

**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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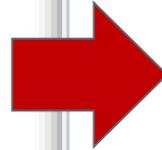
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# Signing In

URL: [bi.mcmaster.ca](https://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 bold blue text, followed by the instruction 'Enter your user id and password.' Below this are two input fields: 'User ID' and 'Password'. A red arrow points to the 'User ID' field. Below the input fields is a 'Sign In' button. Underneath the button is a checkbox labeled 'Accessibility Mode'. At the bottom, there is a language selection dropdown menu with a world map icon and the text 'English' and a downward arrow.

# Navigating to a Dashboard

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



The screenshot shows the Oracle Business Intelligence Home page. The browser address bar displays <https://bi.mcmaster.ca/analytics/saw.dll?bieehome>. The Oracle Business Intelligence logo is at the top left, and a search bar is at the top right. The main navigation bar includes 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As'. The 'Dashboards' menu is open, showing a list of dashboard options: 'Most Recent(Student Records - Courses - Grades)', 'My Dashboard', and a 'Custom' section with several blacked-out items. Below the 'Custom' section, 'Student Records - Courses' is visible. On the left side of the page, there is a sidebar with 'All Content', 'My Reports', 'My Scorecards', and 'Mobile Apps Library'. In the center, there are sections for 'Alerts', 'Recent' (with a note: 'Recently opened or edited items will be displayed'), 'Dashboards', and 'Others Most Popular' (with a note: 'No recommendations are currently available.').

# 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 for the Student Records - Courses dashboard. The top navigation bar includes the Oracle logo, a search bar, and links for Advanced, Help, and Sign Out. The main navigation bar shows the current page as 'Student Records - Courses' with sub-tabs for Course Enrolment, Course Planning, Grades, Glossary (selected), and Release Notes. A red warning message is displayed at the top of the content area, followed by a section titled 'Measures' with a list of definitions.

**ORACLE** Business Intelligence Search All [ ] [ ] Advanced Help Sign Out

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

Course Enrolment Course Planning Grades **Glossary** Release Notes

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).

**Measures**

- **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 displays the Oracle Business Intelligence interface. At the top, the Oracle logo and 'Business Intelligence' text are visible. A search bar contains the word 'All'. Below this is a navigation bar with 'Student Records - Courses' and several menu items: Home, Catalog, Favorites, Dashboards, New, and Open. A secondary navigation bar includes links for Course Enrolment, Course Planning, Grades, Glossary, and Release Notes (which is highlighted). The main content area features a large heading: 'December 2018 Student Information Analytics Release Notes'. Below this heading is the sub-heading 'Student Records - Courses Dashboard' and an 'Overview' section. The Overview section contains 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 the Overview is a 'Details' section with a sub-heading 'Measures Available:' followed by four bullet points: 'Headcount Course Enrolment as of Drop/Add Date', 'Headcount Course Enrolment with Withdrawals Removed', 'Units in Progress', and '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



# Contact Information

If you have any questions contact:

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