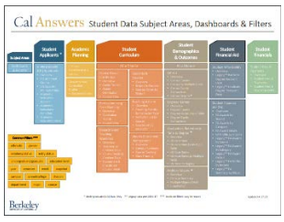
# Cal Answers Student Data Learning Map

This Cal Answers Student Data Learning Map provides you with a comprehensive set of the latest materials to support you in getting started working with the Student data areas. Explore these resources in numeric order for a linear learning experience or as needed based on your immediate question. Find this map at http://calanswers.berkeley.edu/sites/default/files/cal_answers_student_data_learning_map.pdf

| # | Resource | Questions Answered | Cal Answers Training Videos |
|---|---|---|---|
| 1 | Cal Answers Web site | • Where do I **log in**?<br>• Who has **access** to **Cal Answers Dashboards**?<br>• How do I get **access** to **Ad Hoc Analysis**?<br>• Where can I find information on **training** & **training materials**?<br>• What are the frequently asked questions (FAQs)? | ❑ Cal Answers Dashboard Overview Coming Soon! |
| 2 | Quick Start Guide page 1 | How do I…<br>• **Log in** & access the dashboards and reports?<br>• **Navigate** to the dashboards?<br>• **Locate** additional resources within the dashboard? | ❑ Cal Answers Dashboard Overview Coming Soon! |
| 3 | Navigating Cal Answers Home Page | • How do I navigate to the dashboards?<br>• What do all the blue menu bar icons do?<br>• How do I access **My Folder** in Cal Answers?<br>• Where do I access the **Ad Hoc Analysis** section?<br>• How do I set my default Cal Answers opening page? | ❑ Navigating the Cal Answers Home Page (2 min) |
| 4 |  Student Data Subject Area, Dashboards, Tabs & Filters Map | • What **dashboards & reports** are available within the different student data subject areas?<br>• What are the **common filters** I can apply to the data?<br>• Which dashboard & reports include **graduate student** data? | ❑ Undergraduate Applicants Overview (5 min)<br>❑ Departmental Curriculum Profile (5 min)<br>❑ Departmental Teaching Workload (11 min)<br>❑ Long Term Planning and Weekly Enrollment Tracking (5 min)<br>❑ Reviewing for Common Good Curriculum Management (11 min)<br>❑ Determining Graduation Rates (3 min)<br>❑ Viewing Counts of Registered Students by Select Demographics (3 min)<br>❑ Viewing Counts of Registered Students by Campus Unit (3 min)<br>❑ Cumulative Federal Debt at Time of Graduation (4 min) |
| 5 | CalAnswers Cal Answers Home<br>Student Data Subject Area Wikis | Wikis are a collaborative web site where the analysts document their subject area's procedural information, such as data definitions, report field lists, unique methodology considerations, etc.<br>❑ Student Applicants<br>❑ Student Curriculum<br>❑ Student Demographics & Outcomes<br>❑ Student Financials & Financial Aid | |
| 6 | Quick Start Guide page 2 | How do I…<br>• **Filter** on my specific data needs?<br>• **Sort** & **drill** into data tables?<br>• **Print** & **export** data from Cal Answers dashboards? | ❑ Excluding Columns from Tables (1 min)<br>❑ Changes You Can Make to Tables (3 min) Sort, exclude, include and rearrange data columns<br>❑ Features You'll Find Below Tables (3 min) Printing & Exporting data tables |
| 7 | Saved Customizations | • 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?<br>• 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? | ❑ Page Options Menu Customizations (3 min) Saving & applying customized views created of dashboards. |

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|---|---|---|---|
| 8 | Dashboard Bookmark Links | • How can I share a filtered and formatted dashboard report with a colleague?<br>• Where can I enter a Cal Answers Bookmark link that was shared with me? | ▫ Cal Answers Bookmark Links Coming Soon! |
| 9 | Planned Data Refresh Schedule | • What are the **source systems** for data in Cal Answers?<br>• What is the **planned timing** for the **next data load** from our source systems into Cal Answers dashboard reports? | |

## Additional Resources

| # | Resource | Details |
|---|---|---|
| 10 | Academic Planning Dashboard & Job Aid | The Academic Planning Dashboard provides a curated view of Department-level data, using pre-defined filters and methodology informed by the Academic Program Review process. |
| 11 | Our Berkeley | Our Berkeley is an easy-to-use, comprehensive site for public facing campus data on major dimensions of the university, including admissions, enrolled students, curriculum, financial aid, research, and human resources. |
| 12 | » FAQ Cal Answers FAQ | What are the frequently asked questions on how to use the Cal Answers dashboards and how to interpret the data? |
| 13 | Cal Answers Help Desk* | If you have questions or feedback for the Cal Answers Team, please contact Campus Shared Services IT Application Support at **calanswers-help@berkeley.edu** or 664-9000 (ext. - option 1, then option 2). |
| 14 | Student Data Super Users | Our Super Users support their unit's staff by providing updates on Cal Answers enhancements and answering questions about using the tool and interpreting the data. |
| 15 | Office Hours | Campus data analysts are available for Cal Answers Office Hours to assist you with your questions about how to access, retrieve, and interpret data within the subject areas:<br>▫ Student Applicants<br>▫ Student Curriculum<br>▫ Student Demographics & Outcomes<br>▫ Student Financials & Financial Aid<br><br>To schedule an office hours session, contact the Campus Shared Services Cal Answers Help Desk* |