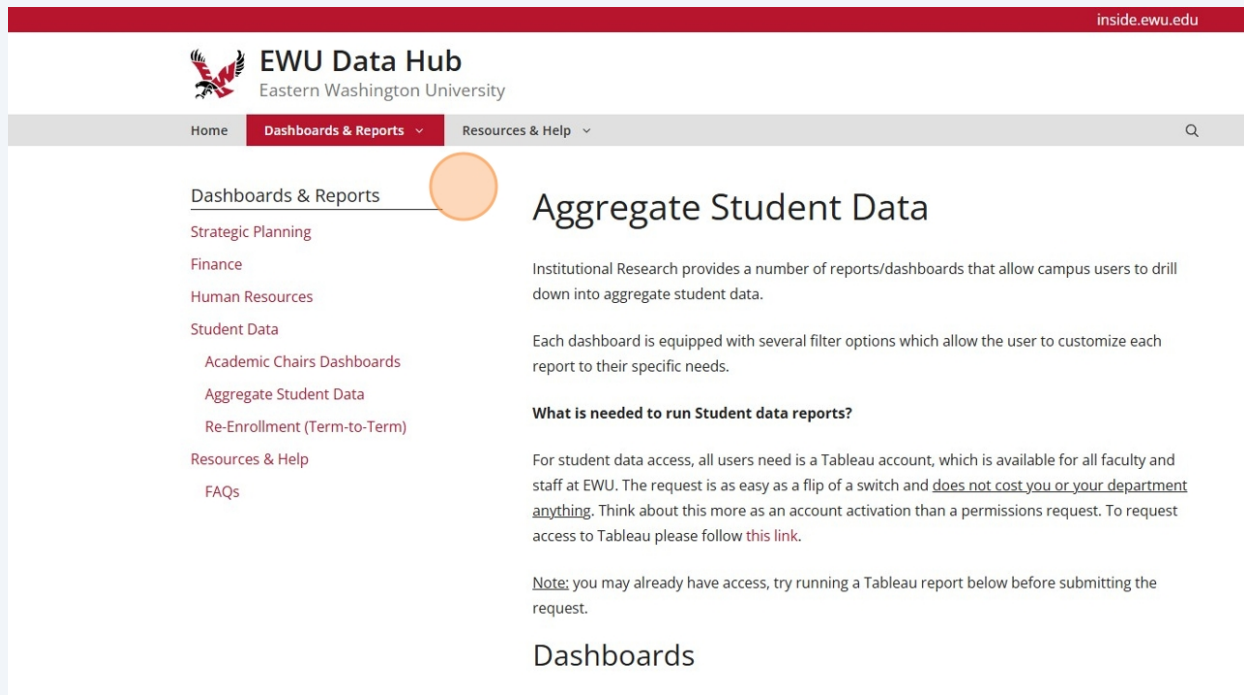


Save and Subscribe to Tableau Census Enrollment Report

1

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



The screenshot shows the EWU Data Hub website. The header includes the EWU logo and the text 'EWU Data Hub Eastern Washington University'. The navigation bar has 'Home', 'Dashboards & Reports', and 'Resources & Help'. The main content area is titled 'Aggregate Student Data' and contains the following text:

Institutional Research provides a number of reports/dashboards that allow campus users to drill down into aggregate student data.

Each dashboard is equipped with several filter options which allow the user to customize each report to their specific needs.

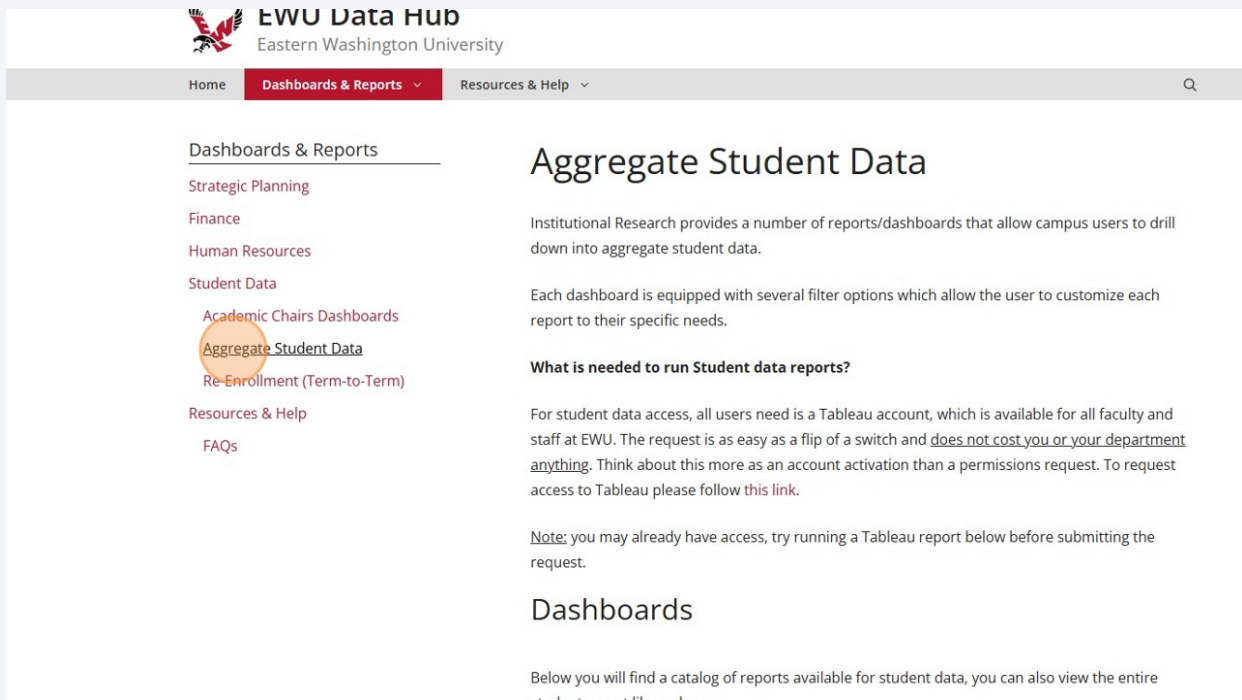
What is needed to run Student data reports?

For student data access, all users need is a Tableau account, which is available for all faculty and staff at EWU. The request is as easy as a flip of a switch and does not cost you or your department anything. Think about this more as an account activation than a permissions request. To request access to Tableau please follow [this link](#).

Note: you may already have access, try running a Tableau report below before submitting the request.

Dashboards

2 Click "Aggregate Student Data"



EWU Data Hub
Eastern Washington University

Home **Dashboards & Reports** Resources & Help

Dashboards & Reports

- Strategic Planning
- Finance
- Human Resources
- Student Data
 - Academic Chairs Dashboards
 - Aggregate Student Data**
 - Re-Enrollment (Term-to-Term)
- Resources & Help
 - FAQs

Aggregate Student Data

Institutional Research provides a number of reports/dashboards that allow campus users to drill down into aggregate student data.

Each dashboard is equipped with several filter options which allow the user to customize each report to their specific needs.

What is needed to run Student data reports?

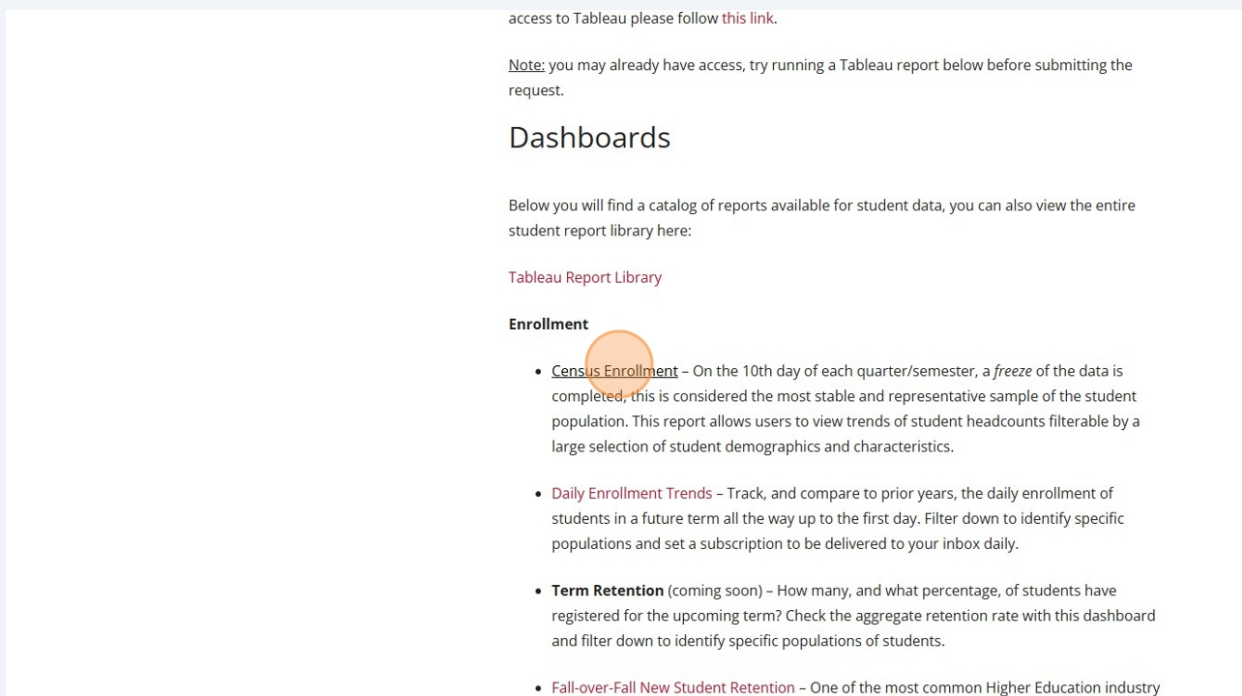
For student data access, all users need is a Tableau account, which is available for all faculty and staff at EWU. The request is as easy as a flip of a switch and does not cost you or your department anything. Think about this more as an account activation than a permissions request. To request access to Tableau please follow [this link](#).

Note: you may already have access, try running a Tableau report below before submitting the request.

Dashboards

Below you will find a catalog of reports available for student data, you can also view the entire student report library here:

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



access to Tableau please follow [this link](#).

Note: you may already have access, try running a Tableau report below before submitting the request.

Dashboards

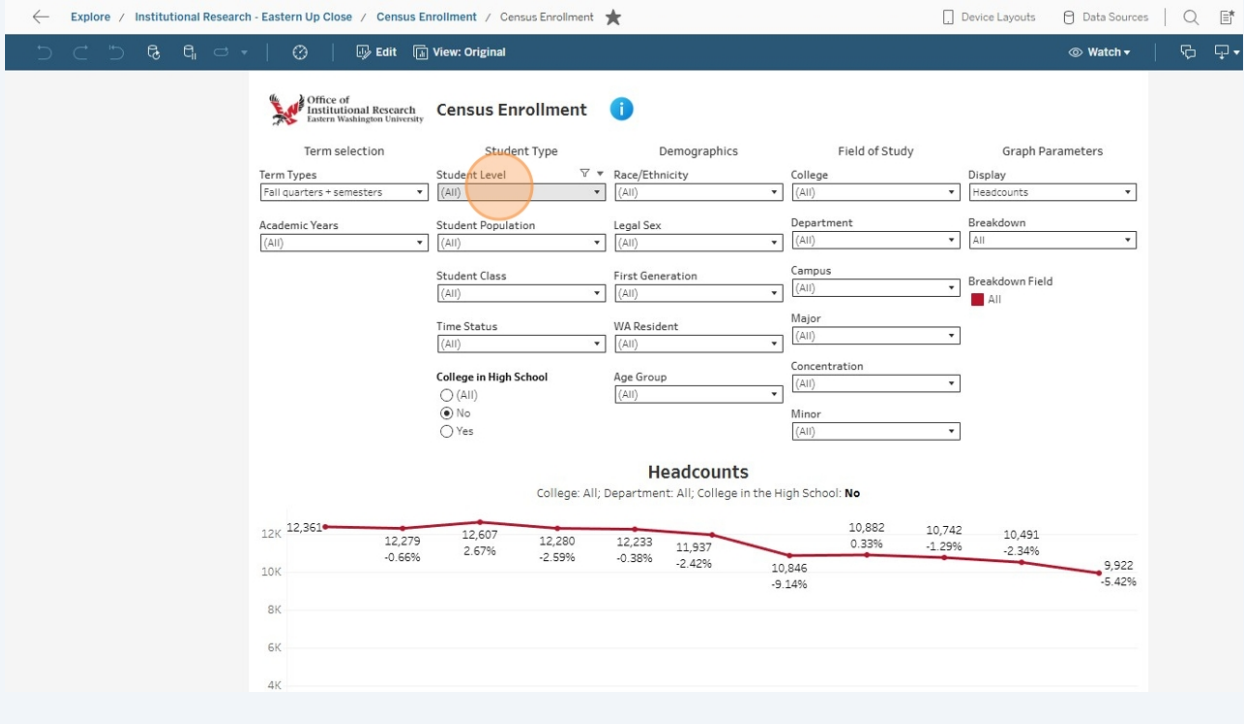
Below you will find a catalog of reports available for student data, you can also view the entire student report library here:

Tableau Report Library

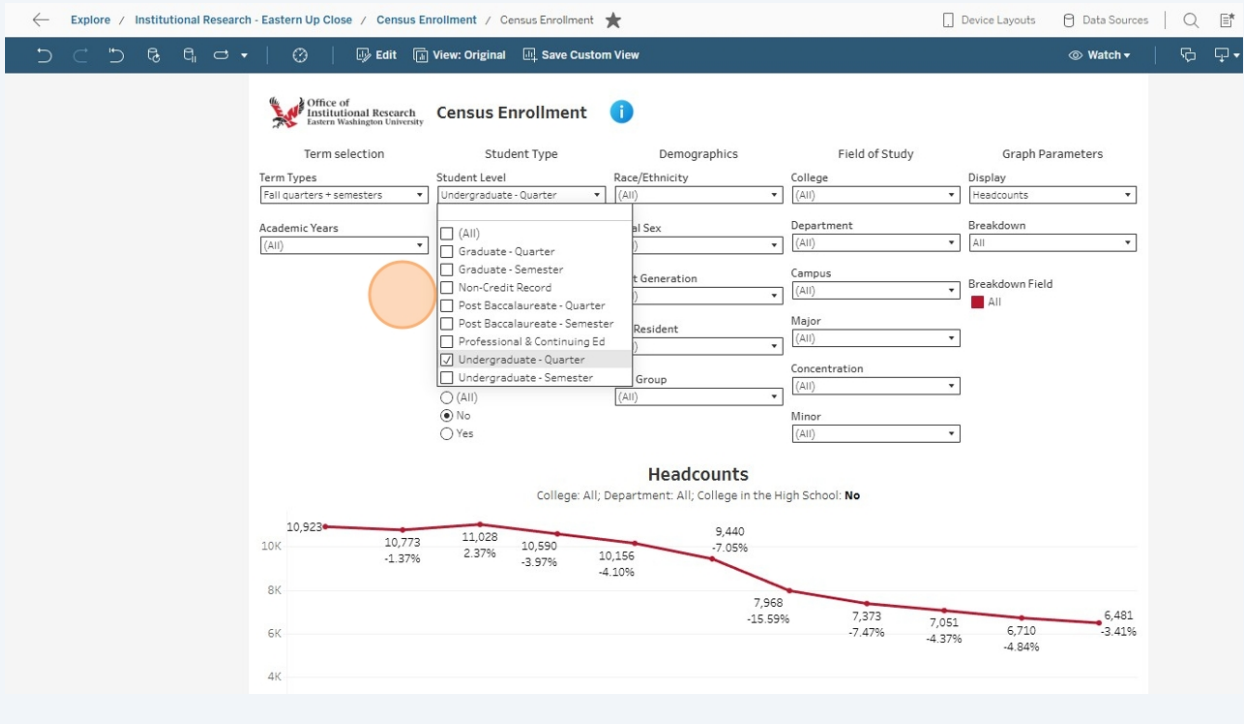
Enrollment

- Census Enrollment** - On the 10th day of each quarter/semester, a *freeze* of the data is completed, this is considered the most stable and representative sample of the student population. This report allows users to view trends of student headcounts filterable by a large selection of student demographics and characteristics.
- Daily Enrollment Trends** - Track, and compare to prior years, the daily enrollment of students in a future term all the way up to the first day. Filter down to identify specific populations and set a subscription to be delivered to your inbox daily.
- Term Retention** (coming soon) - How many, and what percentage, of students have registered for the upcoming term? Check the aggregate retention rate with this dashboard and filter down to identify specific populations of students.
- Fall-over-Fall New Student Retention** - One of the most common Higher Education industry

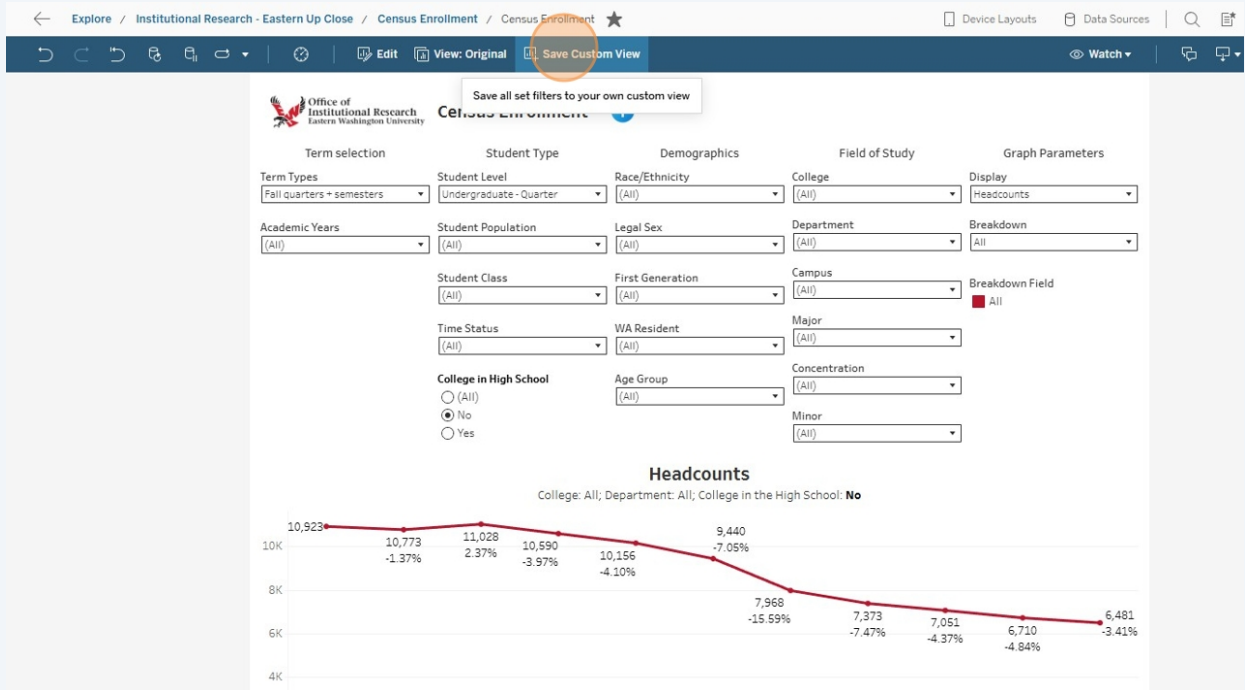
4 Click here make changes to the filter.



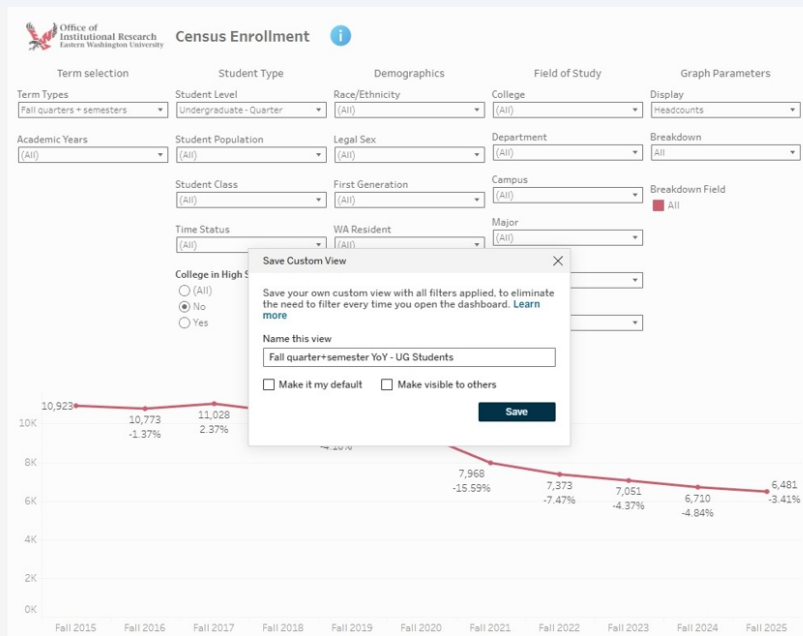
5 Click box to filter data.



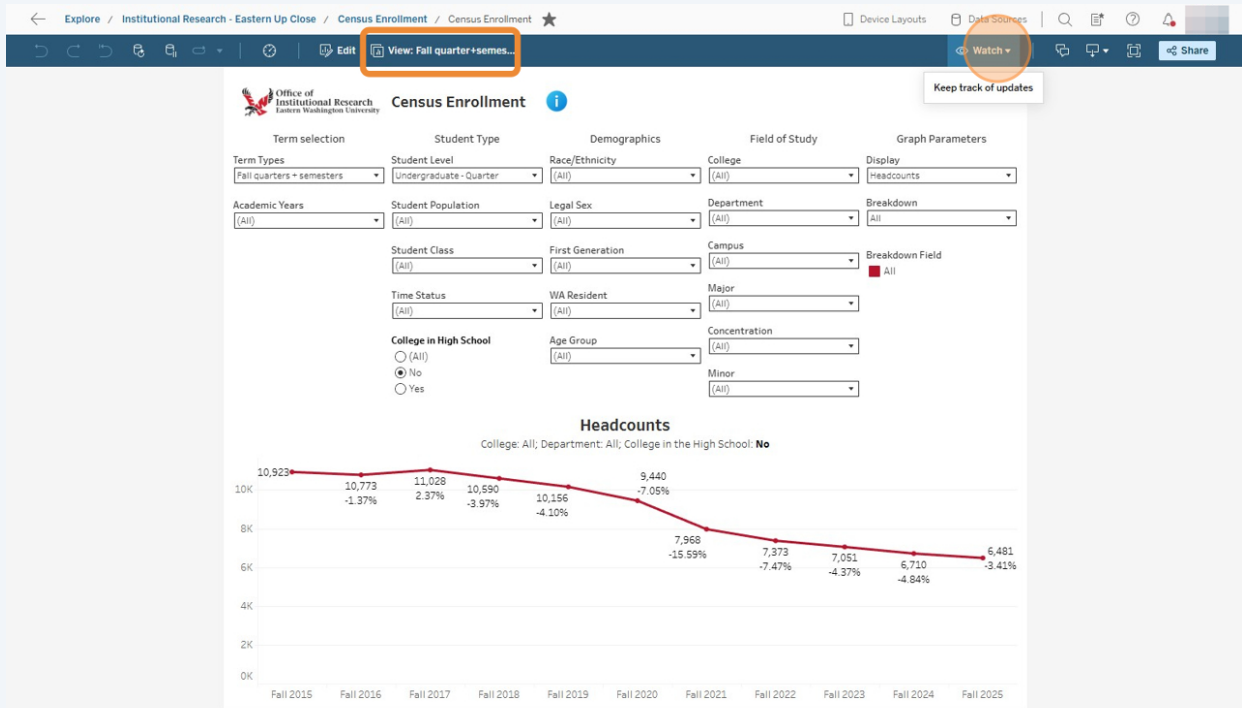
6 Click "Save Custom View"



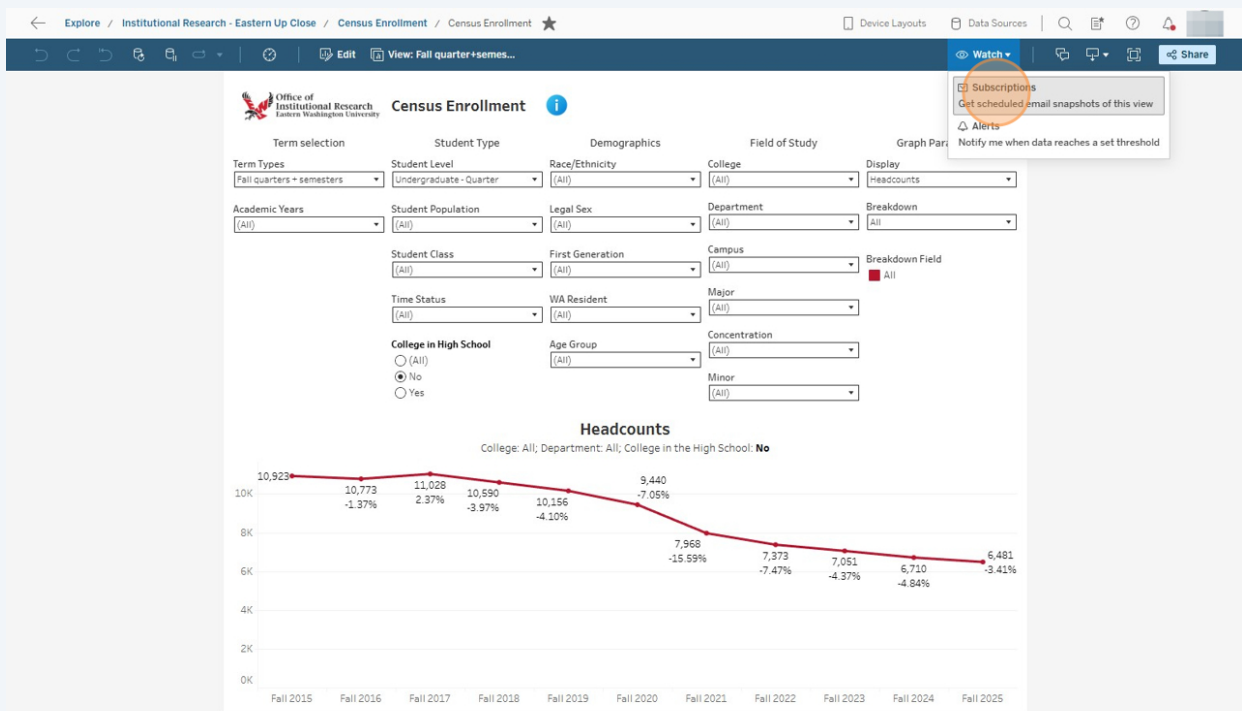
7 Name the custom view as "Fall quarter+semester YoY - UG Students"



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' dashboard with a 'Subscribe' dialog box open. The dialog box has a 'Subscribe Users' section with a text input field and a 'Subscribe me' checkbox. The 'Subscribe me' checkbox is highlighted with an orange circle. The background dashboard shows a line graph with data points for Fall 2015 (10,923), Fall 2016 (10,773, -1.37%), and Fall 2017 (11,200, 2.1%). Another line graph shows data for Fall 2023 (7,051, -4.37%), Fall 2024 (6,710, -4.84%), and Fall 2025 (6,481, -3.41%).

11

Click "Entire Workbook"

The screenshot shows the 'Census Enrollment' dashboard with a 'Subscribe' dialog box open. The dialog box has a 'Subscribe Users' section with a text input field and a 'Subscribe me' checkbox. The 'Subscribe me' checkbox is checked. Under the 'Include' section, the 'This View' dropdown is open, and 'Entire Workbook' is highlighted with an orange circle. The background dashboard shows the same line graphs as in the previous screenshot.

12

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

The screenshot shows the Tableau interface for a dashboard titled "Census Enrollment" from the Office of Institutional Research at Eastern Washington University. A "Subscribe" dialog box is open, allowing users to configure subscription settings. The dialog box includes sections for "Subscribe Users", "Include" (set to "Entire Workbook"), "Format" (set to "Image"), "Subject" (set to "Census Enrollment", highlighted with an orange circle), "Message (Optional)", "Frequency" (set to "On Selected Schedule"), and "Schedule" (set to "Daily Mornings (7:00 AM)"). The background shows a line chart with data points for Fall 2015, Fall 2016, and Fall 2023, 2024, and 2025. The chart shows enrollment values of 10,923, 10,773, and 6,481, with percentage changes of -1.37%, -4.37%, and -3.41% respectively.

Term	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 for 'Census Enrollment'. A 'Subscribe' dialog box is open, displaying a list of subjects. The subject 'Daily Mornings (8:00 AM)' is highlighted with a red circle. The dialog box includes fields for 'Term Types', 'Academic Years', 'Student Type', 'Include', 'Format', and 'Subject'. The 'Subject' field is set to 'Tableau Report Subscription - Census Enrollment'. The 'Schedule' field is set to 'Daily Mornings (8:00 AM)'. The 'Subscribe' button is highlighted with a red circle.

Term	Enrollment	% Change
Fall 2015	10,923	
Fall 2016	10,773	-1.37%
Fall 2017	11,111	2.1%
Fall 2018	10,710	-3.41%
Fall 2019	7,051	-4.37%
Fall 2020	6,710	-4.84%
Fall 2021	5,481	

14 Click "Subscribe"

The screenshot shows the Tableau interface for 'Census Enrollment'. The 'Subscribe' dialog box is open, and the 'Subscribe' button is highlighted with a red circle. The dialog box includes fields for 'Term Types', 'Academic Years', 'Student Type', 'Include', 'Format', 'Subject', 'Message (Optional)', 'Frequency', and 'Schedule'. The 'Subject' field is set to 'Tableau Report Subscription - Census Enrollment'. The 'Schedule' field is set to 'Daily Mornings (8:00 AM)'. The 'Subscribe' button is highlighted with a red circle.

Term	Enrollment	% Change
Fall 2015	10,923	
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Fall 2018	10,710	-3.41%
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Fall 2020	6,710	-4.84%
Fall 2021	5,481	