

Admissions Dashboard



How to Navigate

To access the Dashboard, open a new browser session. Enter the following URL - <https://insight.illinoisstate.edu/>. Once logged into Cognos, navigate to Admissions > Dashboard

How to Use the Dashboard

The dashboard was created to be responsive to the selections you make. The following diagram outlines those interactive features.

Note: This dashboard is a summary of the current week. Without any filters in the crosstab, College totals are displayed. When a Department, Plan, or Subplan is selected the numbers will display by the Department, Plan, or Subplan selected but the name will still display the corresponding College.

- Filter** – There are two ways to filter within the dashboard and both can be used simultaneously. The filter symbol will appear to indicate that the filter selection has been applied to the widgets. Click on the symbol to see what the filter includes or to delete a filter.
 - Filter Tab** – Click on the desired field to make filter selections. Then click **OK** to see filtered results on the dashboard. Use **Clear all** to delete selections made on the filter tab.
 - Workspace** – Click individual data points within the widgets (College, Department, Plan, SubPlan, and Application Year).
- Tabs** – This dashboard has multiple tabs, with a blue line indicating which tab the user is observing. Clicking on any of the three tabs will take the user to that tab to display the associated information.
- Drill Through** – Clicking along the sides of the treemap, bar chart, or crosstab will prompt a button bar with additional features such as a drill through. When the user clicks this button a list will pop up with reports the user can access.

