**Using Tableau:** How to install Tableau on your personal computer and getting started



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# **Introduction**

Tableau is a data visualization and analysis software, created by Tableau Software. Tableau can assist with visualization and analysis of varied data sources such as Excel data, spatial data, surveys, and other data types. This program is focused on analytics and visualization in a web-based and desktop interface.

# **Installing Tableau**

In order to install Tableau, we first need to ascertain which version works for your computer. There are many different versions of Tableau, depending on how you use the software (e.g. personal vs. enterprise use). At Tufts, we offer two versions, depending on which type of computer you wish to use Tableau on:

1. **For personal computers**: At Tufts, faculty, students and faculty can install **Tableau Academic** on their personally-owned computers for free. Tableau Academic can be used in coursework, projects, and research to integrate data skills into your teaching and learning at Tufts.
	1. To install the software, visit the Tableau Academic site and register using your Tufts email address.
		1. Tableau Academic for Students: <https://www.tableau.com/academic/students>
		2. Tableau Academic for Teaching: <https://www.tableau.com/academic/teaching>
2. For **university owned computing labs**, a license of Tableau Academic (Computing Lab) can be requested. This is only for academic use. To request this license, contact kyle.monahan@tufts.edu.
3. For **university owned computers for administrative work in support of the university**, see the Access Tufts page: <https://access.tufts.edu/software/tableau>
4. **For all other computers**: Access to Tableau Public is available free of charge for anyone. Tableau Public can be downloaded here: <https://public.tableau.com/en-us/s/>
	1. *Note that data externally published with Tableau Public will be publicly available. In addition, files created with Tableau Professional Desktop will not be editable in Tableau Public.*

For more information and documentation on access to Tableau, please see the Access Tufts page:

**Access Tufts Tableau**: <https://access.tufts.edu/software/tableau>

# **Learning Tableau**

To get started with Tableau, take a look at the following links:

* **Getting Started**: For getting started check out the on-demand videos from Tableau Software: <https://www.tableau.com/learn/training?qt-training_tabs=1#qt-training_tabs>
* **Online Training**: For more in-depth training in Tableau, check out the online trainings available via Tufts Lynda:
	+ Tableau Essential Training: <https://www.lynda.com/Tableau-tutorials/Tableau-10-Essential-Training/500540-2.html?srchtrk=index%3a1%0alinktypeid%3a2%0aq%3atableau%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2>
	+ Tableau for Data Scientists: <https://www.lynda.com/Tableau-tutorials/Tableau-10-Data-Scientists/476621-2.html?srchtrk=index%3a2%0alinktypeid%3a2%0aq%3atableau%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2>
	+ Marketing Data in Tableau: <https://www.lynda.com/R-tutorials/Conjoint-analysis-Tableau/533306/590988-4.html>
	+ For more information about Tufts Lynda, please see here: https://access.tufts.edu/software/lynda-campus
* **Tufts Data and Analytics Services team**: For materials collected by the Data and Analytics Services team, see this link: [https://wikis.uit.tufts.edu/confluence/display/exchange2010/Tableau+Software](https://wikis.uit.tufts.edu/confluence/display/exchange2010/Tableau%2BSoftware)
* **Tufts Data Lab**: Recordings and instructional materials on Tableau are available on the Tufts Data Lab website. The Data Lab website also has resources for Tableau: [https://sites.tufts.edu/datalab/learning-statistics/stats-online-tutorials/ - Tableau](https://sites.tufts.edu/datalab/learning-statistics/stats-online-tutorials/#Tableau)
* **Further Questions**: Reach out to Kyle Monahan, Data Science Specialist anytime with questions on how to access and use Tableau for your research project: kyle.monahan@tufts.edu.