# How to use the FAFSA Finish Line Data Dashboard



## What is the FAFSA Finish Line Data Dashboard?

The Florida College Access Network (Florida CAN) has created the Florida FAFSA Finish Line data dashboard to help schools, researchers and other education stakeholders to monitor the number of 12th graders at more than 600 public schools who have completed the Free Application for Federal Student Aid (FAFSA) during the 2014-15 and 2015-16 school years.

#### About the data

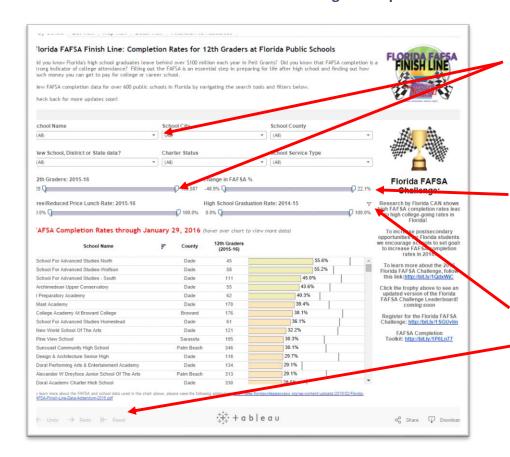
School-level FAFSA completion rates were calculated using data from two sources, the <u>U.S. Department of Education Central Processing System</u> and the <u>Florida Department of Education's Bureau of Accountability and Information Services</u>.

For more details on the data used in the FAFSA Finish Line dashboard, visit this data addendum.

# Using the FAFSA Finish Line data dashboard

Florida CAN uses data visualization software called Tableau to create an interactive, public storefront for FAFSA completion data in Florida. The dashboards allow users to easily connect to data using different search terms and filters that can be used to make meaningful comparisons and monitor progress over time. Here are a few useful tips to get you started!

## 1. Use filters to find schools and make meaningful comparisons

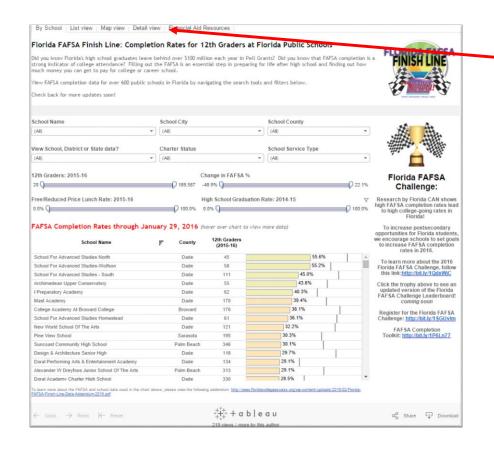


Use filters by selecting the drop down boxes or "sliders" to find specific schools or groups of schools.

You can manually move the sliders or click on the numbers and change them to change the selection of schools that appear in the chart below.

To reset the filters and view all the data, click the small "filter" icon located above each data filter or the "reset" button at the bottom left-hand corner of the dashboard.

# 2. Use different views of the dashboard to see the data how you want to see it



The FAFSA Finish Line has four different views for looking at FAFSA completion data in different ways.

Click on a tab in the upper right hand corner to look at the different views, each having a specific layout and purpose based on feedback of previous versions of the dashboard.

Below are descriptions of what you'll find using the different dashboard views.

#### Ways to view FAFSA Finish Line data dashboard:

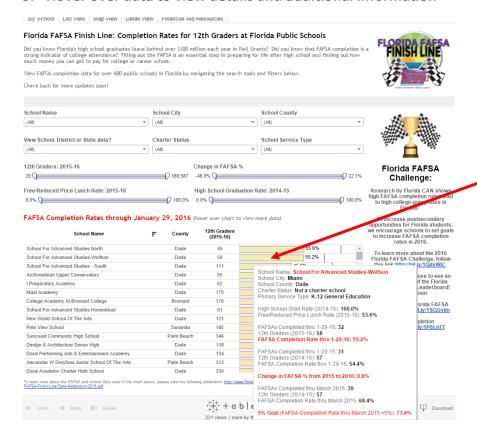
**By school:** Landing page for FAFSA Finish Line. Data displayed to compare school, district and state-level data, and features the most recent data available.

**List view:** Simplified layout makes for easy viewing on smaller screens or devices. Use scroll bar at bottom of chart to view previous data uploads.

**Map view:** Provides alternate map view of data of school-level FAFSA completion rates. This view is ideal for looking at local data for decision-making purposes.

**Detail view:** Shows changes in FAFSA completion rates over time and detailed view of school-level "directory" information.

#### 3. Hover over data to view details and additional information

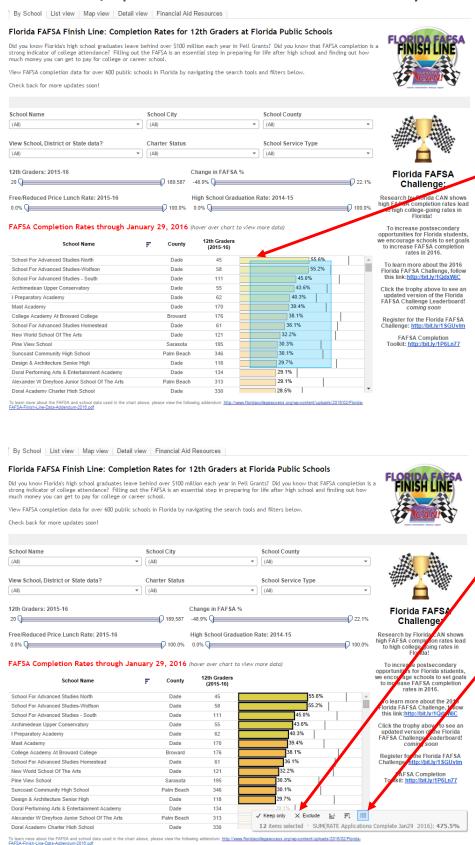


The FAFSA Finish Line allows users to view additional data on schools included in the dashboard.

To view additional data, use your curser to roll over or hover the data displayed on the chart as showed in the image.

These pop-ups are called "Tooltips" and show "directory" information and historical data for schools included in the dashboard.

# 4. Download/export the data from the dashboard to create your own reports and visualizations



The FAFSA Finish Line allows users to download or export data displayed on the dashboard.

To download data from the dashboard, select the desired fields in the chart (click and drag using curser).

A small pop-up box will appear indicating how many fields have been selected (next)...

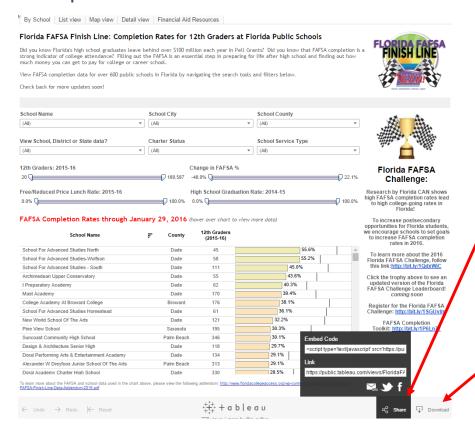
Once the data has been selected, a small dialogue box will appear.

Click the small "view data", icon to the right of the dialogue box.

A pop-up will appear in your browser with an option to "Download all rows as a text file."

Click this link to export the data to a CSV file, which is compatible with most spreadsheet applications (ex. Microsoft Excel).

# 5. Share or embed the FAFSA Finish Line dashboard to help others in Florida view local FAFSA completion data!



Click the "Share button" on the bottom right hand corner of the dashboard to locate a link to share the dashboard, embed it on a website (HTML), email it, or post to social media accounts (Facebook and Twitter).

You can also share a
"custom report" of the
FAFSA Finish Line data.
Just make your selections
using the filters, click
"Download" in the bottom
right hand corner then
select "PDF."

Tableau will then generate a downloadable PDF version of the data that appears on the dashboard to the users specifications.



