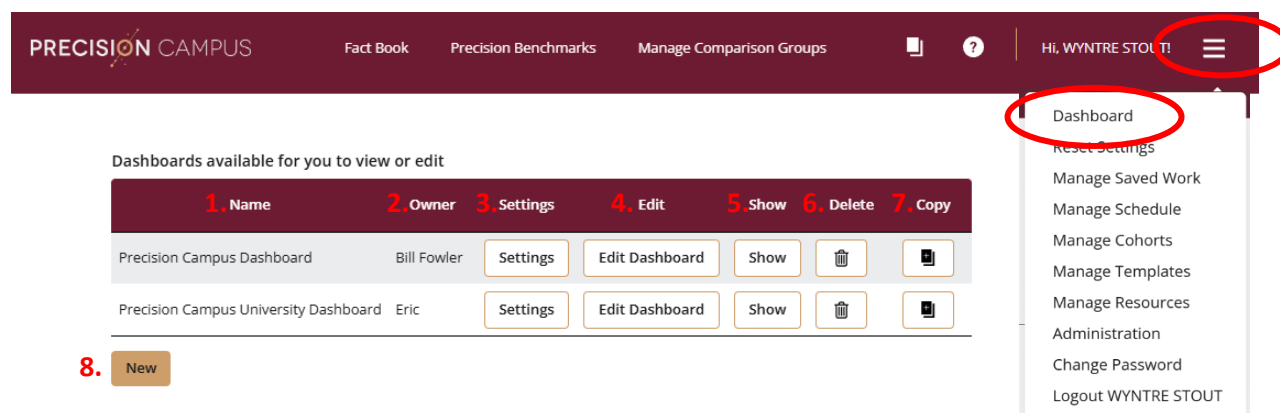


Precision Campus Dashboard Guide

Note that the dashboard interface is currently under development.

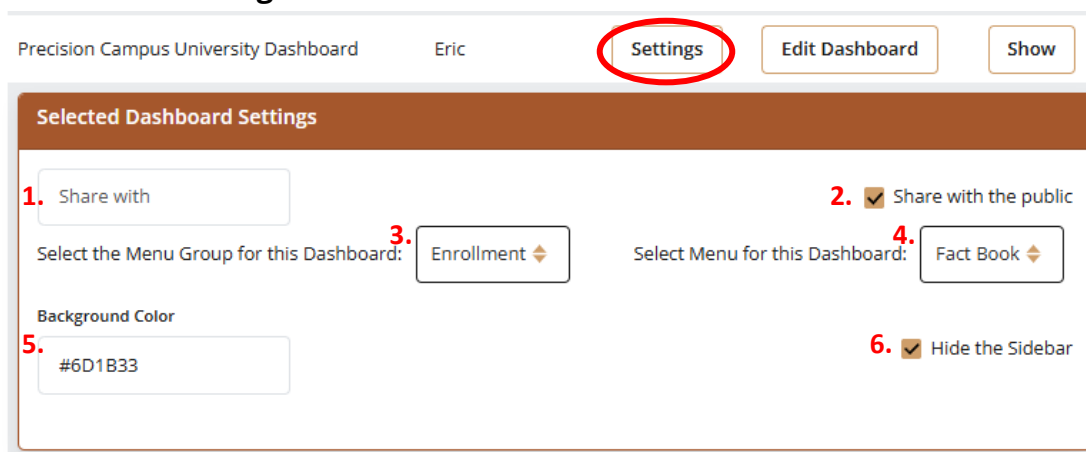
This is a working document subject to continued updates and expansion.

Dashboards are accessed on the production site using the hamburger menu in the top right.



8. **New** – create a new dashboard
1. **Name** –title of dashboard
2. **Owner** – person who owns the dashboard and can make changes to the settings
3. **Settings** – owner can manage sharing, background color, and sidebar (see below)
4. **Edit** – change the dashboard
5. **Show** – view dashboard as it appears to end-users
6. **Delete** – delete dashboard
7. **Copy** – create a new copy of an existing dashboard

Dashboard Settings

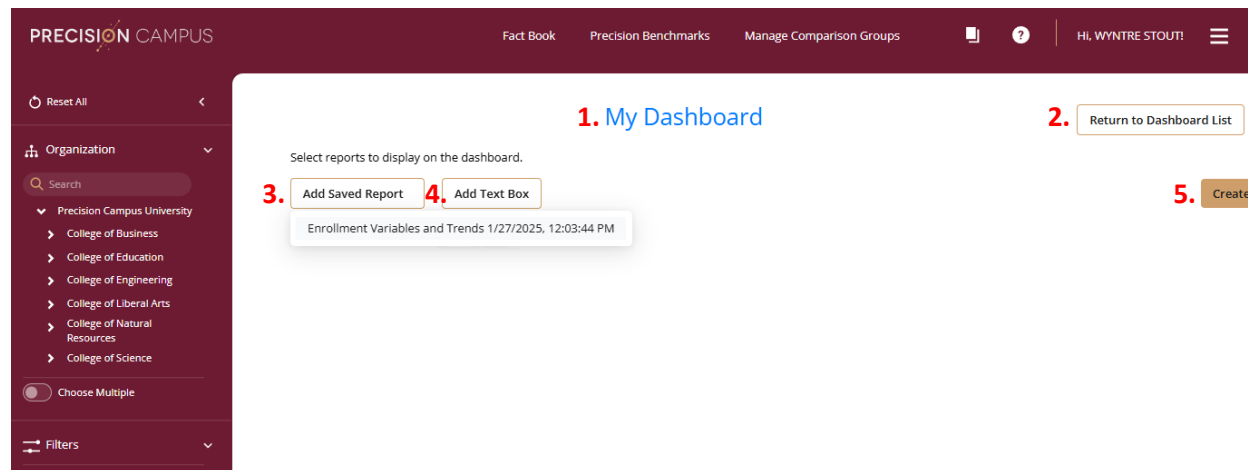


Settings can only be edited by dashboard owners.

1. Enter names of individuals to share a dashboard with
2. Select to enable sharing with everyone who has access to Precision Campus
3. Select the Menu Group the dashboard should be displayed with
4. Select the Menu the dashboard should be displayed in
5. Enter the hex# for desired background color
6. Enable to hide sidebar with org tree, filters, etc.

Creating Dashboards

From the main Dashboard List, select **New** to create a new dashboard.



1. Click to enter the dashboard's title
2. Return to Dashboard List will exit out of the dashboard WITHOUT saving it
3. Select to add a saved report to display in the dashboard
 - Only saved reports can be added to dashboards so any reports to be included must first be saved
 - Saved reports will be displayed with their name so name saved reports to reflect the title of the report as it should appear in the dashboard
4. Select to add a text box to dashboard (see below)
5. Click Create to save dashboard

Manipulating Dashboard Objects

1. Click the pencil icon to edit an object (see options below)
2. Click and hold the box icon to move an object to a new location in the dashboard
3. Click the trash icon to delete an object
4. Use the diagonal arrows to resize the area an object appears in
 - Reports will automatically rescale to fit this area after the dashboard is saved



Edit Report Options

1. Container Style box that accepts CSS code to set styling elements
2. Link to one of your saved reports will send end users to linked report behind a “Learn more” link from the report

Enrollment Variables and Trends 1/27/2025, 12:03:44 PM
Limits: From 2013 Fall to 2017 Summer

| Enrollment Trends | | | | | |
|------------------------|---------|---------|---------|---------|-----------|
| All Units | | | | | |
| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 4-yr %Inc |
| Unduplicated Headcount | 5,804 | 5,796 | 5,697 | 5,826 | 0.4% |
| Enrollment | 9,860 | 10,017 | 9,783 | 9,954 | 1.0% |

Learn more

Edit Report Tile

1. Container Style
2. Link to one of your saved reports

Enrollment Variables and Trends 1/27/2025, 12:03:44 PM

Ok Cancel

Edit Text Box Options

1. Custom text box that accepts HTML for formatting
2. Container Style box that accepts CSS code to set styling elements
3. Add a saved report single value to pipe in a specific value from a saved report
4. Link to one of your saved reports will send end users to linked report behind a “Learn more” link from the report
5. Add a Button to a Dashboard to create a button to navigate to another dashboard (e.g., to create a multi-page dashboard)

NonCredit Enrollment Profile

2,687 students are enrolled in
340 courses for a total of
3,296 enrollments

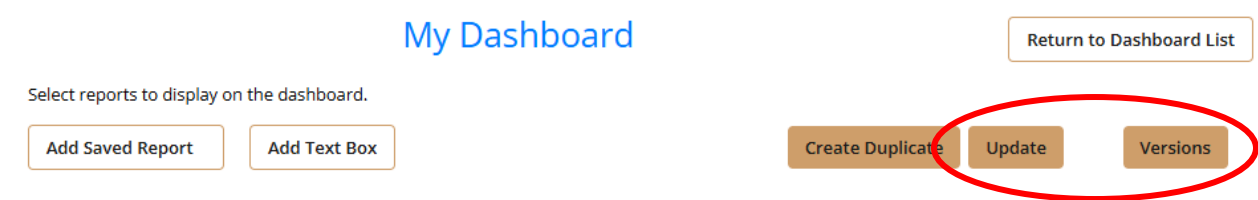
Edit Text Box

1. Text
2. Container Style
3. Add a saved report single value
4. Link to one of your saved reports
5. Add a Button to a Dashboard

Ok Cancel

Editing Existing Dashboards

From the main Dashboard List, select **Edit Dashboard** to edit an existing dashboard. Changes made to existing dashboards are recorded in versions.



To save changes, select **Update**. You will be prompted to describe the changes made. These descriptions will appear in the list of prior **Versions** where you can click to view prior iterations.

