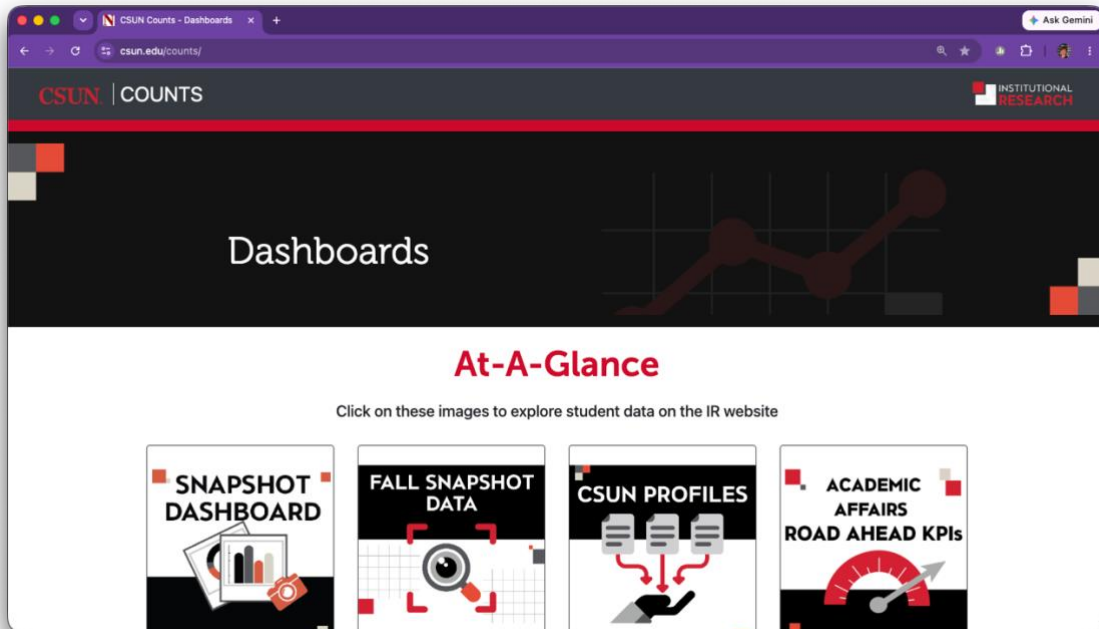


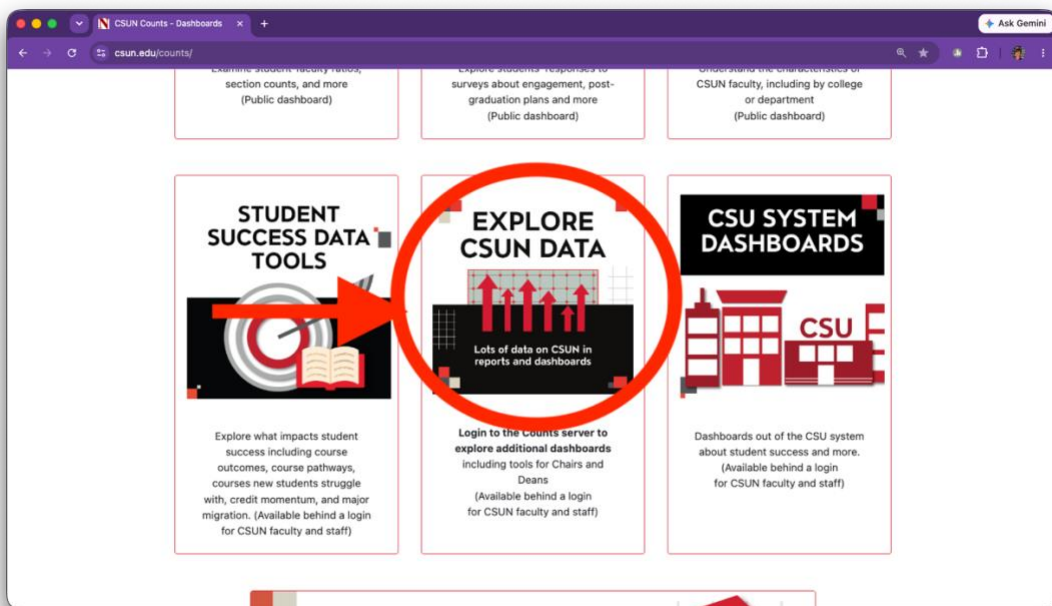
Creating a Custom View for IR Dashboards

A custom view allows you to save a specific view along with filter selections and sorting on a published dashboard. This can be helpful if you find yourself repeatedly applying the same filters on a dashboard to fit your specific data needs.

1. Start on the CSUN Counts page: <https://www.csun.edu/counts/>



2. Scroll toward the bottom of the page, and find the card "EXPLORE CSUN DATA"



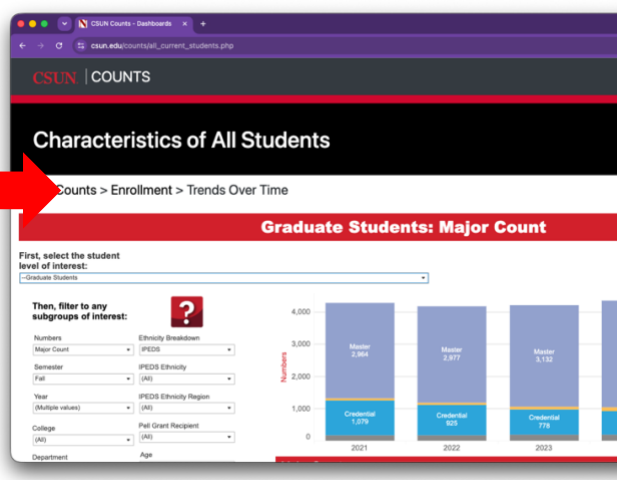
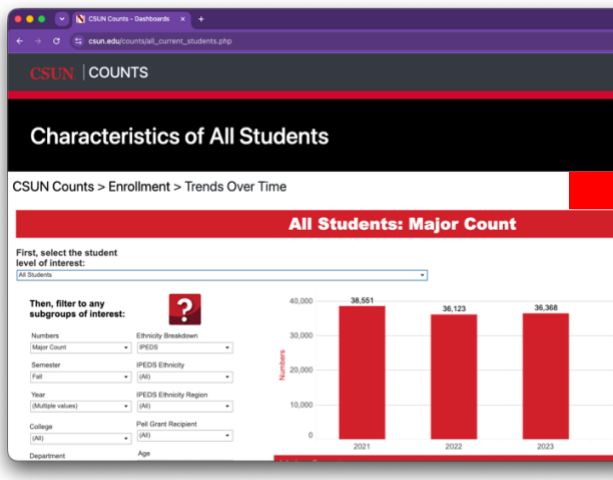
3. Sign in to the Tableau server by using your CSUN user ID and password.

4. Select the dashboard you are interested in viewing.

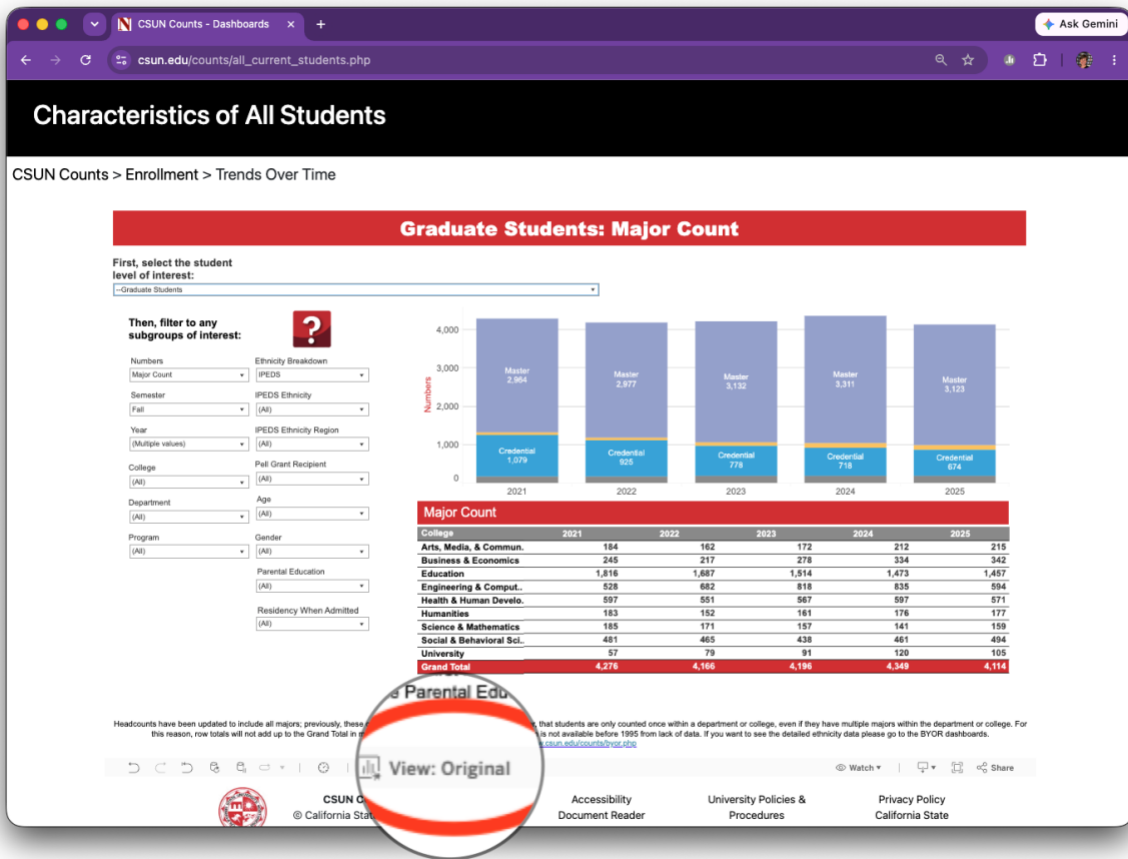
- Note:** To follow the example below, please go to <https://www.csun.edu/counts/> -> ENROLLMENT -> Enrollment by Student Characteristics -> All Students -> Trends over Time

5. Select the filters you want to save.

- Note:** To follow the example below, use the “First, select the student level of interest” filter to select “—Graduate Students”



6. Click the “View: Original” icon in the center of the bottom light gray banner.



7. Name this custom view.

- Optional:** Select the box “Make it my default” if you would like the view to display every time you are logged in and visit the dashboard.
- Note:** Do not select “Make visible to others.”

First, select the student level of interest:

Then, filter to any subgroups of interest:

Numbers: Major Count, Semester, Year, College, Department, Program, Ethnicity Breakdown, Pell Grant Recipient, Age, Gender, Parental Education, Residency When Admitted.

Custom Views modal:

Save Custom View

Name this view: All Graduate Students

☒ Make it my default ☐ Make visible to others

Save

My Views

Other Views

Original (default)

Chambers, Jeff

Headcounts have been updated to include all majors; previously, these counts included only first majors. Note, however, that students are only counted once within a department or college, even if they have multiple majors within the department or college. For this reason, row totals will not add up to the Grand Total in most cases - Some Parental Education information is not available before 1995 from lack of data. If you want to see the detailed ethnicity data please go to the BYOR dashboards.

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8. Make sure you save your custom view!

9. You can now see which display you are viewing in the center of the bottom gray banner.

Headcounts have been updated to include all majors; previously, these counts included only first majors. Note, however, that students are only counted once within a department or college, even if they have multiple majors within the department or college. For this reason, row totals will not add up to the Grand Total in most cases - Some Parental Education information is not available before 1995 from lack of data. If you want to see the detailed ethnicity data please go to the BYOR dashboards.

View: All Graduate Students

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10. Whenever you are signed in to the Tableau server, you can see your saved custom views under the “My Views” header.

First, select the student level of interest:

Then, filter to any subgroups of interest:

Numbers: Major Count, Semester, Year, College, Department, Program

Ethnicity Breakdown: IPEDS, IPEDS Ethnicity, IPEDS Ethnicity Region, Pell Grant Recipient, Age, Gender, Parental Education, Residency When Admitted

Custom Views dialog box:

Save Custom View

Save your own custom view with all filters applied, to eliminate the need to filter every time you open the dashboard. [Learn more](#)

Name this view: All Graduate Students

☐ Make it my default ☐ Make visible to others

Save

My Views

- ☒ All Graduate Students

Other Views

- ☐ Original (default) Chambers, Jeff

Manage Views →

	2023	2024	2025
Master	3,132	3,311	3,123
Credential	778	718	874
Grand Total	4,276	4,166	4,114

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