How to Download the Dashboard Data

# Download as Data

1. In order to make the data and crosstab download features available, you must click somewhere in the display of data. The easiest way to do this is to click a College name to show the blue focus box, then click it again to unfocus from that selection.
2. Set any filters to create a specific view of the data or leave them set to “All” for all the data to be available.
3. On the toolbar at the top of the page, click the download button
4. The download options window should open
5. Select Data
6. A window with the data will open. You can select the Summary or the Full data tab at the top of this window.
7. Next click the “Download all rows as a text file” hyperlink under the tabs
8. This should output a CSV file in the browser.

# Download as a Crosstab

1. You must click somewhere inside the displayed data.
2. On the toolbar at the top of the page, click the download button
3. The download options window should open
4. Select Crosstab
5. A new pop-up informing you the crosstab has been generated will appear. Click download.
6. This should output a CSV file in the browser.