

# Students Records – Courses Dashboard

Business Intelligence User Guide  
Dashboard Content & Examples

*Institutional  
Research & Analysis*



# Welcome

This user guide demonstrates how users can answer questions using the Student Records – Courses Business Intelligence (BI) dashboard.

The Student Records – Courses dashboard was developed by Institutional Research and Analysis in close coordination with stakeholders across the university, including representatives from the Faculties, the Registrar's Office and the School of Graduate Studies, and contains reports on course enrolments, units taught, course scheduling and grades. In addition to this user guide, the Student Records – Courses dashboard includes a Glossary tab as well as explanations within each report of the rules and definitions applied.

We hope you find the content of this guide and the dashboard relevant, useful, clear and easy-to-use.



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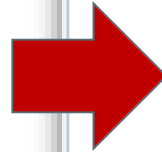
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# Signing In

URL: **bi.mcmaster.ca**

Use your MacID  
& Password



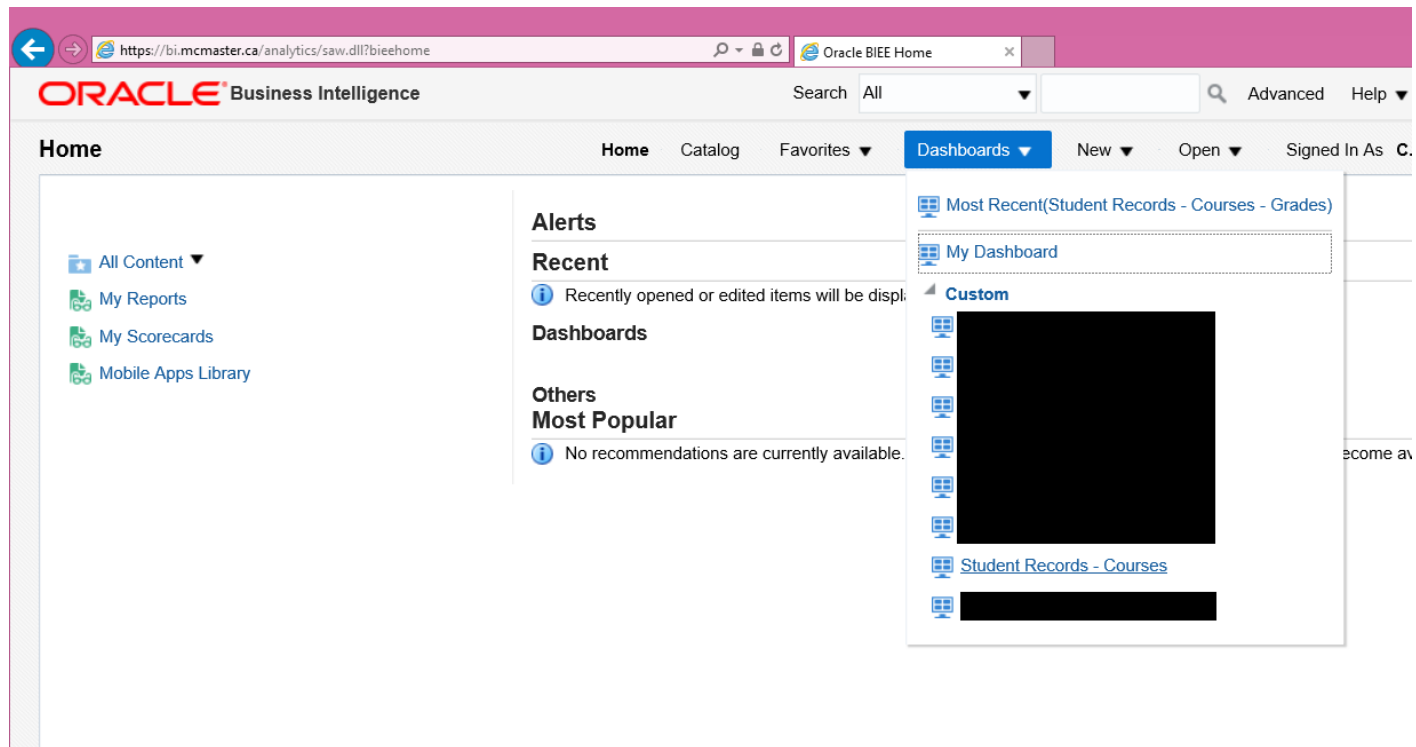
Note:

1. Before logging on, you must log in to the McMaster University Network through an ADS domain. If you want to connect through a different domain (at home or through faculty specific domain) you need to run VPN client.
2. If there is any login issue, clean your browser cache and then login again

A screenshot of the McMaster University Sign In page. The page has a white background with a light gray border. At the top, it says 'Sign In' in blue, followed by 'Enter your user id and password.' Below this are two input fields: 'User ID' and 'Password'. A 'Sign In' button is centered below the fields. There is a checkbox for 'Accessibility Mode' and a language selector at the bottom showing 'English' with a dropdown arrow. A red arrow from the text 'Use your MacID & Password' points to the 'User ID' field.

# Navigating to a Dashboard

1. Left Click on the **Dashboards** section



# Dashboard Pages

There are five dashboard pages available on the Student Records – Courses Dashboard:

- Course Enrolment
- Course Planning
- Grades
- Advanced Course Enrolment Filters
- Glossary
- Release Notes

# Dashboard Pages: Course Enrolment

- The Course Enrolment page includes reports on the number of courses or units taught, broken down by Course or Student Faculty, Student Plan, Subject, Course Code, Section and more.

**Student Records - Courses** Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Course Enrolment Course Planning Grades Advanced Course Enrolment Filters Glossary & Contact Release Notes

Academic Year: 2018 Term: 2018 Fall Session: --Select Value--

Course Career: --Select Value-- Course Faculty: --Select Value-- Course Department: (All Column Val Subject: (All Column Val Course Level: --Select Value-- Course Code: (All Column Val Course Component: Lecture Class Section Code: --Select Value-- Course Description: --Select Value-- Course Instruction Mode: --Select Value--

Student Career: Undergraduate Student Faculty: --Select Value-- Student Program: --Select Value-- Student Program Code: --Select Value-- Student Plan: --Select Value-- Student Plan Code: --Select Value-- Student Subplan Primary: --Select Value-- Student Level Code: --Select Value-- Grade: --Select Value--

Apply Reset

Please note that the Enrolment measures listed below reflect the most recent data available from Mosaic (BI data is refreshed nightly), including retroactive changes. The measures are not based on frozen snapshots taken from Mosaic as of a certain date.

When viewed at the Subject level of aggregation, Enrolment measures are not unduplicated by student (i.e. a student enrolled in five classes will be counted five times).

For cross-listed courses, course enrolments are counted separately for the leader and trailer courses. The ability to view the full enrolment assigned to the leader course will be added in a future release.

**Course and Units Enrolment**  
Time run: 8/22/2019 2:32:50 PM

Select a Measure: Units in Progress Column 1: No Selection Column 2: No Selection Column 3: No Selection

Select View: Pivot Table - Courses on Left

|                | Arts & Science    | DeGroote School of Business | Divinity College  | Faculty of Engineering | Faculty of Health Sciences | Faculty of Humanities | Faculty of Science | Faculty of Social Sciences |
|----------------|-------------------|-----------------------------|-------------------|------------------------|----------------------------|-----------------------|--------------------|----------------------------|
|                | 2018 Fall         | 2018 Fall                   | 2018 Fall         | 2018 Fall              | 2018 Fall                  | 2018 Fall             | 2018 Fall          | 2018 Fall                  |
| Course Faculty | Units in Progress | Units in Progress           | Units in Progress | Units in Progress      | Units in Progress          | Units in Progress     | Units in Progress  | Units in Progress          |

# Dashboard Pages: Course Planning

- The Course Planning page is intended to give users as much data as possible to make informed course-planning decisions. Reports include course enrolment history and utilization rates, breakdowns by Student Faculty, Program and Plan, and Course Scheduling History.

**Student Records - Courses** Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Course Enrolment **Course Planning** Grades Advanced Course Enrolment Filters Glossary & Contact Release Notes

Apply Reset

Please note that the Enrolment measures listed below reflect the most recent data available from Mosaic (BI data is refreshed nightly), including retroactive changes. The measures are not based on frozen snapshots taken from Mosaic as of a certain date.

When viewed at the Subject level of aggregation, Enrolment measures are not unduplicated by student (i.e. a student enrolled in five classes will be counted five times).

For cross-listed courses, course enrolments are counted separately for the leader and trailer courses. The ability to view the full enrolment assigned to the leader course will be added in a future release.

Course Enrolment History - Breakdown by Students

Course Column 1: Subject Course Column 2: Course Code Course Column 3: No Selection

Student Column 1: No Selection Student Column 2: No Selection Enrolment Measure: Enrolment - As of Drop/Add

|              |             | 2018                       |
|--------------|-------------|----------------------------|
|              |             | 2018 Fall                  |
| Subject      | Course Code | Enrolment - As of Drop/Add |
| Anthropology | ANTHROP1AA3 | 863                        |
|              | ANTHROP1AB3 | 372                        |
|              | ANTHROP2D03 | 44                         |
|              | ANTHROP2E03 | 132                        |
|              | ANTHROP2EE3 | 116                        |
|              | ANTHROP2F03 | 145                        |
|              | ANTHROP2G03 | 246                        |



# Dashboard Pages: Grades

- The Grades dashboard page includes reports on which grades were awarded by course or by section, average grades by course, section or subject, and withdrawal rates.

**Student Records - Courses** Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Course Enrolment Course Planning **Grades** Advanced Course Enrolment Filters Glossary & Contact Release Notes

Class Section Code --Select Value-- Student Level Code --Select Value--  
 Course Description --Select Value-- Grade --Select Value--  
 Course Instruction Mode --Select Value--

Apply Reset

Please note that the Enrolment measures listed below reflect the most recent data available from Mosaic (BI data is refreshed nightly), including retroactive changes. The measures are not based on frozen snapshots taken from Mosaic as of a certain date.

When viewed at the Subject level of aggregation, Enrolment measures are not unduplicated by student (i.e. a student enrolled in five classes will be counted five times).

For cross-listed courses, course enrolments are counted separately for the leader and trailer courses. The ability to view the full enrolment assigned to the leader course will be added in a future release.

**Course Grades Frequency Distribution**  
 Time run: 8/22/2019 2:35:54 PM

Show Course Breakdown By: Class Section Code  
 Show Student Breakdown By: No Selection  
 Select View: Pivot Table - Headcount

Source Term: 2018 Fall

| Subject      | Course Code | Class Section Code | Enrolment Count |    |    |    |    |    |    |    |    |    |    |    |    |          |     | Enrolment Count |
|--------------|-------------|--------------------|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----------|-----|-----------------|
|              |             |                    | A+              | A  | A- | B+ | B  | B- | C+ | C  | C- | D+ | D  | D- | F  | Withdraw |     |                 |
| Anthropology | ANTHROP1AA3 | C01                | 5               | 34 | 70 | 65 | 85 | 50 | 25 | 38 | 23 | 12 | 10 | 8  | 11 | 32       | 468 |                 |
|              |             | C02                | 29              | 50 | 69 | 56 | 52 | 34 | 22 | 22 | 11 | 4  | 7  | 5  | 10 | 24       | 395 |                 |
|              | ANTHROP1AB3 | C01                | 2               | 12 | 43 | 34 | 49 | 48 | 33 | 39 | 31 | 18 | 13 | 8  | 22 | 20       | 372 |                 |
|              | ANTHROP2D03 | C01                | 3               | 2  | 6  | 6  | 3  | 4  | 3  | 3  | 1  | 2  | 2  | 3  | 6  | 44       |     |                 |
|              | ANTHROP2E03 | C01                | 15              | 12 | 12 | 11 | 16 | 6  | 18 | 12 | 7  | 4  | 3  | 6  | 4  | 6        | 132 |                 |
|              | ANTHROP2EE3 | C01                | 1               | 11 | 16 | 13 | 16 | 12 | 7  | 9  | 11 | 3  | 1  | 3  | 6  | 7        | 116 |                 |

# Dashboard Pages: Advanced Course Enrolment Filters

- The Advanced Course Enrolment Filters shows a distinct count of students meeting the specified criteria, and allows users to apply filters based on minimum or maximum number of units or courses taken/earned.

**Student Records - Courses** Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Course Enrolment Course Planning Grades **Advanced Course Enrolment Filters** Glossary & Contact Release Notes

Academic Year: 2018 Term: 2018 Fall Session: --Select Value--

Course Career: --Select Value-- Course Faculty: --Select Value-- Course Department: Anthropology Subject: --Select Value-- Course Level: --Select Value-- Course Code: --Select Value-- Course Component: Lecture Class Section Code: --Select Value-- Course Description: --Select Value-- Course Instruction Mode: --Select Value--

Student Career: Undergraduate Student Faculty: --Select Value-- Student Program: --Select Value-- Student Program Code: --Select Value-- Student Plan: --Select Value-- Student Plan Code: --Select Value-- Student Subplan Primary: --Select Value-- Student Level Code: --Select Value-- Grade: --Select Value--

Apply Reset

**Advanced Filters**

Minimum Number of Units Taken: 0 Minimum Number of Units Earned: 0 Minimum Number of Courses Taken: 0 Show only students who have taken the following courses: --Select Value--

Maximum Number of Units Taken: 1000 Maximum Number of Units Earned: 1000 Maximum Number of Courses Taken: 1000 Show only students who have NOT taken the following courses: --Select Value--

Apply Reset

**Course Enrolments by Number of Units**

**1955**  
Distinct Students

# Dashboard Pages: Glossary

- The Glossary page includes definitions of the measures and dimensions used throughout the Student Records – Courses dashboard.

The screenshot shows the Oracle Business Intelligence interface. At the top, the Oracle logo and 'Business Intelligence' text are on the left, and a search bar with 'All' selected is on the right. Below this is a navigation bar with 'Student Records - Courses' and links for Home, Catalog, Favorites, Dashboards, New, Open, Signed In As C.R. Ferguson, and a settings gear. A sub-navigation bar includes 'Course Enrolment', 'Course Planning', 'Grades', 'Glossary' (which is highlighted), and 'Release Notes'. The main content area has a red warning message: 'Please note that the Enrolment measures listed below reflect the most recent data available from Mosaic (BI data is refreshed nightly), including retroactive changes. The measures are not based on frozen snapshots taken from Mosaic as of a certain date. When viewed at the Subject level of aggregation, Enrolment measures are not unduplicated by student (i.e. a student enrolled in five classes will be counted five times).' Below this is a section titled 'Measures' with a list of definitions:

- Enrolment Count:** A headcount of students enrolled in a course as of the Drop/Add Date for the displayed term. Calculated as all students with an Enrolment Add Date before or equal to the Drop/Add Date, excluding any students with an Enrolment Drop Date before or equal to the Drop/Add date. Includes students with a Enrolment Drop Date greater than the Drop/Add Date (i.e. students who dropped the course after the Drop/Add Date).
- Enrolment as of Drop/Add Date:** This measure is the same as the Enrolment Count measure above; the name is changed to distinguish it from Enrolment with Withdrawals Removed measure.
- Enrolment with Withdrawals Removed:** A headcount of students enrolled in a course as of the Drop/Add Date for the displayed term, excluding any students who dropped the course. For completed terms, this measure is equivalent to the number of students who received a grade (including Fails or Audits). Calculated as all students with an Enrolment Add Date before or equal to the Drop/Add Date, excluding any students with an Enrolment Drop Date before or equal to the Drop/Add date. *Excludes* students with a Enrolment Drop Date greater than the Drop/Add Date (i.e. students who dropped the course after the Drop/Add Date).
- Enrolment Capacity:** The maximum enrolment possible for the course or section displayed. Please note that Enrolment Capacity displayed in BI reflects the most recent capacity listed for a course in a single term. If the Enrolment Capacity is updated throughout the term, BI reports will display the latest capacity. The ability to view in-term changes to the Enrolment Capacity will be available in a future release.
- Requested Room Capacity:** The room capacity requested by the Faculty offering the course. Please note that Requested Room Capacity displayed in BI reflects the most recent capacity listed for a course in a single term. If the Requested Room Capacity is updated throughout the term, BI reports will display the latest capacity. The ability to view in-term changes to the Requested Room Capacity will be available in a future release.
- Utilization Rate - Enrolment Capacity:** The headcount enrolment (As of the Drop/Add Date, or with Withdrawals Removed depending on your selection) as a percentage of the Enrolment Capacity for the course or section.
- Utilization Rate - Requested Room Capacity:** The headcount enrolment (Enrolment As of the Drop/Add Date or Enrolment with Withdrawals Removed depending on your selection) as a percentage of the

# Dashboard Pages: Release Notes

- The Release Notes page includes a summary of what content has been made available so far and what changes and updates are planned for future releases.

The screenshot shows the Oracle Business Intelligence interface. At the top, the Oracle logo and 'Business Intelligence' text are on the left, and a search bar with 'All' selected is on the right. Below this is a navigation bar for 'Student Records - Courses' with links to Home, Catalog, Favorites, Dashboards, New, and Open. A sub-navigation bar includes Course Enrolment, Course Planning, Grades, Glossary, and Release Notes (which is highlighted). The main content area is titled 'December 2018 Student Information Analytics Release Notes' and 'Student Records - Courses Dashboard'. It contains an 'Overview' section with three bullet points: Content (Course Enrolment data for Undergraduate & Graduate courses; Course Scheduling data; Grades), Users (Faculty Offices, Departments Chairs & Administrators, Registrar's Office, School of Graduate Studies, Executives), and Security (All users may see reports for all Faculties and Departments; only certain users (e.g. Assistant Deans) may see individual student-level data). Below this is a 'Details' section with a 'Measures Available:' heading and four bullet points: Headcount Course Enrolment as of Drop/Add Date, Headcount Course Enrolment with Withdrawals Removed, Units in Progress, and Units Earned.

ORACLE<sup>®</sup> Business Intelligence

Search All

Student Records - Courses

Home Catalog Favorites Dashboards New Open

Course Enrolment Course Planning Grades Glossary Release Notes

## December 2018 Student Information Analytics Release Notes

### Student Records - Courses Dashboard

#### Overview

- **Content:** Course Enrolment data for Undergraduate & Graduate courses; Course Scheduling data; Grades.
- **Users:** Faculty Offices, Departments Chairs & Administrators, Registrar's Office, School of Graduate Studies, Executives.
- **Security:** All users may see reports for all Faculties and Departments; only certain users (e.g. Assistant Deans) may see individual student-level data.

#### Details

**Measures Available:**

- Headcount Course Enrolment as of Drop/Add Date
- Headcount Course Enrolment with Withdrawals Removed
- Units in Progress
- Units Earned

# Important Notes: Security

- Access to the Student Records – Courses dashboard is available to those who need it for planning or decision making in their role. Stakeholders from across the university, including the Faculties, Registrar's Office and School of Graduate Studies were consulted to compile a list of users and to determine their appropriate levels of access to BI in accordance with their role and their current access to Mosaic.
- Users are able to see data for the whole university; they are not restricted by their Faculty or Department. Only certain users including Deans, Associate or Assistant Deans, Program Managers and Admin Assistants have the capability to drill-down to data at the student level.



# Important Notes: Enrolment Counts

- Please note that the Enrolment counts displayed on the Student Records – Courses dashboard may reflect retroactive changes made in Mosaic. As a result, when the Enrolment as of Drop/Add Date is calculated, it may not be equal to a frozen snapshot of the course enrolment data taken on the Drop/Add Date, since a student may have retroactively been added to or withdrawn from the course. The ability to view frozen snapshots of course enrolment data will be added in a future release.
- At this time it is not possible to view course enrolments as of a date prior to the Drop/Add Date. This functionality will be added in a future release.



# Measure Definitions

- **Enrolment Count:** A headcount of students enrolled in a course as of the Drop/Add Date for the displayed term. This measure will include the most up-to-date data from Mosaic for a given term and so may include retroactive changes. For this reason it may not match a frozen snapshot taken on the Drop/Add Date. The Enrolment Count measure is calculated as all students with an Enrolment Add Date before or equal to the Drop/Add Date, excluding any students with an Enrolment Drop Date before or equal to the Drop/Add date. Includes students with a Enrolment Drop Date greater than the Drop/Add Date (i.e. students who dropped the course after the Drop/Add Date).
- **Enrolment as of Drop/Add Date:** This measure is the same as the Enrolment Count measure above; the name is changed to distinguish it from Enrolment with Withdrawals Removed measure.

# Measure Definitions

- **Enrolment with Withdrawals Removed:** A headcount of students enrolled in a course as of the Drop/Add Date for the displayed term, excluding any students who dropped the course . For completed terms, this measure is equivalent to the number of students who received a grade (including Fails or Audits). Calculated as all students with an Enrolment Add Date before or equal to the Drop/Add Date, excluding any students with an Enrolment Drop Date before or equal to the Drop/Add date. *Excludes* students with a Enrolment Drop Date greater than the Drop/Add Date (i.e. students who dropped the course after the Drop/Add Date).
- **Enrolment as of Last Day to Withdraw:** A headcount of students enrolled in a course as of the Last Day to Withdraw for the displayed term (typically early November for the Fall term). This measure will include the most up-to-date data from Mosaic for a given term and so may include retroactive changes. For this reason it may not match a frozen snapshot taken on the Last Day to Withdraw.



# Measure Definitions

- **Enrolment Capacity:** The maximum enrolment possible for the course or section displayed.  
Please note that Enrolment Capacity displayed in BI reflects the most recent capacity listed for a course in a single term. If the Enrolment Capacity is updated throughout the term, BI reports will display the latest capacity. The ability to view in-term changes to the Enrolment Capacity will be available in a future release.
- **Requested Room Capacity:** The room capacity requested by the Faculty offering the course.  
Please note that Requested Room Capacity displayed in BI reflects the most recent capacity listed for a course in a single term. If the Requested Room Capacity is updated throughout the term, BI reports will display the latest capacity. The ability to view in-term changes to the Requested Room Capacity will be available in a future release.
- **Utilization Rate - Enrolment Capacity:** The headcount enrolment (As of the Drop/Add Date, or with Withdrawals Removed depending on your selection) as a percentage of the Enrolment Capacity for the course or section.
- **Utilization Rate - Requested Room Capacity:** The headcount enrolment (Enrolment As of the Drop/Add Date, or Enrolment with Withdrawals Removed depending on your selection) as a percentage of the Requested Room Capacity for the course or section.

# Measure Definitions

- **Units In Progress:** The Units In Progress measure includes all units counted towards a student's academic load. The measure includes units for courses that are in progress and not yet completed. In Progress courses include courses that have no grade as well as courses that have an In Progress grade. For example if a student takes a six-unit Multi Term Course (A & B), term A will show three Units In Progress and Term B will show three Units In Progress.
- **Units Taken:** The Units Taken measure includes any units a student has taken for a GPA or non-GPA grade and has/will receive a grade, whether it is a passing grade or not. For example if a student takes a six-unit Multi Term Course (A & B), term A will show zero units and Term B will have six units.
- **Units Earned:** The Units Earned measure includes any units a student has taken for a GPA or non-GPA grade and in which they have received a passing grade.
- **Mean Grade:** The mean grade for a course is calculated by converting letter grades to numbers (i.e. A+ is 12, B- is 7, F is 0, etc) and taking the average, using the number of students receiving grades as denominator (i.e. withdrawn students are not included in the calculation).

# What are the available Dimensions and Filters?

- Academic Year, Term and Session
- Course Career
- Course Faculty
- Course Department
- Course Subject
- Course Level
- Course Code
- Course Component
- Section
- Course Description
- Course Instruction Mode
- Student Career
- Student Faculty
- Student Academic Program
- Student Academic Program Code
- Student Level

The background image shows a university campus in autumn. On the left is a large, multi-story brick building with many windows, some of which are covered in ivy. In the foreground, there is a grassy area covered with fallen orange and yellow leaves. Two people are sitting on the grass, and a bicycle is leaning against a tree. The sky is clear and blue.

# Contact Information

If you have any questions contact:

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