

Tableau Secure Data Portal: Getting Started

Introduction

The Tableau Secure Data Portal (TSDP) is a data analytic and visualization tool available to school and district users to review and analyze student, educator, or finance data.

To access TSDP, users must have an OSPI Education Data System (EDS) account. If you do not have an EDS account, go to <https://eds.ospi.k12.wa.us/> and select the create an account tab.

Requesting a Tableau User Role

After accessing an existing EDS account or creating a new account, access for the TSDP must be requested from the District Data Security Manager (DDSM). *Each district manages their own security and may have their own unique requirements/process for getting access.* A complete list of DDSMs can be found at <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

When requesting access from a DDSM it is important to specify which user role you are requesting; in this case, data tools for all interactor.

User Role	Description
DataToolsForAll Interactor	Data Tools shared among all users

Note: Tableau user roles do not provide immediate access once assigned. Users will typically get access the next day.

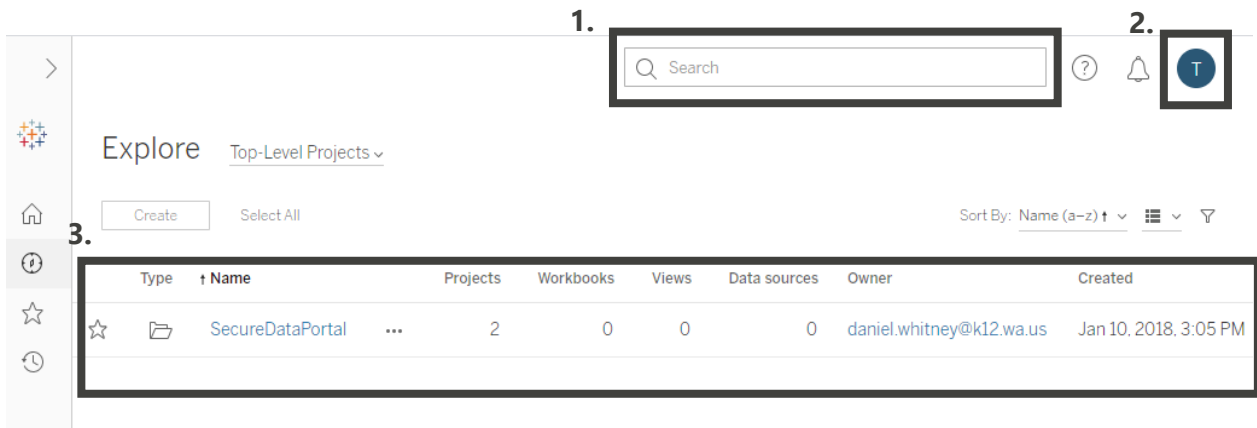
Navigating to the Tableau Secure Data Portal

Upon signing into EDS, users can navigate to the Tableau server by going to "My Applications." Under My Applications, select "Tableau Server."

The screenshot shows the Tableau Secure Data Portal interface. At the top, there are navigation tabs: Home, My Applications (selected), and Profile. On the left, there is a sidebar menu with the following items: Application List, Application Roles, Education Directory, EDS Directory, and Security Manager List. The main content area is titled 'My Applications' and contains a sub-section 'My Application List'. Below this, there is a message: 'You have access to the applications listed below. Click on the application you want to access. If you need access to more applications, please contact your District Security Manager.' A table lists the applications: E-Certification, Education Data System, Education Data System Administration, NBPTS Scholarship, and Tableau Server. The 'Tableau Server' application is circled in red, and an arrow points from the text 'select "Tableau Server."' to this circle.



After selecting the Tableau Server users will be brought to the tableau server landing page.



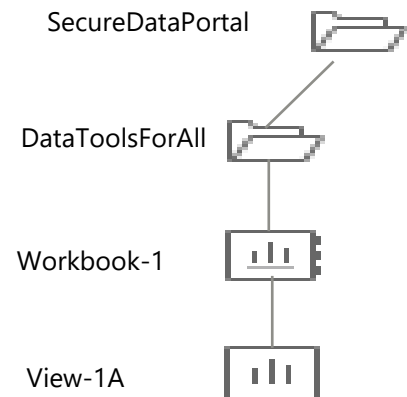
Some of the key features you'll find on this landing page are:

1. Search bar: This feature can be used to search data workbooks by name or key word.
2. Profile settings: Can be used to change your landing page or logout. Users will also find account settings under profile settings; it is **critical** that users do not change their Tableau passwords for any reason
3. Project list: This is a hierarchical folder structure that users can use to navigate through the various projects and data workbooks.

Finding Your Data in The Tableau Project Structure

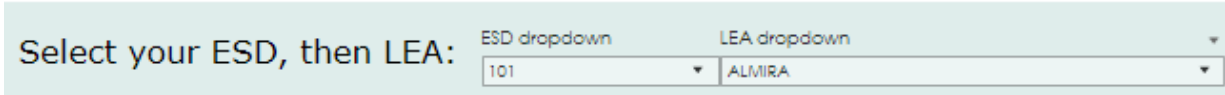
The Tableau server follows a hierarchical file system. The Secure Data Portal is a project with subprojects, workbooks, and views all nested within the Tableau Project structure.

Hierarchy	Description
Project	Highest level of the server hierarchical structure. The Secure Data Portal is a Project.
Subproject	Subprojects are nested within a project. DataToolsForAll is a subproject.
Workbook	Workbooks are the data tools themselves comprised of one or more views.
View	Views are where users can view and interact with the data visualizations.



Navigating the Dashboard

Once the dashboard is displayed, select the ESD, then LEA from the dropdown options on the top right side of the dashboard.

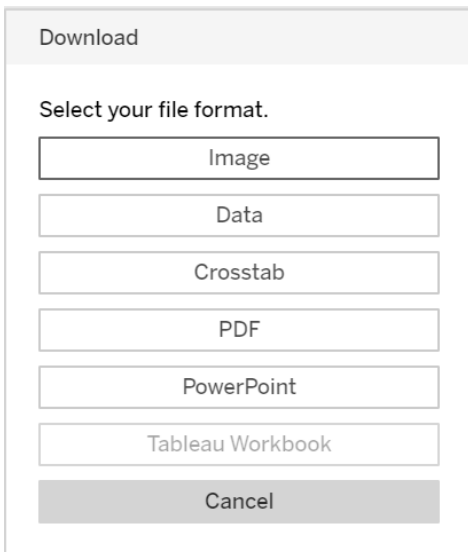


Select your ESD, then LEA: ESD dropdown LEA dropdown

101 ALMIRA

Downloading Data

Data and/or visualizations can be downloaded from the dashboard in multiple formats, including Excel (Data), PowerPoint or PDF.



Download

Select your file format.

Image

Data

Crosstab

PDF

PowerPoint

Tableau Workbook

Cancel

Support: For general questions about accessing the Tableau Server please contact customersupport@k12.wa.us

For specific questions about this data workbook, please contact Coleen Putaansuu at coleen.putaansuu@k12.wa.us.

