CLASS SCHEDULING DASHBOARD
TABLEAU REFERENCE GUIDE

The Class Scheduling Dashboard in Tableau is a filterable view of classes scheduled in classrooms.
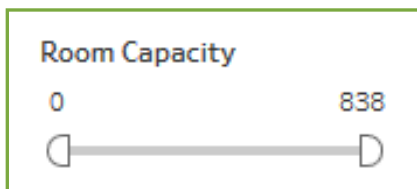
LOCATION

Go to tableau.byu.edu
- *Log in with your BYU net ID and password*
- *Choose Class Scheduling*
- *Click General Dashboard*
- *Then open Class Scheduling Dashboards*

There are 2 layouts to select from. They have the same information and filters; the difference is in the layout of the days of the week. The title explains which order the days are shown in each view. Click on whichever view you prefer.
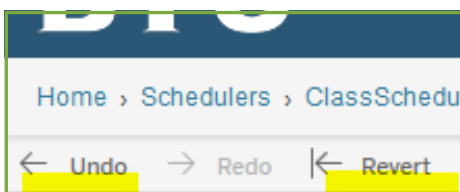
FILTERS

The filters on the right side drive the results displayed.
- *Note: Checking **Null** in the Preference College and Preference Priority Level filters will pull in all rooms that Academic Scheduling does not give priority in. Ex: Labs, seminar rooms, etc. that are not A or B scheduling type rooms.*
- *Tip for **Room Capacity** filter – You can drag the half circles to narrow the search or you can click on the numbers and type in the range.*
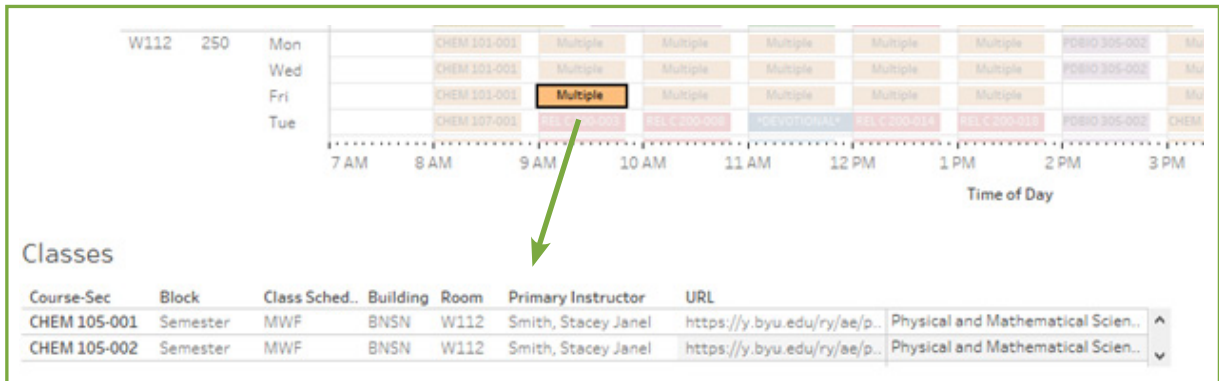

NAVIGATION

- *Use the **Undo** button to go back one step.*
- *Use the **Revert** button to wipe out all the filters that you've set and restart with the original data.*
- *Note: Data refreshes overnight, so any changes in AIM won't reflect in Tableau until the next day.*
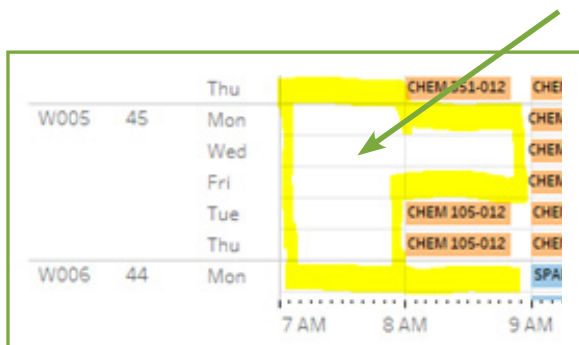
SCHEDULE VIEW

*If you see a box that says **Multiple**:*

- *Click the box and the classes that are either Taught Together or in Conflict will display below:*

- *Click on the class (or any of the information on the line) to open that specific class in CLS10. If it doesn't open, check your pop-up blocker.*

- *To deselect a highlighted box, click in any empty cell within the time table.*

CUSTOMIZATION

We have partnered with OIT to bring you this data analysis resource. In the near future, these class scheduling dashboards will be moved off our division's site and to folders accessible by each college. This will allow customization based on the needs of your college. More information will be sent out when that transition comes.