

## Accessing and Viewing Data from the Dual Credit ISD Dashboard

This process document is intended for select ISD staff for the purposes of viewing Dual Credit student data. By the end of this document, users should be able to (1) log into Evisions, (2) access and view the Dual Credit ISD Dashboard, and (3) export data from the dashboard.

### Brief Instructions


#### Logging into Evisions:

1. Navigate to the Evisions Web Viewer at <https://evisions.sanjac.edu/Argos/AWV/#explorer/>.  
**NOTE:** This site may not be available during periodic weekend maintenance.
2. Login with your SJC issued username and password.
3. Create a new password if prompted by Evisions to do so.

#### Accessing and Viewing the Dual Credit ISD Dashboard:

1. On the Evisions Argos Root page, click the 'Dual Credit ISD' folder.
2. Click the Dual\_Credit\_ISD\_Report.
3. The Dual\_Credit\_ISD\_Report – Dashboard opens and you can select from two separate tabs of data.

#### Exporting Data from the Dashboard:

1. Click the gear icon  to export data.
2. Select Export All to CSV or Export Selection to CSV.
3. Select/deselect data fields as desired and click Apply.
4. Click the downloaded CSV file to open it and view the data in Excel.

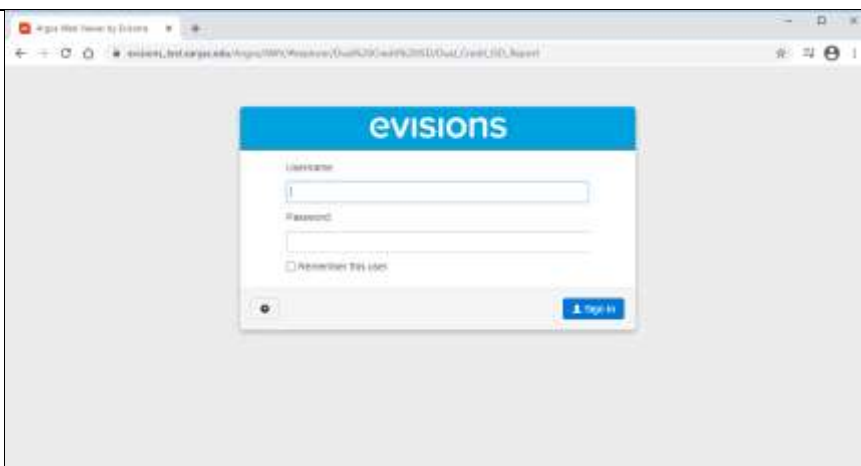
Process Complete.

### Detailed Instructions

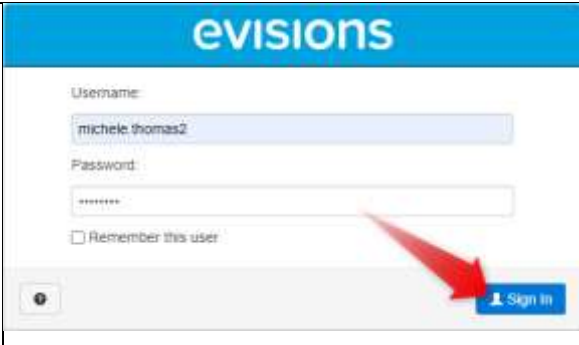

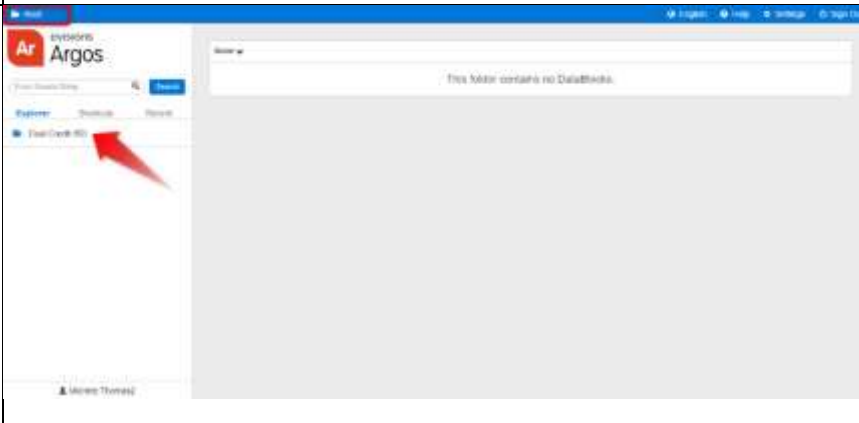
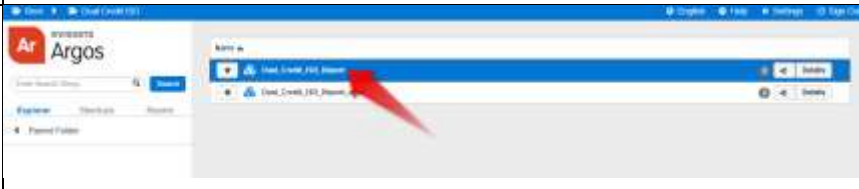
#### Logging into Evisions:

1. In your web browser, navigate to the Evisions Web Viewer at <https://evisions.sanjac.edu/Argos/AWV/#explorer/>.

**NOTE:** This site may not be available during periodic weekend maintenance.





<p>2. Login with your SJC issued username (last name.first name) and password and click the <b>Sign In</b> button.</p>	
<p>3. Evisions prompts new users to create a new password. In the Change Password dialog box, enter your initial password, a new password, then reenter to confirm the new password before clicking the <b>Update</b> button.</p> <p><b>NOTE:</b> Report Evisions access issues to SJC's TechSupport at <a href="mailto:techsupport@sjcd.edu">techsupport@sjcd.edu</a> or 281-998-6137. Be sure to indicate that you are an ISD employee attempting to access the Dual Credit ISD Dashboard on Evisions.</p>	
<p><b>Accessing and Viewing the Dual Credit ISD Dashboard:</b></p> <p>1. On the Evisions Argos Root page, click the 'Dual Credit ISD' parent folder, in the left pane, to view its content.</p>	
<p>2. In the right page, click to open the <b>Dual_Credit_ISD_Report</b>.</p>	

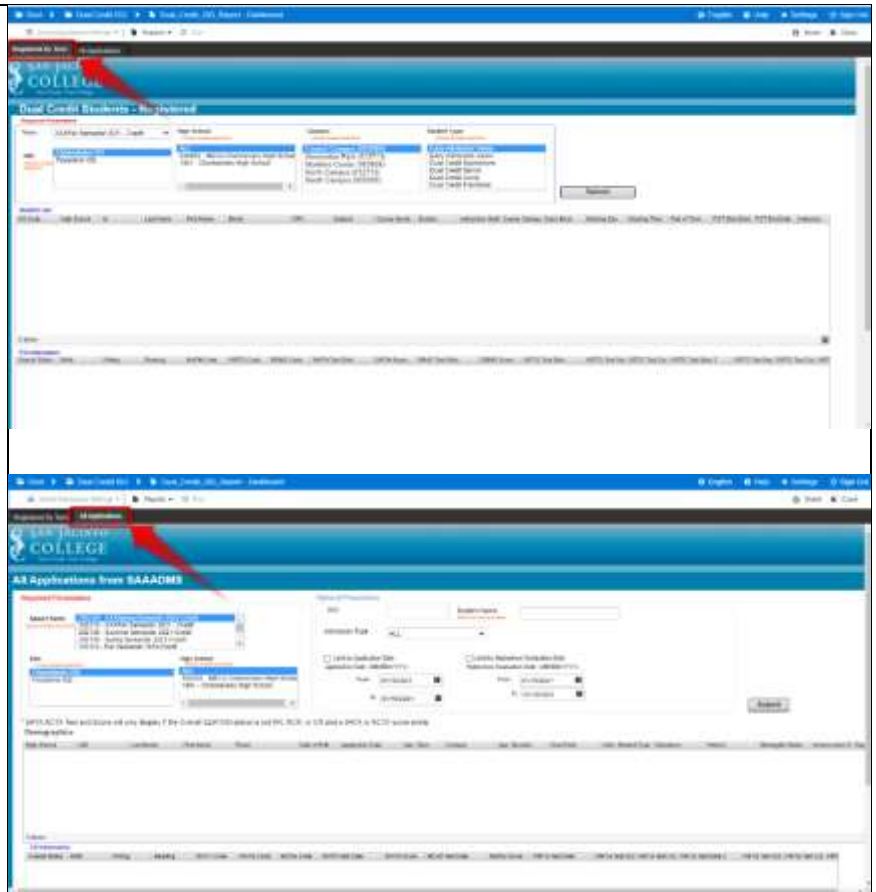


3. The Dual\_Credit\_ISD\_Report – Dashboard opens and you can select from two separate tabs of data in the top-left corner.


a. **Registered By Term Tab** – Use this report to see all students who are registered for classes in a particular semester. In addition to course information, the report displays balance due, grades, academic standing and highest placement test scores.

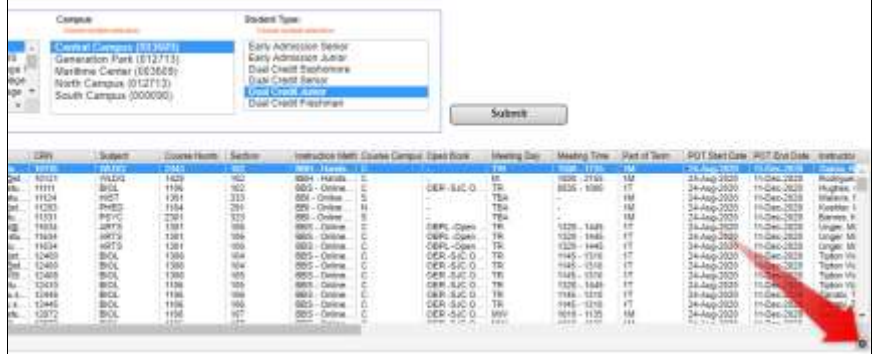
b. **All Applications Tab** – Use this report to track new student onboarding by application date or high school graduation date. The report will display application status, meningitis status, residency, holds, and placement test scores.

- Limit by Application Date: choose date range to look for new applications
- Limit by Highschool Graduation Date: choose date range to track a particular grade level cohort
- You also have the option to look at information for one student using their GID or name.



### Exporting Data from the Dashboard:

1. Click the gear icon  in the bottom, right corner of the table from which you wish to export data.





- | Course Number | Section | Instructional Mkt | Course Campus | Open Book   | Meeting Day | Meeting Time | Pat of Term | POT Start Date | POT End Date | Instructor   |
|---------------|---------|-------------------|---------------|-------------|-------------|--------------|-------------|----------------|--------------|--------------|
| 1100          | 102     | 881H - Online     | C             |             | M           | 1000 - 1115  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Griffin, M   |
| 1420          | 102     | 881H - Online     | C             |             | M           | 1000 - 1115  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Rodriguez, J |
| 1100          | 102     | 885 - Online      | C             | DER - SUC O | TH          | 0035 - 1000  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Phyllis, J   |
| 1201          | 323     | 881 - Online      | B             |             | TBA         |              | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Marina, J    |
| 1104          | 251     | 881 - Online      | C             |             | TBA         |              | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Kashner, T   |
| 1201          | 323     | 881 - Online      | C             |             | TH          | 1445 - 1600  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Barnes, E    |
| 1201          | 106     | 885 - Online      | C             | OSPL - Open | TH          | 1320 - 1445  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Unger, M     |
| 1201          | 106     | 885 - Online      | C             | OSPL - Open | TH          | 1320 - 1445  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Unger, M     |
| 1201          | 106     | 885 - Online      | C             | OSPL - Open | TH          | 1320 - 1445  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Unger, M     |
| 1306          | 104     | 885 - Online      | C             | DER - SUC O | TH          | 1145 - 1310  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Tipton, W    |
| 1306          | 104     | 885 - Online      | C             | DER - SUC O | TH          | 1145 - 1310  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Tipton, W    |
| 1105          | 105     | 885 - Online      | C             | DER - SUC O | TH          | 1145 - 1310  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Tipton, W    |
| 1105          | 105     | 885 - Online      | C             | DER - SUC O | TH          | 1320 - 1445  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Tipton, W    |
| 1105          | 106     | 885 - Online      | C             | DER - SUC O | TH          | 1145 - 1310  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Zarate, T    |
| 1105          | 106     | 885 - Online      | C             | DER - SUC O | TH          | 1145 - 1310  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Zarate, T    |
| 1105          | 107     | 885 - Online      | C             | DER - SUC O | MW          | 1010 - 1130  | 1Y          | 24-Aug-2029    | 11-Dec-2029  | Sch, J       |
- Filter

Order Columns

Export All to CSV

Export Selected to CSV

- 

-