Using Tableau for register completion reports

This document offers guidance for Heads of School using Tableau for their reports on register completion compliance for FLTQC.

Finding the reports

The new Register Completion reports, replacing the Excel reports, are available online to LTS staff via Tableau Server: https://reports.uea.ac.uk/#/workbooks/1249/views

All UEA members of staff have access to Tableau Server, but only LTS staff (and nominated school staff on request) have access to these reports. To login you use your ueausername@uea.ac.uk and your normal password.

The number of reports you will see is dependent on your access, and the attendance reports can be found by searching for the "attendance" tag as below (or by clicking the direct link above).

Adding reports or views to favourites

You can hover over any thumbnail and click the star to add it to your favourites. This can be done either at the top level when viewing the whole report or on an individual view within that report. Reports will then appear in your favourites list to save time.

Saving reports to retain filters

Reports can be saved to avoid having to reconfigure all the filters for future use. Once the filters have been set, click on 'View Original' (highlighted below) and name the report. Selecting 'Make Public' allows colleagues to access it as a more secure method of sharing data. Please note, only people with access to Tableau can view this.
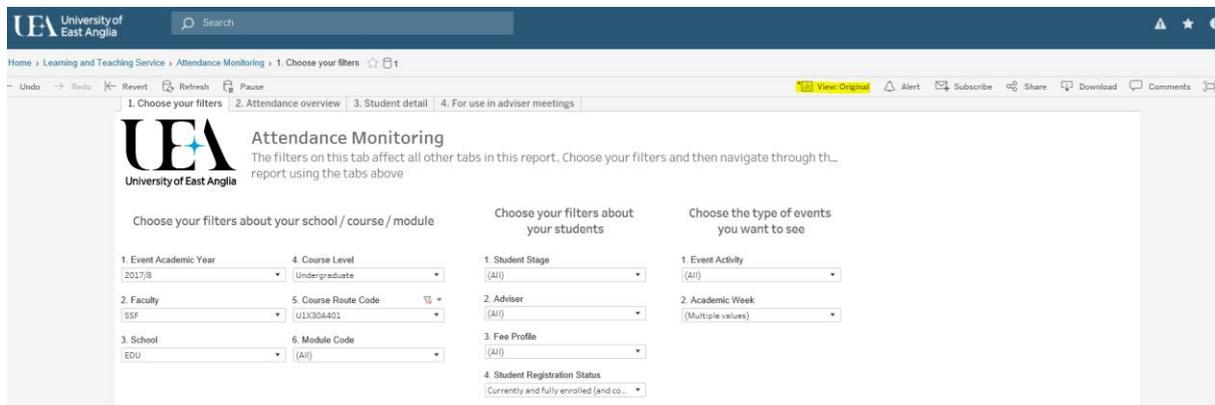
If required, there is the option of downloading the data to Excel, located in the top right corner of the screen. Although the data available is limited.

For any of the register completion reports, whether by lecturer or by module, please select the correct date range when setting your filters.
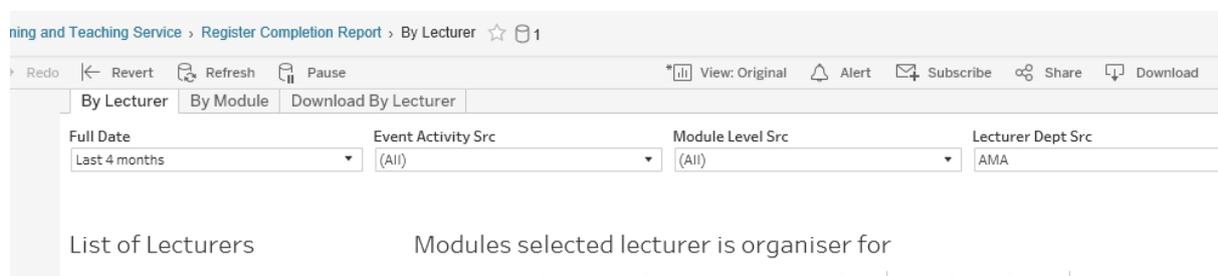
Some schools may have a concession approved to avoid taking registers in lecturers where the cohort is too large to make this practical. Lectures can be removed from the report in the Event Activity filter.

The Download by Lecturer report provides a comprehensive summary for the period being reported.