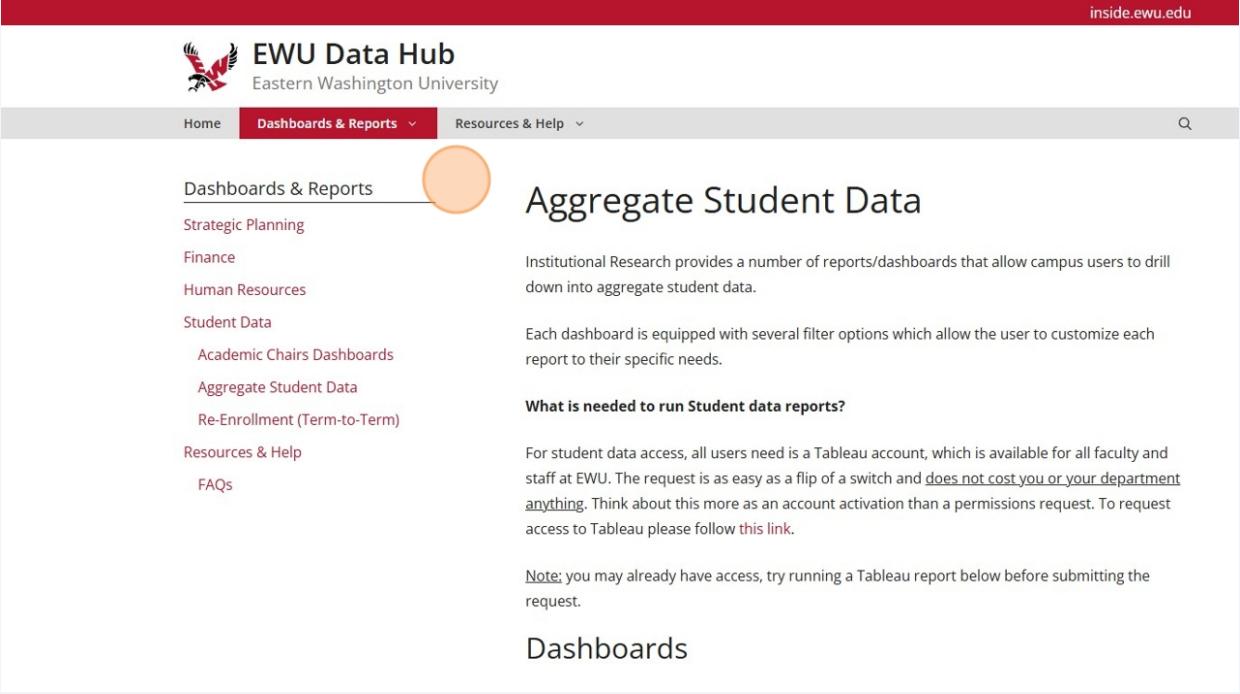


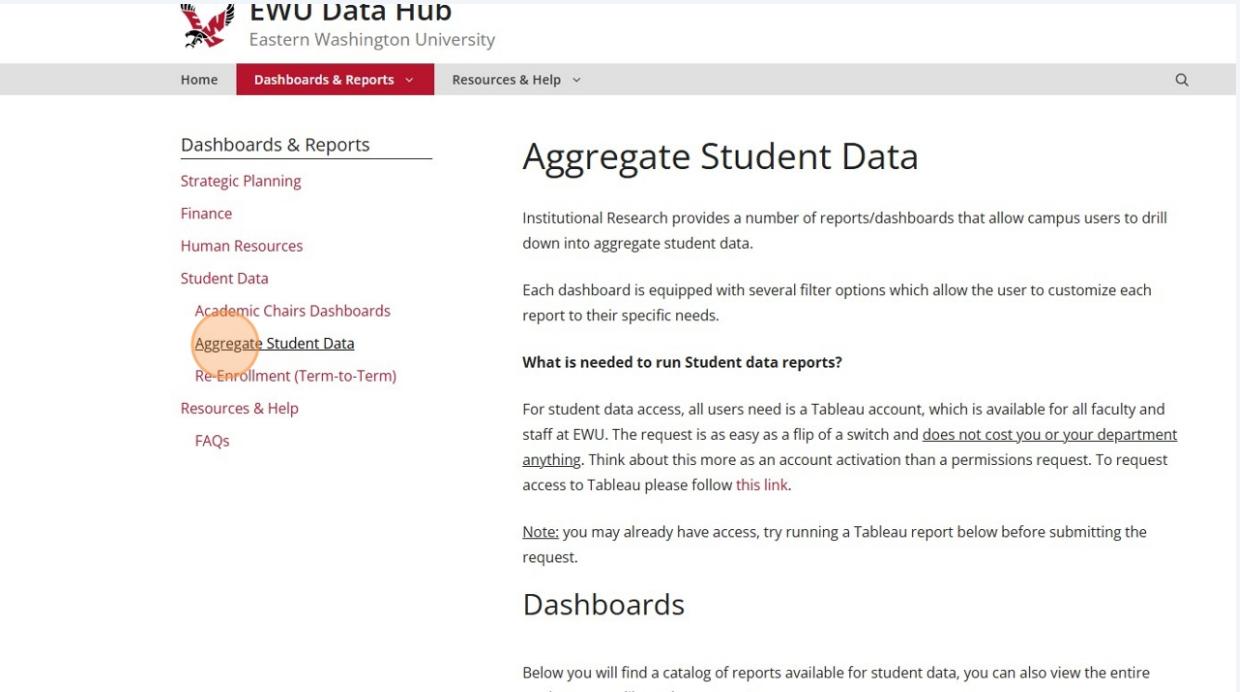
Save and Subscribe to Tableau Census Enrollment Report

- 1 Go to the EWU Data Hub at <https://inside.ewu.edu/datahub>



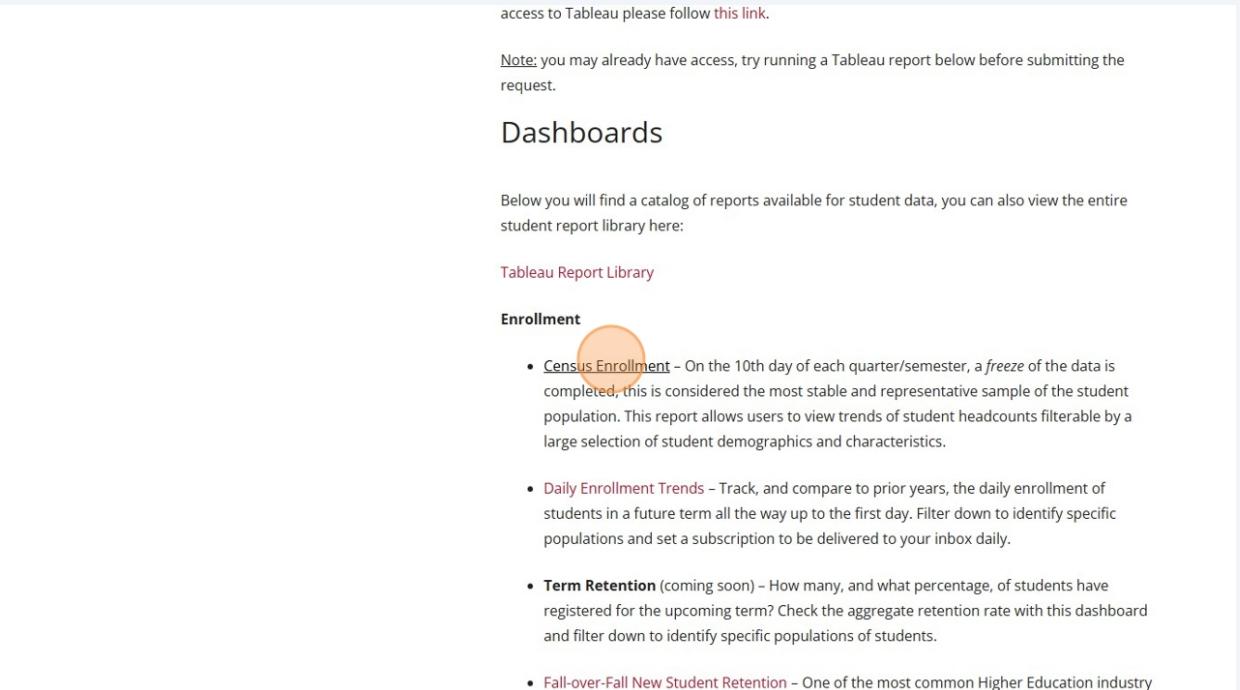
The screenshot shows the EWU Data Hub homepage. The navigation bar includes links for Home, Dashboards & Reports (which is highlighted in red), and Resources & Help. A search bar is also present. The main content area is titled "Aggregate Student Data". It features a sub-section titled "Strategic Planning" with links to Finance, Human Resources, and Student Data. Under "Student Data", there are links for Academic Chairs Dashboards, Aggregate Student Data (which is circled in orange), and Re-Enrollment (Term-to-Term). The "Aggregate Student Data" section contains text about institutional research reports and filter options. It also includes a "What is needed to run Student data reports?" section with a note about Tableau account activation and a "Note" about existing access. A "Dashboards" section is also visible.

2 Click "Aggregate Student Data"



The screenshot shows the EWU Data Hub homepage. The navigation bar includes links for Home, Dashboards & Reports (which is highlighted in red), and Resources & Help. The main content area is titled "Aggregate Student Data". On the left, there is a sidebar with links to Strategic Planning, Finance, Human Resources, Student Data (with "Aggregate Student Data" highlighted with a red circle), Academic Chairs Dashboards, Re-Enrollment (Term-to-Term), Resources & Help, and FAQs. The "Aggregate Student Data" section contains text about institutional research reports and filter options. Below it is a "What is needed to run Student data reports?" section with a note about Tableau access and a "Note" about running a Tableau report.

3 For example to subscribe to "Census Enrollment" dashboard, please Double-click "Census Enrollment"



The screenshot shows the "Dashboards" section of the EWU Data Hub. It includes a note about Tableau access, a "Note" about running a Tableau report, and a "Tableau Report Library" section. The "Enrollment" section is highlighted with a red circle. It lists four dashboard options: "Census Enrollment", "Daily Enrollment Trends", "Term Retention", and "Fall-over-Fall New Student Retention". The "Census Enrollment" link is also highlighted with a red circle.

4 Click here make changes to the filter.

Office of Institutional Research Eastern Washington University

Census Enrollment

Term selection

Student Type

Demographics

Field of Study

Graph Parameters

Term Types: Fall quarters + semesters

Student Level: (All) (highlighted with a red circle)

Race/Ethnicity: (All)

College: (All)

Display: Headcounts

Academic Years: (All)

Student Population: (All)

Legal Sex: (All)

Department: (All)

Breakdown: All

Student Class: (All)

First Generation: (All)

Campus: (All)

Breakdown Field: All

Time Status: (All)

WA Resident: (All)

Major: (All)

College in High School: (All)

Age Group: (All)

Concentration: (All)

Minor: (All)

Headcounts

College: All; Department: All; College in the High School: No

Year	Headcount	Change
12K	12,361	
	12,279	-0.66%
	12,607	2.67%
	12,280	-2.59%
	12,233	-0.38%
	11,937	-2.42%
	10,882	0.33%
	10,742	-1.29%
	10,491	-2.34%
	9,922	-5.42%

5 Click box to filter data.

Office of Institutional Research Eastern Washington University

Census Enrollment

Term selection

Student Type

Demographics

Field of Study

Graph Parameters

Term Types: Fall quarters + semesters

Student Level: Undergraduate - Quarter (highlighted with a red circle)

Race/Ethnicity: (All)

College: (All)

Display: Headcounts

Academic Years: (All)

Student Population: (All)

Legal Sex: (All)

Department: (All)

Breakdown: All

Student Class: (All)

First Generation: (All)

Campus: (All)

Breakdown Field: All

Time Status: (All)

WA Resident: (All)

Major: (All)

College in High School: (All)

Age Group: (All)

Concentration: (All)

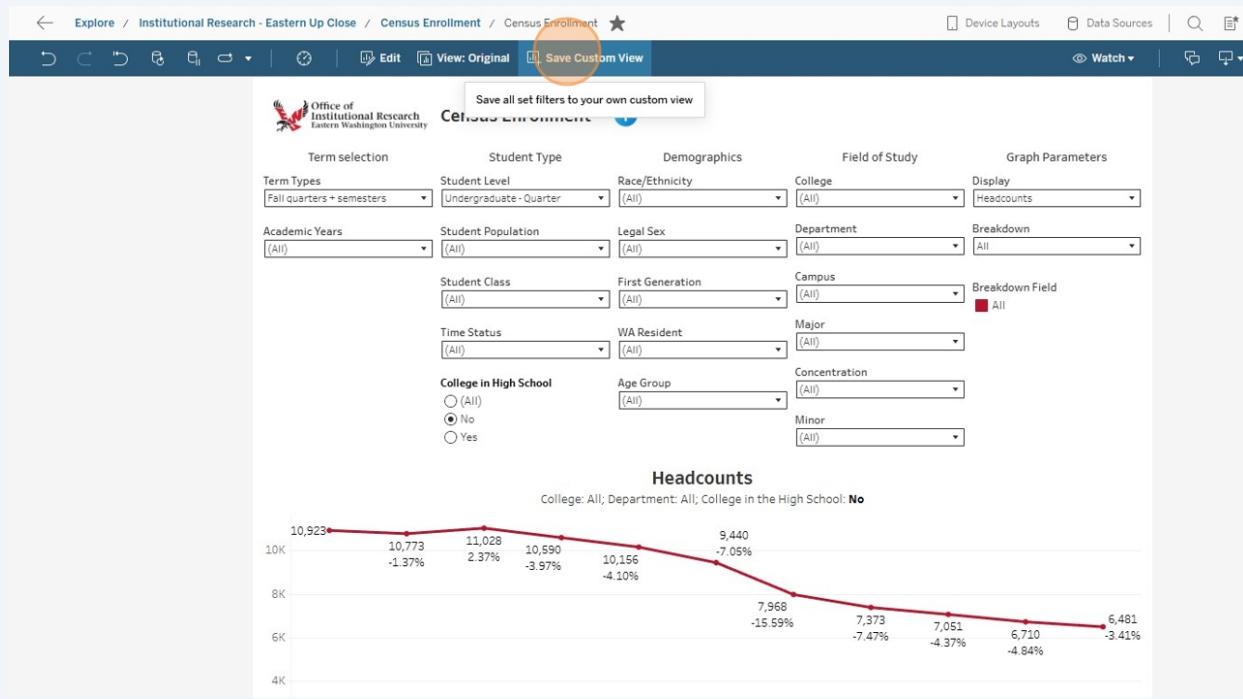
Minor: (All)

Headcounts

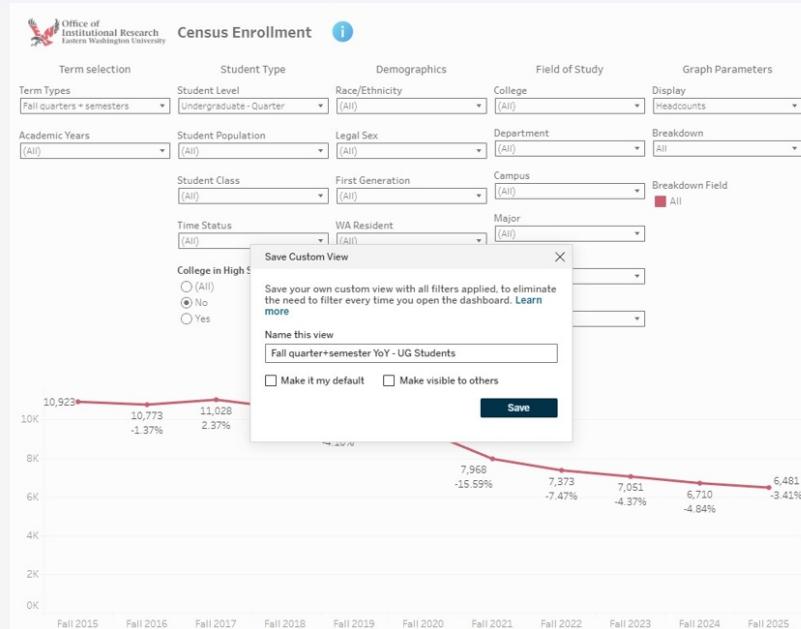
College: All; Department: All; College in the High School: No

Year	Headcount	Change
10K	10,923	
	10,773	-1.37%
	11,028	2.37%
	10,590	-3.97%
	10,156	-4.10%
	9,440	-7.05%
	7,968	-15.59%
	7,373	-7.47%
	7,051	-4.37%
	6,710	-4.84%
	6,481	-3.41%

6 Click "Save Custom View"

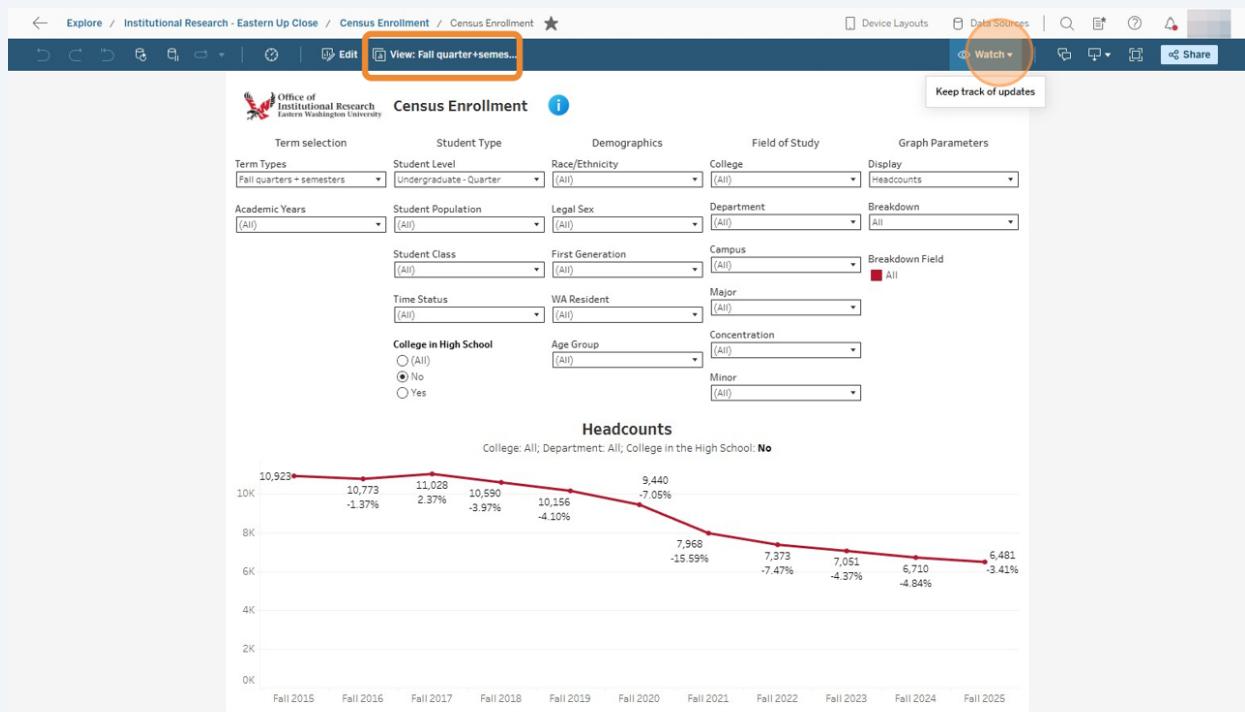


7 Name the custom view as "Fall quarter+semester YoY - UG Students"



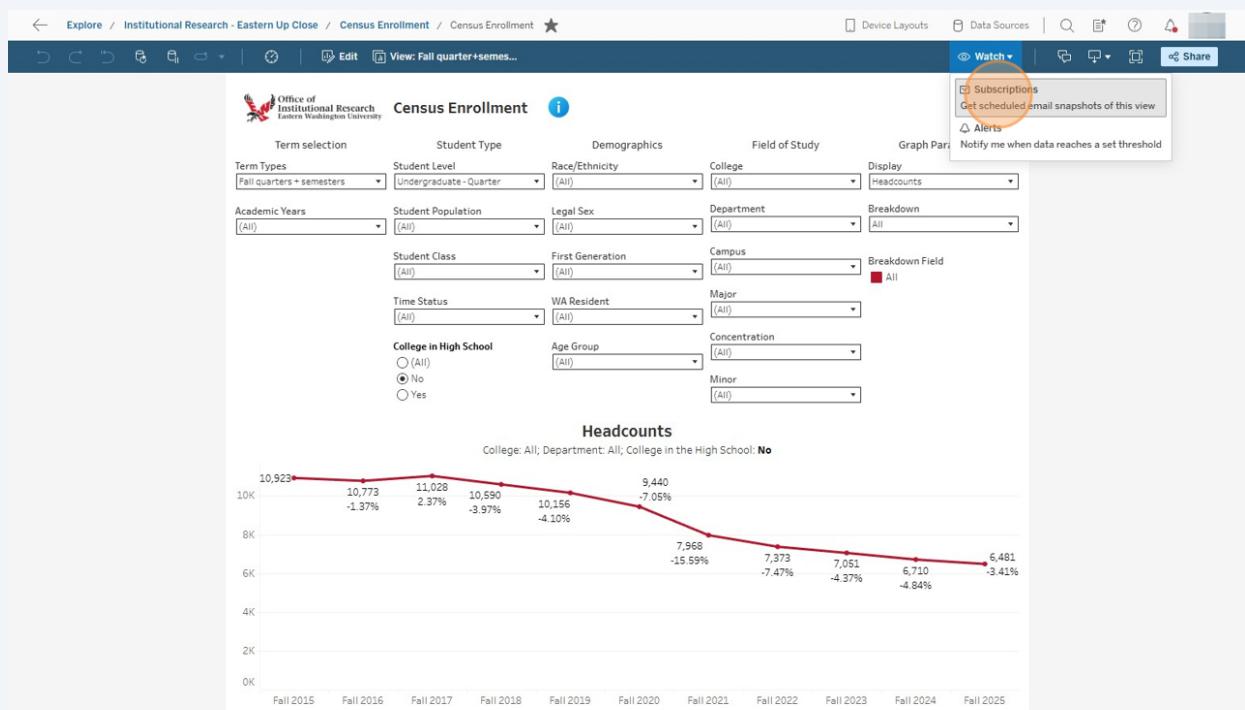
8

Click on Watch to subscribe to just created view.



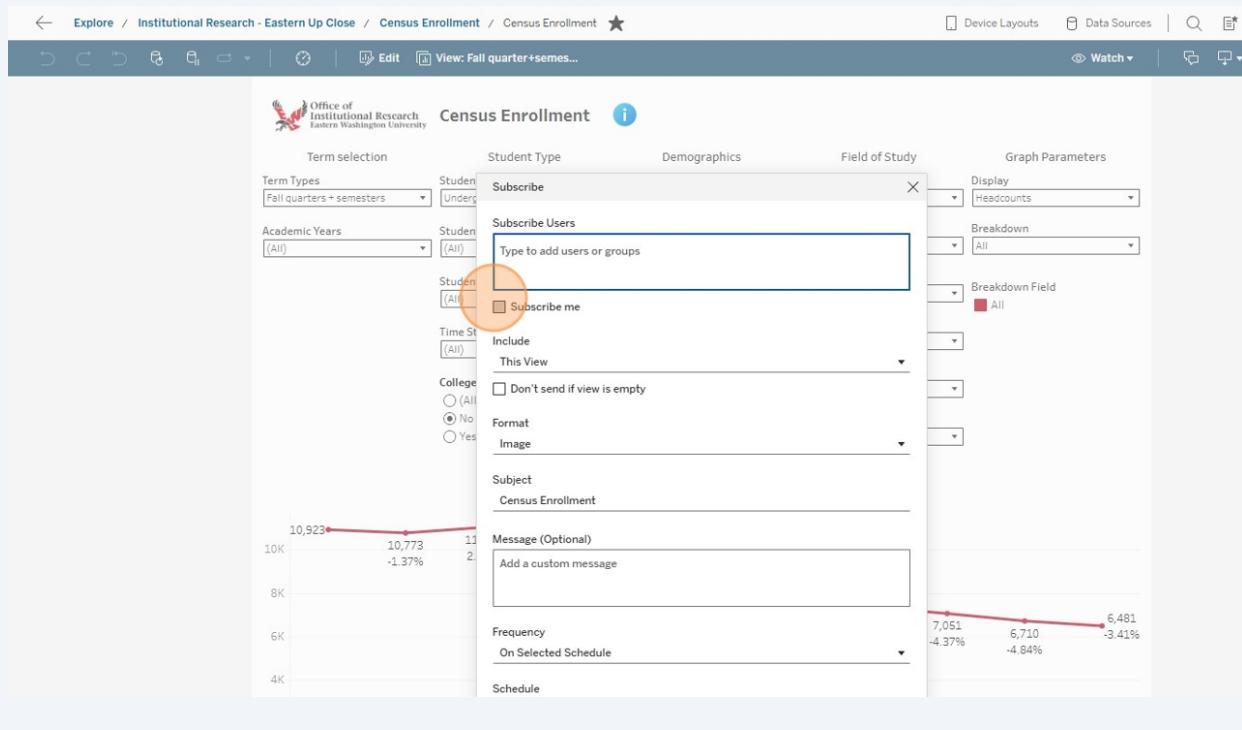
9

Click on Subscription ("Get scheduled email snapshots of this view")



10

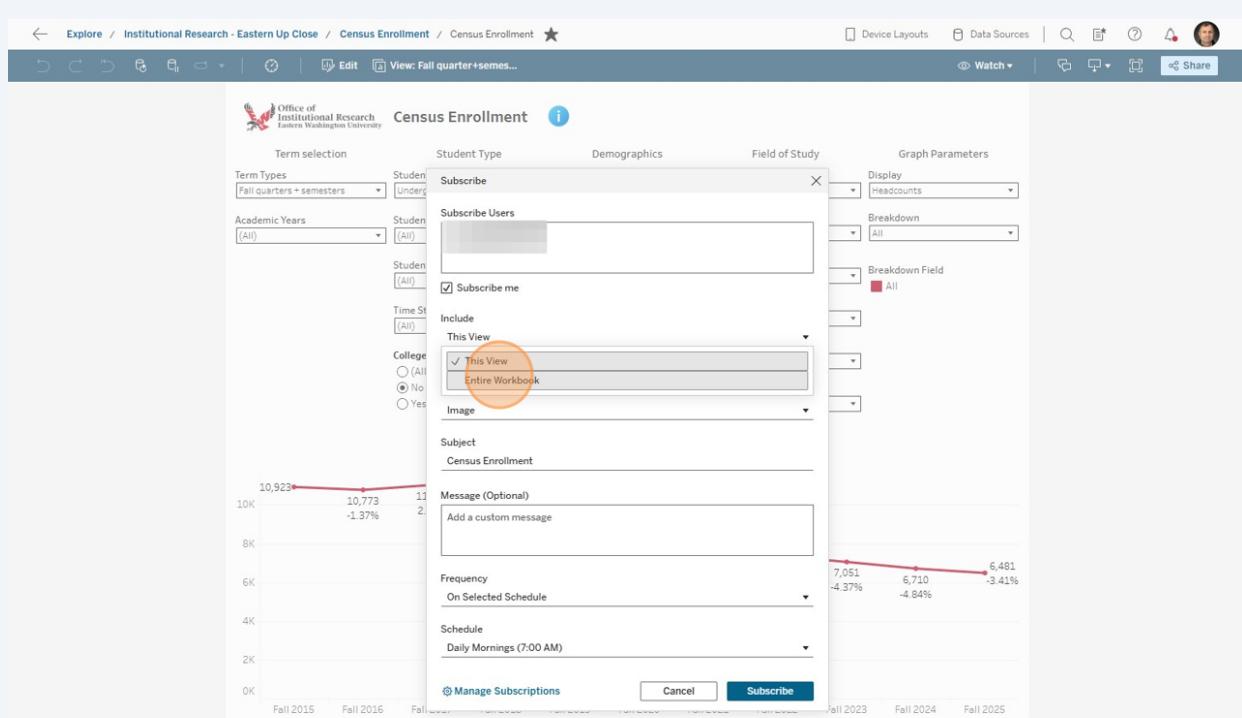
Click "Subscribe me" if you have this option otherwise it will select your user account automatically.



The screenshot shows the 'Census Enrollment' page with a 'Subscribe' dialog box overlaid. The dialog box has a 'Subscribe Users' input field containing '(All)' and a 'Subscribe me' checkbox. The 'Subscribe me' checkbox is highlighted with a red circle. The background shows two line charts with data points for Fall 2015, Fall 2016, Fall 2023, Fall 2024, and Fall 2025.

11

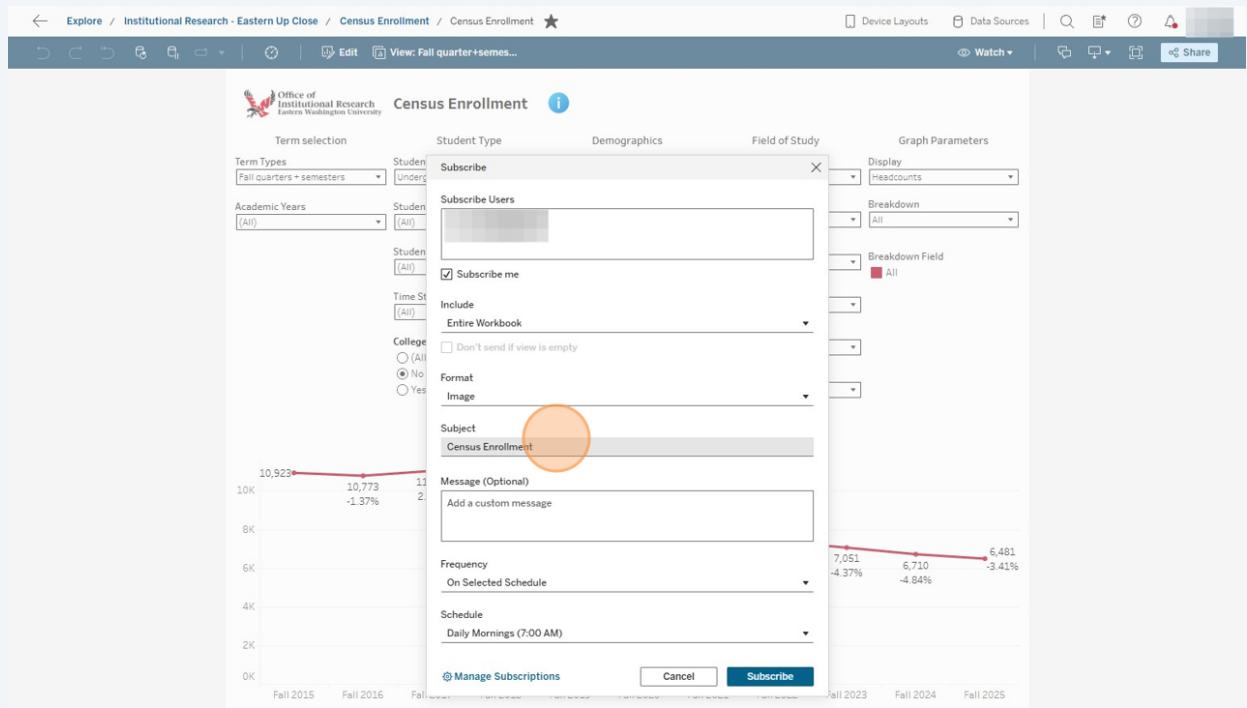
Click "Entire Workbook"



The screenshot shows the 'Census Enrollment' page with a 'Subscribe' dialog box overlaid. The dialog box has a 'Subscribe Users' input field containing '(All)' and a 'Subscribe me' checkbox. Below it, a 'Include' section has a 'This View' checkbox (which is checked and highlighted with a red circle) and an 'Entire Workbook' checkbox. The background shows two line charts with data points for Fall 2015, Fall 2016, Fall 2023, Fall 2024, and Fall 2025.

12

Click the "Subject" field and update it like this: Tableau Subscription - YoY Enrollment for UG students (Fall quarter and semester).



The screenshot shows a Tableau subscription dialog box. The 'Subject' field is highlighted with an orange circle. The dialog includes fields for 'Subscribe Users', 'Subject' (set to 'Census Enrollment'), 'Message (Optional)', 'Frequency', and 'Schedule'. The background shows a line chart of enrollment data.

Subscribe

Subscribe Users

Subscribe me

Include: Entire Workbook

Don't send if view is empty

Format: Image

Subject: **Census Enrollment**

Message (Optional): Add a custom message

Frequency: On Selected Schedule

Schedule: Daily Mornings (7:00 AM)

[Manage Subscriptions](#) [Cancel](#) [Subscribe](#)

Census Enrollment

Term selection

Term Types: Fall quarters + semesters

Academic Years: All

Student Type: Undergraduates

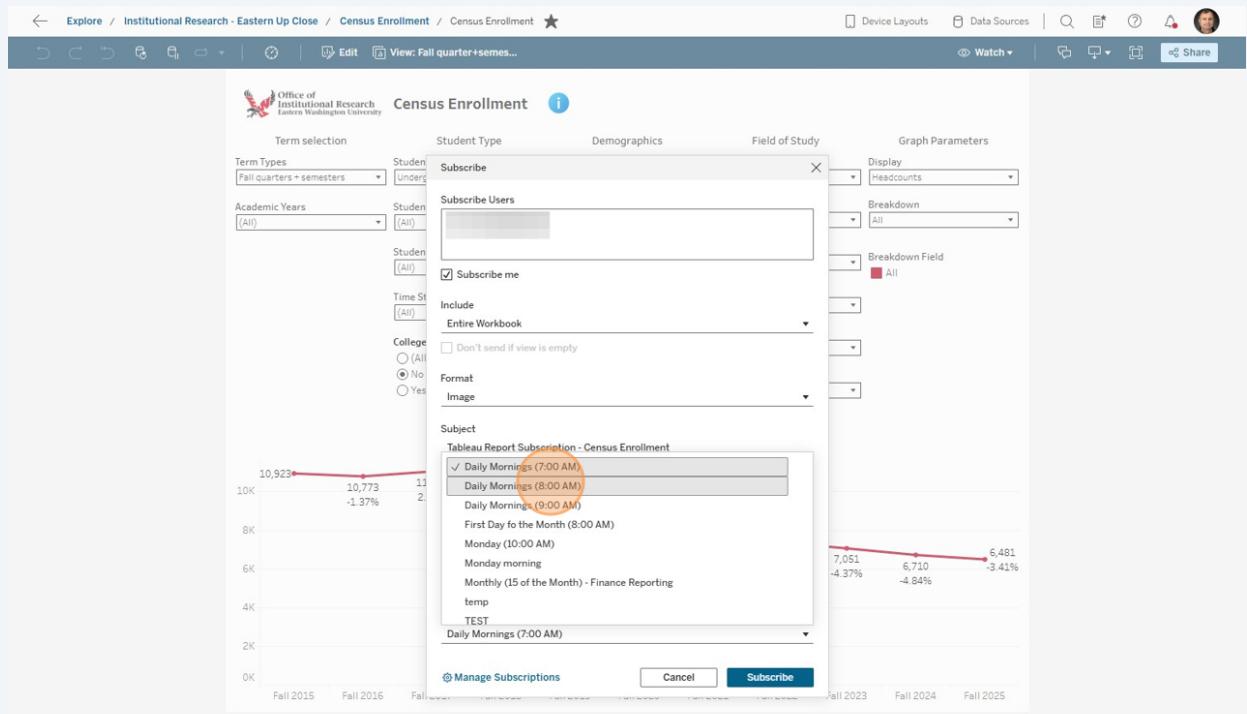
Field of Study: All

Graph Parameters: Display: Headcounts, Breakdown: All, Breakdown Field: All

Line chart data:

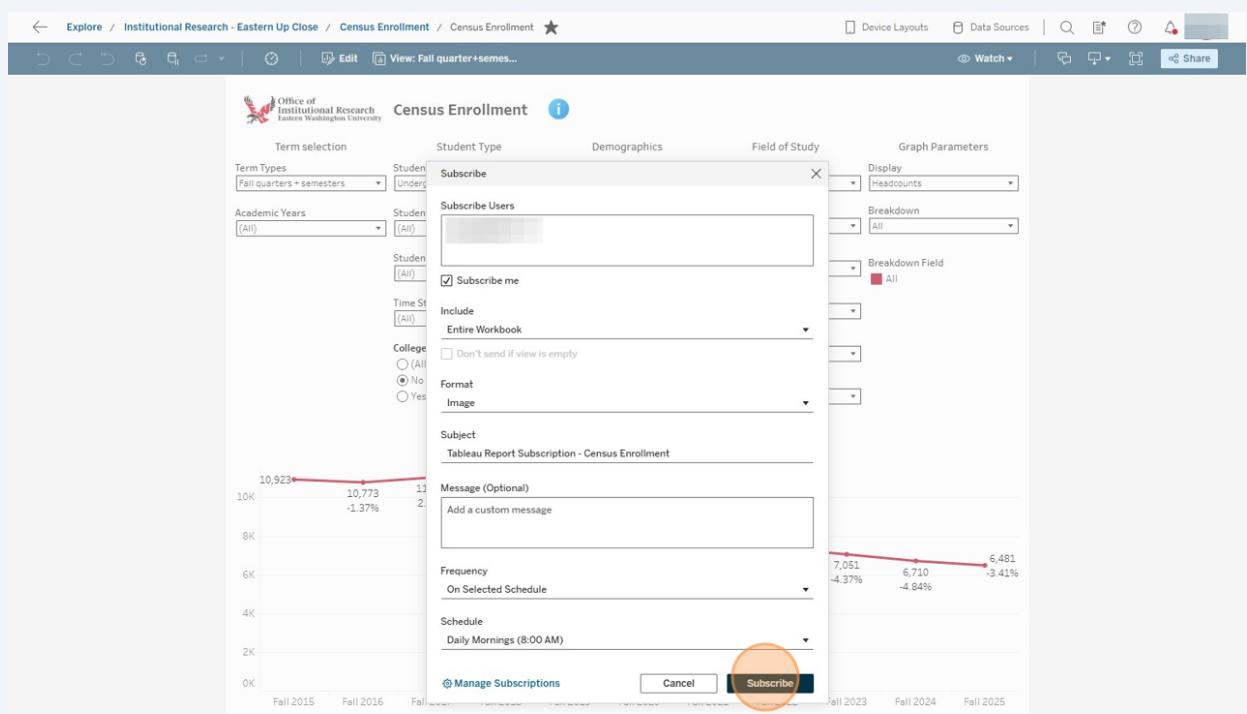
Year	Enrollment	Change
Fall 2015	10,923	
Fall 2016	10,773	-1.37%
Fall 2023	7,051	-4.37%
Fall 2024	6,710	-4.84%
Fall 2025	6,481	-3.41%

13 Click on Schedule (e.g. "Daily Mornings (8:00 AM)")



The screenshot shows the Tableau interface with the 'Census Enrollment' dashboard. A 'Subscribe' dialog box is open. In the 'Subject' section, the 'Tableau Report Subscription - Census Enrollment' list includes 'Daily Mornings (7:00 AM)', 'Daily Mornings (8:00 AM)' (which is highlighted with a red circle), and 'Daily Mornings (9:00 AM)'. Below the list are buttons for 'Manage Subscriptions', 'Cancel', and 'Subscribe'.

14 Click "Subscribe"



The screenshot shows the Tableau interface with the 'Census Enrollment' dashboard. A 'Subscribe' dialog box is open. The 'Message (Optional)' field contains 'Add a custom message'. The 'Frequency' field is set to 'On Selected Schedule'. The 'Schedule' field is set to 'Daily Mornings (8:00 AM)'. Below the schedule is a dropdown menu with 'TEST' selected. The 'Subscribe' button is highlighted with an orange circle. The dialog box includes buttons for 'Manage Subscriptions', 'Cancel', and 'Subscribe'.