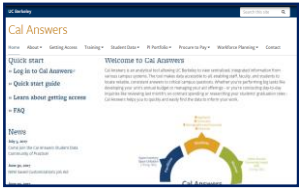










This Cal Answers Basic Navigation Learning Map provides you with a comprehensive set of the latest training materials to support you in getting started working with the all of the Cal Answers dashboard reports. Explore these resources in numeric order for a linear learning experience or as needed based on your immediate question. Find this map at https://calanswers.berkeley.edu/sites/default/files/cal_answers_basic_navigation_learning_map.pdf

#	Resource	Questions Answered	Cal Answers Training Videos
1	 <p>Cal Answers Web site</p>	<ul style="list-style-type: none"> Where do I log in? Who has access to Cal Answers Dashboards? Where can I find information on training & training materials? What are the frequently asked questions (FAQs)? 	<ul style="list-style-type: none"> Cal Answers Dashboard Overview Coming Soon!
2	 <p>Quick Start Guide page 1</p>	<p>How do I...</p> <ul style="list-style-type: none"> Log in & access the dashboards and reports? Navigate to the dashboards? Locate additional resources within the dashboard? 	<ul style="list-style-type: none"> Cal Answers Dashboard Overview Coming Soon!
3	 <p>Navigating Cal Answers Home Page</p>	<ul style="list-style-type: none"> How do I navigate to the dashboards? What do all the blue menu bar icons do? How do I access My Folder in Cal Answers? Where do I access the Ad Hoc Analysis section? How do I set my default Cal Answers opening page? 	<ul style="list-style-type: none"> Navigating the Cal Answers Home Page (2 min)
4	 <p>Quick Start Guide page 2</p>	<p>How do I...</p> <ul style="list-style-type: none"> Filter on my specific data needs? Sort & drill into data tables? 	<ul style="list-style-type: none"> Excluding Columns from Tables (1 min) Changes You Can Make to Tables (3 min) Sort, exclude, include and rearrange data columns Features You'll Find Below Tables (3 min)
5	 <p>Printing and Exporting</p>	<p>How do I...</p> <ul style="list-style-type: none"> Print the entire Cal Answers dashboard page or just the data table? Export the data to create a Pivot table? 	<ul style="list-style-type: none"> Features You'll Find Below Tables (3 min)
6	 <p>Saved Customizations</p>	<ul style="list-style-type: none"> Can I save the filtering and layout changes I made to a dashboard tab to use again without having to redo the filtering and edits? Is there a way I can set the default view of a dashboard tab to always open with my College, Division, Department or Course pre-selected 	<ul style="list-style-type: none"> Page Options Menu Customizations (3 min) Saving & applying customized views created of dashboards.
7	 <p>Dashboard Bookmark Links</p>	<ul style="list-style-type: none"> How can I share a filtered and formatted dashboard report with a colleague? Where can I enter a Cal Answers Bookmark link that was shared with me? 	



#	Resource	Questions Answered	Cal Answers Training Videos
8	 Cal Answers Home Cal Answers Wiki	<p>The Cal Answers Wikis provide detailed report documentation and a data dictionary for the fields featured in each of the report subject areas:</p> <p>Campus Workforce Planning (HR)</p> <ul style="list-style-type: none"> Campus Workforce Planning Workforce Detail Workforce Summary <p>Financial Dashboards</p> <ul style="list-style-type: none"> Chartfield Lookup Financial Management Reporting Foundation Reporting Fund Deficits Reporting General Ledger Reporting Gift & Endowment Reporting IST Billing Multi-Year Reporting <p>Payroll</p> <ul style="list-style-type: none"> Payroll Reporting <p>Student Data</p> <ul style="list-style-type: none"> Academic Planning Student Applicants Student Curriculum Student Demographics and Outcomes Student Financials & Financial Aid 	<p>Financials</p> <ul style="list-style-type: none"> Reasons to Switch to Cal Answers Financials (2 min) Financial Management Reporting 2018 <p>Student Data</p> <ul style="list-style-type: none"> Undergraduate Applicants Overview (5 min) Departmental Curriculum Profile (5 min) Departmental Teaching Workload (11 min) Long Term Planning and Weekly Enrollment Tracking (5 min) Reviewing for Common Good Curriculum Management (11 min) Determining Graduation Rates (3 min) Viewing Counts of Registered Students by Select Demographics (3 min) Viewing Counts of Registered Students by Campus Unit (3 min) Cumulative Federal Debt at Time of Graduation (4 min)
9	<p>>> FAQ</p> <p>Cal Answers FAQ</p>	<p>What are the frequently asked questions on how to use the Cal Answers dashboards and how to interpret the data?</p>	
10	<p>Cal Answers Help Desk</p>	<p>If you have questions or feedback for the Cal Answers Team, please contact Campus Shared Services IT Application Support at</p> <ul style="list-style-type: none"> calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2). 	