

MicroStrategy: User Manual

October 2016

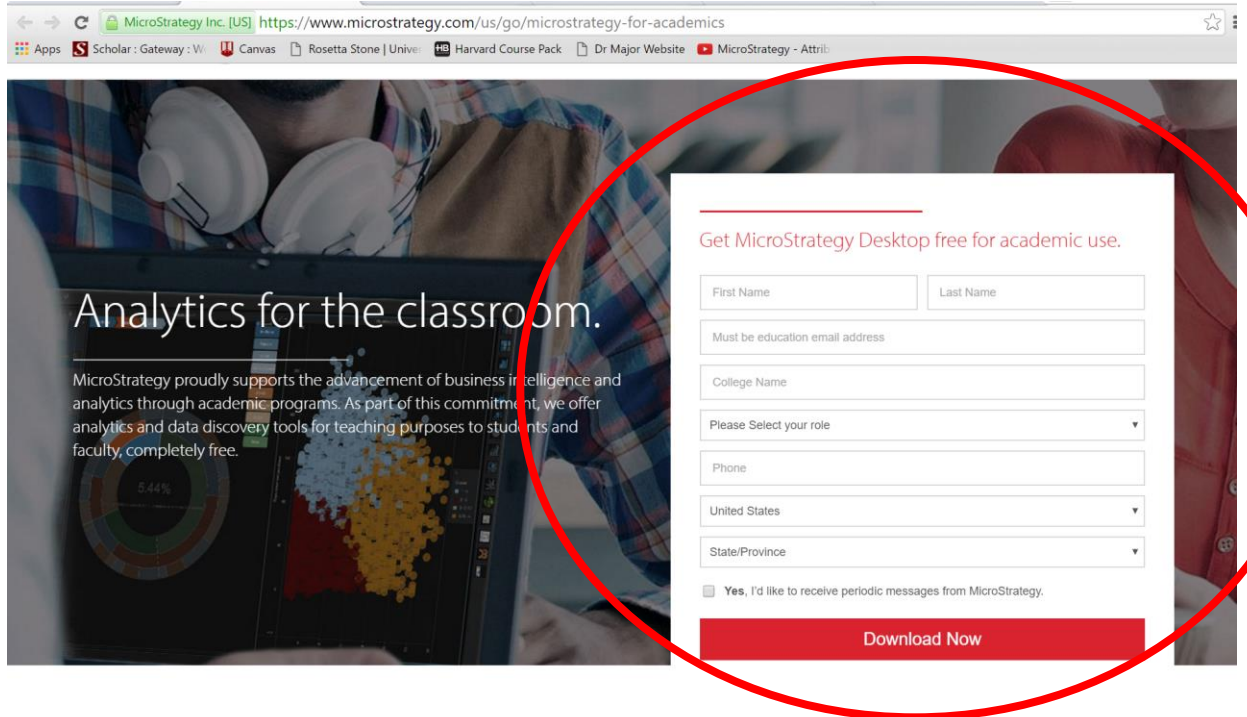
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Administration

Downloading MicroStrategy software on your computer

1. Go to <https://www.microstrategy.com/us/go/microstrategy-for-academics>
2. Fill out your information on the right side of the screen



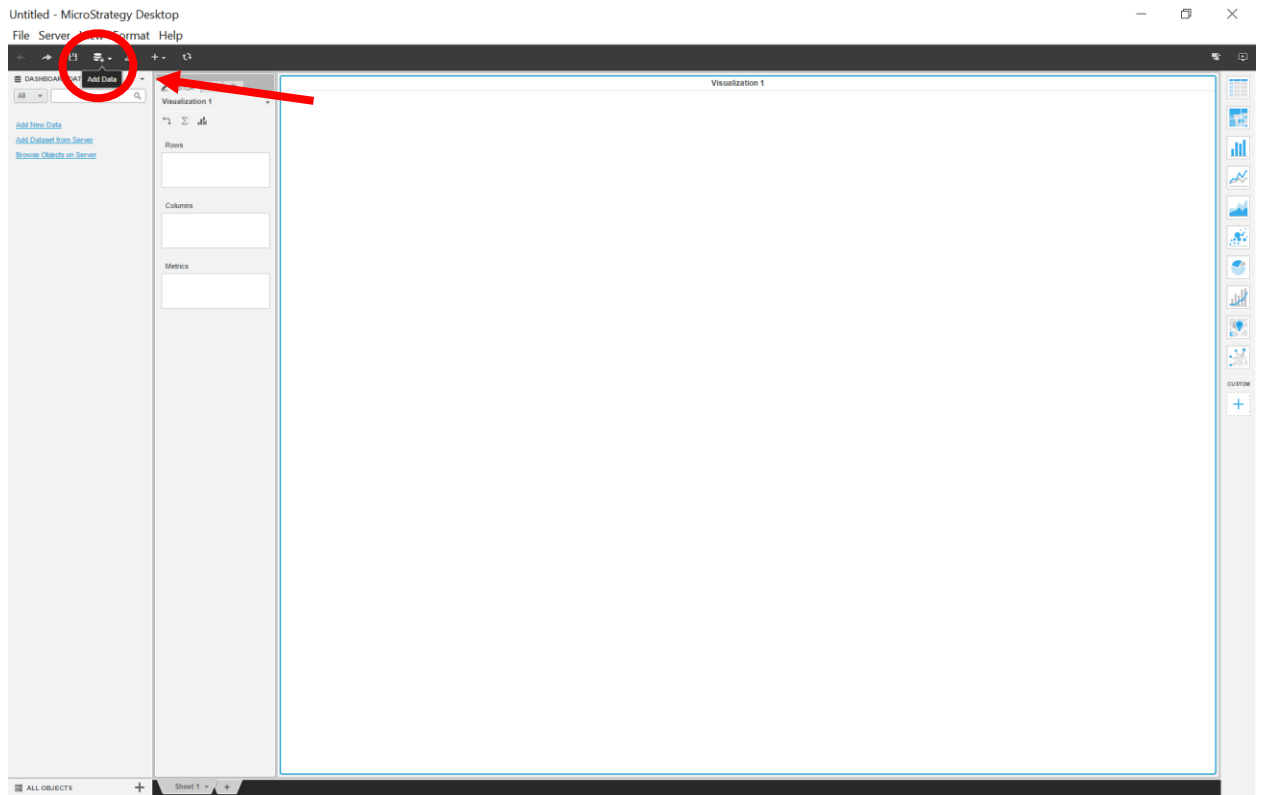
The screenshot shows a web browser window with the URL <https://www.microstrategy.com/us/go/microstrategy-for-academics>. The page features a background image of a person using a laptop displaying data charts. The main heading is "Analytics for the classroom." Below this, a paragraph states: "MicroStrategy proudly supports the advancement of business intelligence and analytics through academic programs. As part of this commitment, we offer analytics and data discovery tools for teaching purposes to students and faculty, completely free." On the right side, there is a registration form titled "Get MicroStrategy Desktop free for academic use." The form includes the following fields: "First Name", "Last Name", "Must be education email address", "College Name", "Please Select your role" (a dropdown menu), "Phone", "United States" (a dropdown menu), and "State/Province" (a dropdown menu). There is a checkbox labeled "Yes, I'd like to receive periodic messages from MicroStrategy." and a red "Download Now" button at the bottom of the form. A red circle highlights the registration form area.

3. You will be prompted to choose what system you have (Mac or Windows 64-bit)
4. Open up the downloaded zip file and open the .exe file in it. Allow the program to make changes to your device.
5. Follow the instructions provided by MicroStrategy Desktop application.

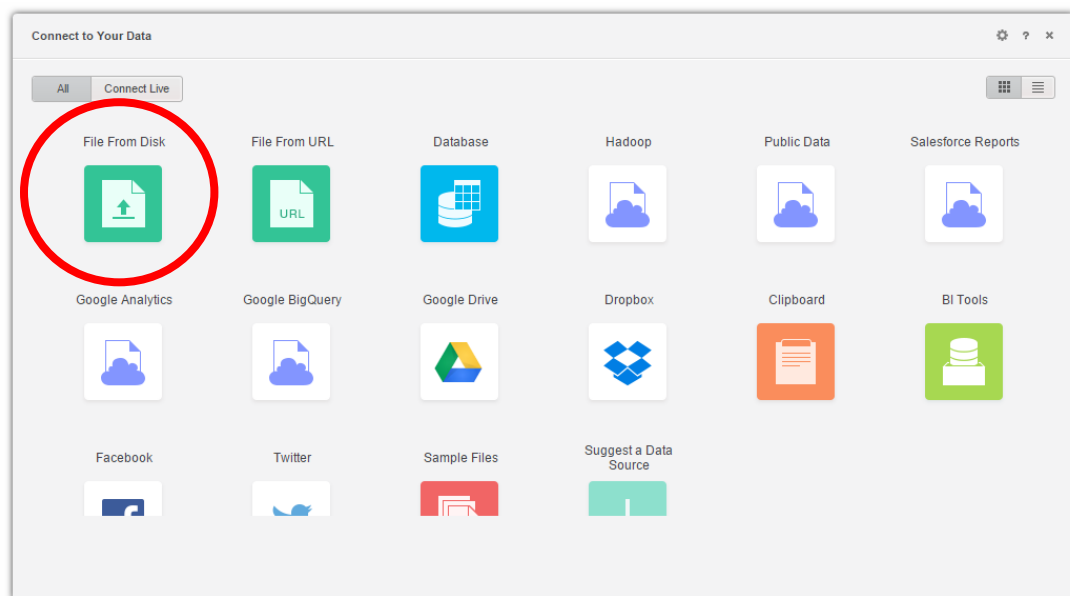
Uploading Data

****Note:** Make sure your Computations.xml file is saved on your computer.

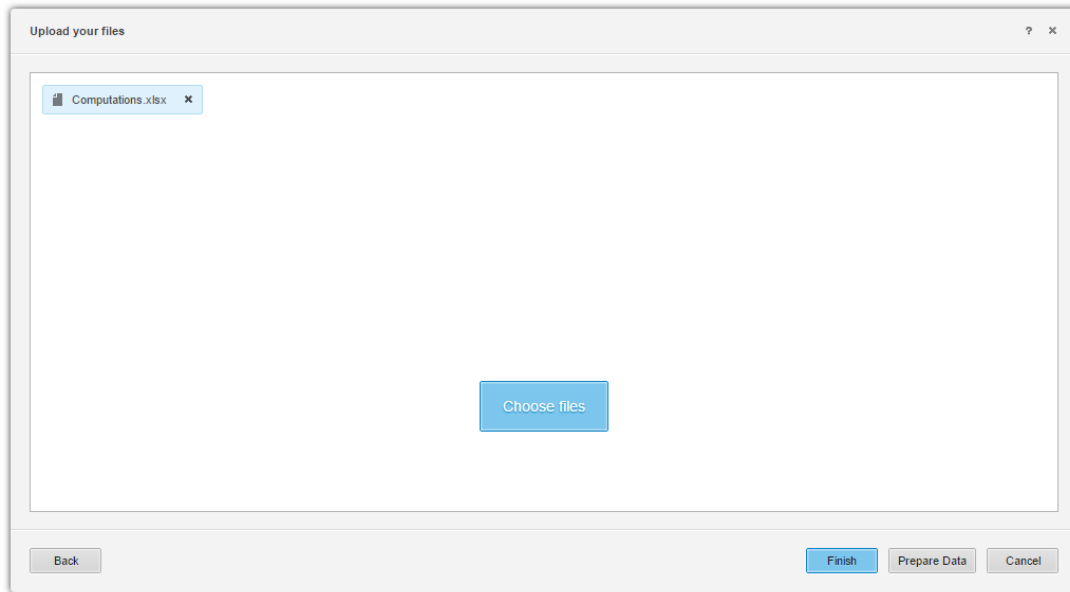
1. Click on Add Data icon in the left hand upper corner. Choose New Data option.



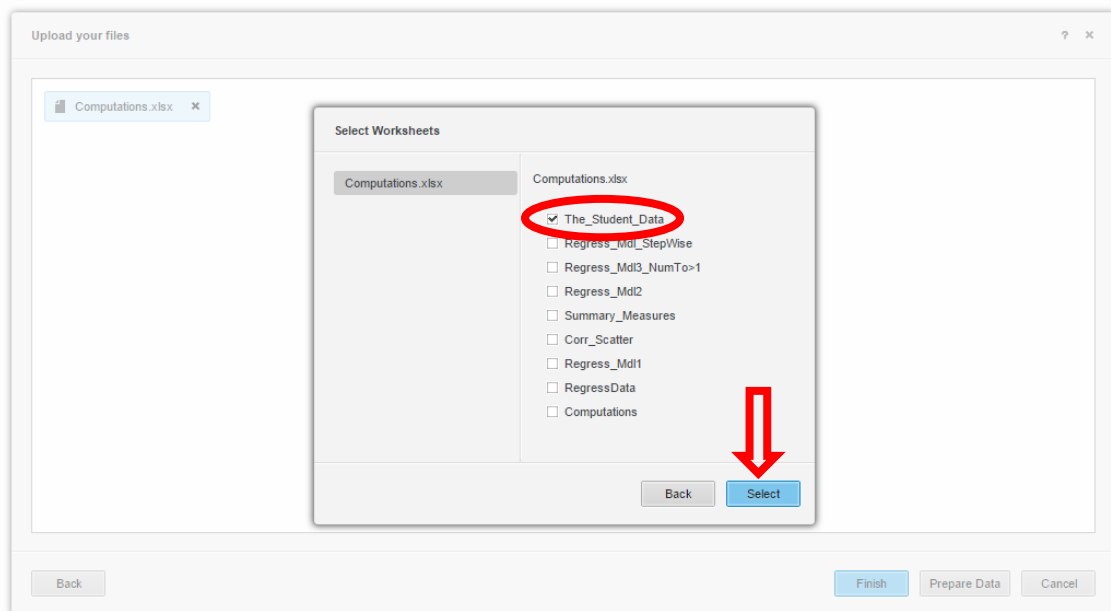
2. You will be prompted to choose the source of your data. Choose File from Disk option.



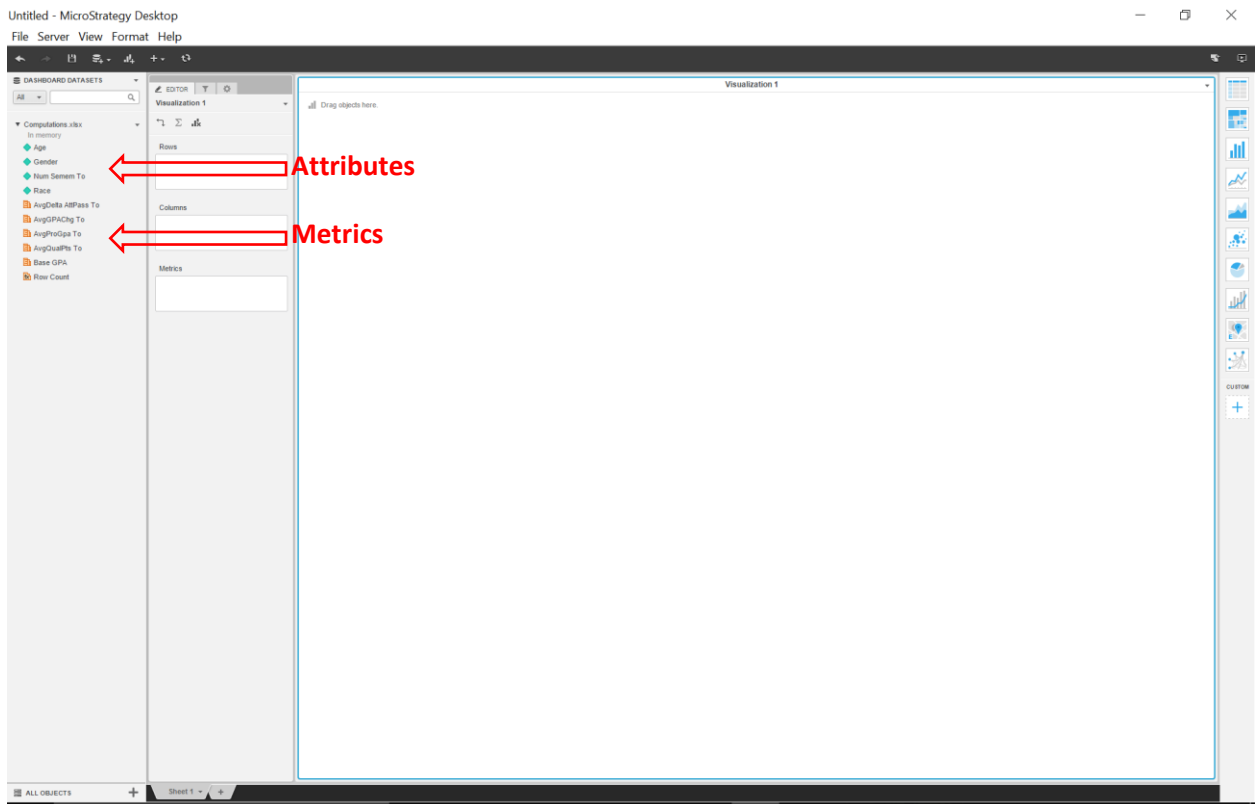
3. Find your Computations file and click OK. You should end up with the following screen.



4. Click Finish button to upload your file. You will be asked what tabs/worksheets you want to upload. Choose Student Data tab as it is the raw data we are interested in. Click Select.



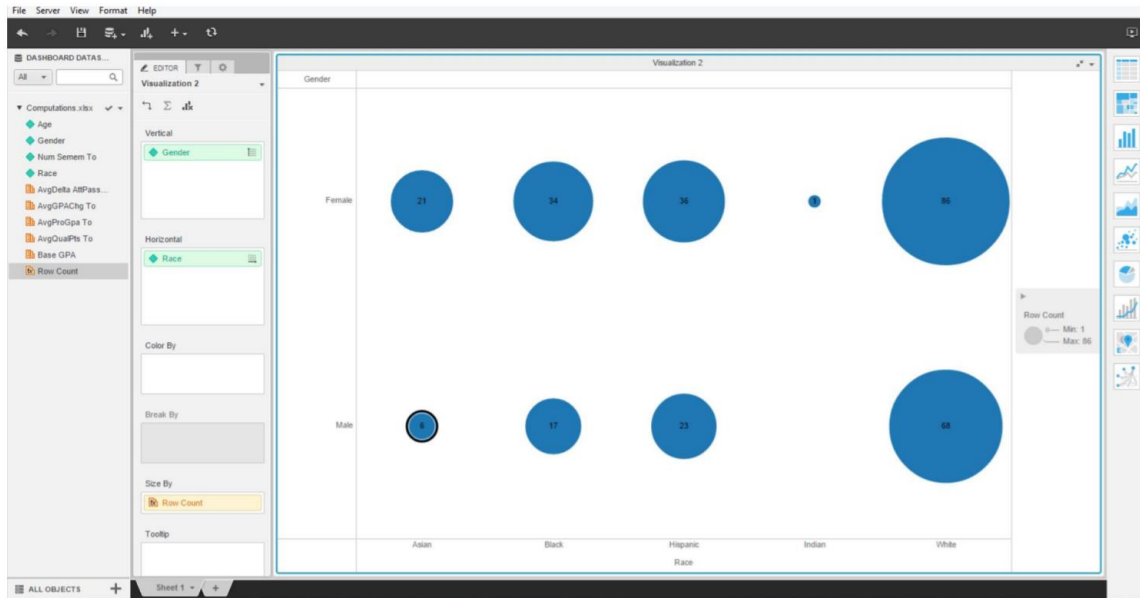
5. You should end up with your screen looking like the following picture. Note that the items marked with a green rhombus are called attributes, and the orange bar graph on the side indicates metrics.



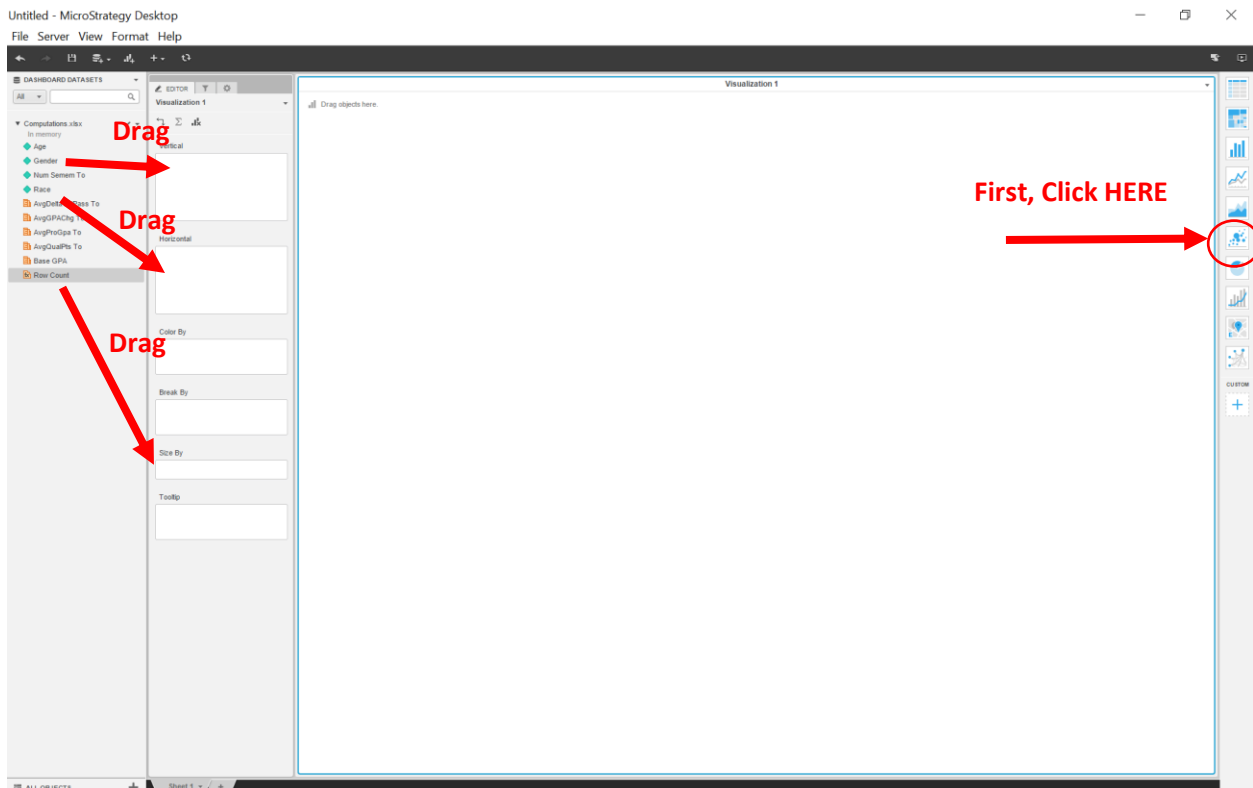
Dashboard 1

Now we will proceed with creating the required dashboards with bubble graphs.

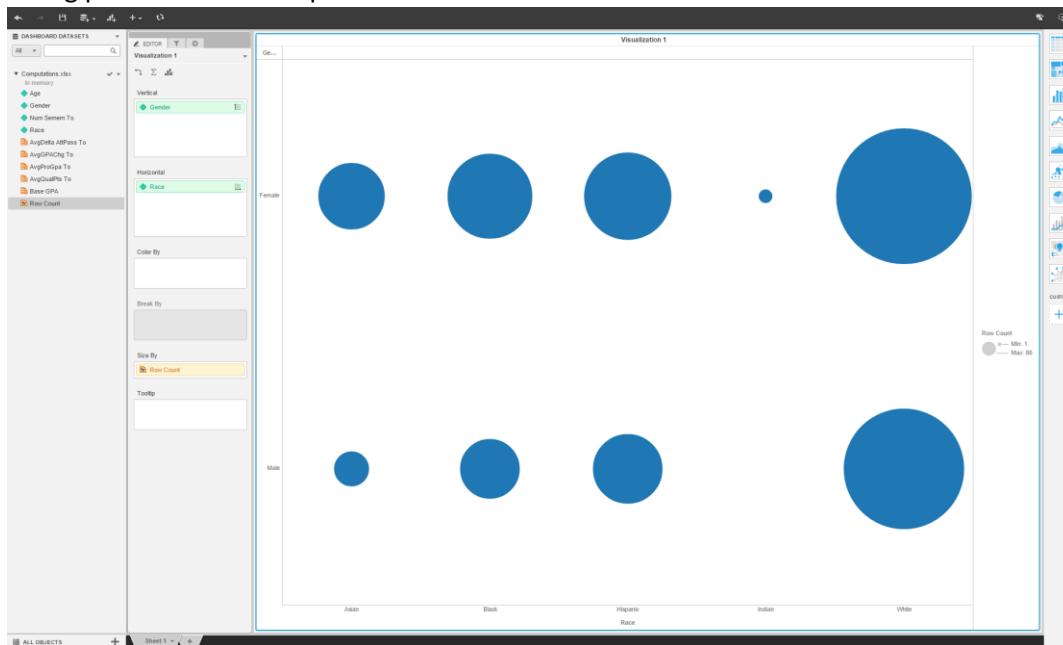
Goal:



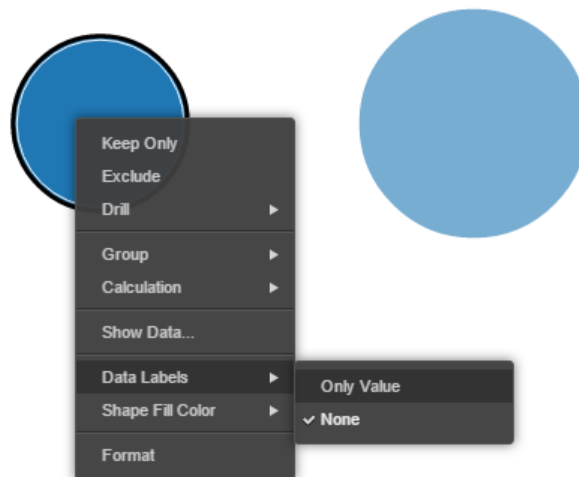
1. For the first dashboard, we will build a bubble graph with Gender attribute vs Race attribute. Click the Bubble Graph icon on the right. Next, simply drag Gender into Vertical box, Race into Horizontal box and Row Count into Size By box.



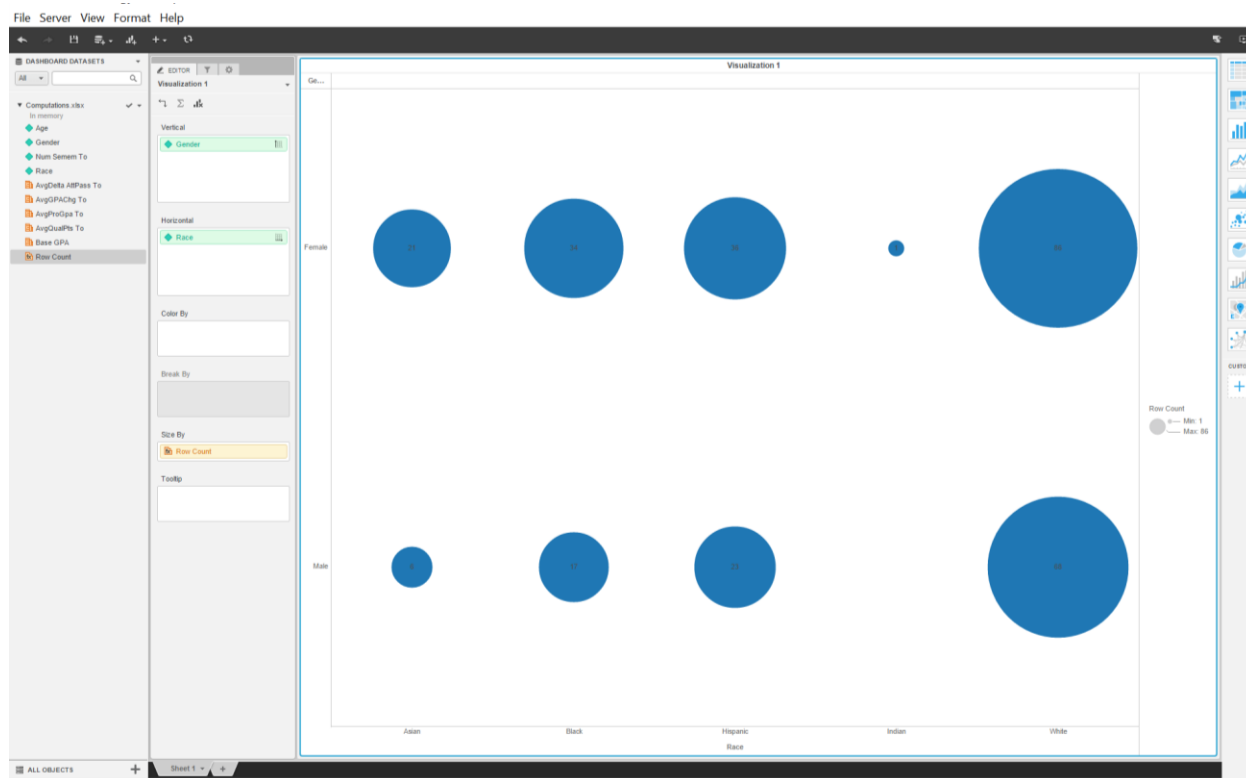
The following picture will show up:



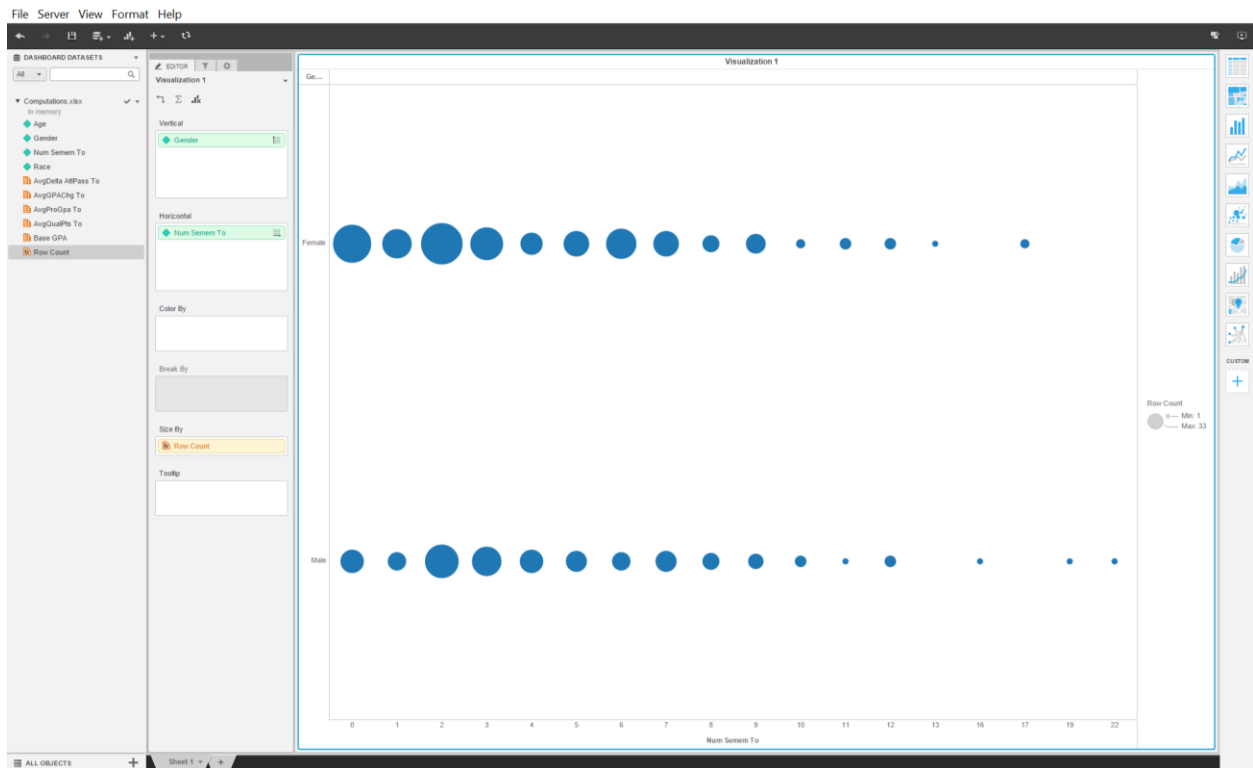
2. Our next step will be to display the data labels on each bubble. In order to do this, right-click on any of the bubbles, choose Data Labels -> Only Value



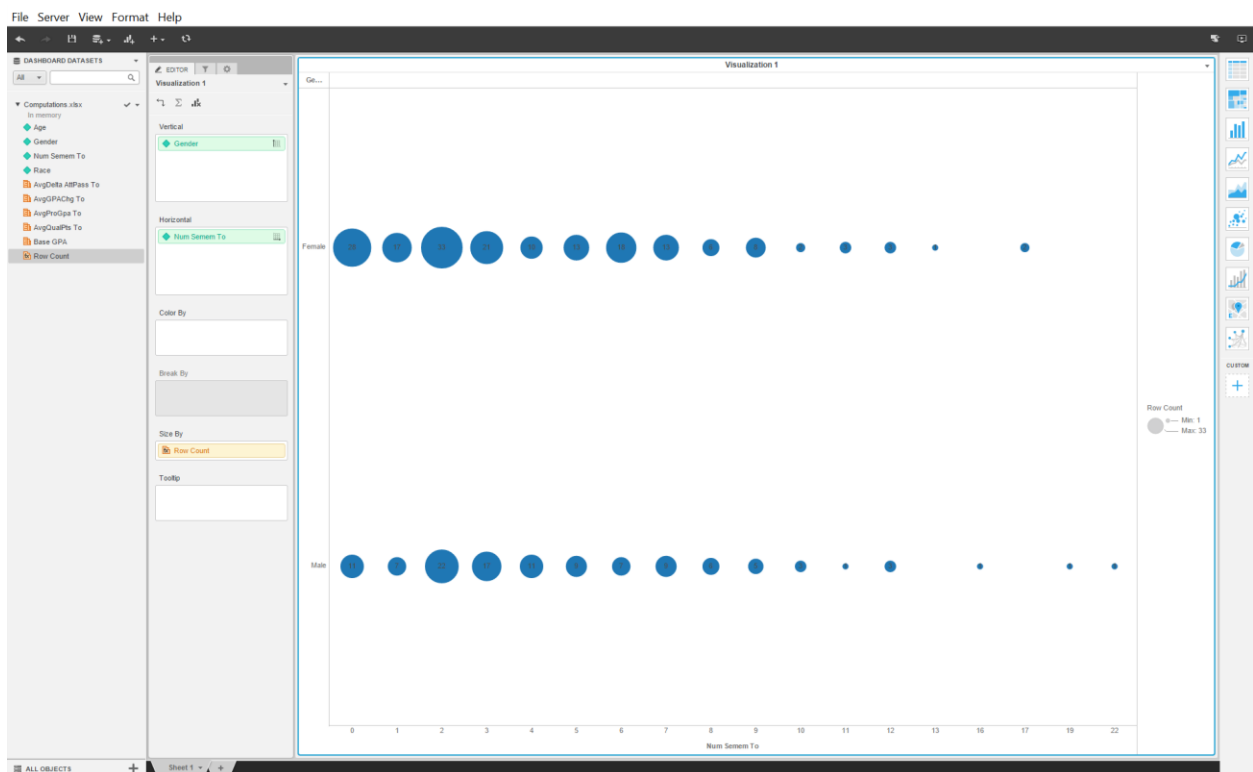
We have just constructed our first dashboard.



- Next, drag Gender into Vertical box, Num_Semem_To into Horizontal box and Row Count into Size By box. You will get the following dashboard.

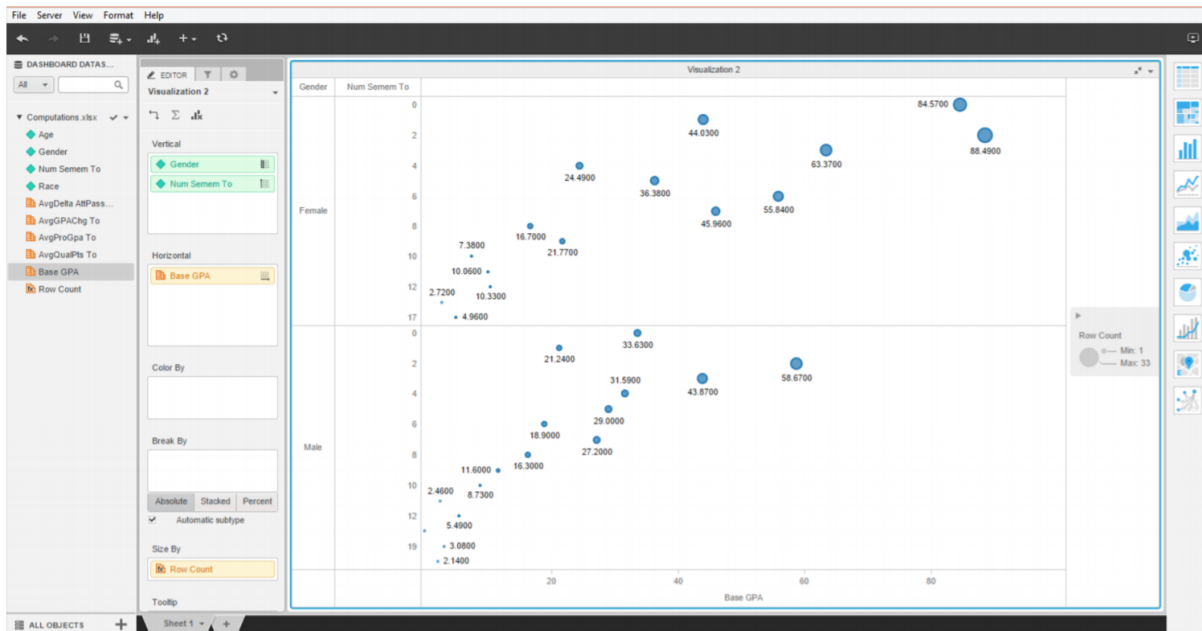


- Display Data Labels as described in Dashboard 1. Your final dashboard should look like this:



Dashboard 3

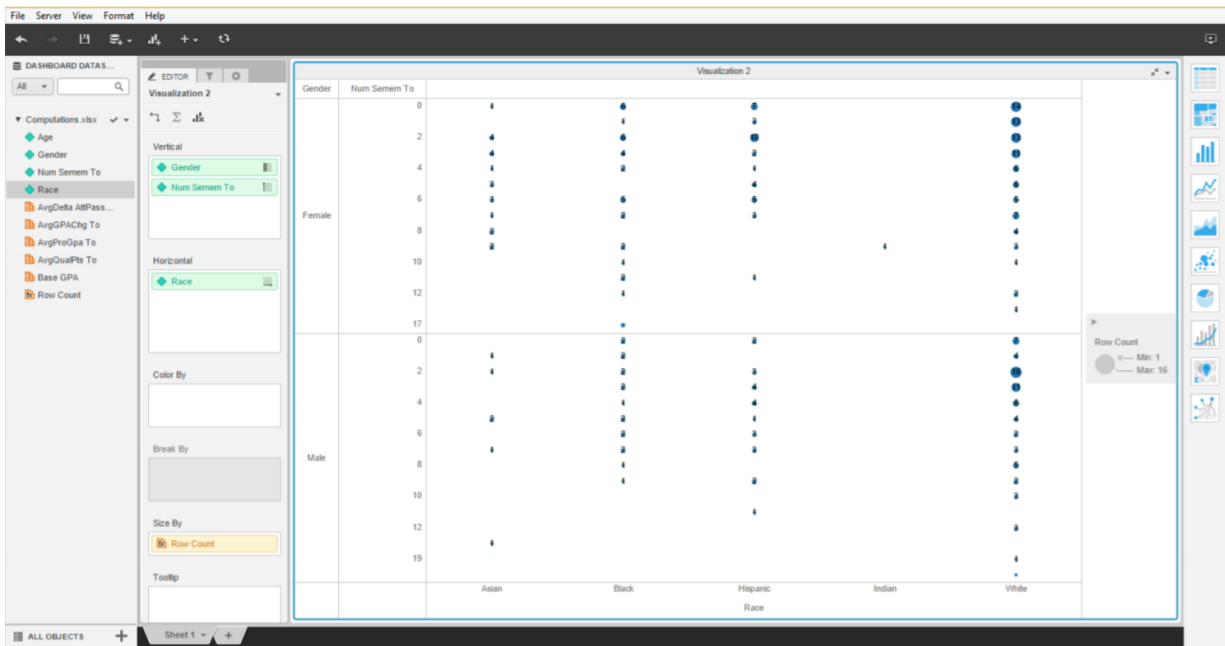
Goal:



1. Clear the data with Remove Data button.
2. Drag both Gender and Num_Semem_To attributes into Vertical box, Base GPA into Horizontal Box and Row Count into Size By box.
3. Display Data Labels as described above in order to see our goal dashboard.

Dashboard 4

Goal:



1. Remove previously used data from bubble graph.
2. Drag Gender and Num_Semem_To into Vertical box, Race into Horizontal box, and Row Count into Size By box.
3. Display data labels as described above. You will see your goal dashboard displayed.