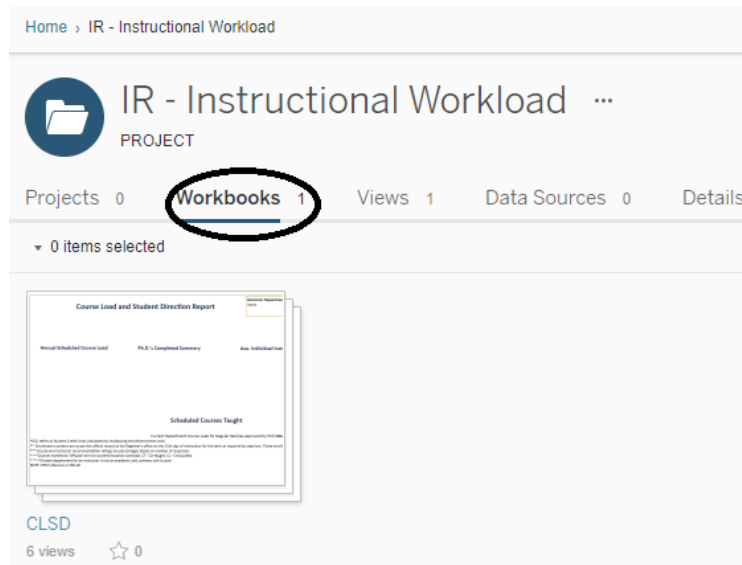


# Course Load and Student Direction Report Q&A

## 1. How do I log in?

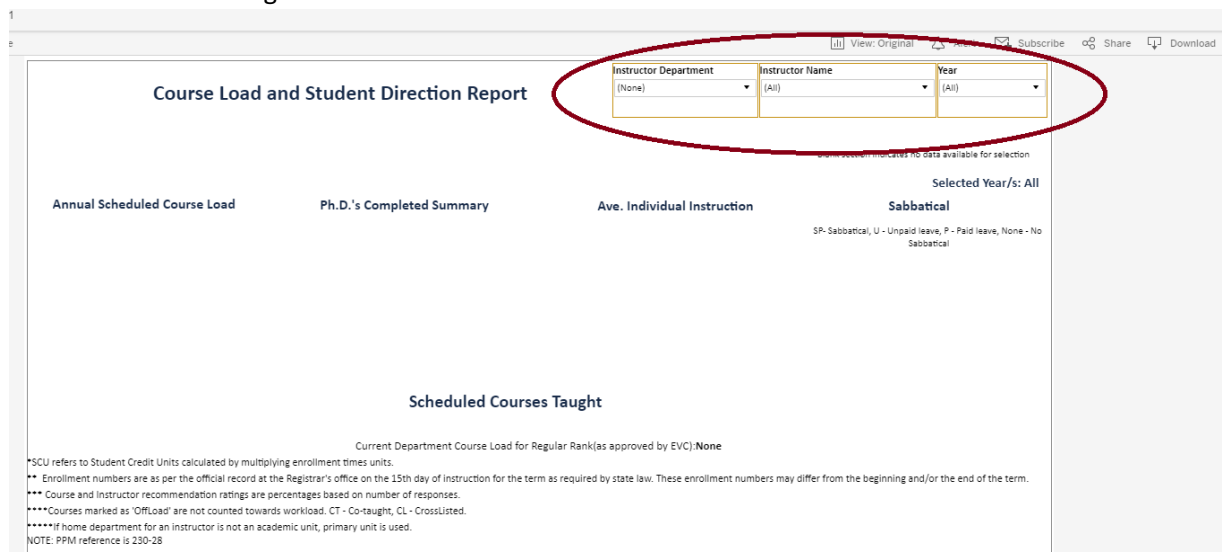
You can access the report directly by using the link below and logging in with the AD credentials that you use to access your email (leave off “@ucsd.edu”): <https://tableau.ucsd.edu/#/views/CLSD/CLSDR?:iid=1>

Can't log in? You may need additional authorization. Please send an email to [ir@ucsd.edu](mailto:ir@ucsd.edu) to submit your request. Alternatively, access <https://tableau.ucsd.edu> and log in with your AD credentials. Find project “**IR – Institutional Workload**” and click on the “Workbooks” tab (see below.)



## 2. How do I use the CLSD report?

Open the report and choose Instructor Department, Instructor Name, and Years in the interactive filters in the upper right-hand corner (see below.) Note: If you change the department selection again, Instructor Name may appear in parentheses -- (Smith, John.) This indicates that John Smith is not listed under the new department selected, and you will need to click on the Instructor Name filter again to make a valid selection.



### 3. How do I make a .pdf and print the report?

After selecting an instructor, click on the *Download* icon in the upper right-hand corner of the Tableau Server toolbar:

**Course Load and Student Direction Report**

Instructor Department: [Redacted] Instructor Name: [Redacted] Year: (All)

Instructor Name: [Redacted] Employee ID: [Redacted] Instructor Department: [Redacted]

Blank section indicates no data available for selection

Selected Year/s: All

Annual Scheduled Course Load			Ph.D.'s Completed Summary		Ave. Individual Instruction			Sabbatical	
Year			Year	Chair	Grand Total	Year		Term	Sabbatical
2014-15			2016-17		[Redacted]	2014-15			
2015-16		[Redacted]	Total			2015-16			
2016-17						2016-17			
2017-18						2017-18			
Total						Average			

Scheduled Courses Taught

Year	Term	Subject	Course	Section ID	Course Title	Units	Enrollment	SCU	Instruction Percentage/Other Notes	Instructor Recommendation Rating ***	Course Recommendation Rating ***
2014-15	SP15										
2015-16	FA15										
2016-17	FA16										
	SP17										
2017-18	FA17										
	W18										
	SP18										

Current Department Course Load for Regular Rank(as approved by EVC): N/A

\*SCU refers to Student Credit Units calculated by multiplying enrollment times units.  
\*\* Enrollment numbers are as per the official record at the Registrar's office on the 15th day of instruction for the term as required by state law. These enrollment numbers may differ from the beginning and/or the end of the term.  
\*\*\* Course and instructor recommendation ratings are percentages based on number of responses.  
\*\*\*\* Courses marked as "Offload" are not counted towards workload. CT - Co-taught, CL - CrossListed.  
\*\*\*\*\* If home department for an instructor is not an academic unit, primary unit is used.  
NOTE: PPM reference is 230-28

Choose to download .pdf file and click on the green "generate" button in the settings menu **without changing anything**. The settings are already adjusted to print the form in the portrait layout.

**Download PDF**

Layout:  Portrait  Landscape

Paper Size: Letter

Scaling: Automatic

Content:  This Dashboard  Sheets in Dashboard  Sheets in Workbook

Sheets to Download:  Course Load (CLSDR)

Cancel Generate

For some instructors, the report may show white space between tabs, because we have chosen a certain window size for each element of the report to make sure all records appear in full for all the instructors. Click "download" on the prompt to initiate the download. You can then open the .pdf file and print it out.

4. If you have any questions, please contact [ir@ucsd.edu](mailto:ir@ucsd.edu).