

## Learn More: Using the Workforce Success Measures Dashboard

1. After viewing the home page, click on the **Launch Dashboard** button located near the top right side of your screen.
2. **Answer** as many questions as you'd like. The more questions you answer, the more personalized your results will be.
3. **Read the descriptions** of the resources identified that may be a good fit for you.
4. **Click on a program title** to see how its past participants are doing and get links to more information. The other resources selected for you will be kept in a list for you.
5. **View the dashboard.** There is information here on employment outcomes, such as earnings and employment percentage after one and three years.
6. **Personalize** the dashboard. Click on the **dropdown menus** in the dashboard on the right to filter by region, gender, race, and other groups and see outcomes for others like you. *Outcomes will not show for groups of less than ten people.* If you are getting a lot of empty outcomes, try changing the region to "Statewide", or looking at "Overall" groups in specific regions.
7. **Select the resource title (link)** above the dashboard in the description to learn about how to get connected with the resource if you are interested in it.
8. From the dashboard page, **select a link to another resource** that was chosen for you below the dashboard.
9. **View and personalize** the dashboard. Continue steps 5-8 until you have checked out all resource options selected for you.
10. From the dashboard page, **select the links** to external resources provided below the dashboard for more information about employment, industries, and higher education. These links will be the same on each resource's dashboard.
11. To **go directly to a resource dashboard**, use the Dashboards tab in the main menu or scroll down the Home page and select the resource dashboard tile.
12. You can always return to the home page by **selecting the Home button** on the top left side of your screen.
13. **Select the Data Details** tab at the top of your screen to learn more about how we created this tool.
14. From the Data Details landing page, **select Definitions** to become familiar with the terms used on this site.
15. **Download** an Excel file of the **dashboard data** by clicking the Excel icon.