BRUINX DASHBOARD USER GUIDE

INTRODUCTION

BruinX Dashboards are interactive visual modules that synthesize and aggregate institutional data about UCLA students, faculty, and staff. The Dashboards, which provide university-wide demographic data that can be filtered to the department-level, offer a common reference point for measuring and evaluating crucial features of the University.

For general information about the BruinX Dashboards, please refer to the frequently answered questions factsheet on the BruinX Dashboard landing page.

HOW TO ACCESS DASHBOARDS

Public BruinX Dashboards are accessible via the following web address: <https://equity.ucla.edu/public_accountability/bruinx-dashboards>.

Internal BruinX Dashboards are open only to senior administrators. Internal Dashboards are housed on a secure server that can be accessed by invited users with a UCLA Logon and Password. For the initial release, BruinX will email senior administrators invitations with direct links to the Dashboards. The links will direct users to a webpage that will prompt for UCLA Logon ID and Password. The screen should look like this:

Upon successful sign-in, you will be immediately directed to the Dashboard.

If you have issues with the sign-in process, please contact Carli Straight at cstraight@equity.ucla.edu or extension x67411.

Once signed in, you should be directed to a website where you will see data visualizations and several built-in filters that enable you to manipulate the data in any way you'd like. We encourage users to take some time to explore – you can't break the program!

Over the next several pages, we explain various ways to read and manipulate the Dashboards. As an example, we've taken screenshots of the Student Enrollment Dashboard.

This first picture shows the screen as it will appear when you sign in to the Student Enrollment Dashboard:

Once signed in, hover over the bar graphs to see the aggregated data used to produce the particular visualization. For example, in the chart below, the mouse is hovering over the dark green section (representing Hispanic students) in fall 2016 of the Fall Enrollments graph. We can now see that 7,761 Hispanic students, representing 17.3% of total student enrollments, were enrolled in fall 2016.
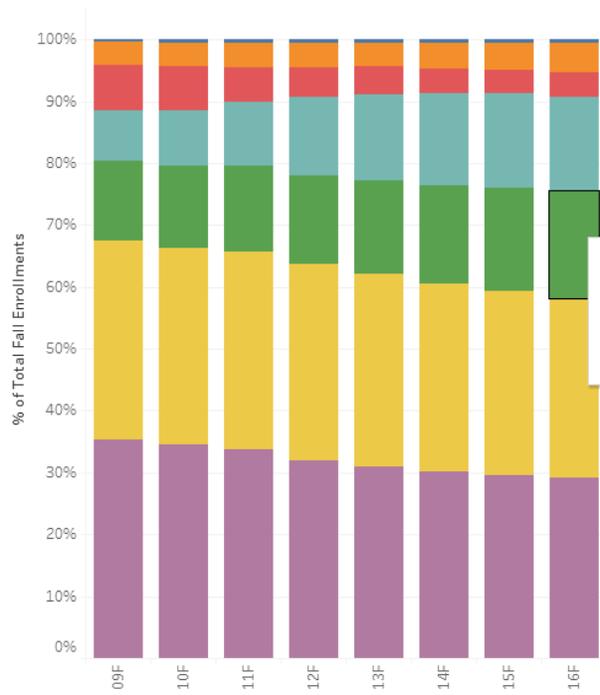
Student Enrollment Trends

Race/Ethnicity	Gender	Pell Status

School/College	Division	Department	Race/Ethnicity
(All)	(All)	(All)	■ American Indian or Alaskan Native
Gender	Race/Ethnicity	Student Level	■ Black Non-Hispanic
(All)	(All)	(All)	■ Unstated, Unknown, Other
			■ International
			■ Hispanic
			■ Asian or Pacific Islander
			■ White Non-Hispanic

Fall Enrollments

3-Quarter Average Enrollments

Term: 16F
Race/Ethnicity: Hispanic
Count: 7,761
% of Total: 17.3%

You can alter the displayed data by manipulating the tabs near the top of the page. As a default, data in the Student Enrollment Dashboard are displayed by race/ethnicity. This means that the colors inside the bars represent various racial/ethnic groups.

To view the data differently, for instance by gender instead of race/ethnicity, click on the Gender tab. Once you do this, the colors inside the bars will change to represent Gender breakdowns by term/year of enrollment. The picture below shows the Student Enrollment Dashboard displayed in terms of gender.
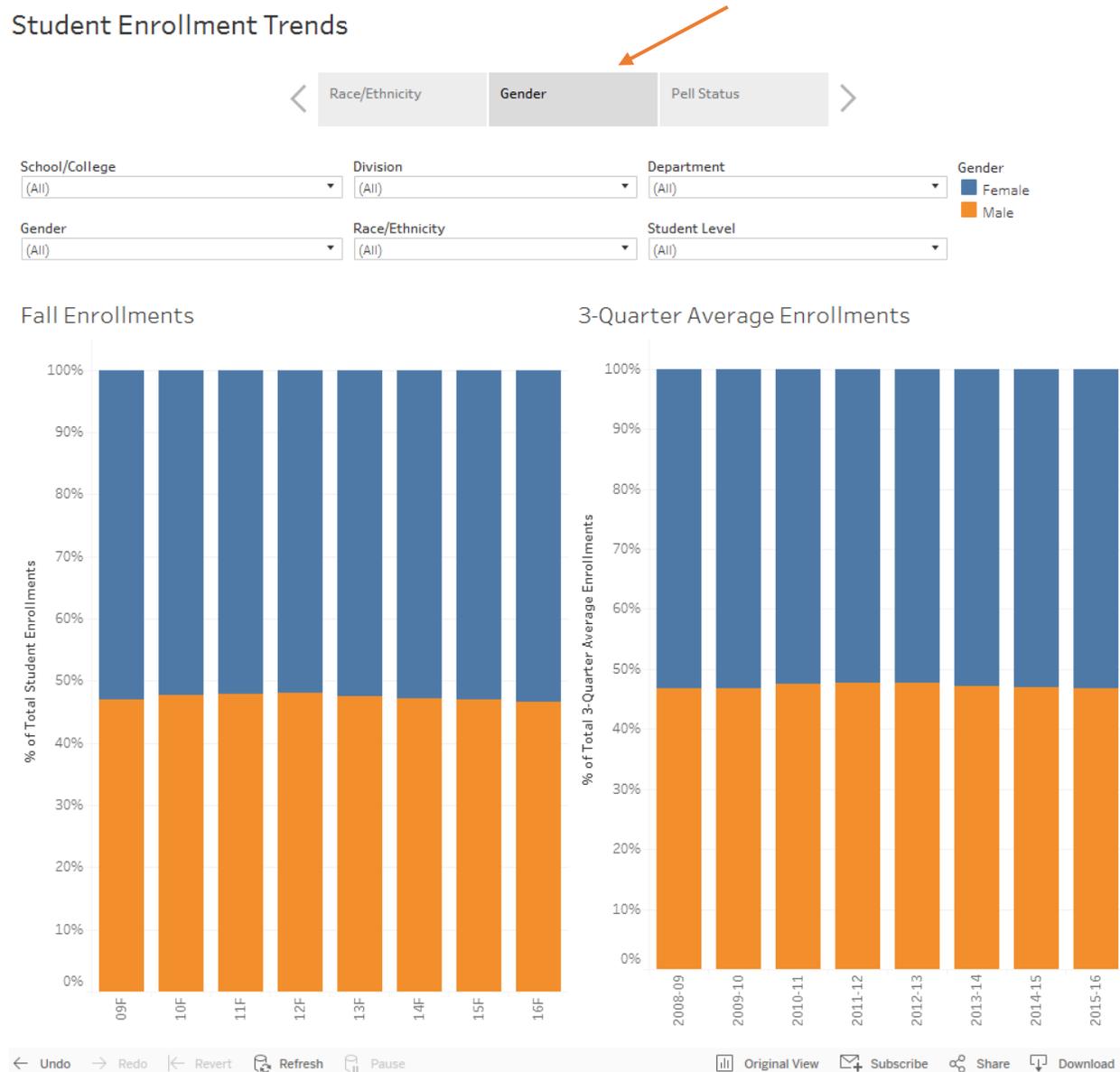
HOW TO CHANGE WHAT DATA ARE DISPLAYED

All Dashboards have built-in filters that enable you to further manipulate the data. As a default, no filters are selected and the data are aggregated university-wide. Using filters, you can isolate groups of interest. In the Student Enrollment Dashboard, built-in filters allow you to select school/college, division, department, gender, race/ethnicity, and student level.

To select a filter, click on the arrow next to a field name and check the box next to the value(s) you wish to see. Once you select a filter, the visualization changes to reflect those data. In the screenshot below, the History Department has been selected.
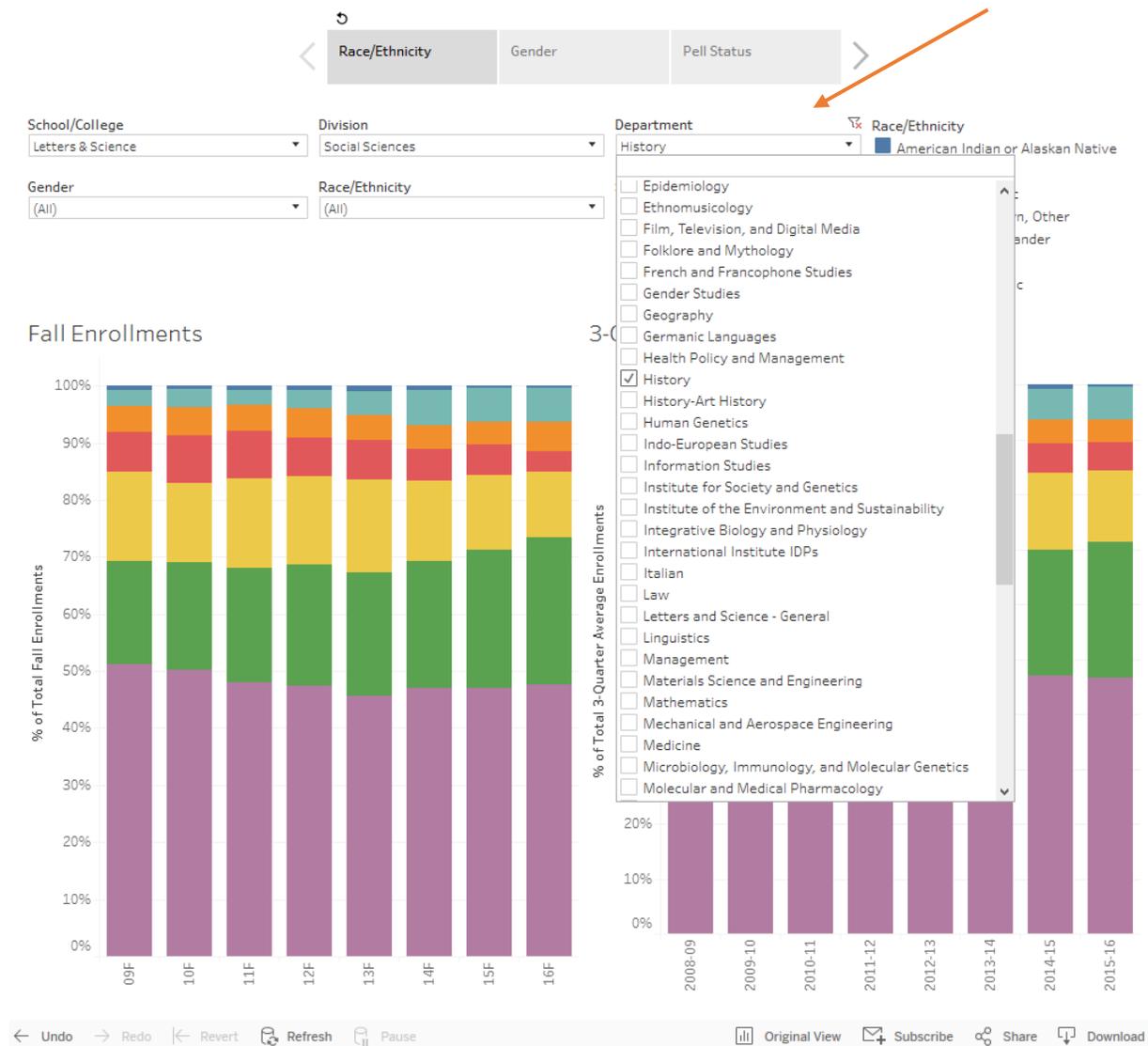
To gain an even more granular look, you can use multiple filters at once. For example, if you wish to view enrollment trends for African Americans in the History department, you may do so using both the Race/Ethnicity and Department filters. Alternatively, if you want to see enrollments of African American *women* in the History department, you can select History under the Department filter, African American under the Race/Ethnicity filter, and Female under the Gender filter.

You can also select multiple values within a single filter. For instance, you can view aggregated data from History and English by selecting the box next to each department's name in the Department filter.

Currently, there is no filter for term or academic year. However, you may narrow the number of terms and/or years in the visualization by clicking on a term/year on the horizontal X-axis. Once the value is highlighted, right click your mouse and a menu will appear. In this menu, you have the options to "Keep Only" the selected term/year or "Exclude" the selected term/year.

Student Enrollment Trends

HOW TO RESET FILTERS

To remove filters one at a time, hover over a field and click on the funnel with a red 'X' next to it. To reset all filters and return to default screen, scroll to the bottom of the screen and click "Revert."

You can also use the "Undo" button at the bottom of the screen. Use this rather than the back button in your web browser.

HOW TO DOWNLOAD VISUALIZATIONS AND UNDERLYING SUMMARY DATA

DOWNLOAD VISUALIZATIONS AS IMAGE

To download visualizations, scroll to the bottom of the screen and click on the "Download" button. You will see options for PDF and Image. Select "PDF" if you would like to download visualizations from all tabs (e.g., Race/Ethnicity, Gender, Pell Status) into one document. Select "Image" if you would like to download visualizations from a single tab (e.g., Race/Ethnicity).

DOWNLOAD SUMMARY DATA INTO EXCEL SPREADSHEET

To download summary data used to produce visualizations (i.e., reflecting the filter selections you have made), scroll to the bottom of the screen and click on the "Download" button, then select Data. Summary data used to produce the current visualization will populate into an Excel spreadsheet.
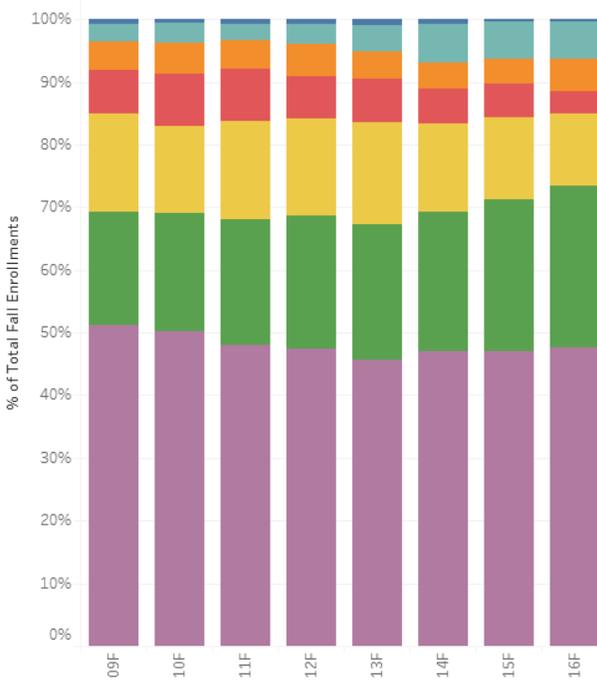
Student Enrollment Trends

	Race/Ethnicity	Gender	Pell Status	

School/College
Letters & Science ▼

Division
Social Sciences ▼

Department
History ▼

Race/Ethnicity
- American Indian or Alaskan Native
- International
- Black Non-Hispanic
- Unstated, Unknown, Other
- Asian or Pacific Islander
- Hispanic
- White Non-Hispanic

Gender
(All) ▼

Race/Ethnicity
(All) ▼

Student Level
(All) ▼
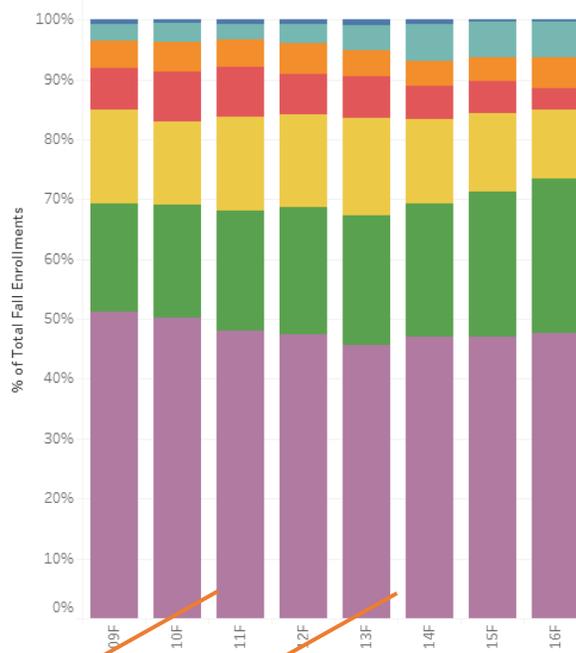
Fall Enrollments

3-Quarter Average Enrollments
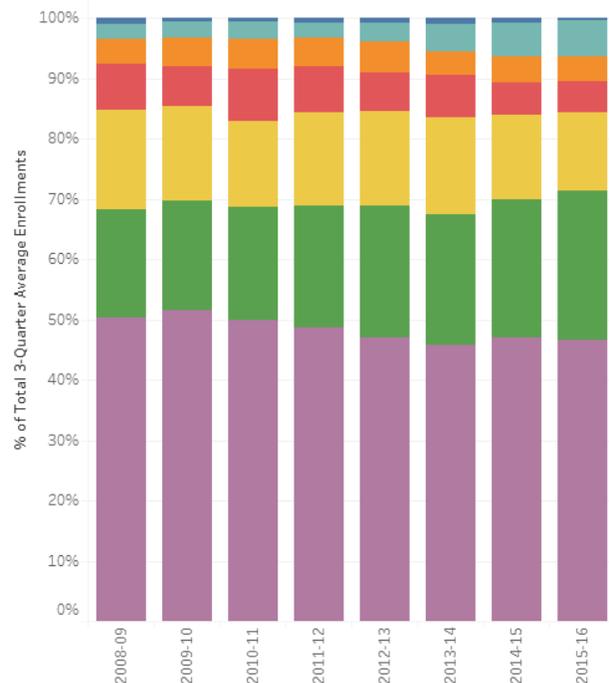
← Undo   → Redo |← Revert   ↻ Refresh   ⏸ Pause   📊 *Original View   ✉ Subscribe   ⌗ Share   ⬇ Download