

Cal Answers Top Tips



Top 10 Dashboard Tips

from new OPA analysts,
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1. Make use of the dashboards whenever possible.
 2. **Apply!** Don't forget to select the **Apply** button to update your dashboard report with your filter selections.
 3. After applying filters, check the **Filters Key Box** under the dashboard report to ensure your desired filters have been set.
 4. **CEN = Census snapshot.** Snapshot refers to a particular point in time at which Cal Answers extracted data from the source system. The census snapshot that happens every Fall and Spring semester on the 25th day of instruction (10th day of instruction for Summer sessions), which is also the deadline for undergraduates to add/drop classes.
 5. **EOT = End of Term snapshot.** The EOT snapshot is taken at the end of the academic term, after grades have been submitted. It includes the students who were registered at that time, regardless of whether they have been counted in the Census.
 6. Create **Saved Customizations** to quickly access your favorite and/or frequent views of specific dashboards.
 7. **Transfer Students = Advanced Standing** in Cal Answers.
 8. **International Student** counts are found under the **Level 2 Ethnic Rollup** filter not Residency Status.
 9. Utilize **Bookmark Links** to share filtered and formatted dashboard reports with your peers.
 10. If you have questions, start with the **Wikis** to find report documentation and data dictionaries for each of the student data subject areas. Then ask one of your new Super User peers or the Cal Answers Help Desk, by emailing calanswers-help@berkeley.edu