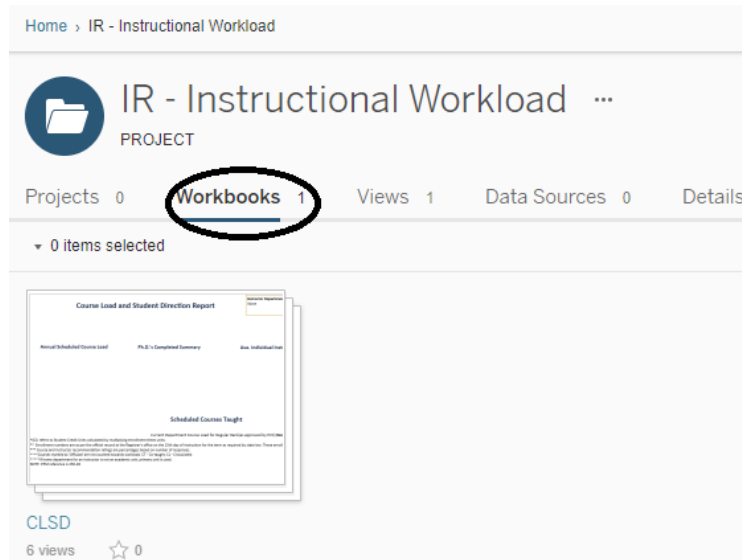


Course Load and Student Direction Report Q&A

1. How do I log in?

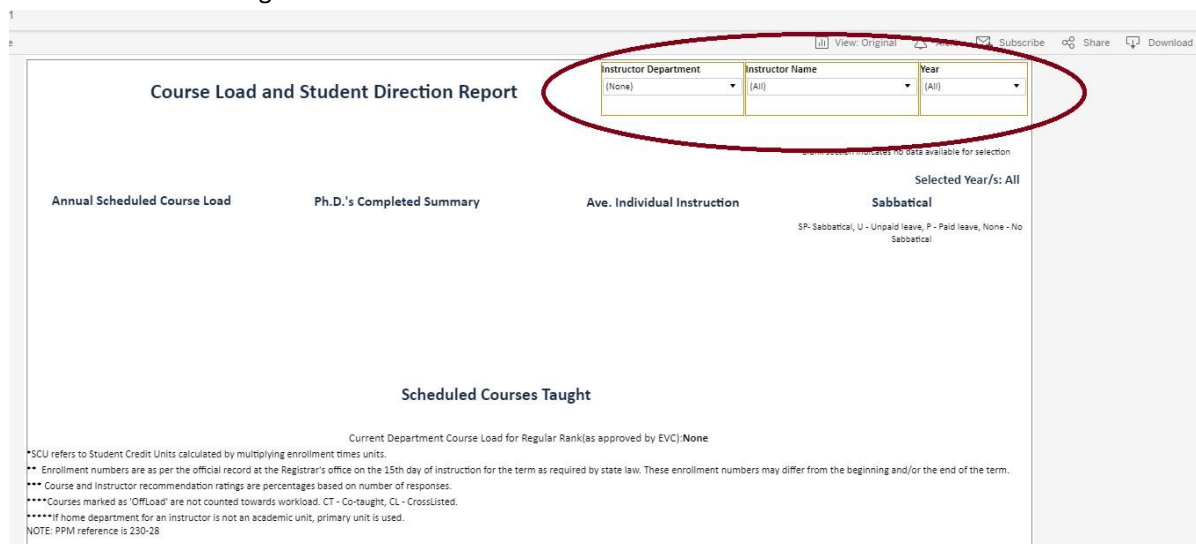
You can access the report directly by using the link below and logging in with the AD credentials that you use to access your email (leave off "@ucsd.edu"): <https://tableau.ucsd.edu/#/views/CLSD/CLSD?iid=1>

Can't log in? You may need additional authorization. Please send an email to 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:

The screenshot shows the Tableau Server interface for the 'Course Load and Student Direction Report'. The top toolbar includes 'View: Original', 'Alert', 'Subscribe', 'Share', 'Download' (circled in red), and 'Comments'. The report title is 'Course Load and Student Direction Report'. Below the title are filters for 'Instructor Department', 'Instructor Name', and 'Year'. The main content area is divided into several sections: 'Annual Scheduled Course Load', 'Ph.D.'s Completed Summary', 'Ave. Individual Instruction', and 'Sabbatical'. Each section contains a table with data for the years 2014-15, 2015-16, 2016-17, and 2017-18. The 'Scheduled Courses Taught' section is a large table with columns for Year, Term, Subject, Course, Section ID, Course Title, Units, Enrollment, SCU, Instruction Percentage/Other Notes, Instructor Recommendation Rating, and Course Recommendation Rating. The 'Download' icon in the top right toolbar is circled in red.

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.

The screenshot shows the 'Download PDF' settings menu. The 'Layout' is set to 'Portrait', 'Paper Size' is 'Letter', and 'Scaling' is 'Automatic'. Under 'Content', 'This Dashboard' is selected. Under 'Sheets to Download', 'CLSDR' is selected. The 'Generate' button is highlighted in green.

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.