

Tutorial 1-Login to the Analytics Portal

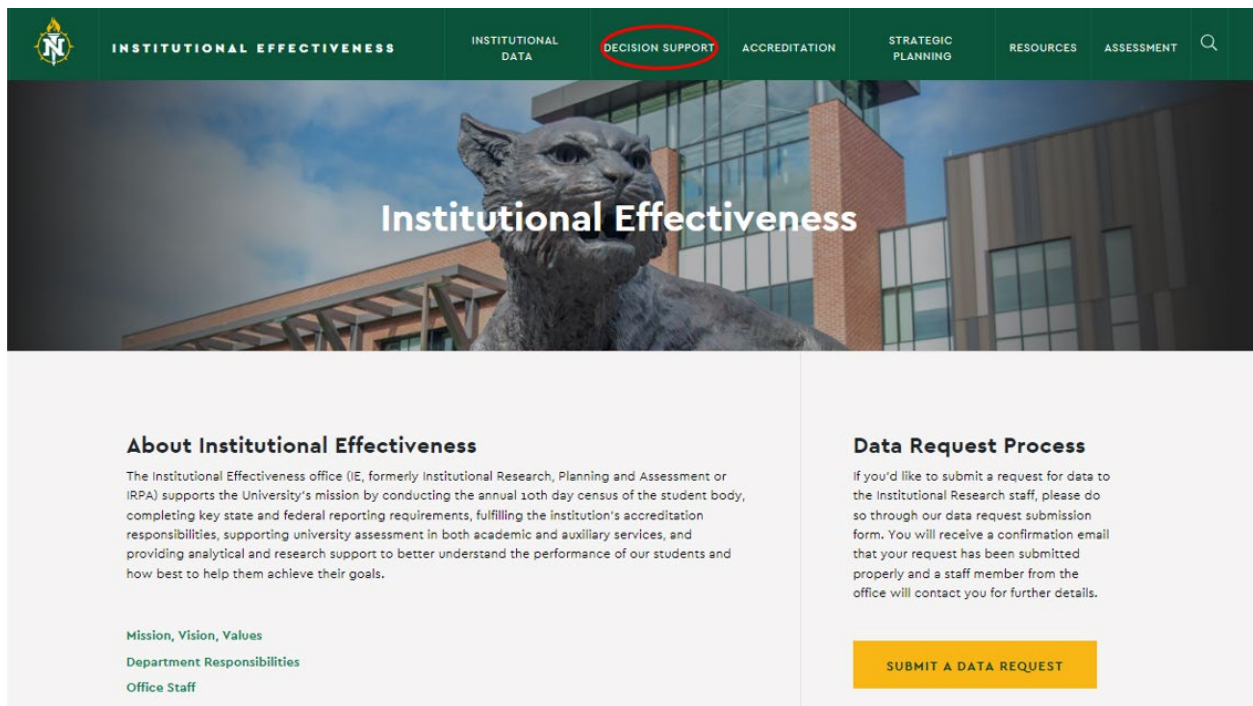
This tutorial shows how to login to the Analytics Portal.

Step 1:

Go to the IE webpage: <https://nmu.edu/institutionaleffectiveness/>

Step 2:

Click the Decision Support tab on the top of the screen.



Step 3:

Click the Analytics tag.

The screenshot shows the top navigation bar of the Institutional Effectiveness website. The menu items are: INSTITUTIONAL EFFECTIVENESS, INSTITUTIONAL DATA, DECISION SUPPORT, ACCREDITATION, STRATEGIC PLANNING, RESOURCES, and ASSESSMENT. Below the navigation bar, there are three main sections: Analytics (circled in red), Student Engagement, and Other Projects. Under Analytics, there are links for Post-Graduation Outcomes, Faculty Teaching Load Report, and Student Achievement Measure. The main content area below features two columns: 'About Institutional Effectiveness' and 'Data Request Process'. The 'About' section includes a description of the office's mission and links for Mission, Vision, Values, Department Responsibilities, and Office Staff. The 'Data Request Process' section explains how to submit a request and includes a yellow button labeled 'SUBMIT A DATA REQUEST'.

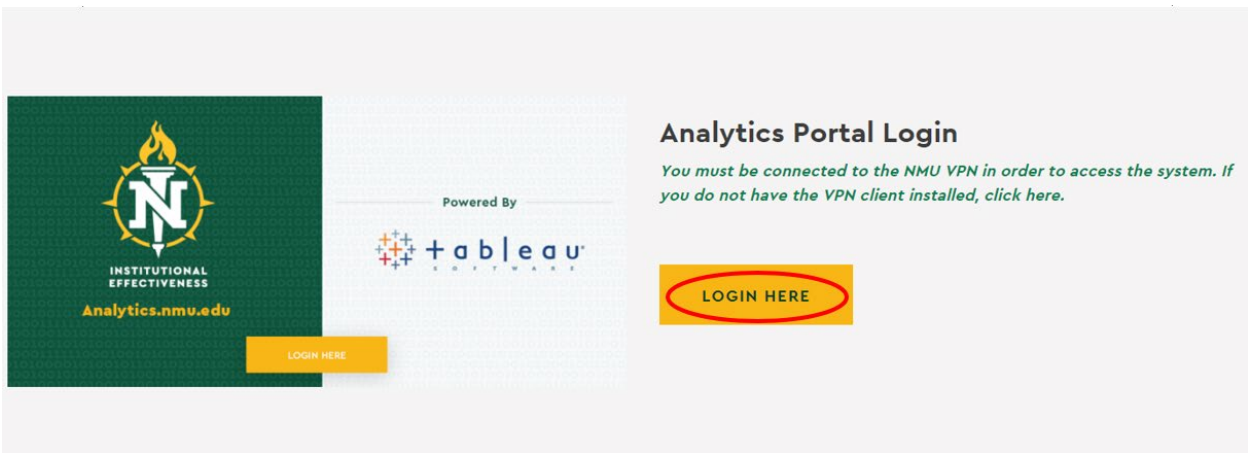
Step 4:

If you do not have the VPN client installed, click the installation link, and finish the installation.

The screenshot shows the Analytics Portal Login page. On the left, there is a green box with the Institutional Effectiveness logo and the URL 'Analytics.nmu.edu'. Below it is a yellow button labeled 'LOGIN HERE'. In the center, there is a 'Powered By' section for 'tableau SOFTWARE'. On the right, there is a red-bordered box containing the text: 'You must be connected to the NMU VPN in order to access the system. If you do not have the VPN client installed, click here.' Below this box is another yellow button labeled 'LOGIN HERE'.

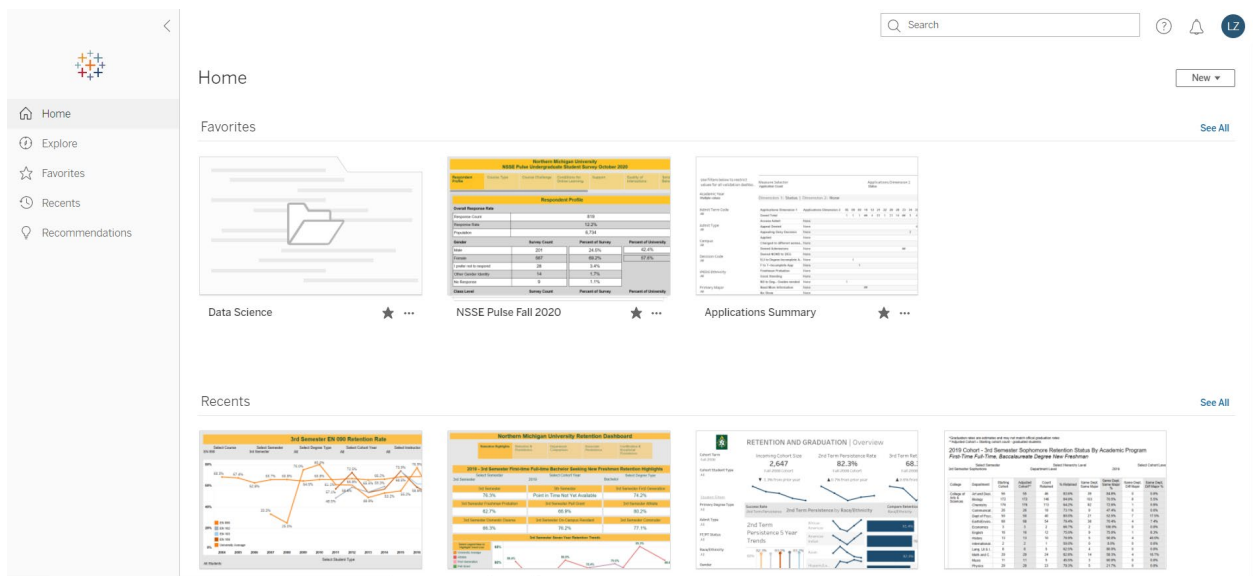
Step 5:

If you have the VPN client installed, just click the Login Here button and use your NMU credentials to login to the Analytics Portal.



Step 6:

This is the page you will see if you login to the Analytics Portal successfully (the dashboards you see on this page might be different due to your settings).



Tutorial 2 will show a general orientation of the Analytics Portal.