

Diversity Profiles – User Manual

Logging On

To access Diversity Profiles:

1. Set browser to: Aggiedash-uat.ucdavis.edu
2. When you are redirected to Microsoft online, Pick an Account (your UC Davis email account).
3. The screen will display “Taking you to your organization’s sign in page”
4. The next screen you will see is the UC Davis Active Directory Federation Services (ADFS) Page
5. Sign in to your organizational account, using your email address as user name and your Kerberos password. Click Sign In.
6. The system may push a duo login request to your device. Respond to the duo.
7. Your Aggie Dashboard will appear with all files that are available to you.

Exploring Diversity Profiles

You will see a folder called “Diversity Profiles” under “Explore.” To return to this screen at any time, click on the type that says “Explore.” As you explore various workbooks and worksheets, a line of “breadcrumbs will appear in the top corner. You can tap on this underlined type at any time to navigate back up through the folder, workbook, and worksheet hierarchy.

A note on Access and Security: Security has been applied so that your access is limited to your unit, unless you have been granted campus-wide access. There are nine sources of data: compliance, student census, training, hires, promotions, separations, and workforce. If your access does not allow you to view one or more of these data sources, worksheets that have this data will be blank. If you believe that your security profile is incorrect for any reason, please contact Vickie Gomez at ulgomez@ucdavis.edu or 530-752-2071

Within the workbooks, you will be able to see the various worksheets. You can navigate to these worksheets from within the directory. In some cases, you can also navigate to other worksheets from within a particular worksheet. Click on the worksheet and look for the tabs above the visualization. You might, for example, see “Separations Dash” or “Training.” Clicking on these tabs will take you to the other worksheet.

Visualizations – General Principles

When users open the worksheet, the first thing to notice is the chart/visualization. Most of the worksheets use bar graphs; some have pie graphs or other ways of displaying information visually. Below the bar graph is the data in a table view. On the right hand side of the worksheets. On the right side of the worksheet are options for filtering and displaying data.

The fields were chosen based on the principles for Measuring Diversity outlined in this essay [link to website “Measuring Diversity”]. The worksheets have been developed in order to offer a broad range of choices to answer general research questions. In future phases, we will be adding visualizations that answer more specific research questions. In general, the worksheets show change over time, with fiscal/school years as marks on the x-axis and headcounts as the y access. These marks cannot be changed. What users can change are the parameters within the year and the part of the population that is included in the chart. A pull down menu called “comparison choice” enables the user to define what parameter will be compared within each year/bar. *For example: If gender is selected in the “comparison*

choice” menu, the bar will be divided into green and orange. By tracking the height of each bar and each color, the user can view, for example, whether growth among students has been proportionately distributed across both genders or if the female student population is growing faster than the male population.

After choosing a parameter to compare, the user can filter the population by another set of parameters. For example, users might want to look at gender only for undergraduate students or exclude international students when looking at ethnicity.

Definitions, sources, and notes on the parameters and filters are listed below.

Changing the Parameter for Comparison

Each area has a default parameter, and users can change the parameter by:

1. Clicking on the **Comparison Choice** pull down menu.
2. Select your choice from the options provided.
3. Graphs may take a moment to generate.

Filtering the Population shown in a Report

In addition to selecting parameters, users can filter the population shown in the report by:

1. Clicking on the bar underneath one of the options will generate a menu with multiple choices to check or uncheck. In most cases, users can select one or more than one option.
2. To clear filters, re-open the menu and check “All.” Each filter must be changed or cleared separately.

The selected filters will be applied and a new graph generated.

Viewing Data Details – Rollover Tooltips

Roll over points on the chart to view additional details about the information you are viewing. A data table accompanies each graph. Scroll down the page to view the data table.

Download and Share Reports

In the top right hand corner are a series of options that are standard Tableau options for viewing, downloading, and sharing reports. These are the only options for effectively “saving” a report. Under “Download” users have the option to download the current report view as an image file (png), pdf, powerpoint, data, or crosstab. In these formats, parts of the chart that extend below or to the right of the screen (viewable by scrolling down or to the right) will be included. Due to privacy concerns, we have limited the ability for users to download their reports in the form of Tableau Workbook. Users can also email themselves or others a link or html string, which will display or take users to the chart as it has been filtered.

Notes and Sources

We have partnered with Institutional Analysis (BIA) as the repository for the Diversity Profiles Data. All data presented is from the Campus Data Warehouse (CDW). Data is updated as it becomes available. Banner, which holds the Student Enrollment data is updated when the terms end. Workforce data is currently only updated once a year in November after all organizational changes have been applied to

the October 31st snapshot. Data related to compliance and training require manual processing and are updated as available.

The Annual Accountability Report presents trend data for faculty, staff and students. The data in the Annual Accountability Report is limited to U.S. citizens due to compliance with federal Affirmative Action reporting. The report includes demographics for the following racial/ethnic categories; African American, Native American, Asian/Pacific Islander, Chicano-Latino/Hispanic, and White.

Ladder Rank faculty are faculty holding tenured titles or non-tenured titles in a series in which tenure may be conferred. These series are: Professorial series, Clinical Professor of Dentistry (50 percent or more time) series, and Supervisor of Physical Education series.

Senate membership is conferred upon a person holding a Professor, Professor in Residence, Professor of Clinical ____ or 100% appointments in the Lecturer SOE series. If an appointee holds a title eligible for Senate membership and a title eligible for Federation membership, the appointee is a Senate member only

Academic Federation membership is conferred upon appointees who must be salaried and appointed in eligible title for a term of one year or more. UC Davis is the only UC campus with this designation.

Faculty refers to an academic appointee in a School, College, Division, Department, or Program of instruction and research who has independent responsibility for conducting approved regular University courses for campus credit. Student academic employees are not considered faculty.