

Program Dashboard

Quick Reference Guide

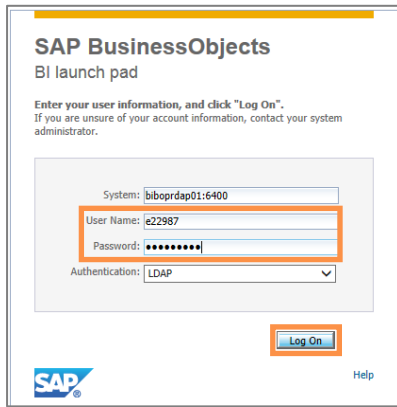
This quick reference guide is designed for consumers of the Program Dashboard and provides details on how to:

- Log in
- Access the Dashboard
- Select a program from the prompt
- Navigate between tabs
- Select a new program
- Filter data using input controls
- Access Collibra/ Definitions Glossary
- Export the dashboard
- Print the dashboard
- Remote access to the dashboard

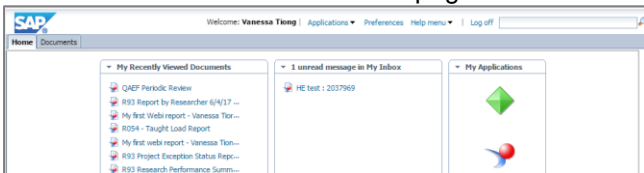
*If you are offsite refer to the section on pg. 5

Log in


1. Open any web browser. (MAC use Safari)
Enter the below URL into your web browser:
<https://bi.rmit.edu.au>
2. On the login page, enter your e-number into the **User Name** field and enter your password into the **Password** field. Click **Log On**.

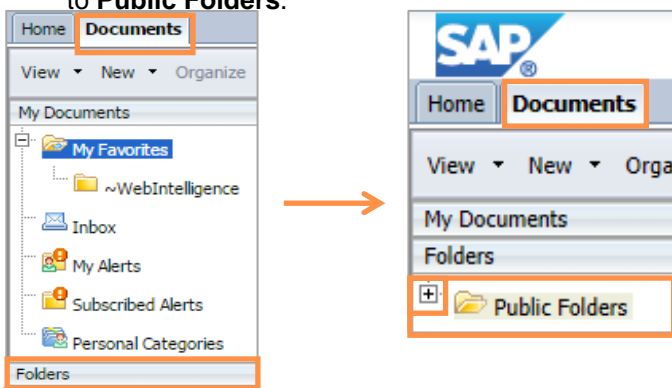


You will be directed to the **Home** page.



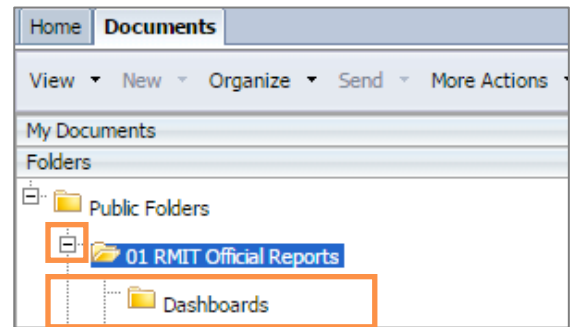
Access the Dashboard

1. From the **Home** page, click on the **Documents** tab.
2. Click on **Folders** from the bottom left-hand side panel. Folders are used within BI Launchpad to organise and control access to reports.
3. Under the **Folders** pane, click the expand icon  next to **Public Folders**.

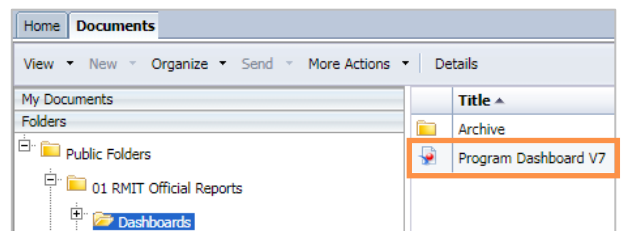


4. Click on the expand icon  against **01 RMIT Official Reports**.

5. Select the **Dashboards** folder.



6. From the right hand side panel, double click on the latest instance of the **Program Dashboard**




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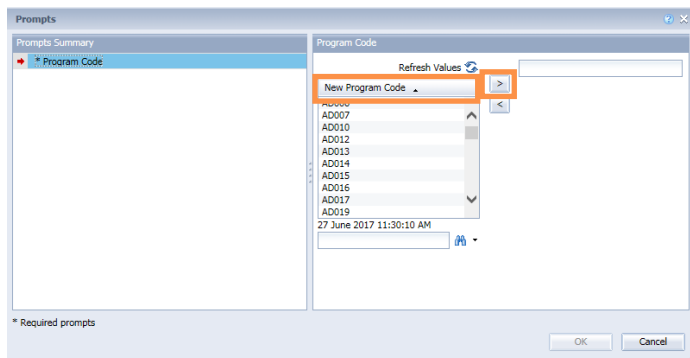
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Select a program from the prompt

1. First thing that appears is a prompt. We can make a Program code selection in two ways:


Scrolling and selecting from the list:

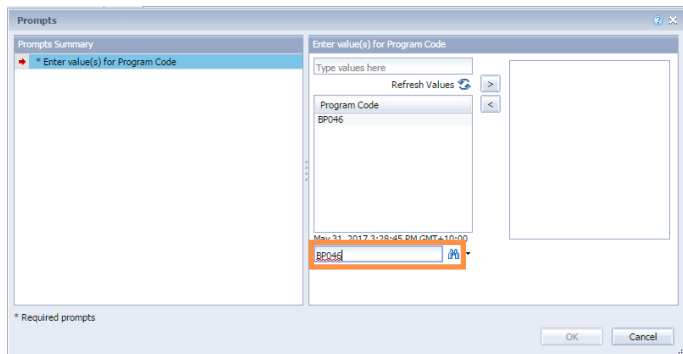
- a. Click on the **New Program Code** header to filter by alphabetical order.
- b. Select the program code so it is highlighted. Click on the right arrow icon  to finalise your selection. Click **OK**.




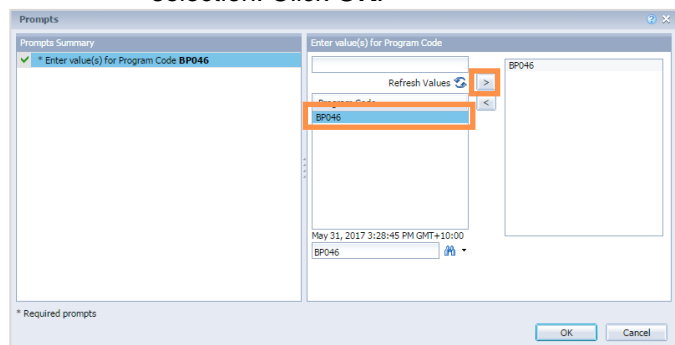
Or

Choose to search for your program:

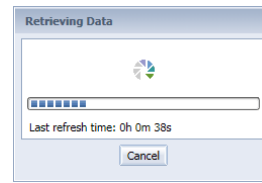
- a. Type in the box below to search for a Program code of your choosing.
- b. Click on the search icon 



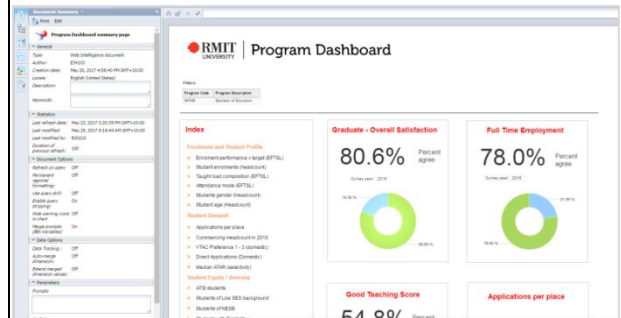
- c. Click on the **Program Code** so it is highlighted.
- d. Click on the right arrow icon  to finalise your selection. Click **OK**.



2. The dashboard will run.

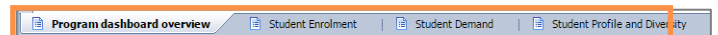


3. The dashboard displays.



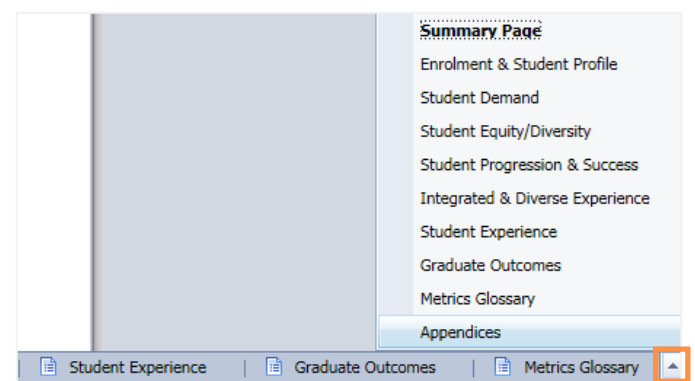
Navigate between tabs

Choose to click on the tabs at the bottom of the report to view the different metrics.



Or

Click on up arrow on the far bottom corner to navigate between tabs.

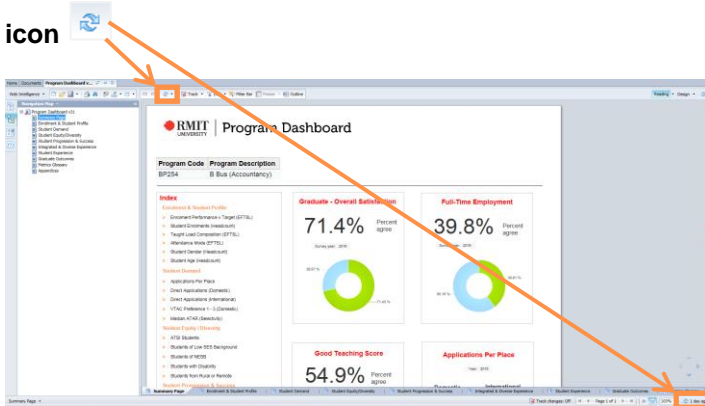


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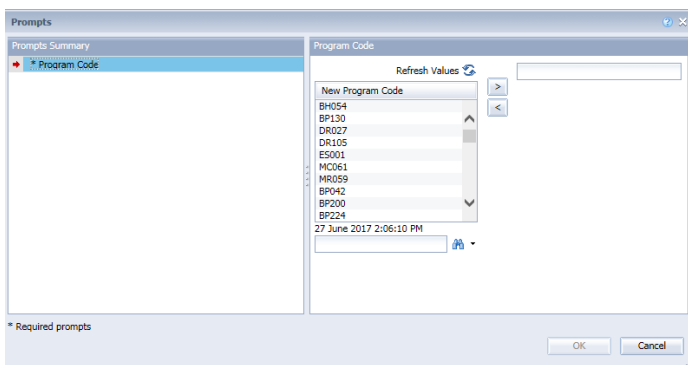
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Select a new program

To make a new program selection, click on the **Refresh**



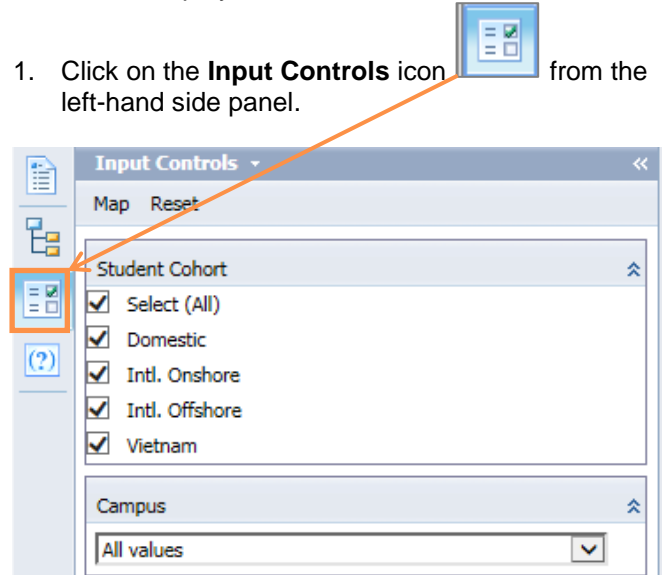
2. Make a new program selection (steps in the *Using the prompt for a program selection*).



Filter data using input controls

This dashboard has input controls that allow you to filter the information displayed.

1. Click on the **Input Controls** icon from the left-hand side panel.



There can be up to two input controls:

Student Cohort (multi-selection)

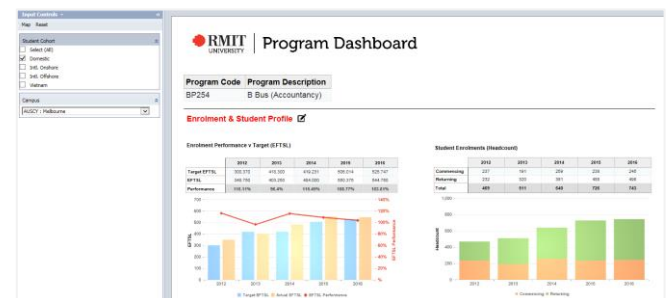
- Select (All)
- Domestic
- Intl. Onshore
- Intl. Offshore
- Vietnam

Campus (single selection)



8. Make your selection(s) from the **Input Controls**.

The dashboard will update based on the selection(s) made.



Note: This selection(s) is only applied to the current tab you are in.

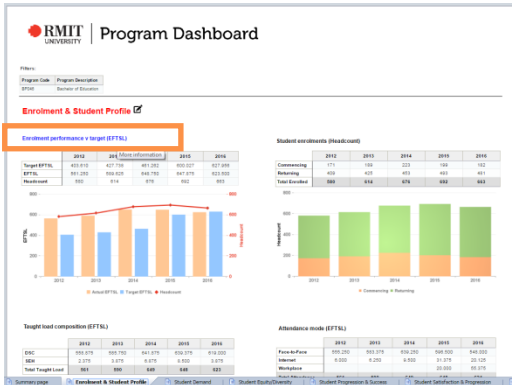
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Accessing Collibra/ Definitions Glossary

Each metric title will link to Collibra. Collibra contains detailed definitions, calculation rule (if any) and note of where the data is sourced from.

1. Hover over one of the metric titles. The title will highlight in **blue** with the text **"More Information"**.
2. Click on the metric title.




3. This will open up a new window. Type in your **RMIT e number** into Username and your **password**. Click **Sign In**.

The screenshot shows the Collibra Data Governance Center Sign In page. The 'Username' and 'Password' input fields are highlighted with a red box. The 'Sign In' button is also visible.

4. Each Metric will contain a definition and may also include calculation rule or note.

The screenshot shows the Collibra definition page for '1. Enrolment performance v target (EFTSL)'. The 'Definition', 'Calculation Rule', and 'Note' sections are highlighted with a red box. The 'Definition' states: 'The total number of EFTSL for any program in the reference year against the target EFTSL set for that year'. The 'Calculation Rule' states: 'EFTSL = The amount of study effort for which students enrol in any program in the reference year. Headcount= number of RMIT students enrolled in any program in the reference year'. The 'Note' section includes data sources and a descriptive example.

Export the dashboard to PDF

1. To export the dashboard into **PDF** click on the export icon  from the top panel.



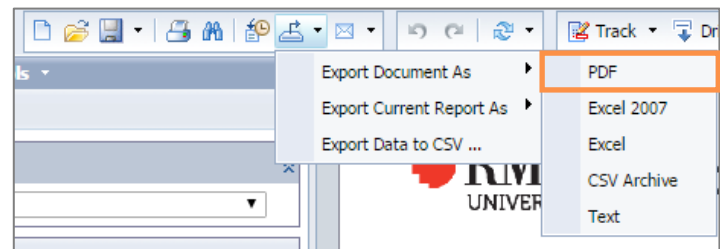
2. Select either

Export Document As (All tabs in the Dashboard)


or

Export Current Report As (Current tab you are in)

Select the format you wish to export.

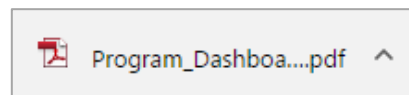


Print the dashboard

1. To print the dashboard, click the **Print** icon  from the top panel.



2. You will be prompted to save the dashboard to your computer folders. At the bottom of your browser you will see your downloaded file. Click to open.

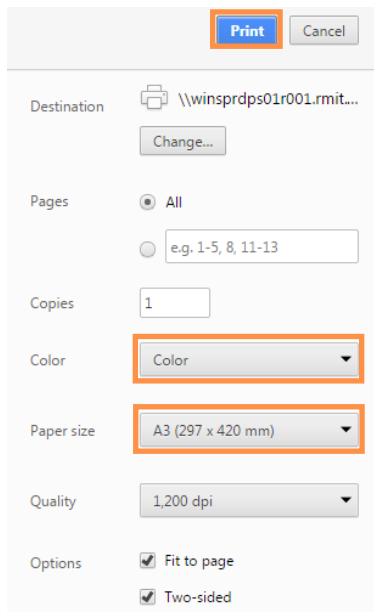


3. Select the **Print** icon  from the top right hand corner.

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4. Ensure it is selected to **A3** size and in **Colour**. Click **Print**.



Accessing the dashboard remotely

If you are offsite or not connected to the RMIT network, you can still access the Dashboard using the below options:

For mobile devices refer to the below VPN installation guides (requires Authentication):

For:

Android:

<http://mams.rmit.edu.au/fnj3y0iq5bihz.pdf>

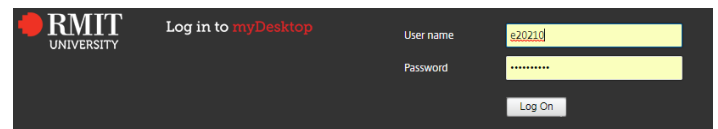
Using Laptop/computer – access using myDesktop

1. Type in or click the below link:
<https://www.rmit.edu.au/students/support-and-facilities/it-services-for-students/mydesktop>

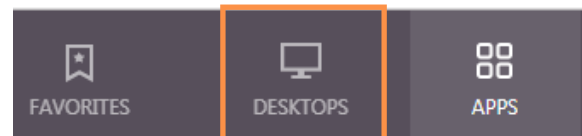
2. Select **Login to myDesktop**



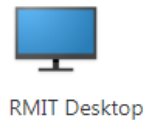
3. Log on with your RMIT e number and password



4. Select **Desktops** from the top panel.



5. Click on RMIT Desktop from the top left hand corner.



6. Your desktop loads, log in using steps on pg 1:

