**CSI Data Dashboard User Guide for School Leaders**

**Overview**

The **CSI Data Dashboard** is an interactive Tableau tool that supports school leaders by providing data to better understand and access student data. The dashboard facilitates:

* **Identifying areas of strength and growth:** Helps schools review data for all students and target supports to ensure all students are served well.
* **Data-informed decision-making:** Enables leaders to analyze data trends and make targeted improvements.
* **Interactive reports:** Provides customized data visualizations for schools using a variety of data sources.

**Key Features of the Data Dashboard**

The **CSI Data Dashboard** includes two broad views and six different data sources. The **two views** include:

* **Deep Dive Dashboards:** Analyze student level data, identify patterns, create unique student groups, and explore data over time.
* **Comparison Dashboards:** Analyze school data compared to schools nearby, schools in the geographic district, the geographic district, and the state. Schools can also create custom comparisons lists to compare schools with similar models, for example.

The six **data sources** include**:**

* Enrollment Comparison & Deep Dive
* Stability Comparison & Deep Dive
* Attendance Comparison & Deep Dive
* Discipline Comparison & Deep Dive
* Academic Comparison & Deep Dive
* Completion Comparison & Deep Dive

**Accessing the Data Dashboard**

The **CSI Data Dashboard** is accessible to school leaders and other staff at schools that need access to this information. Because the dashboard includes student-level data, we do limit access. Staff must have both a Tableau Online account and permission within Tableau to be able to access the dashboard.

A Tableau account can be created through the [CSI Tableau SSO Login](https://sso.online.tableau.com/public/idp/SSO) following the instructions provided. Users will have to set up multi-factor authentication (MFA) when creating an account. Users who have previously created an account but haven’t already set up MFA will also be required to set up in order to access the dashboard.

New users or users that are currently able to access school-specific data within the dashboard should email Ryan Marks once an account has been created. Once permission has been established, staff will receive a link or email from Tableau providing them with access to the data dashboard.

**MFA Setup**

Multi-factor authentication (MFA) is a secure account authentication method that requires users to prove their identity by providing two or more pieces of information (factors) when they sign in to Tableau Cloud. The first factor is the unique information your users know—their usernames and passwords. Other factors are verification methods that users have in their possession, such as an authenticator app, security key, or built-in authenticator. Tableau with MFA supports the following verification methods:

* Salesforce Authenticator app
* Third-party time-based one-time passcode (TOTP) authenticator apps, including Google Authenticator, Microsoft Authenticator, and Authy
* Security keys that support WebAuthn or U2F, such as Yubico YubiKey or Google Titan Security Key
* Built-in authenticators, including Touch ID, Face ID, and Windows Hello

Additional support on [MFA use and set up can be found on Tableau’s website](https://help.tableau.com/current/online/en-us/to_security_mfa.htm).

**Troubleshooting & Support**

Please reach out to Ryan Marks at ryanmarks@csi.state.co.us for support in accessing and interpreting the data.