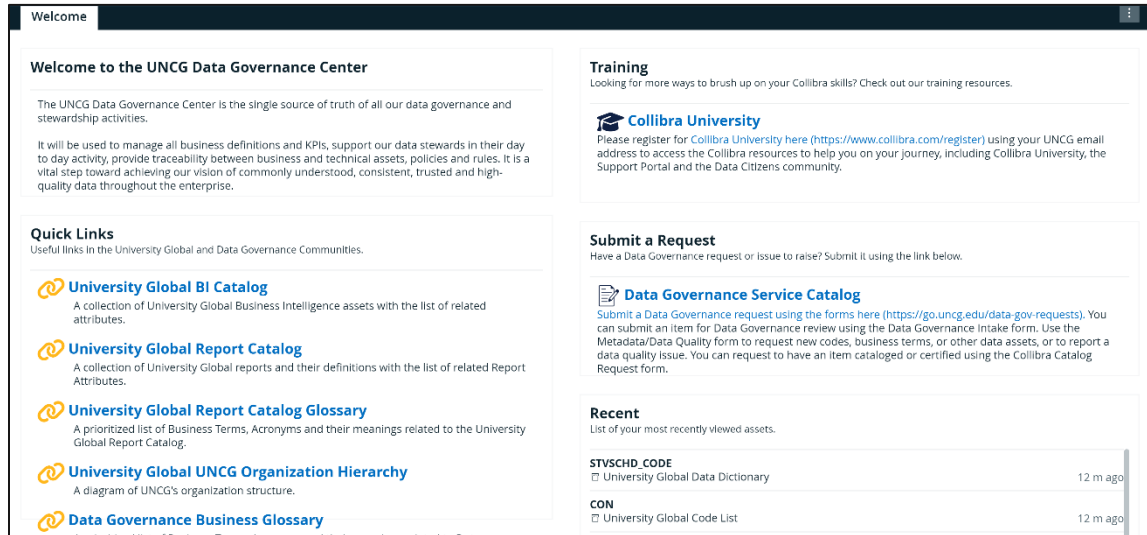


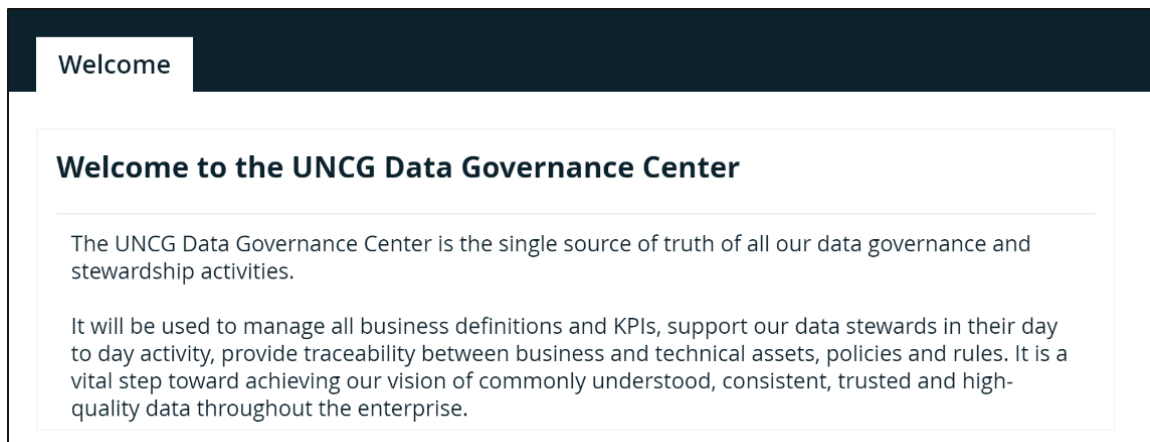
How to Navigate a Dashboard

Note: For this example, we will be using the Welcome Dashboard which is accessible by all users.

1. Please go to the UNCG Colibra in your browser and log in (<https://uncg.colibra.com/>).
2. The dashboards are labeled by the tabs below the Search box. The Welcome Dashboard is the pinned dashboard for all UNCG users and should display upon initial log in. Once you are a more frequent user, your last accessed dashboard is what will display upon logging in.








3. The **Welcome to the UNCG Data Governance Center** section explains briefly what the dashboard contains.



4. The **Quick Links** section is a curated list of links to navigate to popular and most demanded pages within the catalog with ease. Each link takes you to a catalog, hierarchy, or glossary within the catalog. Unsure which one is the right link for you? Check the descriptions below each link.

Quick Links

Useful links in the University Global and Data Governance Communities.

-  **University Global BI Catalog**
A collection of University Global Business Intelligence assets with the list of related attributes.
-  **University Global Report Catalog**
A collection of University Global reports and their definitions with the list of related Report Attributes.
-  **University Global Report Catalog Glossary**
A prioritized list of Business Terms, Acronyms and their meanings related to the University Global Report Catalog.
-  **University Global UNGC Organization Hierarchy**
A diagram of UNGC's organization structure.
-  **Data Governance Business Glossary**
A prioritized list of Business Terms, Acronyms and their meanings related to Data Governance.


5. **Today's Asset Count** gives a real time count of the assets in the catalog. These assets are all clickable, meaning if you select Business Terms, it will take you to the Global View of the Business Terms, where you can view, filter, and search through 1K of the terms cataloged within Collibra.



6. **Meet the Team** lists our names and titles as well as our website. If clicked, the website link takes you to our Enterprise Data Governance Website in a new tab.

Meet the Team

Meet your UNCG Enterprise Data Governance Team.



Alice Fleck, Enterprise Data Governance Manager

Jessica Dame, Reporting Metadata Specialist


Madison Turner, Systems Metadata Specialist


Serhiy Polyakov, Data Quality Specialist

[Click Here to Visit Us at Our Website](#)

7. **Contact Us** provides our email and a link to the IREDM website. By selecting our email, your Outlook desktop App opens to send us a message. If you select the IREDM link, it will take you to their website in a new tab.

Contact Us


 edgteam@uncg.edu

 [Office of Institutional Research and Enterprise Data Management](#)

8. **Training** is where you can sign up for your own Collibra University account and gain access to Collibra resources to help on your Data Governance journey. By selecting the Collibra University link, a new tab will appear prompting a sign in with SSO. If you have not yet made an account, open the second link and follow the instructions listed in the description.

Training

Looking for more ways to brush up on your Collibra skills? Check out our training resources.


 **Collibra University**

Please register for Collibra University [here \(https://www.collibra.com/register\)](https://www.collibra.com/register) using your UNCG email address to access the Collibra resources to help you on your journey, including Collibra University, the Support Portal and the Data Citizens community.

9. **Submit a Request** links to the forms in ServiceNow, UNCG's Online Service Portal, where you can submit an item for Data Governance review using the Data Governance Intake form. Use the Metadata/Data Quality form to request new codes, business terms, or other data assets, or to report a data quality issue. You can request to have an item cataloged or a report certified using the Catalog Request Form.

Submit a Request

Have a Data Governance request or issue to raise? Submit it using the link below.

 **Data Governance Service Catalog**

Submit a Data Governance request using the forms here (<https://go.uncg.edu/data-gov-requests>). You can submit an item for Data Governance review using the Data Governance Intake form. Use the Metadata/Data Quality form to request new codes, business terms, or other data assets, or to report a data quality issue. You can request to have an item cataloged or certified using the Collibra Catalog Request form.

10. **Recent** are your top 10 most viewed assets. These are unique to each user based on your activity in Collibra. These are also all linked assets, by selecting them it will take you to the catalog record.

Recent		
List of your most recently viewed assets.		
STVSCHD_CODE		
 University Global Data Dictionary		a few s ago
CON		
 University Global Code List		a few s ago
STVSCHD		
 University Global Code List		a few s ago
Cohort		
 Student Business Glossary		a few s ago
IPEDS Finance		
 University Global Report Catalog		a few s ago
Enrollment Dashboard		
 University Global Report Catalog		a few s ago
Annual cohort (undergraduate)		
 Student Business Glossary		a few s ago

11. **Most Viewed** are the top 10 most viewed assets based on the activity of all UNCG Colibra users. These are also all linked, so you can click them to visit the catalog records.

Most Viewed	
List of the most viewed assets.	
1	Official - Attempted & Earned Credit Hours for Undergraduate Degree Recipients ☞ University Global BI Catalog
2	Cohort ☞ Student Business Glossary
3	STVSCHD ☞ University Global Code List
4	Operational - Study Abroad Dashboard ☞ University Global BI Catalog
5	Delaware Reports ☞ University Global Report Catalog
6	Operational - Academic Affairs - Undergraduate Registration Outreach ☞ University Global BI Catalog
7	Official - Major Migration Sankey ☞ University Global BI Catalog
8	Enterprise Data Governance Annual Report ☞ Data Governance Report Catalog