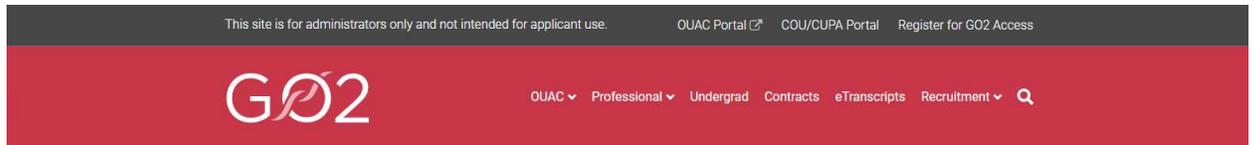


Tableau: Tips and Tricks

User Access

- To access the Tableau Reports, visit the OUAC's [GO2 website](#) and select "OUAC Portal" in the top menu.



- If you do not have an OUAC Portal login or if your password has expired, email ouacsecurity@ouac.on.ca.
- After logging in to the OUAC Portal, select "More Tools" in the left menu and then "Access More Tools".



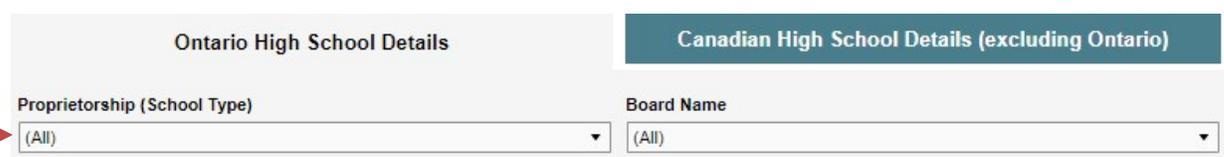
- This will take you to the OUAC Tool Set. In the left menu, select "Reporting Tools" and then "Tableau Reports".
- Once selected, you will see the reports you have access to.
- Click "View" on a report to view the details.

High School Listing for Undergraduate

- The High School Listing for Undergraduate report compiles the contact information and other detailed information for all active high schools in Canada.
- The report is refreshed at 6 am daily, from Monday to Friday. If the "Data Last Updated" date and time at the top of the report is "6/30/2023 6:05:33 AM", that means that the data for the report is up to date as of 6:05 am on June 30, 2023.
- The 2 tabs at the top of the report can be selected to display data for Ontario high schools or Canadian high schools (excluding Ontario).

Ontario High School Details

- The Ontario High School Details tab includes:
 - schools that have a MIDENT and offer an Ontario curriculum and
 - schools that do not have a MIDENT but are in Ontario.
- The Ontario High School Details tab may also display international high schools that offer an Ontario curriculum.
- You can further filter the data by using the “Proprietorship (School Type)” and/or the “Board Name” drop-down menus. The data displayed reflects the filters you select.



Ontario High School Details Canadian High School Details (excluding Ontario)

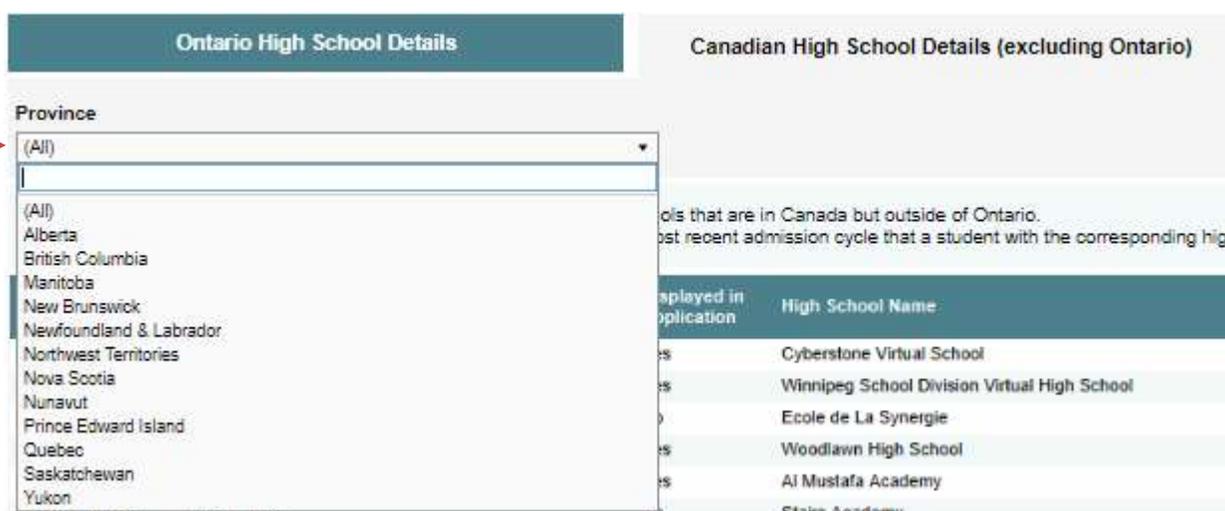
Proprietorship (School Type) Board Name

(All) (All)

- The listing of Ontario high schools displays detailed information about the high schools based on the selected filters for School Type and/or Board Name, including the OUAC Institution code, the date the school’s information was last updated in the OUAC database, the school’s address and location, various contact details and more.
- The “Most Recent Cycle Grades Received” column indicates the most recent admission cycle that a student with a final grade from the corresponding high school applied for an undergraduate program at an Ontario university.
- The “Displayed in Application” column outlines whether an applicant can select the corresponding high school in the Academic Background section of the Undergraduate Application.

Canadian High School Details (excluding Ontario)

- In the Canadian High School Details (excluding Ontario) tab, you can further filter the data by using the “Province” drop-down menu. Once you make your selection, the data will immediately be displayed.



Ontario High School Details Canadian High School Details (excluding Ontario)

Province

(All)

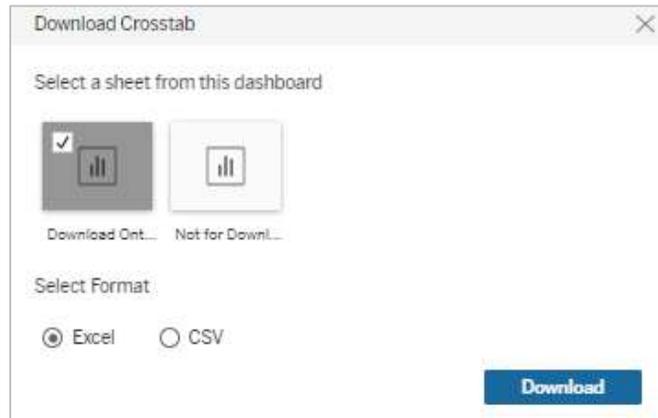
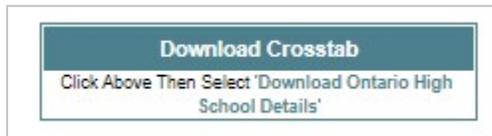
(All)
Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland & Labrador
Northwest Territories
Nova Scotia
Nunavut
Prince Edward Island
Quebec
Saskatchewan
Yukon

Displayed in Application	High School Name
Yes	Cyberstone Virtual School
Yes	Winnipeg School Division Virtual High School
Yes	Ecole de La Synergie
Yes	Woodlawn High School
Yes	Al Mustafa Academy
Yes	Staircase Academy

- The listing of Canadian high schools displays detailed information about the high schools in all of the provinces except Ontario, including the OUAC institution code, the date the school's information was last updated in the OUAC database and the school's address and location.
- The "Most Recent Cycle Applicant Reported Attending" column indicates the most recent admission cycle that a student with the corresponding high school in their academic background applied for an undergraduate program at an Ontario university.
- The "Displayed in Application" column outlines whether an applicant can select the corresponding high school in the Academic Background section of the Undergraduate Application.

Download Data

- To download the data to Excel or CSV, select the "Download Crosstab" and then select "Download Ontario High School Details" or "Download Canadian High School Details (excluding Ontario)", depending on the tab that you are viewing, to begin the download. The Excel will include the data from the filters you selected.



If you have any questions, [email Kelly Parkinson](#).