FOLSOM LAKE COLLEGE │ OFFICE OF INSTITUTIONAL RESEARCH

Quick Guide to Using Interactive Data Dashboards

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Data security & confidentiality

Data Dashboards are password protected and are only available when accessed through the Los Rios network.

Responsible use

This data is intended for internal use and self-evaluation practices only and should not be shared with any external parties or used in any external research projects without permission.

While dashboard data will not show any personal student information such as names or IDs, it is possible to see very small numbers in some subgroups which can make it easier to identify students based on contextual knowledge. Always be mindful and protective of student privacy.

If you wish to share any data externally, you must first seek approval from the FLC Research Advisory Council.

The link to access dashboards can be found on the Office of Institutional Research webpage at
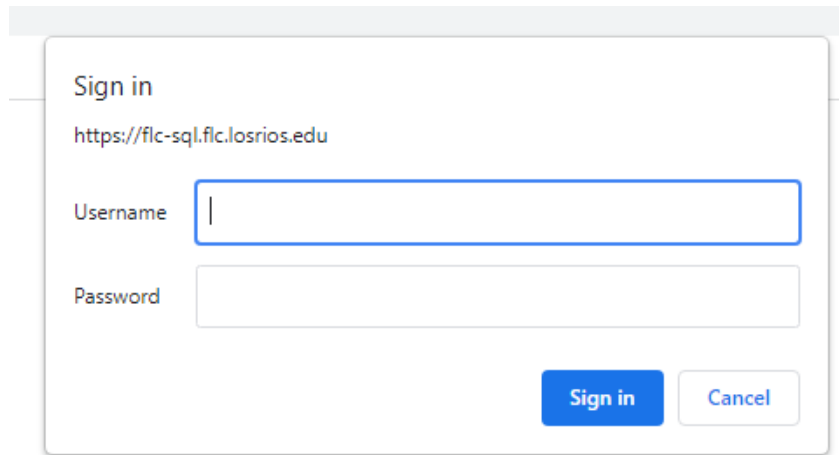https://inside.flc.losrios.edu/planning-and-research/office-of-institutional-research

From the OIR page, open the tab for "**Data Dashboards and Interactive Reports**" by clicking the **+** box

You will see links for available dashboards.

Click a link to access a dashboard (you will be prompted to sign in first.)

Upon clicking the link to open the dashboard, a pop-up will prompt you to sign in. Please sign in using your Los Rios credentials:

- Username: "W" number (W followed by your seven-digit employee ID including any zeros, e.g., W0001234)
- Password: Your current Los Rios password used for email, self-service, etc.

Sign in

https://flc-sql.flc.losrios.edu

Username

Password

Sign in   Cancel

--- IMPORTANT ---

You must access the data dashboard from within the Los Rios network (on-campus, or remotely connected) or it will not load.

If you are trying to access the dashboard remotely, this means you must first use your VPN access with multi-factor authentication to create a secure remote connection.
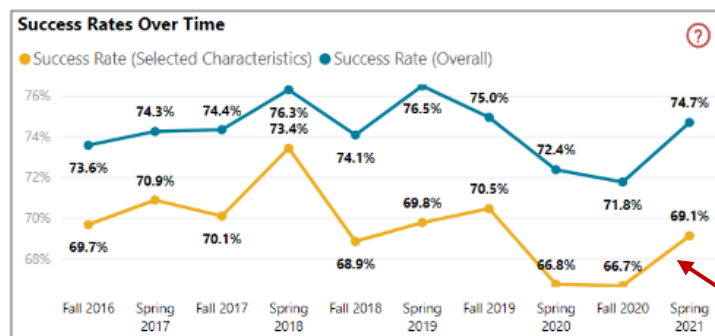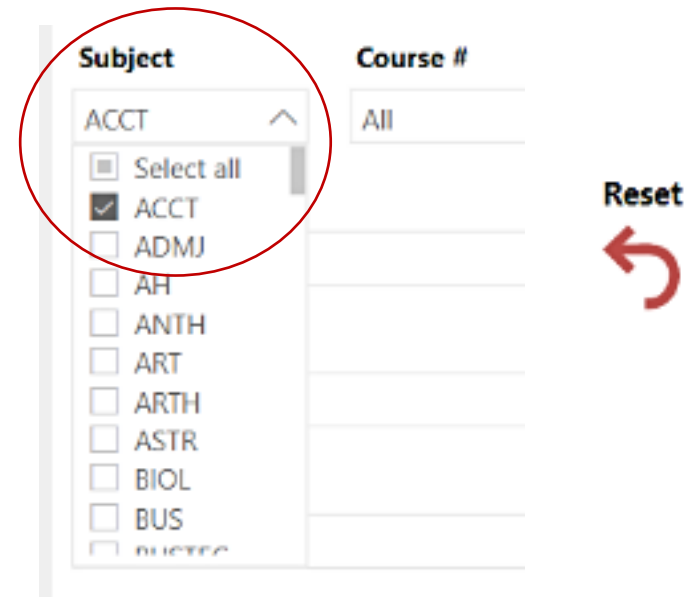
If you need network or computer assistance, please contact IT Services.

Applying & Resetting Filters

Most filters will have a drop-down menu indicated by a small arrow point. Click this arrow to open up the menu of choices for that filter. You may also find filters that allow you to click a button or select from text options. Select what you'd like to see to filter the data visuals on the page.

To reset all filters on a page, click the red turn-around arrow marked "Reset."

Cross-Filtering / Highlighting

Many visuals will allow you to apply a filter directly by clicking on an attribute in another visual or table.

Example at left: By clicking on "Hispanic/Latino" in the table, the row becomes highlighted, and the success rate data points for the "Hispanic/Latino" group are now displayed in yellow in the chart at top.

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Drilling Down / Expanding

Some tabular data have hierarchies that will allow you to "drill down" and expand what data is shown. When more options are available, at the top of the table you will see small down/up arrows. You can click on these to expand what data is shown.

In the example at right, clicking to expand on level results in data being broken out by year.

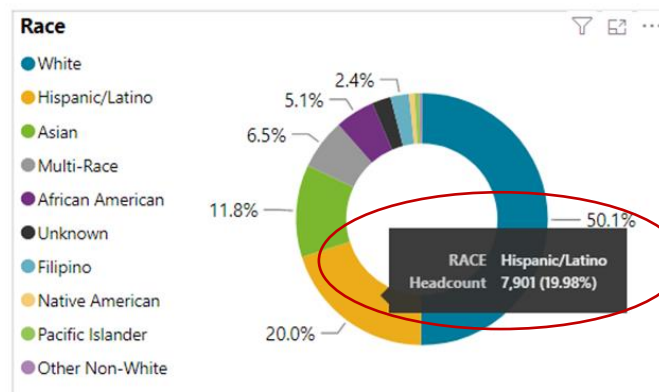**Term:** Expand all down one level in the hierarchy

SUBJECT	Sections	Enrolled
ACCT	119	3,71
ADMJ	118	3,70
AH	14	39
ANTH	192	6,66

Tooltips

Many visuals will give you additional information when you hover your mouse pointer over them.

At right, hovering over the yellow section of the donut chart tells us the headcount of students in that category.

You may also see red "?" icons. These are also tooltips. They may give additional information or data definitions relevant to that section of the report.

Race

- White
- Hispanic/Latino
- Asian
- Multi-Race
- African American
- Unknown
- Filipino
- Native American
- Pacific Islander
- Other Non-White

2.4%
5.1%
6.5%
11.8%
20.0%
50.1%

RACE Hispanic/Latino
Headcount 7,901 (19.98%)

SUBJECT	Sections	E
ACCT		
2016-2017	25	
2017-2018	21	
2018-2019	23	
2019-2020	26	
2020-2021	24	
Total	**119**	
ADMJ		

Selected Term   Subject

Success Rates of 40% or lower will be flagged with a yellow "!" regardless of population size.

RACE	Headcount	S ...ess
African American	2,004	6
Asian	4,680	8
Filipino	942	7

Sorting Data in Tables

Click on the "more options" menu in the top right corner of a data table (shown by three dots . . .) to open up a menu. Under "Sort by" you will see the names of the data points you can sort by.

At right, choosing "Sort by > Success Rate" rearranges the table so that the lowest success rates are at top.

It is also possible to sort row names alphabetically by clicking on the up and down arrow points in the column header.

Downloading Data

Click on the "more options" menu in the top right corner of a visual you wish to save the data from (shown by three dots . . .) to open up a menu. Select "Export data" and a window will pop up. You can choose to export in either Excel (.xlsx) or .csv format.

This will only download data for this visual with whatever filters you have applied, so be sure to filter to exactly what data wish to download first. Click "Export" to download the file.

QUESTIONS AND TROUBLESHOOTING

If you encounter any issues while using these dashboards, or have questions about the data included, please contact the Office of Institutional Research.

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