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Overview

Discussion - Questions Answered and Lists Generated

UA Analytics Student Administration Reports (SA) is an operational reporting system built on Oracle Analytics Cloud (OAC) software.

Student Administration Reports use pre-built reports to answer questions common to student administrative tasks. The data is PeopleSoft sourced and refreshed daily, via a nightly extract from the PeopleSoft system.

There are five (SA) reports:

ACT001: Active Students by Career and Academic Plan

This report returns student level academic and demographic detail for all active students in a specific academic plan. Users can select career, academic group (college), academic plan code, academic plan description (major) and address type (home, mail, or dorm). Only the primary program will return for each student.

Questions Answered or Lists Generated:

- 1. How many students are active in my program?
- 2. Generate a mailing list of part-time students enrolled in a program or major.
- 3. Generate a mailing list of students active in a program or major but are not yet enrolled for the upcoming semester.

APP001: Applicants

This report returns applicant detail including demographics and application status. Users can select by admit term, career, academic group (college), academic plan code and/or academic plan description (major). *In Zip Reports there were two applicant reports, one for undergraduate and one for graduate. These have been combined into one. This report contains very general application status information.*

Questions Answered or Lists Generated:

- 1. How many applications have been received for a program for a specific term?
- 2. How many applicants have been admitted into a program for a specific term?
- 3. How many applicants have been denied admission into a program for a specific term?
- 4. Generate a mailing list of applicants for a program (undergraduate or graduate).

CLS001: Class Information

Includes three reports that provide class enrollment information. Terms from 2014 are included.

Questions Answered or Lists Generated:

- 1. How many students are enrolled in course for a specific term?
- 2. How many seats are available in course XXX for a specific term?
- 3. Generate a class list for course XXX for a specific term.

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DEG001: Degrees Awarded

This report returns student level detail related to degrees awarded including GPA and cumulative credits. Users can select by completion term, academic group (college), academic plan code and/or academic plan description (major).

Questions Answered or Lists Generated:

- 1. How many bachelor's degrees were awarded for a specific term?
- 2. How many degrees were awarded for a program or major for a specific term?
- 3. Generate a mailing list of degree recipients for a program or major for a specific term.

ENR001: Enrolled Students by Career and Academic Plan

This report returns student level academic and demographic detail for all active students in a specific academic plan. Users can select by term, career, academic group (college), academic plan code, academic plan description (major) and address type (home, mail, or dorm). *Only the primary program will return for each student*.

Questions Answered or Lists Generated:

- 1. Generate a mailing list of currently enrolled students in a program or major for a specific term.
- 2. How many students are enrolled in a program or major for a specific term?
- 3. How many part-time students are enrolled in a program or major for a specific term?

There are two Zip Reports that are not yet available in UA Analytics Student Administration Reports.

ENR002: Enrolled Selected Majors with Specific Coursework

This information can be retrieved by the PeopleSoft Query named: U_R_COURSE_TAKEN_BY_PLAN

ENR003: Enrolled Selected Majors WITHOUT Specific Courses

This information can be retrieved by the PeopleSoft Query named: U_R_COURSE_NOT_TAKEN_BY_PLAN

* See <u>www.uakron.edu/training</u> for PeopleSoft Query tutorials.



Objectives

This quick reference guide will explain how to interact with and explore the data available in the SA reports. You will learn to navigate across different data sets, isolate data using Prompts, and download data for additional analysis.

Glossary

Analytics – the process of discovery, interpretation, and communication of meaningful patterns in data for purposes of describing, predicting, and improving operational performance.

BI – Shorthand for Business Intelligence.

CSV – a format for separating fields in exported data; fields are separated using commas instead of tabs. CSV is preferred over tab delimited.

Dashboard – a themed collection of visualizations presented as a tool for providing high level, summary views of a business process.

Dashboard Prompt – a set of drop-down menus. Your choices isolate and limit the data returned in a Student Administration report.

HTML – Hypertext markup language. Supports reports formatted for web page display. Typically used when PDF is not practical. For example, copying data from an HTML page is simpler than from a PDF document.

OAC – Shorthand for Oracle Analytics Cloud. Oracle is the company behind PeopleSoft.

PDF – Portable document format. Proper formatting facilitates summary scanning and report legibility. The PDF format supports printing operational reports developed with minor and extensive formatting.

Reference Page – the explanatory front page providing context and descriptions for all data elements of a Student Administration report.

Tab delimited – a format for separating fields in exported data; fields are separated by tab characters instead of commas. Use tab delimited when CSV is not practical. For example, when the data exported already uses commas to separate data such as for city, state, and zip code.

Visualization – several charts or tables presented together for purposes of conveying complex information.

XML – eXtensible markup language. As opposed to PDF documents, which focus on preserving formatting, while the focus of XML is to preserve data structure, such as field hierarchy and field order, for an export. A highly structured text document, XML is very useful for transferring large amounts of data from one platform to another database platform. For example, to a Microsoft SQL server database. You either already know you need XML or a UA Analyst will request it.

ZipReports – the prior name and presentation format by which the Student Administration reports were known.



Browser Requirements

Here are the minimum requirements for web browsers Oracle Analytics Cloud supports (May 2018):

Web Browser	Version
Microsoft Internet Explorer	11 and later
Microsoft Edge	38 and later
Google Chrome	54 and later
Mozilla Firefox	45 and later
Apple Safari	10 and later

Security Access / Training

New users may request access to UA Analytics Student Administration Reports by completing the training course. Check www.uakron.edu/training and look for Student Administration.

New users must meet the following requirements to be granted security access:

- Complete the Student Administration online training course
- Pass the quiz at the end of the course with a score of 80% or higher
- Complete the survey at the end of the course. Completing the survey triggers the security request

Upon completing the survey, a request will automatically be generated for your UA Analytics Student Administration Reports security access. Your PeopleSoft access level will be reviewed and access granted accordingly.



The Student Administration Reports



Access the University of Akron Analytics Home Page

Step by step	Notes
1. Student Administration reports are housed in our instance of the Oracle Analytics Cloud (OAC) and	
are available using the single sign-on service. Follow these steps to access University of Akron	
Analytics:	
2 Enter the following link in your compatible browser: analytics uskron edu	
a. Enter the following link in your compatible browser. analytics.dakron.edu	
$\leftarrow \rightarrow \mathbf{C}$ [h] analytics.uakron.edu	
b. Enter your credentials and click Login.	
LIANet ID:	
cdo	
Ids	
Becoward:	
Fassword.	
Login	
c. If the following page appears:	
ORACLE	
User ID	
Password	
Sign In	
Constanting Mode	
crypen *	
i. complete online training or wait as the security access process is completed	
=or=	
ii. if you previously had ZipReport access, contact the Help Desk (x6888,	
helpdesk@uakron.edu) for assistance	
d After successful login the UA Analytics Home nage is presented	
d'Akron	
Create Alerts	
Published Reporting Report Job	
Recently opened or edited items displayed here.	
Not Render	
MOST POPULAR No recommendations are currently available. Most Popular items will be displayed here when results become available.	

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zipreports-l@lists.uakron.edu



Open a Student Administration Report

Step by step Notes There are five (5) Student Administration reports, available from the Dashboards menu on the 1. Navigation bar. a. Locate and click the Dashboards menu. The list of available Student Administration reports is presented. Dashboards 🔻 Signed In As Robert Dea Open v Most Recent(DEG001 Degrees Awarded - page 1) My Dashboard Report Directory Student Administration Quick Reports ACT001 Active Students by Career and Academic Plan Reports APP001 Applicants CLS001 Class Information DEG001 Degrees Awarded ENR001 Currently Enrolled Student Information Choose any report. We will open and explore each in the following sections. b. Note: The UA Analytics Student Administration Quick Reports folder displays reports equivalent to those that were available in Zip Reports. The exceptions are ENR002 Enrolled Selected Majors with Specific Coursework and ENR003 Enrolled Selected Majors without Specific Courses. The information in these reports can be retrieved from PeopleSoft Queries Report ENR002 Enrolled Selected Majors with Specific Coursework = PS Query U R COURSE TAKEN BY PLAN Report ENR003 Enrolled Selected Majors without Specific Courses = PS query U R COURSE NOT TAKEN BY PLAN, respectively.

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Open ACT001 Active Students by Career and Academic Plan Report

Step by	step	Notes
1.	This report returns student level academic and demographic detail for all active students in a	
	specific academic plan. <mark>Only the primary program will return for each student.</mark> A program is a	
	combination of college and academic career, such as College of Business undergraduate program.	
	a. Select ACT001 Active Students by Career and Academic Plan from the Dashboards menu.	
	Dashboards Open Signed In As Robert Dea	
	Most Recent(DEG001 Degrees Awarded - page 1)	
	I My Dashboard	
	Student Administration Quick Reports	
	ACT001 Active Students by Career and Academic Plan	
	APP001 Applicants	
	CLS001 Class Information	
	DEG001 Degrees Awarded	
	ENR001 Currently Enrolled Student Information	
	b The dechloserd's Deference page energy. There are two informational costions to the	
	b. The dashboard's Reference page opens. There are two informational sections to the	
	defines report enceific terms, and explains usage. Welcome description provides context,	
	defines report specific terms, and explains usage. Welcome describes terms common to an	
	ACT001 Active Students by Career and Academic	
	ACT001 Home Page T001 Active Students by Academic Plan Report	
	Welcome to the University of Akron Analytics	
	Oracle Analytics Cloud UA's business intelligence tool is Oracle Analytics Cloud (OAC). OAC is a cloud based reporting solution that offers robust dashboard e	
	Help getting started with OAC ● Analysis - one or more views displaying the results of a query. ● Dashboard - Dage - content of a dashboard pages displaying interactive a ● Dashboard - Page - content of a dashboard is displayed in one or mo ● Page Tabs - Dashboard page are identified by tabs across the top o	
	results displayed in a dashboard Prompts allow you to make a selecti is a required prompt and a value must be selected in order to retrieve • Page Options - the toolbara the too right contains the page options • Save and Apply customization - allows you to save and view dashbo	
	page: • Page Report Links - links located at the bottom of the dashboard pa • Tool Tip - explanatory text. A tool tip adds context or a description to	
	ACT001 Students Active in an Academic Plan Report description section	
	This Zip Report prompts a user to select by career and academ <mark>tectant</mark> A student is considered "active" providing the student has not graduat Included in the report is the student's home address, demographic det The enrollment tabus is based on the latest term academic load (full-ti The primary program will return for each student. This is based on the	

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c.							Notes
	Select the Dashb	oard page tab.					
of	University An Akron	alytics Cloud					
A	CT001 Active Stud	ents by Career an	d Academ	ic			
	ACTOOL Home Page	T001 Active Students h	w Academic D	lan Ronor	₹	Dashboard tab	
	ACTOUTIONETage	Tool Active Students b	y Academic P	ian Kepoi	• []		
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mpts	Dashboard Prompts		ACTOU	Active	51		
	Academic Career	UGRD 🔻					
	Academic Group	A&S 🔻	Emplid	FERPA	La		
	Academic Plan Code	Select Value 🔻		N			
	Academic Plan Desc	Select Value 🔻		N			
	Address Type	HOME 🔻		N		Apply and Reset buttons	
		Apply Reset v					
	4	Reset to I	ast applied val	ues			
	Row	Count Reset to 0	default values				
	5,9	Clear Al	1				
L d		• • • •					
	Promnts – Snecil	ving prompt value	s will limit	the dat	a re	turned. They are ontional on this	
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e.	 Prompts – Specific report. i. <u>Academ</u> ii. <u>Academ</u> iii. <u>Academ</u> program 301300 iv. <u>Academ</u> v. <u>Address</u> Apply and Reset i. <u>Apply -/</u> ii. <u>Reset</u> 1. 2. 3. 	ying prompt value <u>nic Career</u> - choose <u>nic Group</u> – choose <u>nic Plan Code</u> - A co n, usually consistin ND <u>nic Plan Description</u> <u>s Type</u> (home, mail Applies prompt sel Reset to last chan Reset to default its default specifi Clear all sets all p	es will limit Undergrad college ode represe og of a field <u>n</u> (major) – l, or dorm) ections, th nges the pr clears all pr clears all pr cation prompts to	the dat or Grad enting a /concer For exa is limits compts t compts t rompt s	d d ntra dat dat to th elec e –	eturned. They are optional on this rea of study within an academic tion and degree. For example, le, Applied Mathematics BS/MS ra set the previously specified values etions and returns each prompt to even default values are cleared	



Sample Active Students by Career and Academic Plan report.

T001 Active Students by Career and Academic										Alerts! Home	Favorites 🔻	Dashboa	rds 🔻	Open	 Signe 	d In As Rot	oert Dean	n Shult	
)1 Home Pa	ge AC	T001 Active S	Students by A	cademic P	lan Report														\$
ACT001	Active	e Students	by Acade	emic Pla	n														
Emplid	FERPA	Last Name	First Name	Address type	Add Line 1	Add Line 2	City	State	Postal Code	Home Phone Number	Home or UANET Preferred Email	Birth Date	Gender	Age	Ethnicity	Academic Career	Academic Group	Acad Prog	Acad
4256735		Abbasi	matya	HOME	211 Tonutone Dr		Aurora	OH	442525544	5673856206	ha?bgrps salese ada	08121999	*	-	ABAN	U080	A85	4850	3750
30888714	8	Abhasi	Jacim	HOME	211 Todatore Dr		Aurora	CH	4050- 5544	2204965-1528	philippin university	09/24/1987		25	ABAN	UDRO	A83	A800	3750
4011210		ABBUT	Joshua	HOME	1007		Circleval	014	45241	513/288-0841	Includings untrust and	08/20/1998	14	30	10475	VORD	485	44/01	1750

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Notes

Open APP001 Applicant Report

Step by step

- 1. This report returns applicant detail including demographics and application status. Users can select by admit term, career, academic group (college), academic plan code and/or academic plan description (major). *In Zip Reports there were two applicant reports, one for undergraduate and one for graduate. These have been combined into one. This report contains very general application status information.*
 - a. Select APP001 Applicants from the Dashboards menu.



- b. The Reference page and Report pages are presented. Review the Reference page to gain an understanding of the questions this report can answer. When ready move to the Report page.
- c. Prompts Make prompt choices to limit the data to your report needs. *Admit Term is required; the rest are optional on this report.
 - i. *<u>Admit Term</u>- the term student was admitted to the university. For example, 2018 Summer.
 - ii. <u>Academic Career</u> Choose from among the listed values. For example, Continuing Education or Law.
 - iii. <u>Academic Group</u> Combines academic groups. Code is used specifically for reporting. For example, BUS or A&S.
 - iv. <u>Academic Plan Code</u> A code representing an area of study within an academic program; usually consisting of a field/concentration and degree. For example, 301300ND.
 - <u>Academic Plan Description</u> A textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.

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Open CLS001 Class Information Report	
Step by step	Notes
1. Includes three reports that provide class enrollment information. Terms from 2014 are included.	
a. Select CLS001 Class information from the Dashboards menu.	
Dashboards Open Signed In As Robert Dea	
Most Recent(DEG001 Degrees Awarded - page 1)	
I My Dashboard	
Student Administration Quick Reports	
ACT001 Active Students by Career and Academic Plan	
E APP001 Applicants	
CL S001 Class Information	
DEG001 Degrees Awarded	
ENR001 Currently Enrolled Student Information	
h The Reference page and Report pages are presented. Review the Reference page to gain an	
understanding of the questions this report can answer. When ready move to the Report	
page.	
c. Prompts – Make prompt choices to limit the data to your report needs. *Term is required,	
the rest are optional on this report.	
i. * <u>Term</u> – the term student was admitted to the university. For example, 2018	
Summer.	
ii. <u>Campus</u> – A code representing the registration location. For example, Akron,	
Wayne, and CANDT (formerly Community and Technical, now College of Applied	
Science and Technology)	
In. <u>Subject Code</u> – A code representing an aggregate of codises by instructional area,	
iv. Subject Description – A textual description of the Subject Code. For example.	
Aerospace Space Engineering.	
v. <u>Catalog Number</u> – A number which along with the subject uniquely identifies an	
instructional course. For example 201.	
vi. <u>Class Section</u> – A number, assigned by the instructional department, which in	
conjunction with a course subject and catalog number uniquely identifies each	
section of every course. For example 001.	

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Open DEG001 Degrees Awarded Report

Step by step	Notes
1. This report returns student level detail related to degrees awarded including GPA and cumulative	
credits. Users can select completion term, academic group (college), academic plan code and/or	
academic plan description (major).	
a. Select DEG001 Degrees Awarded from the Dashboards menu.	
Dashboards - Open - Signed in As Robert Dea	
Most Recent(DEG001 Degrees Awarded - page 1)	
I My Dashboard	
Student Administration Quick Reports	
ACT001 Active Students by Career and Academic Plan	
APP001 Applicants	
E CLS001 Class Information	
DEG001 Degrees Awarded	
ENR001 Currently Enrolled Student Information	
b. The Reference page and Report pages are presented. Review the Reference page to gain an understanding of the questions this report can answer. When ready move to the Report page.	
c. Prompts – Make prompt choices to limit the data to your report needs. *Completed Term is	
required; the rest are optional on this report.	
i. * <u>Completed Term</u> – the term student completed the degree. For example, 2018	
Spring.	
ii. <u>Degree Desc</u> – A textual description of the code representing the degree. For	
example, Doctor of Nursing Practice.	
iii. <u>Academic Plan Type</u> – A code representing how a student is pursuing an area of	
study within an academic program. For example, MAJ.	
iv. <u>Academic Plan Code</u> – A code representing an area of study within an academic	
program; usually consisting of a field/concentration and degree. For example,	
347000MS.	
v. <u>Academic Plan Description</u> – A textual description of the code representing an area	
of study within an academic program; usually consisting of a field/concentration	
and degree. For example, Statistics.	

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Open ENR001 Currently Enrolled Student Information Report

Step by step	Notes
1. This report returns student level academic and demographic detail for all active students in a	
specific academic plan. Users can select by term, career, academic group (college), academic plan	
code, academic plan description (major) and address type (home, mail, or dorm). <mark>Only the primary</mark>	
program will return for each student.	
a. Select ENR001 Currently Enrolled Student Information from the Dashboards menu.	
Dashboards Open Signed In As Robert Dea	
Most Recent(DEG001 Degrees Awarded - page 1)	
📰 My Dashboard	
Student Administration Quick Reports	
ACT001 Active Students by Career and Academic Plan	
APP001 Applicants	
CLS001 Class Information	
E DEG001 Degrees Awarded	
ENR001 Currently Enrolled Student Information	
L	
b. The Reference page and Report pages are presented. Review the Reference page to gain an	
understanding of the questions this report can answer. When ready move to the Report	
page.	
c. Prompts – Make prompt choices to limit the data to your report needs. *Term is required,	
the rest are optional on this report.	
i. * <u>Term</u> – the term student completed the degree. For example, 2018 Spring.	
ii. <u>Academic Career</u> – A code representing a grouping of academic programs for	
statistical purposes. An academic career exists for each school/college by level of	
program offered. For example, GRAD.	
iii. Academic Group – Combines academic groups. Code is used specifically for	
reporting. For example BUS.	
iv. Academic Plan Code – A code representing an area of study within an academic	
program; usually consisting of a field/concentration and degree. For example	
650004MSM.	
v. Academic Plan Description - A textual description of the code representing an area	
of study within an academic program; usually consisting of a field/concentration	
and degree. For example, Information Systems Management.	

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Utilities

Formatting and sharing tasks available in the Student Administration Quick Reports.

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Sort and Re-order Fields

Step by step Notes You can change field order or sort by any field. Example usage includes re-positioning the telephone 1. number next to the last name to create a call list. Sorting by cumulative GPA helps prioritize a scholarship list. Multiple sorting levels are possible by exporting data to Excel (CSV and tab delimited open in Excel). 2. Re-order task. You will move the Home Phone Number field left of EmplID a. Locate the Home Phone Number field Add Line City Home or UANET Address Add Line Home Phone FERPA Last Name First Name Emplid State Code Number Preferred Email ACCRETCH N Position the cursor above the field until it changes to a four-headed arrow: b. Cursor to move field Home Phone Number Hold the mouse button down and drag left until the vertical blue bar is next to Home Phone c. Number. Release the mouse button to complete the move. Add Home Phone Address Add Line Postal Emplid FERPA Last Name First Name Line City State Number type Code 2 ALC: 10405-208 4258716 N Citra 4401036744 Plating. 3. Sort task. Cumulative GPA in descending order (largest first). There are currently 5,934 records across 25 pages. The sort will re-order all records. a. Locate the Cumulative GPA field Cumulative Grade Point Average 3.18 3.17 0.00

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Step by step			Notes
	b. Position t	he cursor above the field until the two sort menus appear:	
	Cumulative Grade Point Average		
	c. Click the o	descending menu (on the right). All records are now sorted in descending order by	
	Cumulativ	ve GPA.	
	Cumulative Grade Point Average		
	4.00		
	4.00		
	4.00		

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Print and Export Data

oy s	step																	Note	S
1.	You can p	orint a	report	t or ex	ort o	lata fo	r additi	onal	analy	ysis. I	Here a	re the	availal	ole forn	nats f	or ea	ch		
	output option (see the Glossary for detailed explanations and usage examples):																		
a. Print - PDF or HTML																			
b. Data export - PDF, Excel, PowerPoint and CSV, tab delimited or XML																			
2.	. Print: scroll to the bottom of the data window and click Print																		
	Printable PDF																		
	🔓 Prin	table F	ITML																
			Pri	int 🗲	Click	<u>Print</u>													
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	d. 3	electii	ig PDF	ond c	nepon	downl					ser lar	o. me	report r	is preid	Jina	iled i	01		
	μ	resent	ation	and c	an be	downie	Jaueu	15 d I		or ser	it to a	printe	ſ.						
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	Cumulative	Total	Tota	al T	otal														
	CPA	Cumulat	ive Trar	nsfer A	kron														
	GFA	Credits	Cred	ans (C	realis														
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atted report PDF formatted report	Dr. C	Average of the second s	Crect .000		Academic Code	Academic Plan Code	PDF and PDF	DEGOU	ML fo	rmat m in	S: Intervention Student UA Student UA Student UA Student UA Student UA	Student Students	Student First Name Andreas Andreas Andreas Andreas Student First Name	Jonatila Same 27 36 28 7.86 29 7.86 20 6.86 201 7.86 201 7.86 202 7.86 203 7.86 204 204 204 204 204 204 205 2.96 204 204 205 2.96 204 2.96 205 2.96 206 2.96 207 2.96 208 2.96 209 2.96 200 2.96 201 2.96 202 2.96 203 2.96 204 2.96 205 2.96 205 2.96 205 2.96 205 2.96 205 2.96 205 2.96 205 2.96	but final field of the second	City			
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Step by	step		Notes
3.	Export	t: scroll to the bottom of the data window and click Export	
	a.	PDF – to download the data as a PDF formatted file	
	b.	Excel 2007+ – to download the data in an XLSX file. The file format is compatible with all	
		versions of Excel from 2007 to current (2016 as of this writing)	
	с.	Text Data choices	
		 <u>CSV</u> - a format for separating (delimiting) fields in exported data; fields are separated using commas instead of tabs. CSV is preferred over tab delimited 	
		ii. <u>Tab delimited</u> - a format for separating fields in exported data; fields are separated	see all definitions
		by tab characters instead of commas. Use tab delimited when CSV is not practical.	in the clossury
		For example, when the data exported already uses commas to separate data such as	
		for city, state, and zip code.	
		iii. XML - eXtensible markup language. As opposed to PDF documents, where the focus	
		is to preserving formatting, the focus of an XML formatted document is to preserve	
		data structure, such as field hierarchy and field order, for an export. A highly	
		structured text document, XML is very useful for transferring large amounts of data	
		from one platform to another database platform. For example, to a Microsoft SQL	
		server database. You either already know you need XML or a UA Analyst will request	
		IT.	
		DF PDF	
		Excel 2007+	
		B Powerpoint 2007+	An XML
			document
		Web Archive (.mht)	xml version="1.0"? <quiz> <qanda seq="1"></qanda></quiz>
		Click Expert	<pre><question> Who was the forty-second president of the U.S.A.? </question></pre>
		Export Tab delimited Format	<answer> William Jefferson Clinton </answer>
		🛗 XML Format	 Note: We need to add<br more questions later>



inking to a Dashboard Page	
Step by step	Notes
 You can create links to dashboard pages so that you can enable other users to display those pages. There are two ways to share pages, using either Create Bookmark Link or Create Prompted Link. 	
A Bookmark Link generates a <i>static and hidden bookmarked version</i> of the page. You share the bookmark link with other users. The link when opened will present the stored inactive copy of the data, regardless if the underlying active data has changed. <i>The link remains available for 30 days</i> .	
A Prompted Link presents <i>dynamic data</i> , using the URL that captured the Prompts used to filter, sort, or re-order the data. The page shared will present current data, generated using the shared Prompts.	
 a. Create Bookmarked Link: Locate and click the Page Options menu is from the top right-hand corner and select Create Bookmark Link Print Export to Excel Refresh Create Bookmark Link Create Bookmark Link Click Create Bookmark Link 	
 b. A static copy of the page is stored and a Bookmark link to the page is generated in the browser Address bar. Reference Guide A Bookmark Link suitable for saving or sharing this page has been created. It is shown in the browser's Address Bar. 	
 c. The Bookmark link can be: Saved to your browser bookmarks for reference Sent to others. They will see the same content, including prompts. Note, other viewers must have access to the page and the same level of permissions. d. Create Prompted Link: follow the same steps Create a Prompted Link. Note other viewers must have access to the page and the same level of permissions. 	

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Save and Apply Commonly Used Settings

Step by step Notes There are settings you apply each time you generate a report or a list. Examples may include an 1. Academic Career choice of UGRD, never GRAD and/or LAW. Another example is the setting the same term for the current academic year of 2018. Instead of repeating these choices it is possible to save them and re-apply them, as needed. For example, your 2018 reporting tasks for ENR001 Currently Enrolled Student Information report may require repeating these settings each time the report is run: Academic Code = UGRD, an Address Type of 'Home', and Academic Groups = College of Applied Sci & Tech, Not Available, and The University of Akron: **Dashboard Prompts** * Term 2018 Fall . Academic Career UGRD Academic Group College of Applied Academic Plan Code --Select Value--Academic Plan Desc --Select Value--. Address Type HOME • a. Create the saved setting: Locate and click the Page Options menu 🥸 from the top righthand corner and select Save Current Customization 📙 Print Export to Excel Refresh Create Bookmark Link Create Prompted Link Apply Saved Customization Save Current Customization. Edit Saved Customizations.. Clear My Customization b. Enter a descriptive name and click OK Save Current Customization 0 × Name 2018 ENR001 Save for Me Others Set Permissions Make this my default for this page OK Cancel Ver: 8/30/2018

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Step by step N	Notes
c. Apply the saved setting: Select Apply Saved Customization from Page Options and choose	
the named setting	
O	
Print 🕨	
Export to Excel	
S Refresh	
Create Bookmark Link	
Create Prompted Link	
Apply Saved Customization	
Save Current Customization	
Edit Saved Customizations	
Clear My Customization	
d. The settings are applied to the report.	
Note that Saved Customizations are per report and can be applied only to the report in which created.	

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Appendix

Field output list (Data Dictionary)

Field lists sorted alphabetically. Data generated using default prompts. Selected fields include descriptions and example.

Field Name	Desc	Example Usage	Found on Report	ls Data Type	Number characters
Acad Plan	A code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	301300ND	APP001	varchar2	40
Acad Prog	The primary academic program within a specific career in which a student is matriculated.	ELI nondegree	APP001	varchar2	20
Academic Career Code	A code representing a grouping of academic programs for statistical purposes. An academic career exists for each school/college by level of program offered.	GRAD	ENR001	varchar2	16
Academic Group Code	Unit representing the academic college	BUS	ENR001	varchar2	20
Academic Group Code	Unit representing the academic college	A&S	APP001	varchar2	20
Academic Group Desc	Combines academic groups. Code is used specifically for reporting.	College of Business Admin	ENRO01	varchar2	120
Academic Group Description	A textual description of the academic group	College of Business Admin	CLS001	varchar2	120
Academic Load Desc	A textual description representing a student's approved academic load.	Enrolled Half- Time	ENRO01	varchar2	120
Academic Organization Description	A unit representing the academic department.	Accountancy	CLS001	varchar2	12
Academic Plan Code	A code representing how a student is pursuing an area of study within an academic program.	620000BS	ENRO01	varchar2	40
Academic Plan Code	A code representing how a student is pursuing an area of study within an academic program.	620000BS	DEG001	varchar2	40
Academic Plan Desc	A textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	Information Systems Management	ENR001	varchar2	120
Academic Plan Desc	A textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	Accounting	DEG001	varchar2	120
Academic Plan Desc	A textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	Accounting	APP001	varchar2	120

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Field Name	Desc	Example Usage	Found on Report	ls Data Type	Number characters
Academic Plan Type Code	A code representing how a student is pursuing an area of study within an academic program.	MAJ	ENR001	varchar2	12
Academic Plan Type Code	A code representing how a student is pursuing an area of study within an academic program.	MAJ	DEG001	varchar2	12
Academic Program Code	A code which uniquely identifies the area within the University to which an applicant is admitted and from which a student graduates.	BUSG	ENR001	varchar2	20
Academic Program Desc	A textual description of the code which uniquely identifies the area within the University to which a student is admitted and from which a student graduates.	College of Business Graduate	ENR001	varchar2	120
Admit Term Desc	The term the student was admitted to the university.	2018 Summer	APP001	varchar2	12
Admit Type	The type of admission to the university: New Freshmen, Transfer, Masters, Doctoral, Law, Transient, etc.)	Masters	APP001	varchar2	12
Advisor Name	The name by which a student advisor is known. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	-	ENR001	varchar2	200
Appl Center Code	The center where the application was processed (UG, GR, LAW, ELI, INTL)	UGRD	APP001	varchar2	16
Application Date	The date the application was submitted.	2/4/2018	APP001	date	7
Campus Code	A code representing the course offering location	AKRON	CLS001	varchar2	20
Catalog Number	A number which along with the subject uniquely identifies an instructional course. For reporting purposes, all cross- listed courses and meet togethers are shown under their home catalog number.	201	CLS001	varchar2	72
Citizenship Country Desc	A textual description representing the first or only country of citizenship.	United States	ENR001	varchar2	40
Citizenship Status Desc	A textual description of a person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	Alien Temporary (NR)	ENR001	varchar2	40
Class Number	A number which uniquely identifies a class section within a term. This number prints on the schedule of classes and is the number entered for student enrollment requests. For reporting purposes, all cross-listed courses and meet togethers are converted to their home class number.	71181	CLS001	number	22

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Field Name	Desc	Example Usage	Found on Report	ls Data Type	Number characters
Class Section Code	A number, assigned by the instructional department, which in conjunction with a course subject and catalog number uniquely identifies each section of every course.	001	CLS001	varchar2	16
Committee Description	A textual description of the code uniquely identifying an advising group or committee	-	ENR001	varchar2	120
Committee ID	A code uniquely identifying a committee.	-	ENR001	varchar2	24
Completed Term Desc	The term the student completed the degree	2018 Spring	DEG001	varchar2	120
Consent Description	An textual description of the code indicating the type of permission required to enroll in a course.	No Consent Required	CLS001	varchar2	40
Country Of Residence	A code representing the country associated with a person's address.	USA	APP001	varchar2	120
Course Descr	The title of the course	Accounting Principles I	CLS001	varchar2	120
Cumulative GPA	A number representing the student's cumulative grade point average at the end of the term.	7.50	DEG001	number	22
Cumulative Grade Point Average	A number representing the student's cumulative grade point average at the end of the term.	0.00	ENR001	number	22
Cumulative Hours	The cumulative hours earned including transfer credits.	0.00	ENR001	number	22
Current Grade Point Average	A number representing the overall grade point average.	0.00	ENR001	number	22
Degree Code	A code representing degrees offered.	MS	DEG001	varchar2	32
Degree Conferral Day Date	The calendar date of degree conferral	5/11/2018	DEG001	date	7
Degree Desc	A textual description of the code representing the degree.	Master of Science	DEG001	varchar2	40
Emplid		4674382	APP001	varchar2	44
Enrollment Drop Date	The date the student withdrew from the class		CLS001	date	7
Enrollment Reason Desc	The enrollment status after census (enrolled, withdrawn)	Enrolled	CLS001	varchar2	120
Ethnicity		NON RESIDENT ALIEN	APP001	varchar2	40
FERPA Flag	A code indicating if an individual has invoked their Family Education Rights and Privacy Act (FERPA) option to restrict the release of public information from their records. FERPA does not become effective until the individual is a student.	Ν	ENR001	varchar2	4
FERPA Flag	A code indicating if an individual has invoked their Family Education Rights and Privacy Act (FERPA) option to restrict the release of public information from their records. FERPA does not become effective until the individual is a student.	Ν	DEG001	varchar2	4

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Field Name	Desc	Example Usage	Found on Report	ls Data Type	Number characters
Person Id		4096966	CLS001	varchar2	60
Primary Instructor Person Name	The employee name of an individual who has responsibility for teaching a course.	Neururer,Thad deus A	CLS001	varchar2	200
Prog Action Code	A code which indicates an administrative action that was performed for the student's academic program. A change in this code may cause a change in the program status. This is the medium level of a three-tier indicator. The three levels in descending order are PROG_STATUS, PROG_ACTION & PROG_REASON.	ADMT	APP001	varchar2	16
Prog Action Desc	A textual description of the code which indicates an administrative action that was performed for the program. A change in this code may cause a change in the program status. This is the medium level of a three tier indicator. The three levels in descending order are PROG_STATUS, PROG_ACTION & PROG_REASON.	Admit	APP001	varchar2	120
Prog Action Reason	A code which indicates the reason the corresponding administrative action was performed for the student's academic program. This is the lowest level of a three tier indicator The three levels in descending order are PROG_STATUS, PROG_ACTION & PROG_REASON.	Direct	APP001	varchar2	16
Start Term Academic Level Desc	The academic level or rank of the student at the beginning of the term.	Graduate	ENR001	varchar2	120
Student Id		4203576	DEG001	varchar2	60
Subject Code	A code representing an aggregate of courses by instructional area, under which a particular course is offered.	6200	CLS001	varchar2	32
Term Code	A textual code representing the administrative time period within which students are billed and statistics are accumulated.	2018 Summer	ENR001	varchar2	16
Term Description	A textual description of the code representing the administrative time period within which students are billed and statistics are accumulated.	2018 Fall	CLS001	varchar2	40
Total Akron Credits	The total hours earned at UA	74.00	DEG001	number	22
Total Cumulative Credits	The current number of credits a student has earned toward their academic career, including transfer credits.	74.00	DEG001	number	22
Total Transfer Credits	The total transfer hours earned by the student	0.00	DEG001	number	22

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Field Name	Desc	Example Usage	Found on Report	ls Data Type	Number characters
Units Taken in Progress	The credits hours for which the student is enrolled for the semester,	12.00	ENRO01	number	22

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