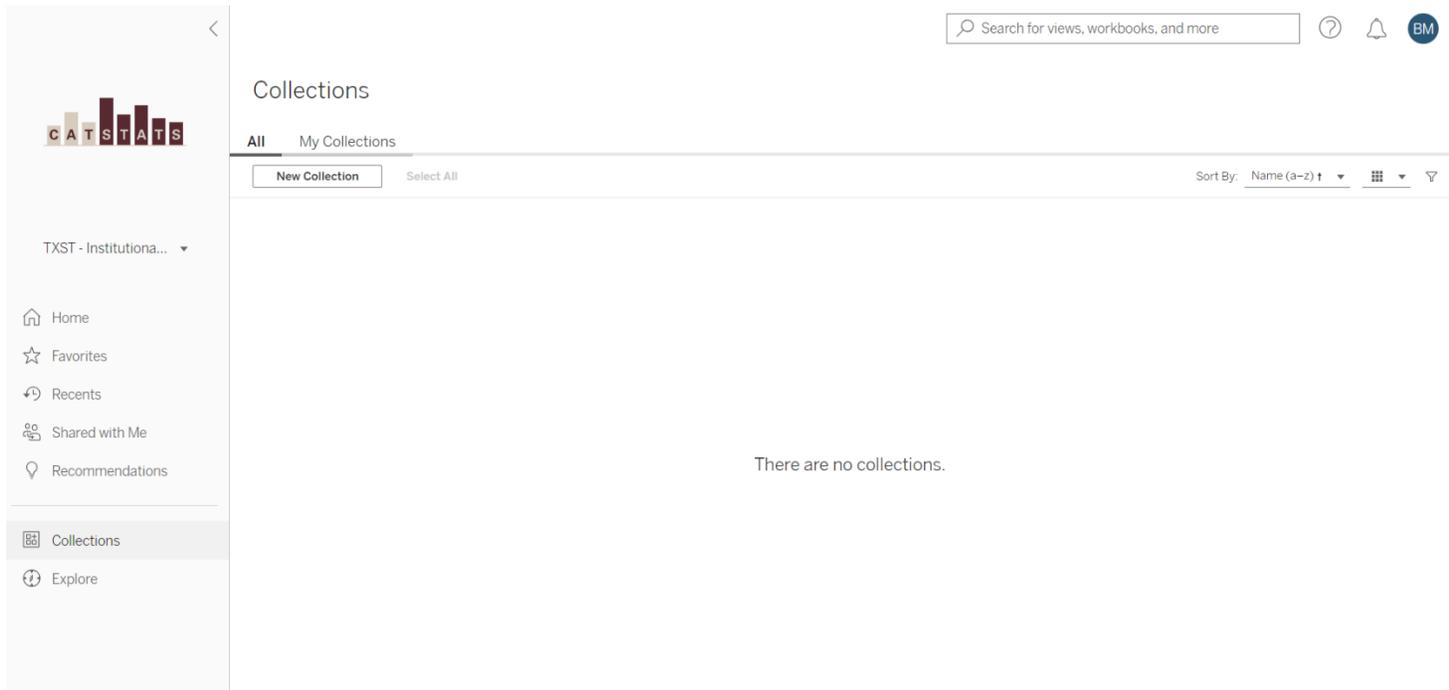
Course Section

Course Section ... 👁️ 541 ☆ 2 ...

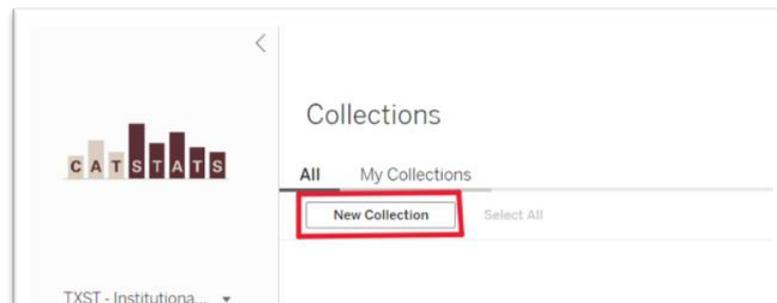
🕒 Why is this recommended?

Collections

1. You can access your Collections through the Navigation Bar.



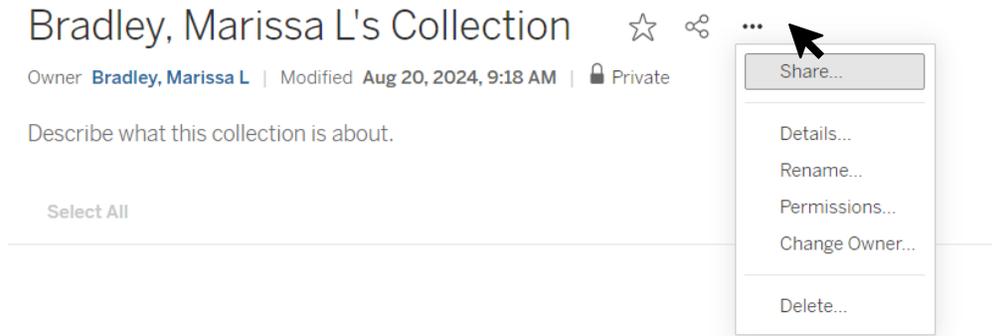
2. Click the "New Collection" button to create a new collection.



3. A new collection folder will be created. Once the new folder is created you can organize content in a collection for quick access to meaningful data.

The screenshot displays a user interface for a collection. On the left is a navigation sidebar with a 'CATS STATS' header and a 'TXST - Institutiona...' dropdown. Below this are links for Home, Favorites, Recents, Shared with Me, Recommendations, Collections (highlighted), and Explore. The main content area features a search bar at the top right with the text 'Search for views, workbooks, and more'. Below the search bar is the collection title 'Bradley, Marissa L's Collection' with icons for favorites, sharing, and a menu. Metadata shows the owner as 'Bradley, Marissa L', modified on 'Aug 20, 2024, 9:18 AM', and set to 'Private'. A description field is labeled 'Describe what this collection is about.' Below this are filters for 'Content Type: All' and 'Sort By: Custom'. The central area contains a line chart icon with a star and a menu icon, followed by the text 'Start building your collection.' and a paragraph: 'Organize content in a collection for quick access to meaningful data. Add items to this collection by selecting Add to Collections from the Actions (...) menu.' At the bottom of this section is an 'Explore Content' button.

- 4. You can share your collection with your team members. To do this, click on the three dots, select "Permissions" from the dropdown menu, and choose who you'd like to share it with.



- 5. A pop-up box will appear where you can add others to your collection and set permissions for each.

Permissions for a collection don't affect the items in a collection.

Permission Rules

Group/User Template 

No permission rules for users or groups have been added. Add a rule to set permissions.

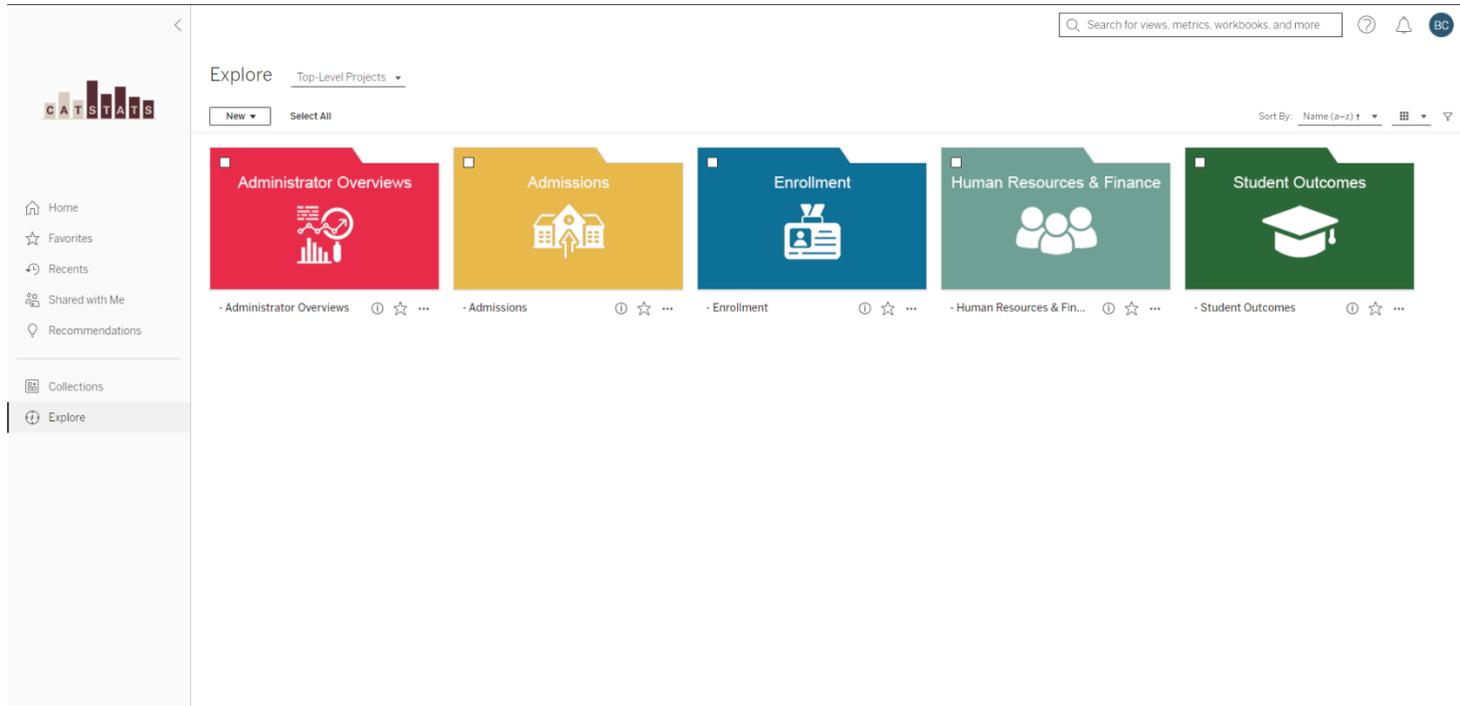
[+ Add Group/User Rule](#)

Effective Permissions

User 

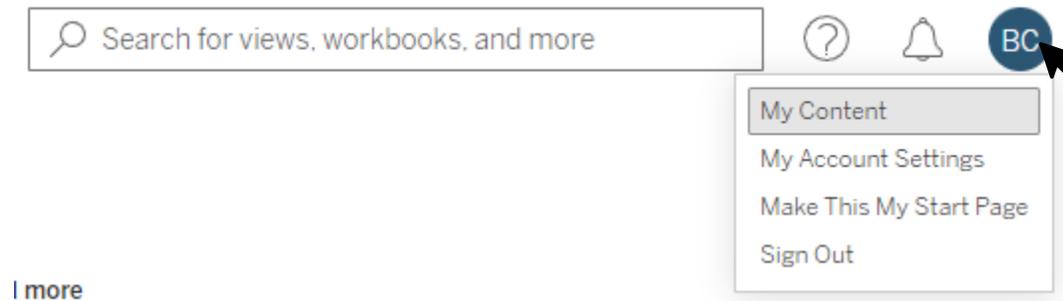
Explore

The Explore Page contains all of the Dashboards available on CatStats. You can access the Explore Page from the Navigation Bar.

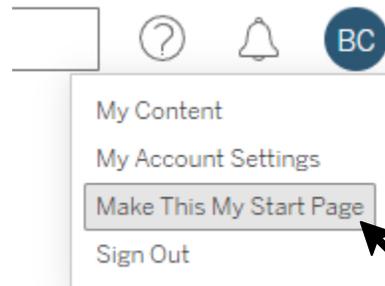


Start Page

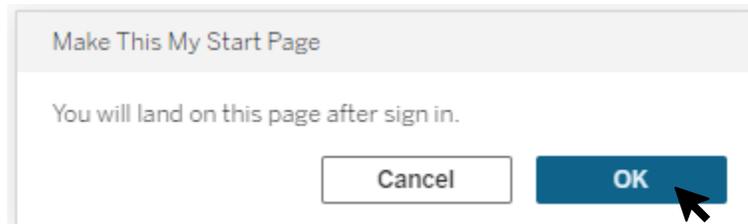
1. You can set your start page to any page in CatStats. This means when you log in, the first page you see will be the page you choose. To do so, navigate to the page you'd like to start on. Then, on the upper right-hand corner, click on the bubble with your name abbreviation.



2. You'll see four options. Click on "Make this My Start Page".

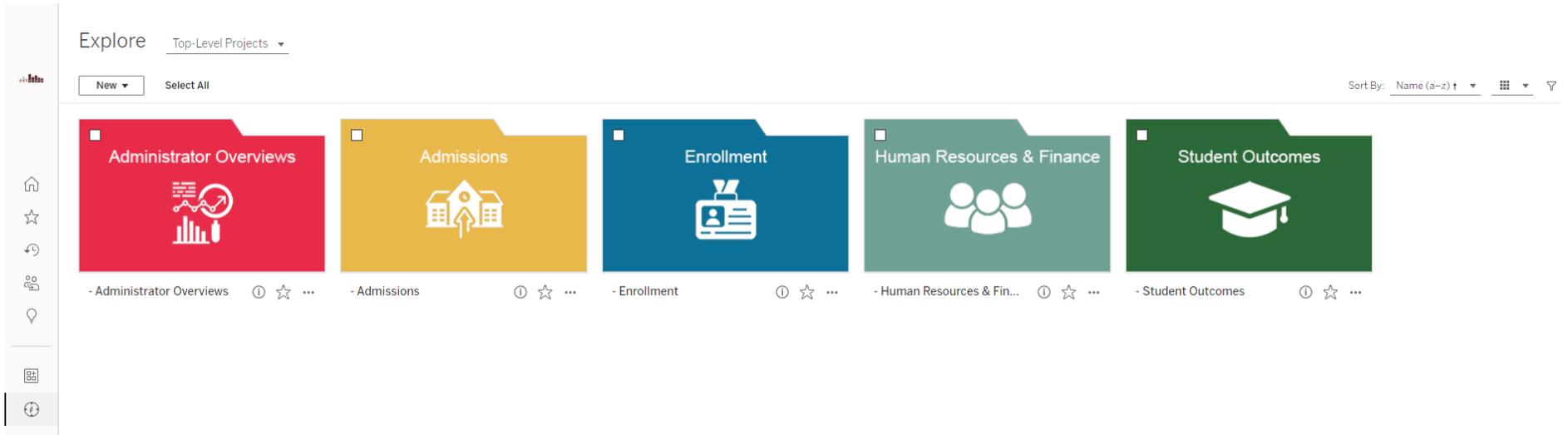


3. A popup box will appear letting you know that the next time you log in, you will automatically be directed to this page. Click "OK". Done.



CatStats Content

1. Dashboards in CatStats are categorized into a project folder. These project folders are found on the Explore page.



4. Once you've clicked on a view, you can navigate between the views by using the tabs on the upper right-hand corner.

View: Original

Overview Comparisons Running Totals Notes

Overview of Undergraduate Applications for Fall

TEXAS STATE
DATA, ANALYTICS, & INSTITUTIONAL RESEARCH

Undergraduate Applications by Status* for All Students Fall 2024 as of August 25, 2024 (WEEK35)

Student Type: (All)

Exclude Incompletes?: No

	Applications	Accepted	Denied	NSO	Enrolled
First-Time	45,121 ▲ 5.6%	30,281 ▲ 4.3%	3,146 ▲ 7.3%	9,359 ▲ 7.1%	8,182 ▲ 4.9%
Transfer	6,252 ▲ 5.0%	4,360 ▲ 2.4%	401 ▼ -4.1%	3,233 ▲ 2.4%	2,819 ▲ 6.5%
Other	1,355 ▲ 10.4%	1,090 ▲ 4.6%	31 ▼ -3.1%	897 ▼ -1.8%	716 ▲ 5.6%

Navigating a Dashboard

CatStats offers practical application for analyzing and managing data efficiently, particularly with its intuitive features like Hovering & Selecting, Filters, Table Views, and Customize Table View. By simply hovering over and selecting data points, users can quickly gain insights and drill down into specific metrics. Filters allow for streamlined data analysis by narrowing down results to meet specific criteria, making it easier to focus on relevant information. Table Views provide a clear and organized display of data, facilitating comparison and trend analysis. Additionally, the Customize Table View feature enables users to tailor the display to their needs, ensuring that the most critical data is highlighted and accessible, ultimately enhancing the decision-making process.

Hovering & Selecting

1. Some dashboards have an informational “*i*” icon which you can hover over, and it will display general information or helpful tips about the dashboard.

University Enrollment

Enrollment by Level

TEXAS  STATE



Customize the display by choosing an option for "Display Years as". To narrow the group of students, you can filter your selection based on the options available below. As you make your selections, the table or chart will display the number of students you have selected from each year and semester.

Enrollment Demographics **Origin** Program Trend Customize

Table  Filter

Doctoral



Masters



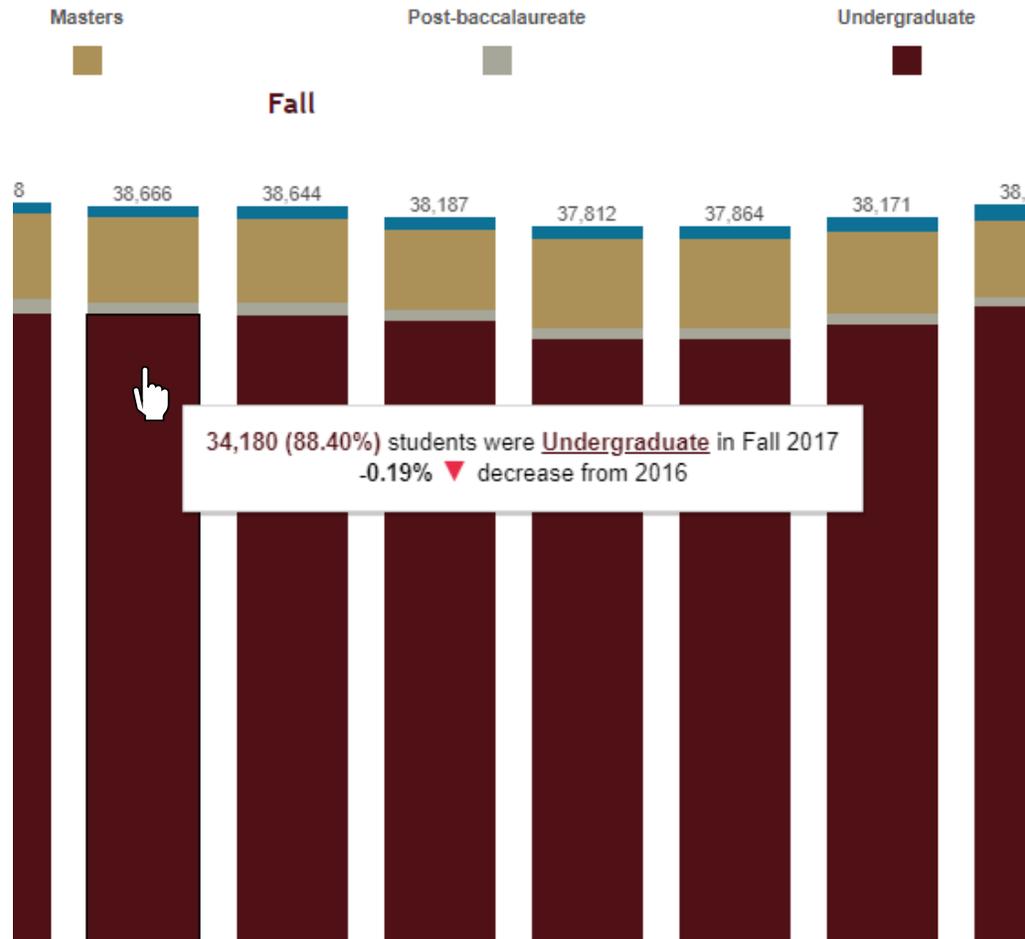
Post-baccalaureate



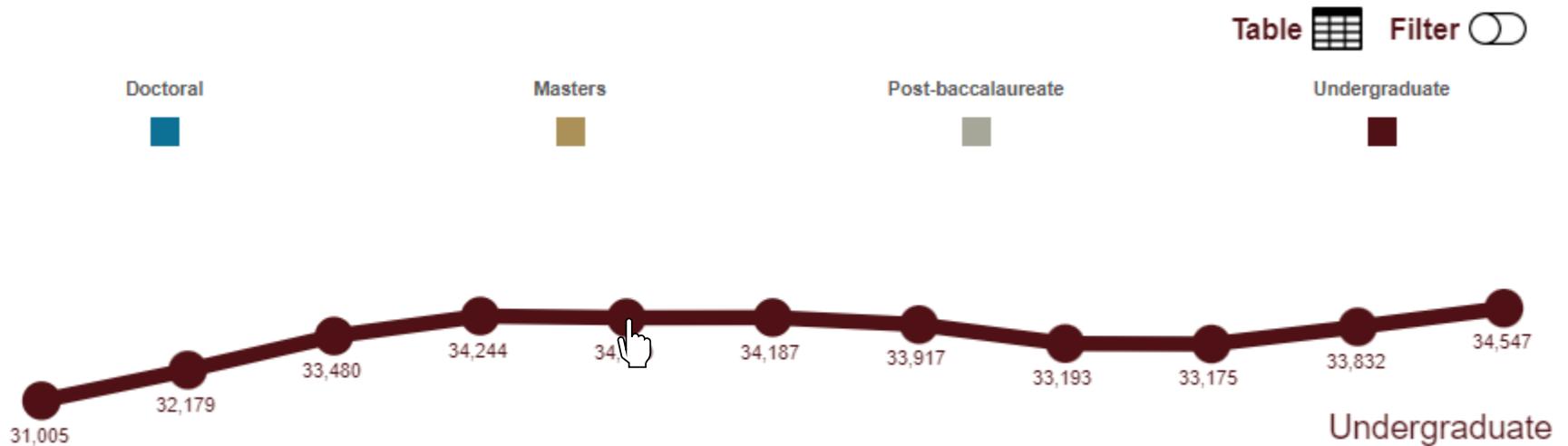
Undergraduate



2. Hovering over parts of a chart will reveal additional information and detail about that particular metric that you're hovering over.

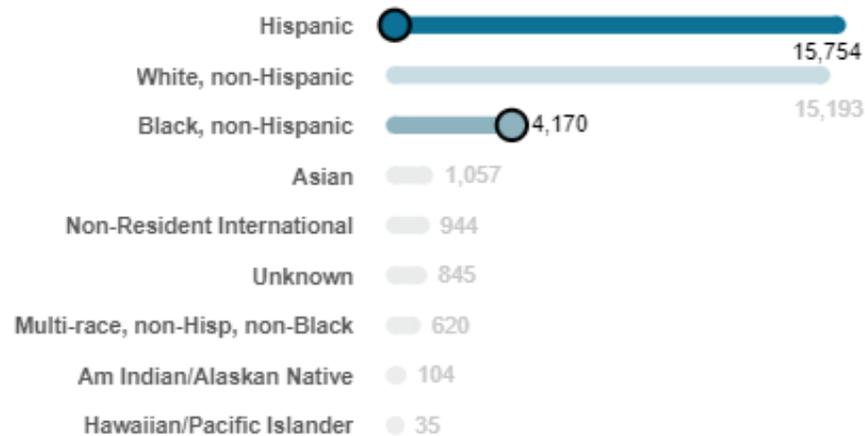


- You can also click on part of the chart it may show you that metric but in a different way, such as a line chart. You can click a second time to deselect, and it'll return you to the previous view.



- You can also use CTRL+CLICK on Windows computers or CMD+CLICK on Mac computers to select *multiple options* at once. Note: by clicking or selecting parts of a chart will cause it to act as a filter.

Ethnicity

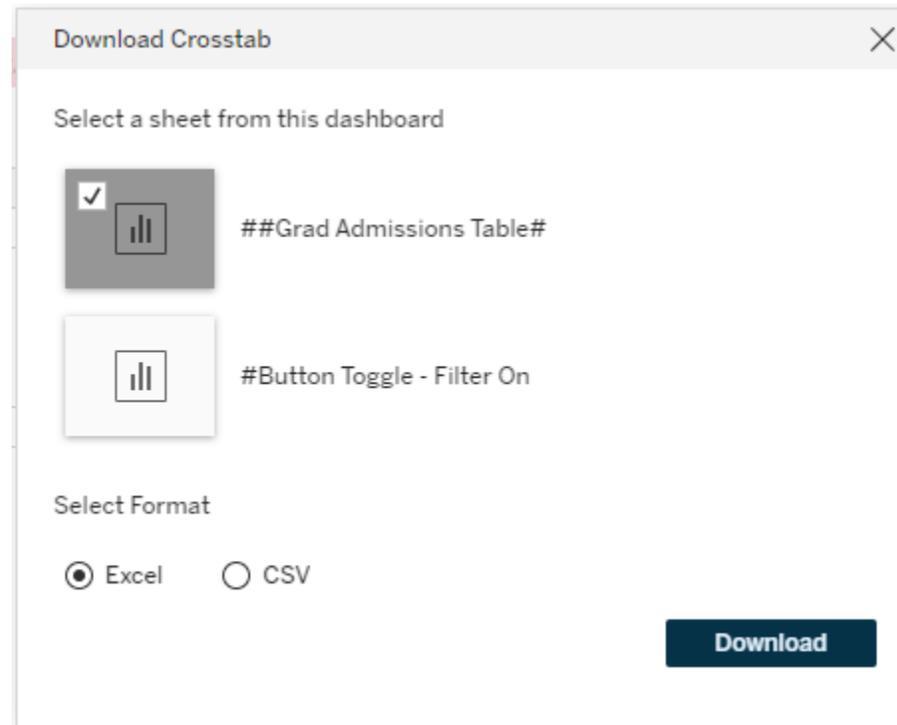


Excel & PDF Icons

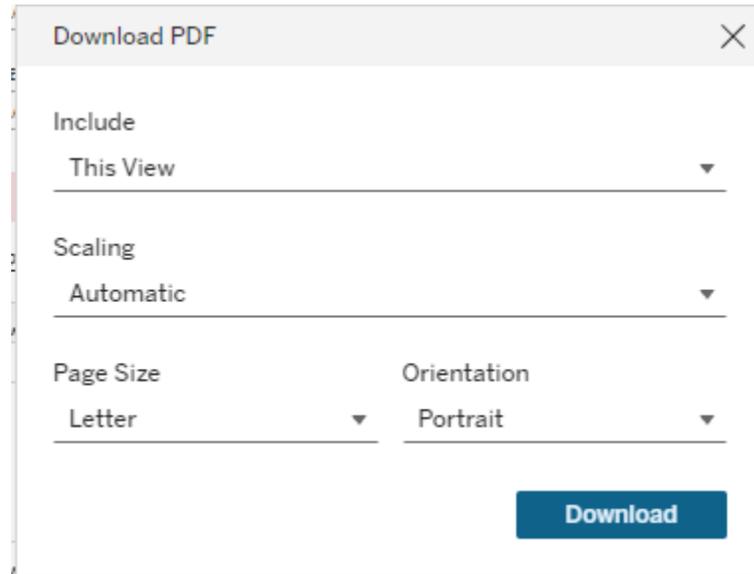
1. Some dashboards will have an Excel and/or PDF icon, so you can easily download the dashboard data.



2. By clicking on the Excel icon, it will allow you to download a spreadsheet in either a CSV or Excel format, referred to as a crosstab. The correct sheet will usually be marked with pound signs “#” at the beginning and end of the sheet name.



3. By clicking on the PDF icon, it will allow you choose your preferred PDF format.



The image shows a 'Download PDF' dialog box with a close button (X) in the top right corner. It contains four sections of settings, each with a dropdown arrow:

- Include:** This View
- Scaling:** Automatic
- Page Size:** Letter
- Orientation:** Portrait

A blue 'Download' button is located at the bottom right of the dialog box.

Filters

1. You can use the filter toolbar at the top of the page to customize and refine the data to your preferences.

Graduate Admissions Report | Fall 2024



August 25, 2024 compared with August 27, 2023

PDF X Filter Semester:

Decision Grouping <input type="text" value="Accepted"/>	College <input type="text" value="(All)"/>	Department <input type="text" value="(All)"/>	Major <input type="text" value="(All)"/>	Program <input type="text" value="(All)"/>	Concentration <input type="text" value="(All)"/>
Campus <input type="text" value="(All)"/>	Degree <input type="text" value="(All)"/>	Race / Ethnicity <input type="text" value="(All)"/>	Sex <input type="text" value="(All)"/>	Veteran Group <input type="text" value="(All)"/>	

2. You may also see a filter toggle button on some dashboards. This will allow you to display or hide the available filters. Note: this does not mean that the filters are turned off or on, it will simply hide them so there is more room to display the charts and diagrams.

Graduate Admissions Report | Fall 2024

August 25, 2024 compared with August 27, 2023

PDF X Filter Semester:

Decision Grouping Department

Click here to hide Filters

Graduate Admissions Report | Fall 2024

August 25, 2024 compared with August 27, 2023

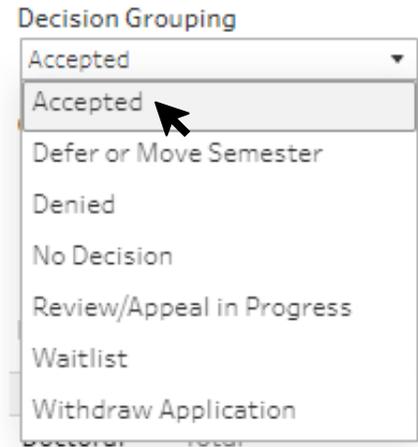
PDF X Filter Semester:

Click here to show Filters

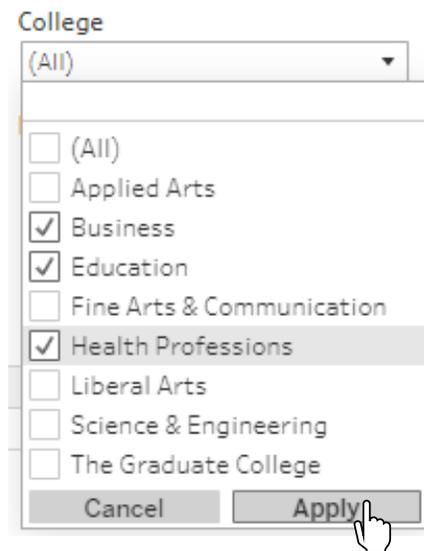
ants

Filter types

1. Single selection filters will automatically apply themselves once selected.



2. Multiple selection filters may require you to hit "Apply" before filtering the data.

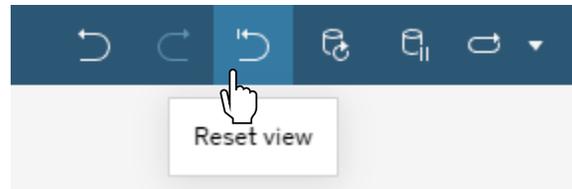


Clearing Filters

1. If you want to clear filters, you can use the little funnel icon button that is located adjacent to the filter.



2. Alternatively, you can also click on the “Reset view” button on the top left hand corner.



Ribbon

The ribbon at the top of each dashboard includes the following buttons:



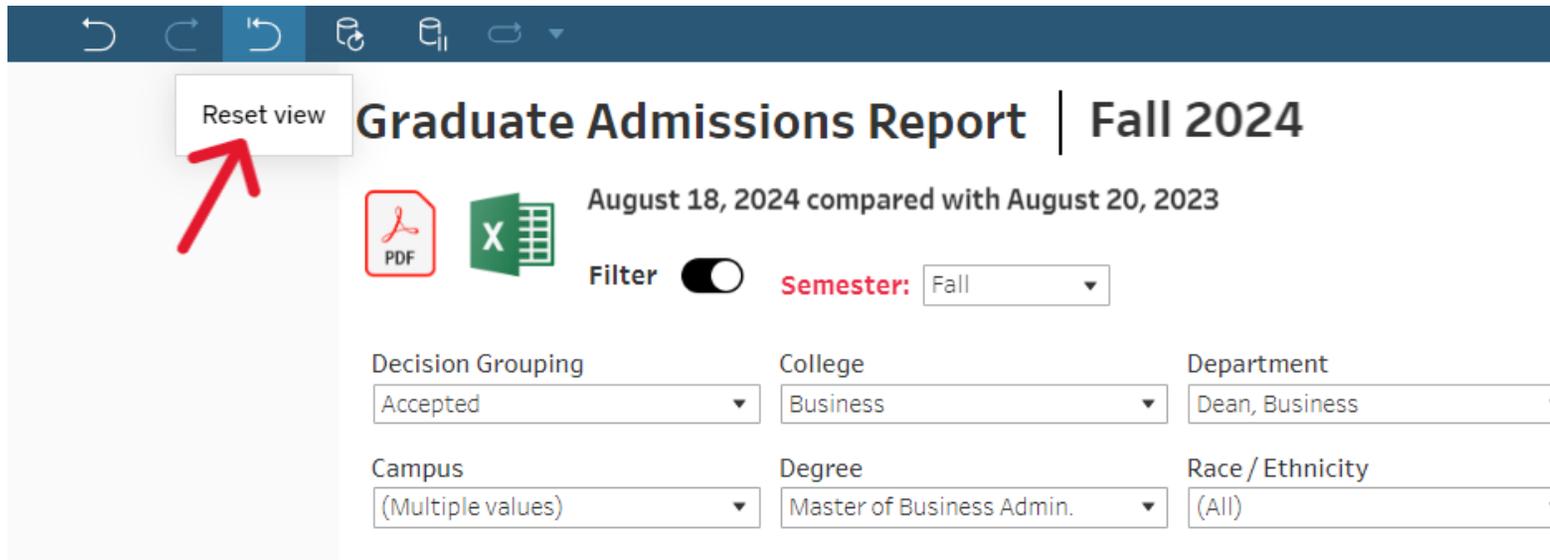
- Undo Last Action
- Redo Last Action
- Reset View
- Refresh Data *
- Pause Auto Updates*
- Accelerate*
- Views
- Data Guide*
- Watch
- Download
- Full Screen
- Share View

*These buttons are not being utilized, so they will not be discussed in these instructions.

Reset View

The "Reset View" feature located on the ribbon allows users to revert a customized interface or data table back to its original, default settings. With a single click, "Reset View" clears filters, rearranges columns, and restores the original layout, ensuring that the user can quickly return to the standard view.

Hovering over the button will display a label describing its function.



Undo Last Action

The "Undo My Last Action" feature located on the ribbon allows you to instantly reverse your most recent operation or change.

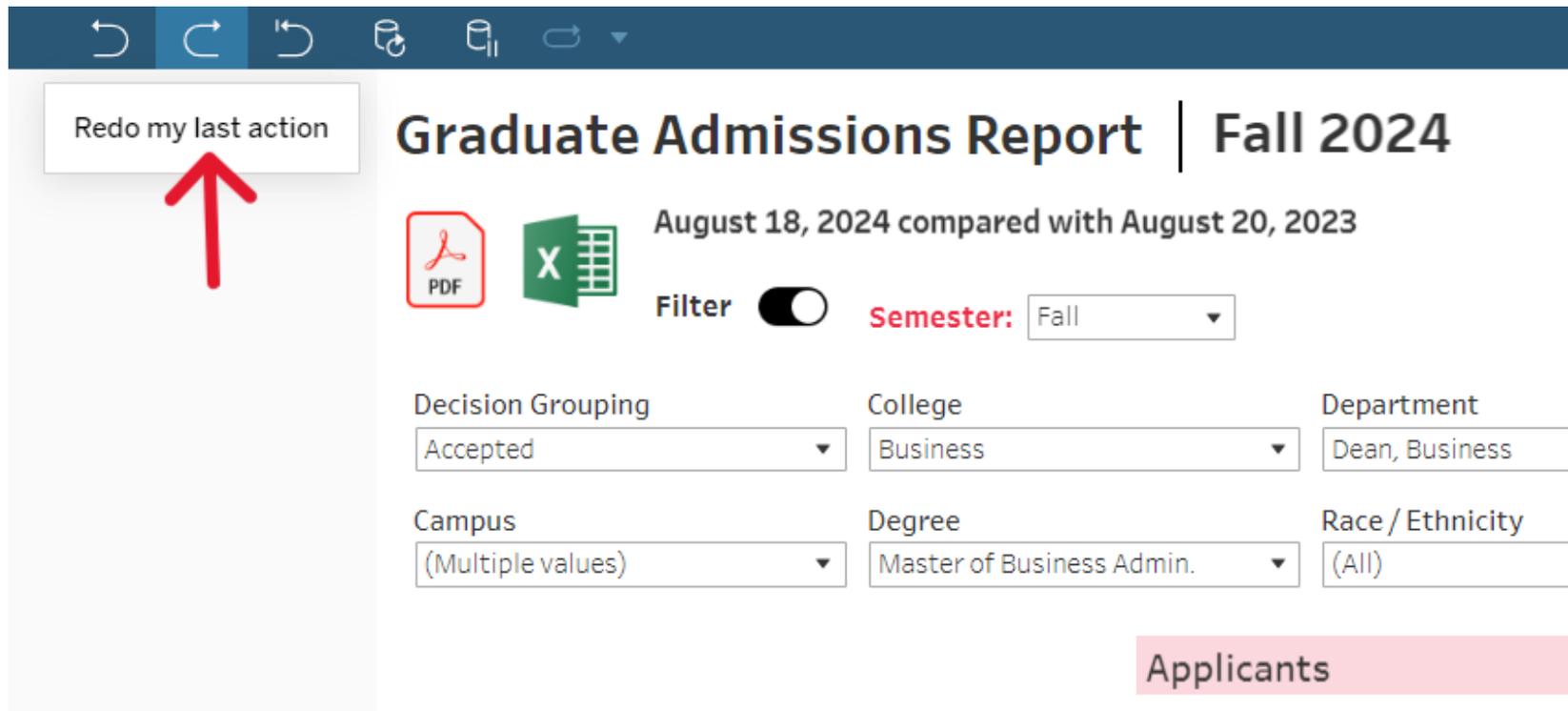
Hovering over the button will display a label describing its function.

The screenshot displays a software interface with a dark blue ribbon at the top containing several icons. A tooltip box is open over the first icon, displaying the text "Undo my last action" with a red arrow pointing to the icon. The main content area features a report titled "Graduate Admissions Report | Fall 2024". Below the title, there are icons for PDF and Excel, followed by the text "August 18, 2024 compared with August 20, 2023". A "Filter" toggle is present, along with a "Semester:" dropdown menu set to "Fall". Below these are several filter dropdown menus: "Decision Grouping" (Accepted), "College" (Business), "Department" (Dean, Business), "Campus" ((Multiple values)), "Degree" (Master of Business Admin.), and "Race / Ethnicity" ((All)). At the bottom right, there is a pink button labeled "Applicants".

Redo Last Action

The "Redo My Last Action" feature located in the ribbon allows you to reapply the last action you undid. If you change your mind after using the undo function or if you want to quickly restore an action, this feature lets you bring back the previous operation.

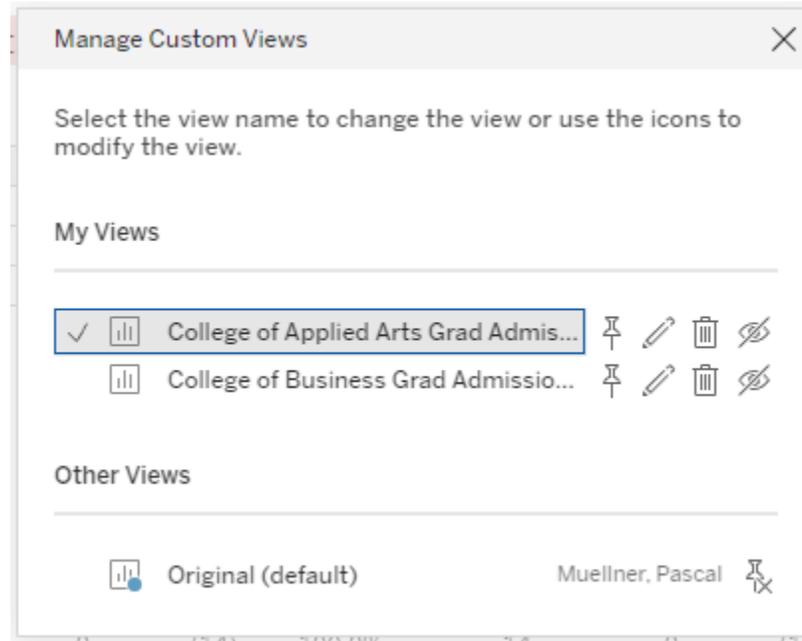
Hovering over the button will display a label describing its function.



The screenshot shows a software interface with a dark blue ribbon at the top containing several icons. A white tooltip box with the text "Redo my last action" is positioned over the second icon from the left, with a red arrow pointing upwards to it. The main content area is titled "Graduate Admissions Report | Fall 2024". Below the title, there are icons for PDF and Excel, followed by the text "August 18, 2024 compared with August 20, 2023". A "Filter" toggle switch is turned off, and a "Semester:" dropdown menu is set to "Fall". Below these are several filter dropdown menus: "Decision Grouping" (Accepted), "College" (Business), "Department" (Dean, Business), "Campus" ((Multiple values)), "Degree" (Master of Business Admin.), and "Race/Ethnicity" ((All)). A pink button labeled "Applicants" is located at the bottom right of the interface.

View: Original

1. This button will allow you to choose between different saved views in your account. If you haven't saved a custom view before you will only see the option of viewing the original, default dashboard view located under "Other Views".



2. This button will also allow you to manage your custom views. The pin icon will allow you set it as your default, the pencil icon will allow you to rename the view, and the trash bin will allow you to delete it.

My Views



3. Another way of viewing your custom views is by navigating to the main dashboard page, and clicking on “Custom Views”.

Explore / - Admissions / Graduate Admissions



Graduate Admissions

☆ ⓘ ...

Owner **Muellner, Pascal** Modified **Aug 26, 2024, 6:33 AM** Extract **Aug 26, 2024, 6:33 AM**

A report that shows the numbers of graduate student applicants, the number accepted, the number of enrolled. The r

Views 1
Data Sources 1
Custom Views 
Extract Refreshes 1
Subscriptions 12

Select All
Custom Views

Graduate Admissions Report | Fall 2024

June 19, 2024 compared with June 11, 2023

Filter: All Admission Fall

TEXAS

DATA, AT
INSTITUTIC

Level	College	Applicants				Accepted				Enroll
		2023	2024	Diff	Change	2023	2024	Diff	Change	
Grand Total		4,295	4,513	218	5.2%	1,737	1,976	239	13.8%	178
Doctoral	Total	269	463	194	72.1%	128	188	60	47.0%	75
	Business/Arts	12	12	0	0.0%	0	0	0	0.0%	0
	Education	68	82	14	20.6%	30	35	5	16.7%	18
	Life/Physical	88	124	36	40.9%	21	35	14	66.7%	13
	Science & Engineering	222	235	13	5.9%	67	68	1	1.5%	28
	Total	3,766	3,996	230	6.1%	1,525	1,737	212	13.9%	153
Master's	Total	2,421	2,550	129	5.3%	1,012	1,125	113	11.2%	100
	Business/Arts	242	257	15	6.2%	122	135	13	10.6%	10
	Business	248	257	9	3.6%	103	125	22	21.3%	20
	Education	462	527	65	14.1%	232	258	26	11.2%	123
	Finance & Communication	288	287	-1	-0.3%	98	98	0	0.0%	28
	Health Professions	682	717	35	5.1%	325	358	33	10.2%	68
	Life/Physical	108	109	1	0.9%	47	58	11	23.4%	11
	Science & Engineering	1,113	1,176	63	5.7%	442	496	54	12.2%	54
	Post-Master's	187	187	0	0.0%	88	75	-13	-14.8%	40

Graduate Admissions Das... ⓘ ★ ...

Explore / - Admissions / Graduate Admissions

Search for views, workb

Graduate Admissions

Owner **Muellner, Pascal** Modified **Aug 26, 2024, 6:33 AM** Extract **Aug 26, 2024, 6:33 AM**

A report that shows the numbers of graduate student applicants, the number accepted, the number of enrolled. The report is able to be filtered by several academic characteristics a... [read more](#)

Views 1 Data Sources 1 **Custom Views 2** Extract Refreshes 1 Subscriptions 12

Select All

Name	Actions	Original view	Owner	Views (all-time)	Last accessed at	Modified
<input type="checkbox"/> College of Applied Arts Grad Admissions	...	Graduate Admissions Dashboard	Benavides, Carolina A - Admin	5	1 second ago	Aug 29, 2024, 2:55 PM
<input type="checkbox"/> College of Business Grad Admissions	...	Admissions Dashboard	Benavides, Carolina A - Admin	2	21 hours ago	Aug 29, 2024, 3:02 PM

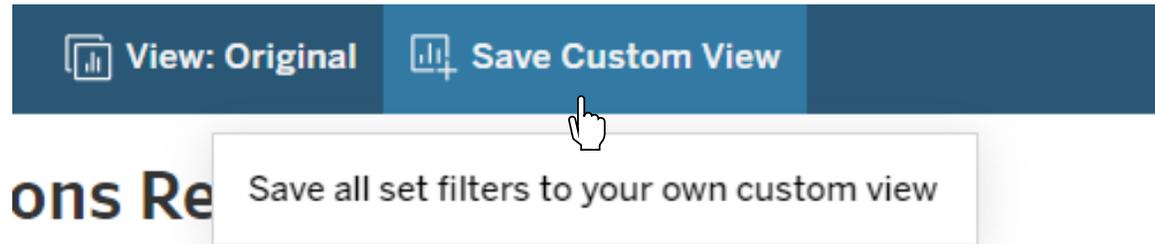
Change Owner...

Delete...

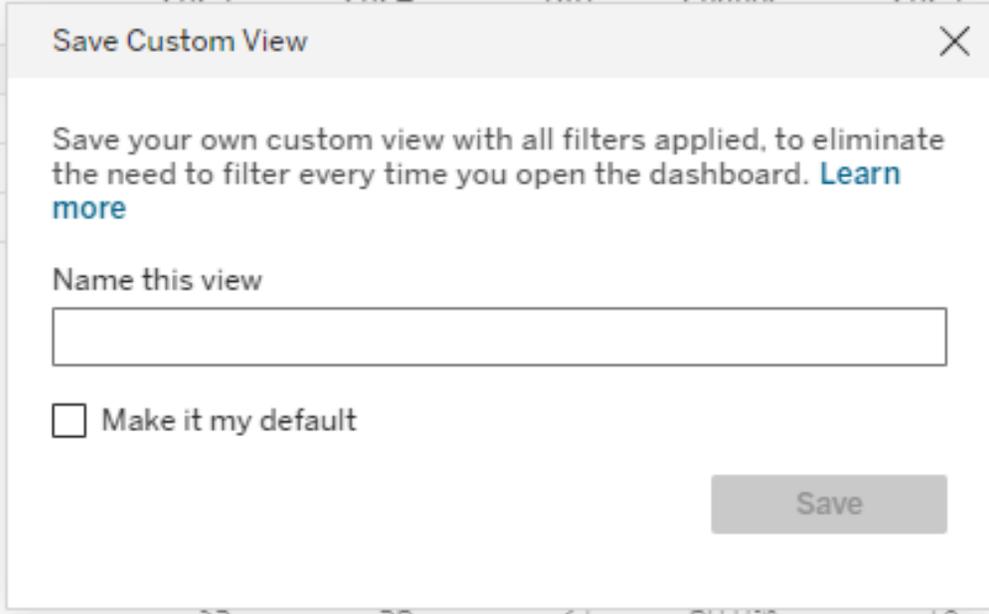
4. On this screen, your custom views will be listed under Actions, and will allow you to either change owner or delete the view.

Save Custom View

1. After filtering the table to your preference, a new button will appear called "Save Custom View" that will allow you to save the current dashboard (along with filters selected) as a Custom Table View. To do so, click on "Save Custom View" located on the ribbon.



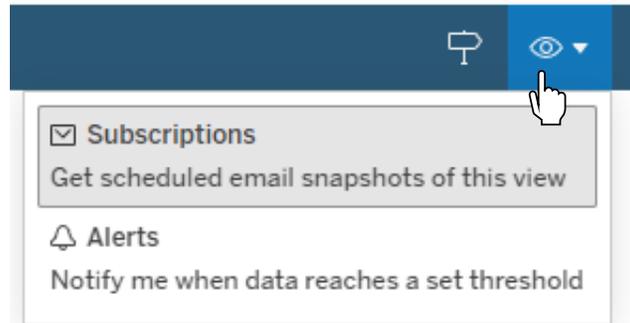
2. When you click on "Save Custom View," a pop-up box will appear, allowing you to name your custom view with the option of making it your default.



The image shows a dialog box titled "Save Custom View" with a close button (X) in the top right corner. The dialog box contains the following text: "Save your own custom view with all filters applied, to eliminate the need to filter every time you open the dashboard. [Learn more](#)". Below this text is a text input field labeled "Name this view". At the bottom left of the dialog box, there is a checkbox labeled "Make it my default". At the bottom right, there is a "Save" button.

Watch (Suscribing)

1. Clicking on this button will give you two options, Subscriptions and Alerts. Subscriptions will allow you to get scheduled email snapshots of the dashboard. The Alerts button will not be utilized.



2. After clicking on Subscriptions, a popup box will appear. Here you can select (1) what dashboard view* you would like emailed, (2) the format preferred, (3) the email subject line, (4) an optional message, (5) the frequency, and (6) the scheduled time. After you've chosen your preferences, click on subscribe. Note: if you would like the emails to include a custom view, make sure your dashboard is displaying that view before clicking on subscribe. Otherwise, it will send you the default, original view.

 A screenshot of a 'Subscribe' popup window. The window has a title bar with 'Subscribe' and a close button (X). The form contains the following fields:

- Include:** A dropdown menu set to 'This View'.
- Don't send if view is empty
- Format:** A dropdown menu set to 'Image'.
- Subject:** A text field containing 'Graduate Admissions Dashboard'.
- Message (Optional):** A text area with the placeholder text 'Add a custom message'.
- Frequency:** A dropdown menu set to 'On Selected Schedule'.
- Schedule:** A dropdown menu set to 'Monday @ 7am'.

 At the bottom of the form, there are three buttons: 'Manage Subscriptions' (a blue link), 'Cancel' (a white button), and 'Subscribe' (a blue button with a black mouse cursor pointing at it).

- You will also be able to manage your subscriptions, by clicking on the blue “Manage Subscriptions” located on the lower left hand corner of the popup box.

- This page will list all your subscriptions, by clicking on the three dots under “Action”, it will allow you to modify or delete them.

Benavides, Carolina A - Admin
 User matrix.txstate.edu\su-c_b131 Site role Viewer Last sign in Aug 29, 2024, 2:53 PM su-c_b131@txstate.edu

Content NaN Alerts 0 Custom Views 2 **Subscriptions 2** Collections 1 Settings

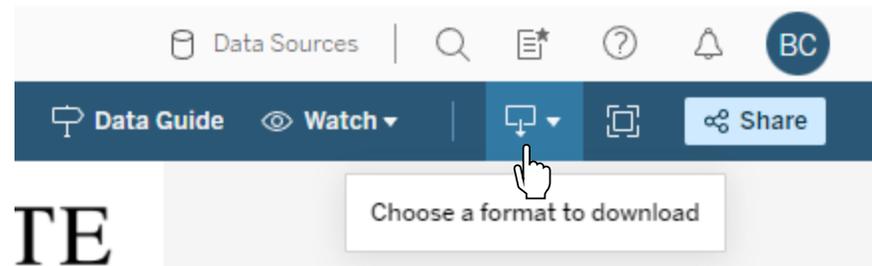
Select All

	Has a subscription to	Actions	Subject	Schedule	Subscribed by	Last update	Next update
<input type="checkbox"/>	College of Business Grad Admissions	...	Graduate Admissions Dashboard	Monday @ 7am – Every Mon. at 7:00 AM (UTC-06:00) America/Chicago	Benavides, Carolina A - A...	Never	Sep 2, 2024, 7:00 AM
<input type="checkbox"/>	College of Business Grad Admissions	...	Dashboard	Weekdays @ 5am – Every Mon. Tue. Wed. Thu. Fri. at 5:00 AM (UTC-06:00) Ame...	Benavides, Carolina A - A...	Never	Aug 30, 2024, 5:00 AM

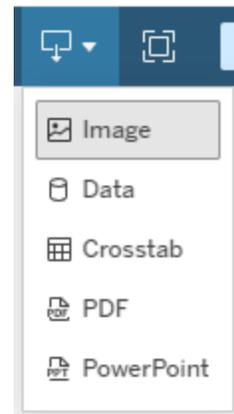
Context menu for the first subscription:

- Change Frequency...
- Change Subject...
- Change Empty View Mode...
- Change Format...
- Unsubscribe...

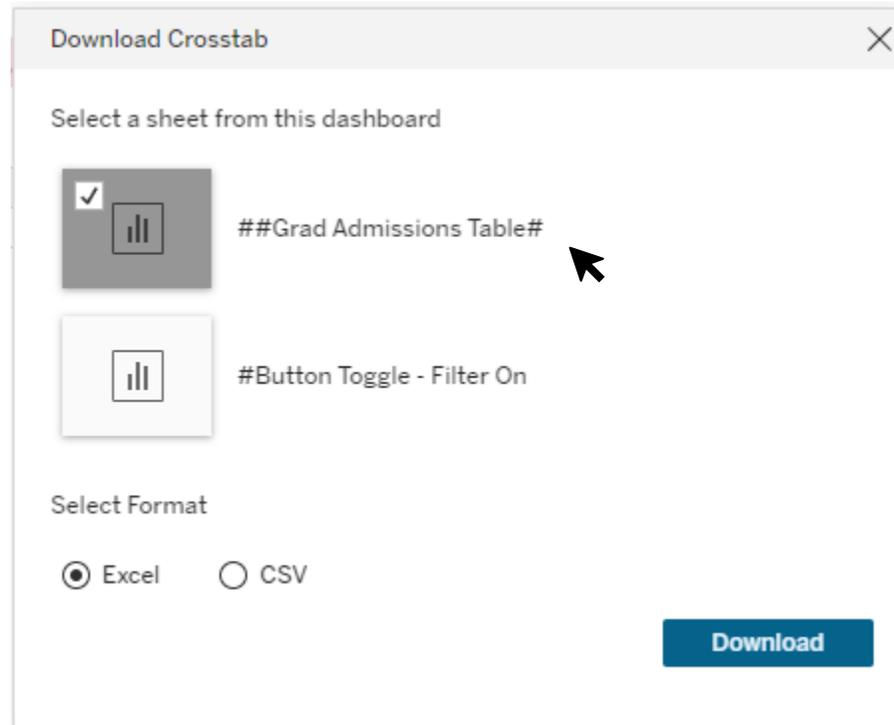
Download



1. This button will allow you to download the dashboard in whatever format you would like.
2. The “Image” and “PDF” options are suggested for readability; however, you can choose other formats as well. Note: restrictions have been set for downloading the data behind the dashboard.

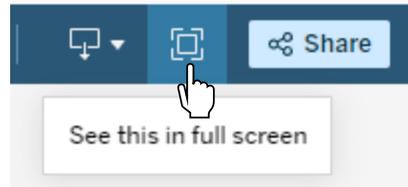


3. If you choose to download the “Crosstab”, “PDF”, or “PowerPoint” options, a popup box will appear asking for additional selections. The correct sheet will usually be marked with pound signs “#” at the beginning and end of the sheet name.



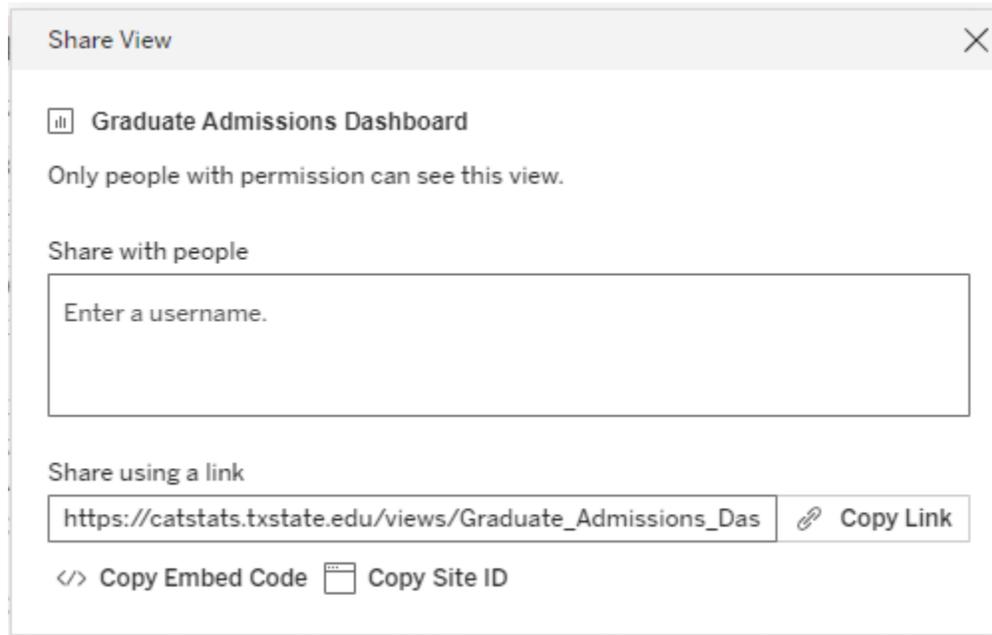
Full Screen

This button will allow you to switch from viewing the website in full screen format or in your regular browser window. Alternatively, you can click on F11 on a windows computer or CMD+CTRL+F on a mac computer.



Share View

1. This button will allow you to share the dashboard with other staff and faculty. You can choose to share with a user by entering their username or share via a link.



2. If you choose to share with people using their usernames, you can choose to share with multiple people, and you will have the option of entering a message. After you click on Share, the system will then send an email notifying them. Note: the way your dashboard is displayed will be the way it will be shared, so if there are filters selected on the dashboard, the people you share the dashboard with will also see those same filters.

Share View ✕

 Graduate Admissions Dashboard

Only people with permission can see this view.

Share with people

Bradley, Marissa L ✕ Turner, G. Marc ✕

Message (optional)

Check this out!

16/500

Clear Share

Search Bar

The Search Bar is located on the top right-hand side of the site. The search bar in CatStats allows users to quickly find specific dashboards or other content within the platform. Instead of navigating through multiple pages, users can type keywords, titles, or phrases related to what they're looking for. The search bar then displays relevant results, making it easier and faster to locate specific items, especially when users know what they need but aren't sure where it's stored.



Home

