

Tableau Instruction

* **Choose your Dataset**:

Located under **Company** -> **Bibitor LLC** -> **Dat**a (Choose your dataset that relates to the year-end exercises).

* **Choose your Exercises:**

These cases/exercises are separated by year-end, and are located under C**ompany** -> **Bibitor LLC** -> **Exercises** -> **Management Accounting**.

* **Download your Data Tables**: For example, if you choose June 2016 (**Bibitor LLC** -> **Data** -> **June 2016**), you need **Sales** and **Purchase Prices**.

**Disclaimer**

**Upon registration, students will have access to cases and exercises. Students do not have access to the Dataset and Support Materials (e.g. Process Manuals, Teaching Materials, Suggested Solution and Flowcharts). Educators need to download these materials and transfer the materials to their secure teaching platform (e.g. Blackboard, Canvas).**

1. Download you Data Tables.
2. (Instructor link for Tableau Desktop access [click here](https://www.tableau.com/academic/teaching).)
3. Have student register for HUB account, upon registering they will have immediate to access the cases/exercises
4. Students sign up for free Tableau Desktop. (Student link for Tableau access [click here](https://www.tableau.com/academic/students)).
5. After downloading the data files in .csv format transfer the materials to your preferred secure teaching platform (e.g. Blackboard, Canvas). Students download the dataset from your teaching platform.
6. Students open Tableau and import data.
7. We strongly recommend our [**Student Tutorial Video Series**](https://www.youtube.com/channel/UCG9lS11sdgY7o31JJdbEpkw). There are 16 videos designed to assist your student in learning [Tableau](http://www.hubae.org/tableausoftware/), [IDEA](http://www.hubae.org/idea/), and ACL. These videos incorporate the Bibitor, LLC Data from the HUB. **All videos are ADA Compliant.**