

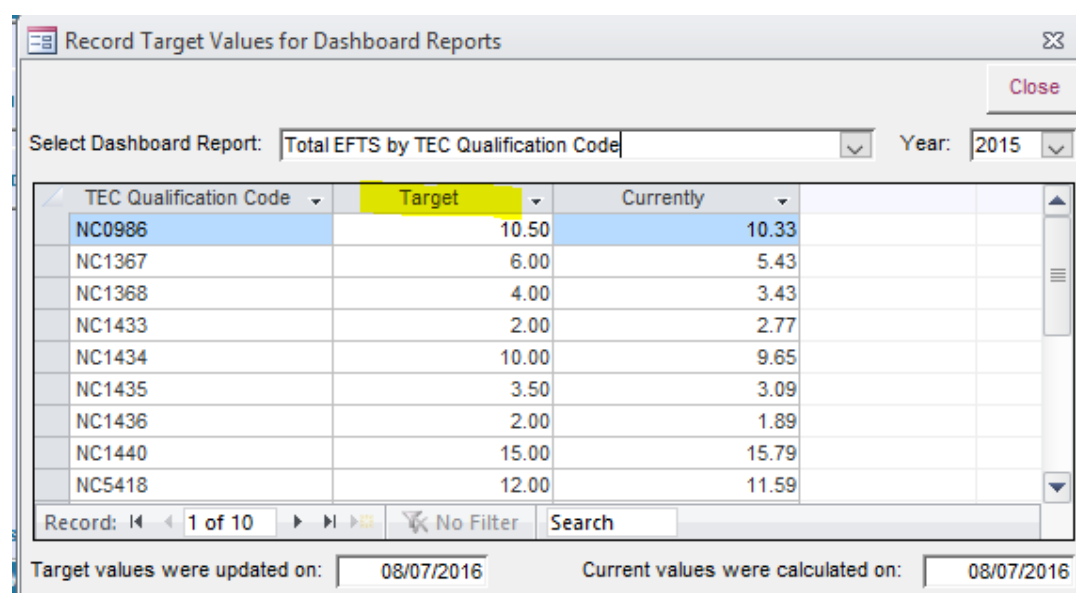
Tip Sheet No.63

Dashboard Setup

The Take2 Dashboard provides a quick summary of your organisation’s progress and performance for a range of measures over a defined number of years, and for each measure the results can be grouped in one of three ways. A demographic (“participation”) breakdown for each group total is also provided.

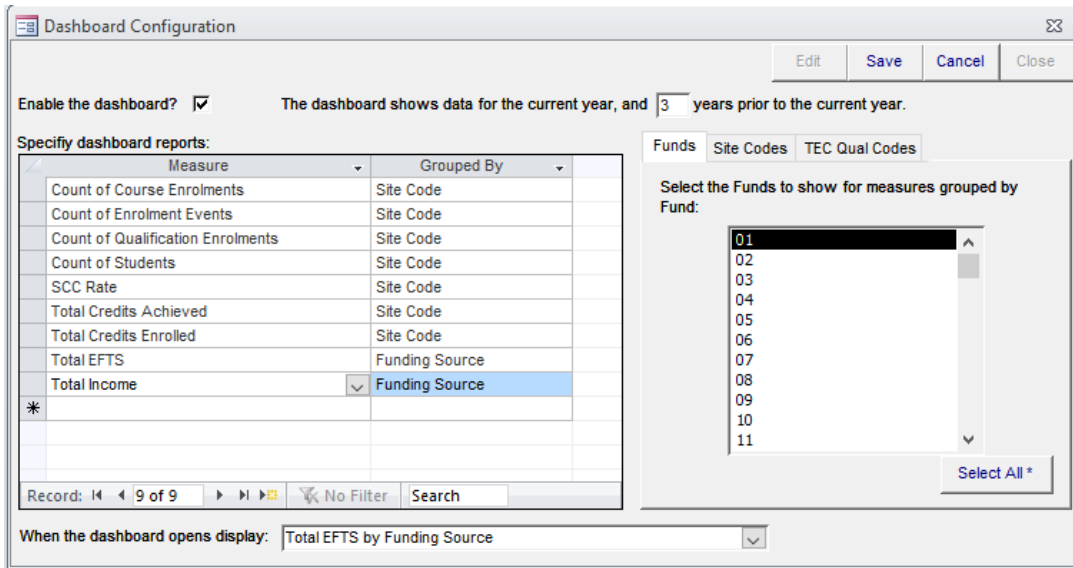
Configuration

To use the Dashboard set the configuration settings and set target values. This is done from the Administration Module/System Management/Reference Data/Dashboard menu.



TEC Qualification Code	Target	Currently
NC0986	10.50	10.33
NC1367	6.00	5.43
NC1368	4.00	3.43
NC1433	2.00	2.77
NC1434	10.00	9.65
NC1435	3.50	3.09
NC1436	2.00	1.89
NC1440	15.00	15.79
NC5418	12.00	11.59

1. **Click** Edit
2. **Tick** Enable the Dashboard.
3. **Select** the years to be covered, including the current year. If the current year is 2016 and you opted for 3 years prior then this would mean each selected measure would be available for 2013, 2014, 2015 and 2016



Dashboard Configuration

Enable the dashboard? The dashboard shows data for the current year, and 3 years prior to the current year.

Specify dashboard reports:

Measure	Grouped By
Count of Course Enrolments	Site Code
Count of Enrolment Events	Site Code
Count of Qualification Enrolments	Site Code
Count of Students	Site Code
SCC Rate	Site Code
Total Credits Achieved	Site Code
Total Credits Enrolled	Site Code
Total EFTS	Funding Source
Total Income	Funding Source
*	

Record: 14 of 9 of 9 No Filter Search

When the dashboard opens display: Total EFTS by Funding Source

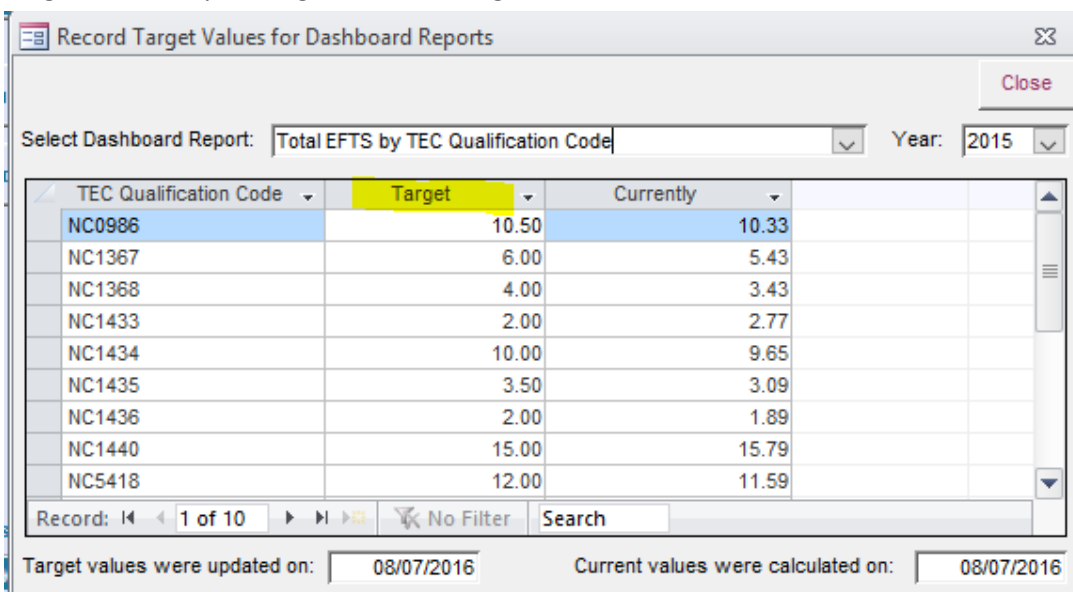
4. As you add each measure select one of the three grouping options then either select individual value within the group or “Select All”.

Note: the Select All button includes all available values of the chosen type that currently exists in the related lookup table. If new values are subsequently added to the lookup table you will need to Select All again on the Dashboard Configuration form in order for them to display on the Dashboard.

5. Select a measure that will display by default when the Dashboard is opened.

Setting targets

Once measures are setup you can set targets for each measure for each year for each group member. We recommend setting targets for EFTS, income, and successful course completion rate. Targets are set by clicking Dashboard Targets in the Administration Module.



Record Target Values for Dashboard Reports

Select Dashboard Report: Total EFTS by TEC Qualification Code Year: 2015

TEC Qualification Code	Target	Currently
NC0986	10.50	10.33
NC1367	6.00	5.43
NC1368	4.00	3.43
NC1433	2.00	2.77
NC1434	10.00	9.65
NC1435	3.50	3.09
NC1436	2.00	1.89
NC1440	15.00	15.79
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Target values were updated on: 08/07/2016 Current values were calculated on: 08/07/2016