

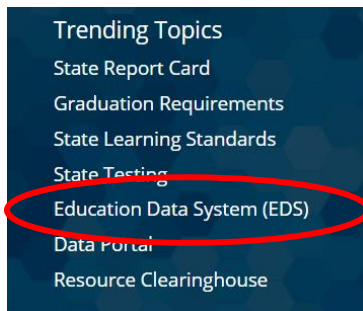
# Discipline Dashboard for CEDARS Exclusion Data— Access for Authorized District Staff

**Access:** Some district staff already have access to data through a secure connection to the Tableau Server at OSPI, such as the Learning Assistance Program dashboard.

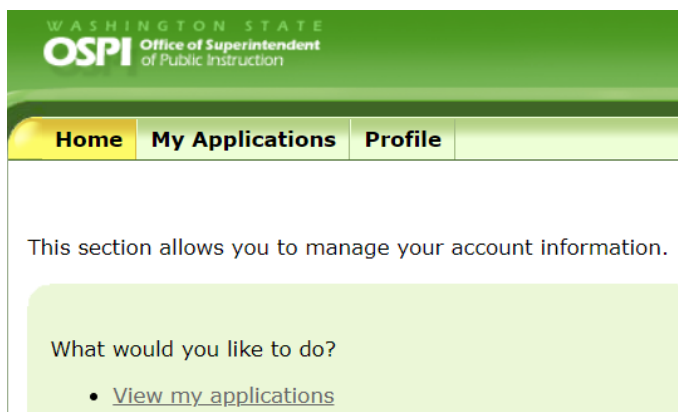
Access to these dashboards is controlled at the district level by the District Data Security Manager (DDSM). If you do not have access, contact your DDSM and request the role of “Tableau\_SecureDataPortal\_Student\_Interactor.” A list of DDSMs can be found here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>. **Please note:** Changes made will not be effective until the next day, so the user should wait 24 hours before logging in.

## **Once access is granted:**

1. Log into the Education Data System (EDS). You can find a link at the bottom of any OSPI web page.  
[www.k12.wa.us](http://www.k12.wa.us)



2. Enter your user name and password to log in to EDS: <https://eds.ospi.k12.wa.us/>
3. Then, click on “View my applications.”



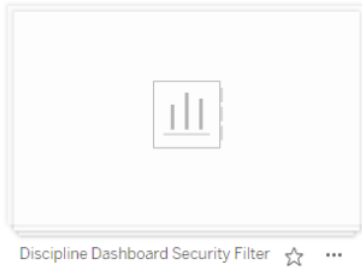
4. Click on (select) "Tableau Server" from the applications list:

### My Application List

You have access to the applications listed  
If you need access to more applications, |

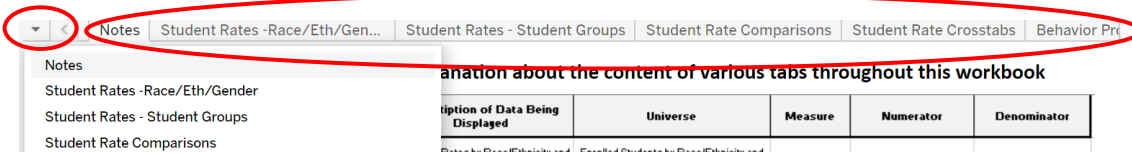
Application
<a href="#">E-Certification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">NBPTS Scholarship</a>
<a href="#">pdEnroller</a>
<a href="#">Tableau Server</a>

5. Select the Discipline Dashboard by clicking on the image labeled "Discipline Dashboard Security Filter" →



6. The first tab includes descriptions of the multiple dashboard views.

7. You can click on the down arrow or on the tabs to explore different dashboards.



8. Each tab has selectors where you can select the district as a whole or individual schools, plus other parameters, such as school year, discipline type, race/ethnicity, disability status, and others.

School Year: 2017-18 | Select an Organization: Washington State | Exclusion Type Selector: SS,LS,EX,EE | Grade: All | Select an Organization: !

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

Download

Select your file format.

Image

Data

Crosstab

PDF

PowerPoint

Tableau Workbook

Cancel

**For questions or more information, contact:** Mark McKechnie, Senior Consultant on Equity in Student Discipline, OSPI, 360.725.6039, [Mark.McKechnie@k12.wa.us](mailto:Mark.McKechnie@k12.wa.us)