

# Student Records FAQ

Last Updated May 2020

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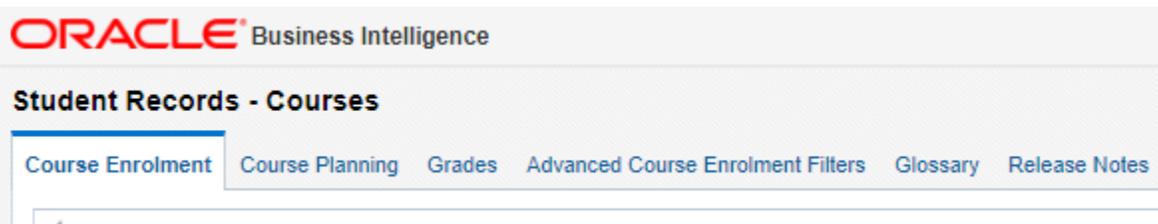
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# FREQUENTLY ASKED QUESTIONS

## Student Records - Courses

How can I view an enrolment report by student for a specific course or class section?

1. Please note that only certain users have access to individual student data in BI. For other users, only aggregate data is available.
2. Navigate to the 'Student Records – Courses' dashboard. Select the 'Course Enrolment' tab of the dashboard.



3. Use the Course Code drop-down menu to filter for the course you wish to see. You may type the course code, use the drop-down menu to select the desired course codes, or use the search functionality (by clicking 'Search...' at the bottom of the drop-down menu) to select the desired course codes. Use the 'Academic Year' or 'Term' filters to select the desired time period for the report. Click 'Apply'.

Course Level --Select Value-- ▼  
Course Code --Select Value-- ▼  
Course Component Lecture ▼  
Class Section Code --Select Value-- ▼

4. Scroll down to the first report on this page, 'Course Enrolment – All Components'. This report shows the historical enrolment in courses and sections (including labs, tutorials, and other course component types) broken down by various student attributes that the user can select. By default, results in this table are displayed by Course Code and Class Section. To add columns to the table, use the 'Column 1', 'Column 2', etc drop-down menus above the table to select the desired columns:

Select a Measure	Column 1	Column 2	Column 3	Column 4	Column 5
Enrolment Count ▼	Class Section Code ▼	No Selection ▼	No Selection ▼	No Selection ▼	No Selection ▼

5. The table now displays the headcount enrolment as of the drop/add date for the displayed term. To view a list of individual students enrolled in the course or section, click on the figures in the table, which are

highlighted in blue. Click this link to go to a list of individual students enrolled in the course or class section:

Student Records - Courses

Course Enrolment by Faculty Teaching - STUDENT LEVEL

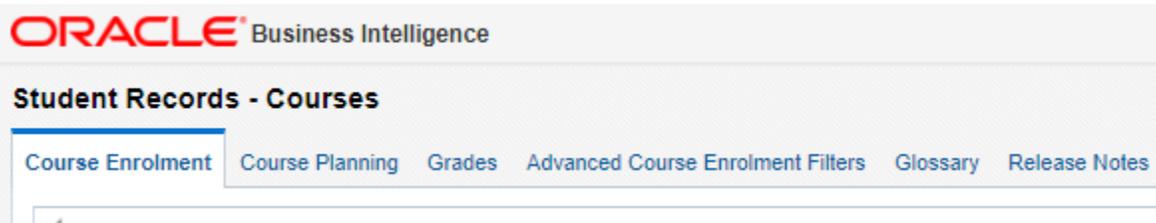
Term	Student Faculty	Student Career	Program	Program Code	Plan	Plan Code	Subplan Primary	Subject	Course Code	Course Component	Scholar Full Name	Scholar Number	Preferred Email	Enrolm Reason
2020 Winter	DeGroote School of Business	Undergraduate	Business Honours Commerce	USBHC	Bachelor of Commerce	COMMERCEHN		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled
2020 Winter	DeGroote School of Business	Undergraduate	Business Honours Commerce	USBHC	Bachelor of Commerce	COMMERCEHN		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled
2020 Winter	DeGroote School of Business	Undergraduate	Business Honours Commerce	USBHC	Bachelor of Commerce	COMMERCEHN		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled
2020 Winter	DeGroote School of Business	Undergraduate	Business Honours Commerce	USBHC	Bachelor of Commerce	COMMERCEHN		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled
2020 Winter	DeGroote School of Business	Undergraduate	Business Honours Commerce	USBHC	Bachelor of Commerce	COMMERCEHN		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled
2020 Winter	Faculty of Engineering	Undergraduate	Engineering Bach. Technology	UENBT	Software EngineeringTech CO-OP	BTECH_COMP		Software Eng Technology	SPWRTECH3CS3	Lecture				Enrolled

- Please note that if the Course Enrolment – All Components table is displayed at the Class Section level of aggregation, only students enrolled in the section you click on will be included in the drill-down report. If you wish to generate a list of students for the whole course, change the Course Enrolment – All Components table to the Course level of aggregation by removing the Class Section Code column.
- By default, Column 2 is set to 'Class Section Code'. Select this drop-down menu and change it to 'No Selection':

The screenshot shows a report interface with three columns. Column 1 is set to 'No Selection'. Column 2 has a dropdown menu open, listing various aggregation options. The 'No Selection' option is currently selected and highlighted in blue. Column 3 is also set to 'No Selection'. The background shows a table with columns for 'Course Level', 'Course', and 'Course Component'.

# How can I see historical trends of course enrolments by plan?

1. Navigate to the Student Records – Courses dashboard. Select the Course Enrolment tab of the dashboard.



2. Use the filters at the top of the page to select a time period for the report and to apply any other desired filters. You can use the Academic Year, Term and Session filters to select the time period.

Academic Year: 2019 ▼  
 Term: --Select Value-- ▼  
 Session: --Select Value-- ▼

3. The first report on this page, Course Enrolment – All Components, shows historic course enrolments in all sections of each course (including labs, tutorials, etc). By default, no student attributes are included as columns in the table. Column 1 is set to 'Class Section Code' by default. In this example, we will switch Column 1 from 'Class Section Code' to 'Student Plan'. Alternatively, you could use one of the other column selectors to add Student Plan to the table:

ents  
 the Course Component prompt at the top of the page.

Select a Measure: Enrolment Count ▼

Column 1: Class Section Code ▼

Column 2: No Selection ▼

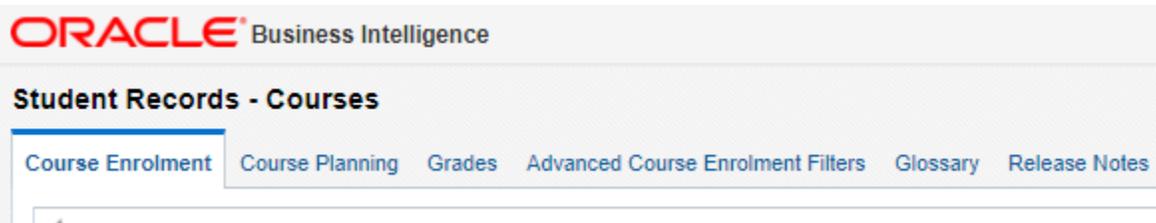
Column 3: No Selection

Student Career	Class Section Code	Level	Course	Course Code	C
Undergraduate	C01		Computer Security	SFWRTECH3CS3	L
			Fundamentals of Networking	SFWRTECH3IT3	L
			Operating Systems	SFWRTECH3OS3	L
			Procedural & OO Prog Concepts	SFWRTECH3PR3	L
			Software Requirements&Specif	SFWRTECH3RQ3	L
			Advanced Web Programming	SFWRTECH4WP3	L
			Artificial Intelligence	SFWRTECH4AI3	L
			Data Analytics and Big Data	SFWRTECH4DA3	L
			Data Mining	SFWRTECH4DM3	L
			Neural Networks& Deep Learning	SFWRTECH4NN3	L

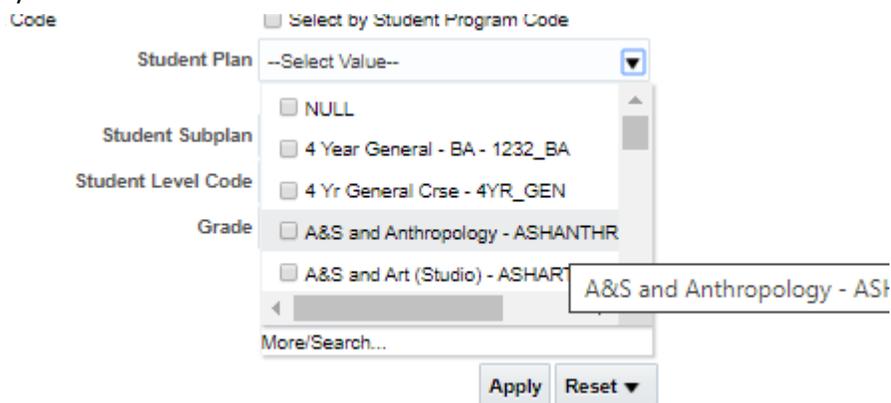
4. The table will now show historical course enrolments for the selected time period, broken down by Course Code and Student Plan.

# What courses are students in a specific plan taking?

1. Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.

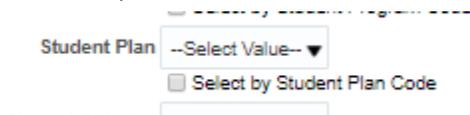


2. Use the Student filter to select the desired plans. The drop-down menu will display the Student Plan followed by the Student Plan Code.



*including retroactive changes. The measures are not based on frozen snapshots of data.*

3. If you wish to select by Student Plan Code instead, click the box that says 'Select by Student Plan Code' just below the drop-down menu.



4. Use the Academic Year and Term filters to select the desired time period for the report, or apply any other filters you wish for this report. When you have finished making selections, click Apply.
5. The first report, Course Enrolment – All Components, will display course enrolments as a headcount of students. If you have selected multiple plans and wish to view the table broken down by Student Plan, use

the column selectors to add Student Plan to the table:

ents  
the Course Component prompt at the top of the page.

Select a Measure		Column 1	Column 2	Column 3
Enrolment Count		Class Section Code	No Selection	No Selection
Student Career	Class Section Code	Level	Course	Course Code
Undergraduate	C01	Computer Security	SFWRTECH3CS3	L
		Fundamentals of Networking	SFWRTECH3IT3	L
		Operating Systems	SFWRTECH3OS3	L
		Procedural & OO Prog Concepts	SFWRTECH3PR3	L
		Software Requirements&Specif	SFWRTECH3RQ3	L
		Advanced Web Programming	SFWRTECH4WP3	L
		Artificial Intelligence	SFWRTECH4AI3	L
		Data Analytics and Big Data	SFWRTECH4DA3	L
		Data Mining	SFWRTECH4DM3	L
		Neural Networks& Deep Learning	SFWRTECH4NN3	L

- To switch between headcount and units enrolment measures, use the Select a Measure drop-down menu above the report. The report will then display either headcount (Enrolment Count) or the number of units taken by students in the selected plans in each of the displayed courses.

Enrolment - All Components  
Report is not affected by the Course Component prompt at the top of the page.  
2020 10:59:48 AM

Select a Measure	Column 1
Enrolment Count	Class Section Co
Enrolment Count	
Units in Progress	
Units Earned	
Units Taken	Subject
Enrolment - Withdrawals Removed	Software Eng Tec
Enrolment Count - Last Day to Withdraw	

- The report should now display the enrolment headcount or number of units taken by students enrolled in the desired plans in each of the courses displayed.

## How can I see enrolment in individual class sections?

- All reports on the Student Records – Courses dashboard allow users to view enrolment broken down into individual class sections.
- Above each report are drop-down menus that allow users to choose which columns are included in the table. Often, the default selection on these menus is Class Section Code.

Select a Measure	Column 1	Column 2	Column 3	Column 4	Column 5
Enrolment Count	Class Section Code	No Selection	No Selection	No Selection	No Selection

3. If it is not already selected, users may select Class Section Code from one of the drop-down menus. Doing so will include Class Section Code in the table, breaking down enrolment into individual class sections.

The screenshot shows a BI report interface. At the top, there are four dropdown menus: 'Select a Measure' (set to 'Enrolment Count'), 'Column 1' (set to 'Class Section Code'), 'Column 2' (set to 'No Selection'), and 'Column 3' (set to 'No Selection'). Below these is a table with the following data:

Student Career	Class Section Code	Level	Course
Undergraduate	C01		Computer Security
			Fundamentals of Networking
			Operating Systems
			Procedural & OO Prog Concepts
			Software Requirements & Specif
			Advanced Web Programming
			Artificial Intelligence
			Data Analytics and Big Data
			Data Mining

A dropdown menu is open over the 'Class Section Code' column, listing various options. 'Class Section Code' is highlighted in blue. Other options include: No Selection, Subject, Course Level, Course, Course Code, Course Career Description, Source Instruction Mode, Source Enrollment Status Reason, Academic Level Code, Student Faculty, Student Program Code, Student Program, Student Plan Code, Student Plan, and Student Subplan.

4. Users who have access to student-level data may also click on the figures in the table to view a drill-down report listing the students enrolled in each section.

## What should I do if the course I am looking for is not listed?

1. Check the filters being applied to the report. Try removing any filters you have applied in case for some reason the desired course has been filtered out (for example, you have filtered for Student Faculty = 'Engineering' but there are no Engineering students enrolled in the course).
2. On some filters, old values are listed in addition to the current values. For example, if you have filtered on Course Description, it is possible that you have picked an old version of the Course Description which has since been updated. Try using the Course Code instead (or Plan Code, Program Code, etc depending on the situation).
3. Check the time period of the report. Make sure you have included all terms, and that you are looking at the data for the desired term. On some reports only one term is displayed at a time, and must be changed by using a drop-down menu above the report, as seen below:

The screenshot shows a BI report interface. At the top, there is a 'Term' dropdown menu set to '2189 - 2018 Fall'. Below it is a table with the following data:

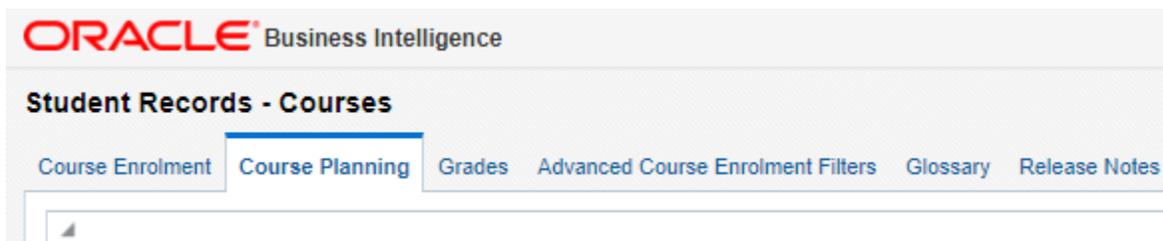
Course Code	Class Section Code	Instructor
ANTHROP1AA3	C01	Primary I

4. Check the Course Component of the desired course. In some cases a course has historically been set up with 'Lecture' as its Course Component Code but for some reason the Course Component has changed. Some reports in BI will only show one type of course component at a time (Lecture is the component usually shown by default).

5. On the Course Enrolment page and the Course Planning page you can find a report called 'Course Enrolment – All Components'. This report ignores the Course Component filter at the top of the page and always displays enrolment for all component types. Try finding your course in this report to see if it has been coded with a different component type than it has been previously.

## How can I see all courses offered in an academic year by subject, with scheduling and instructor information included?

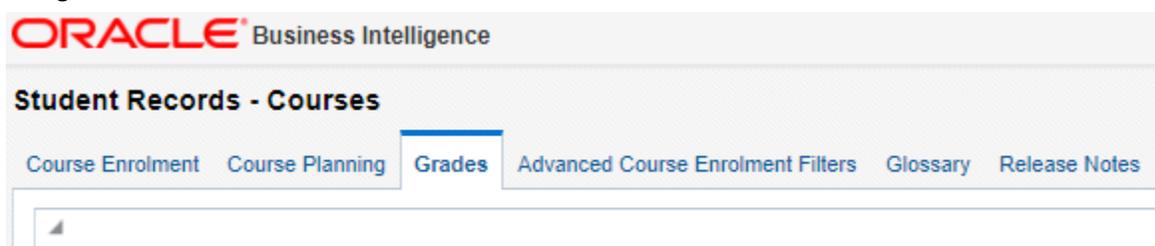
1. Navigate to the Student Records – Courses dashboard. Select the Course Planning tab of the dashboard.



2. The Course Planning page includes reports to help users make informed course planning decisions, including breakdowns by student attributes, utilizations rates, the times and rooms in which classes were scheduled, and who was an instructor for the course. To view all information for a single Subject or Department, use the filters at the top of the page to make the appropriate selections.
3. The first and second reports on the Course Planning page, Course Enrolment – All Components and Course Enrolment History – Utilization, both show a breakdown of course enrolments by Course Code by default and can be used to view which courses were offered in a specific term or year. **Please note that only courses which had non-zero enrolment are displayed.**
4. The third report on this page displays course scheduling and instructor information. Using this report you can see the instructor for each class section, the building and room number where the course was scheduled, and the weekdays and times the class was scheduled.

## What is the average grade awarded to students enrolled in a course, broken down by the Faculty of the students enrolled?

1. Navigate to the Student Records – Courses dashboard. Select the Grades tab of the dashboard.



2. Use the filters at the top of the page to select the time period for which to view the report, and to select any additional filters you wish to apply. When you have finished making selections, hit Apply.

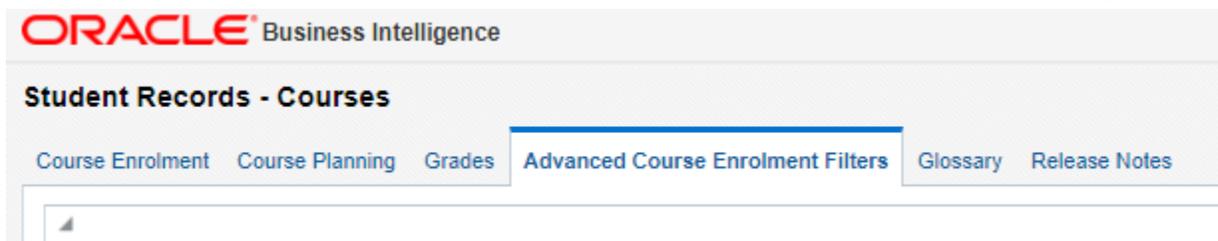
3. Scroll down to the second report on this page, Mean Grade Trends. This report calculates the average grade awarded using a letter grade's conversion to the 12-point scale (i.e. A+ = 12, B = 8, F = 0, etc.) Only students who completed the course and received a grade are included in the average (i.e. withdrawn students are not counted, but students who fail the course are).
4. Use the 'Student Column 1' drop-down menu just above the report to add Student Faculty as a column in the table. Doing so will allow you to compare the average grade awarded to students from different Faculties.
5. The report will now display the Subject, Course Code and Student Faculty as columns breaking down the mean grade awarded to students in each course.

## Can I see a list of all the courses a student has completed and the student's performance in those courses?

1. Currently (Spring 2020) it is not possible to generate a report with detailed information about a single student using the McMaster Business Intelligence Portal.
2. Some users have access to student-level data to generate lists of students in a program, plan, course or class section. However, even users with access to student-level data cannot view the full term enrolment or course enrolment history for a single student in a single report.
3. Reports detailing an individual's enrolment history are available via Mosaic.

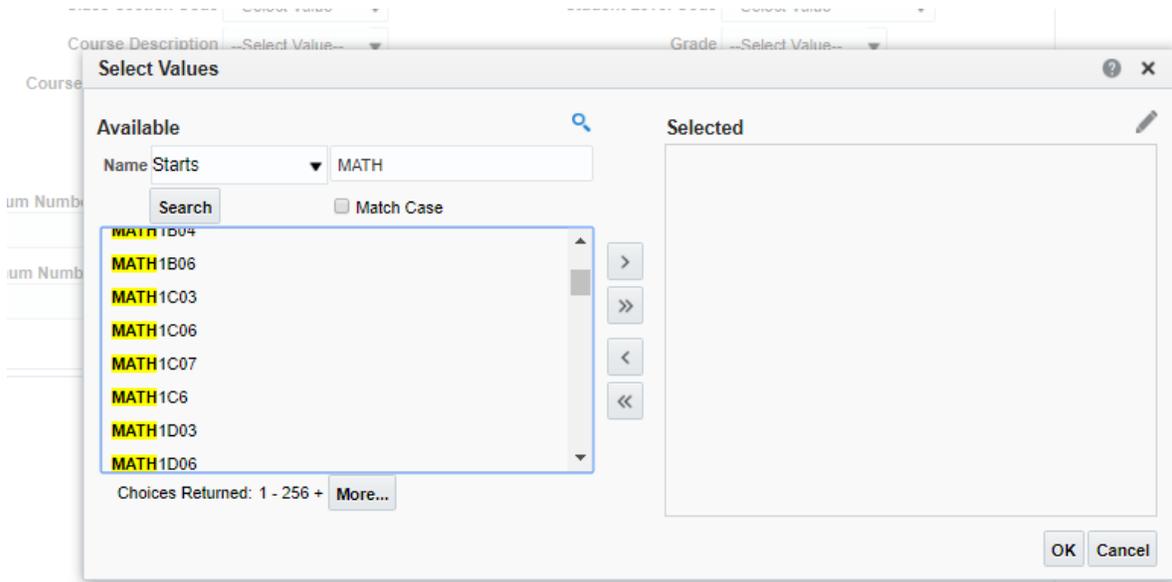
## How many students have taken more than six units from a specific course list over the past two years?

1. Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. **Please note that only users with individual student-level data have access to this dashboard page.**



2. The 'Advanced Course Enrolment Filters' page allows users to filter course enrolment data by applying thresholds for the number of units taken, units earned, courses taken, or based on which other courses students have or have not taken. In this case, we want to know how many students have taken units from a specific course list. To start, we will use the standard set of filters at the top of the page to filter for only the courses on the desired course list.
3. Click the Course Code drop-down menu, and click the 'More/Search...' button at the bottom of the drop-down menu to open the search window. You can use the search function to quickly find the desired courses and use the arrows to add them to the selected side of the window. Hit OK when you are finished selecting

courses.



4. You can use the Academic Year or Term filters to select the desired time period. The report will output a distinct count of students meeting the criteria (i.e. students who have taken at least six units from the course list) in that time period.
5. Hit Apply. Please note that there are two apply buttons on this page, one for the standard set of filters and one for the Advanced Filters. In this case, use the Apply button for the standard set of filters. If you have made selections in one set of filters, you must hit 'Apply' before using the other set of filters, otherwise your selections will be lost.
6. Finally, use the Advanced Filters to set the Minimum Number of Units Taken to 6 instead of 0. This filter will remove all students taking fewer than six courses from the selected course list. Hit the Apply button for the Advanced Filters.

#### Advanced Filters

Minimum Number of Units Taken	Minimum Number of Units Earned	Minimum Number of Courses Taken	Show only students who have taken the following courses
<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	--Select Value--
Maximum Number of Units Taken	Maximum Number of Units Earned	Maximum Number of Courses Taken	Show only students who have NOT taken the following courses
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	--Select Value--

7. The report will now display a distinct count of students meeting the criteria (minimum of six units taken from the selected course list over the selected time period), as well as a list of who those students were, the courses they took in that period, and the grades they received.

## What time period applies to the ‘Show only students who have taken the following courses’ filters?

1. Users with student-level access can access the Advanced Course Enrolment Filters Page. On this page there is a set of ‘advanced’ filters which allow users to filter data based on minimum or maximum thresholds of units taken, units earned, or courses taken. The advanced filters also include filters for students who have taken specific courses, or for students who have not taken specific courses:

Advanced Filters

Minimum Number of Units Taken	Minimum Number of Units Earned	Minimum Number of Courses Taken	Show only students who have taken the following courses
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	--Select Value--
Maximum Number of Units Taken	Maximum Number of Units Earned	Maximum Number of Courses Taken	Show only students who have NOT taken the following courses
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	--Select Value--

Apply Reset

Apply Reset

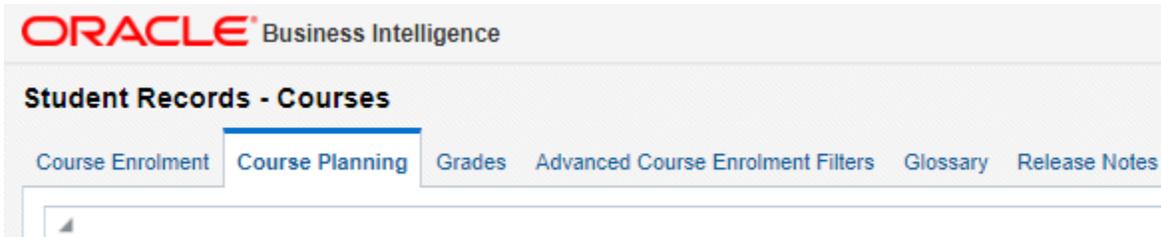
2. These two ‘course list’ filters will check to see if a student has or has not enrolled in the selected courses **only in the time period selected**. For example, if you filter for students who have taken ANTHROP2U03 and ANTHROP2E03 and you select Academic Year 2017, the report will generate the distinct number of students who enrolled in ANTHROP2U03 or ANTHROP2E03 in Academic Year 2017. The report also generates a list of those students and the courses they took according to the specified criteria. If a student enrolled in these courses but took neither of them in Academic Year 2017 they will not be included in the report.
3. If you filter for students who have NOT taken ANTHROP2U03 and select Fall 2018 as Term, the report will display a distinct count of students enrolled in courses in Fall 2018 who did NOT take ANTHROP2U03 in Fall 2018. The students may have taken ANTHROP2U03 in another term.
4. The ability to filter out students who took a course/courses at any time is not yet available as of Spring 2020. If you require this type of report, please contact irahelp@mcmaster.ca.

## Does the ‘Show only students who have taken the following courses’ filter for students who took ALL of the courses or ANY of the courses selected?

1. This filter will show students who took ANY of the selected courses, i.e. they need not have taken all the selected courses to appear in the report.
2. If you wish to generate a report showing only students who took ALL of the courses on a specific course list, use the ‘Course Code’ filter to select your course list. Then, set the ‘Minimum Number of Courses’ filter to the number of courses on the specified list.
3. Doing so will filter for students who took ALL of the courses on the specified course list.

# What is the overall ratio of Level III to Level IV students in Communication Studies courses?

1. This question is designed to demonstrate some of the functionality of the BI tool. It requires many steps. We recommend following along as practice and to introduce yourself to the more advanced and powerful features of the BI tool.
2. Navigate to the Course Planning page of the Student Records – Courses Dashboard.



3. Use the 'Subject' drop-down menu at the top of the page to filter for only 'Communication Studies' courses. You may also use the 'Academic Year' and 'Term' drop-down menus to select the time period for which to view the report. If there are any default selections in the other filters, clear them (e.g. Anthropology is sometimes set as the default Course Department). Click Apply when you have finished making your selections.

Academic Year	2019	▼	Course Career Code	--Select Value--	▼	Student Career	Undergraduate	▼	
Term	--Select Value--	▼	Course Faculty	--Select Value--	▼	Student Faculty	--Select Value--	▼	
Session	--Select Value--	▼	Course Department	(All Column Val	▼	Student Program	(All Column Val	▼	
			<input type="checkbox"/> Select by Department Code			<input type="checkbox"/> Select by Student Program Code			
			Subject	Communication	▼	Student Plan	--Select Value--	▼	
			Course Level	--Select Value--	▼	<input type="checkbox"/> Select by Student Plan Code			
			Course Code	(All Column Val	▼	Student Subplan	--Select Value--	▼	
			Course Component	Lecture	▼	Student Level Code	--Select Value--	▼	
			Class Section Code	--Select Value--	▼	Grade	--Select Value--	▼	
			Course Description	--Select Value--	▼				
			Course Instruction Mode	--Select Value--	▼				
								Apply	Reset

4. The first report on the page allows users to view historical course enrolments broken down by different student attributes, including Level. By default the table shows course enrolments broken down by Subject, Course Code and Class Section Code. For this example, we want to find the ratio of Level III to Level IV

students in Communication Studies as a subject. To do so, we first want to add a Student Level column.

Select a Measure		Column 1	Column 2	Column 3
Enrolment Count		Class Section Code	No Selection	No Selection

Student Career	Subject	Course Level	Course	Course Code	Course Component	Class Section Code
Undergraduate	Biology	1	Biodivers Evolution&Humanity	BIOLOGY1M03	Lecture	C01
						C02
					Tutorial	T01
						T02
						T03
						T04
						T05
						T06
						T07
						T08

- Use the Course Column 1 drop down menu just above the table to switch the Class Section Code column to 'Student Level'. Doing so will replace the Class Section Code column with a Student Level column. Since we want to find an aggregate figure for the whole Communication Studies subject area, it is fine to remove the Class Section Code column since we do not need that level of detail:

Select a Measure		Column 1	Column 2	Column 3
Enrolment Count		Student Level	No Selection	No Selection

Student Career	Subject	Course Level	Course	Course Code	Course Component	Class Section Code
Undergraduate	Biology	1	Biodivers Evolution&Humanity	BIOLOGY1M03	Lecture	C01
						C02
					Tutorial	T01
						T02
						T03
						T04
						T05
						T06
						T07
						T08

- The table we are using, Course Enrolment – All Components, shows all course components in one table as the name suggests. For this question, we do not want to count tutorials, labs, etc. By design, **the course component filter at the top of the page does not affect this table**. To filter it for only Lecture components,

right click the Course Component column header and selected 'Move Column -> To Prompts'.

- Now a new prompt appears just above the table which will allow us to select only 'Lecture' components:

- Next, we want to reformat the table so that it is easier to compare Level 3 and Level 4 students. The BI tool includes the ability to reposition columns in a table by clicking and dragging them to the desired location. To begin, click and drag the 'Student Level' column header so that it appears above the 'Academic Year' column along the top of the table.

		Enrolment Count						
		Level 1			Level 2			Level 3
		2019			2019			2019
	Course Code	2019 Fall	2020 Winter	2020 Spring/Summer	2019 Fall	2020 Winter	2020 Spring/Summer	2019 Fall
rs Evolution&Humanity	BIOLOGY1M03	623	718	81	33	31	22	8
lol Biology	BIOLOGY1A03	768	802	64	52	22	22	5

- We will generate a ratio of Level 3 to Level 4 students for the entire time period selected. We do not require the breakdown by Term. Unfortunately, by design this report does not allow users to remove columns (this is done as a precaution to prevent users from removing the Course Component column and potentially double counting enrolment). Instead, we will add a subtotal to the Student Level column. Right click anywhere on

the Student Level column (either the column header or the Level 1, Level 2, etc labels). Select Student Level -> Show Subtotal -> After Values.

Enrolment Count				
Level 1	Level 1	Level 2	Level 2	Level 2
2019	Student Level	Sort Column		Total
Code	2019 Fall	2020 Winter	2020 Spring/Summer	
1M03	623	718	81	
1A03	768	802	64	86
1P03		155		48
2B03	1	2		588
			3	159
				429

- Finally, we would like to remove the Course Code column to view the report at the Subject level of aggregation, but once again we are unable to do so in this case. We will now add a grand total to the report to find the total for the entire Communication Studies subject area. Right click on any of the columns and select Show Row level Grand Total -> After Values.

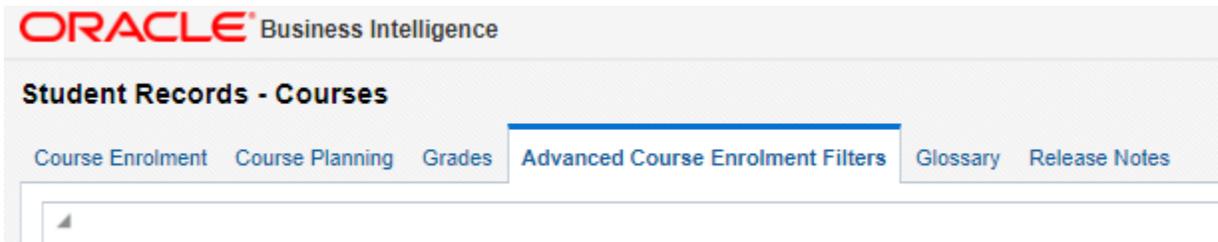
3	An.Phys-Ctrl Syst.	BIOLOGY3UU3		
Subject	Sort Column	BIOLOGY3U03		
	Show Subtotal	BIOLOGY3SA3		
	Show Row level Grand Total	None		
	Show Column level Grand	Show Row level Grand Total		
	Move Column	After Values		
	Ecotoxicology	BIOLOGY3E13		
	Evolution	BIOLOGY3FF3		

- Scrolling down, we can now see the total number of Level 3 course enrolments in Communication Studies (lectures only) for 2019 and the total number of Level 4 course enrolments for the same. Taking the ratio of the two gives us our answer.
- Since finding this answer required a lot of steps, we highly recommend that if you will need to generate this report again in the future that you save your work as a 'Customization' by clicking the options click-wheel in



# How many students are taking more than one seminar course?

1. Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. Please note that only users with individual student-level data have access to this dashboard page.



2. Using the Standard filters at the top of the page, select the desired time period for the report and apply any other filters (e.g. Student Faculty, Subject, etc) relevant for your report.
3. Use the Course Component drop-down menu to change from the default value, 'Lecture', to 'Seminar'. The report will now show enrolment in class sections with component code 'Seminar' only. You may similarly choose 'Thesis' or 'Independent Study'. Multiple component types may be selected on this page. Hit the 'Apply' button for the Standard Filters section.
4. Next, change the 'Minimum Number of Courses Taken' field in the Advanced Filters from 0 to 2. Hit the 'Apply' button for the Advanced Filters section.

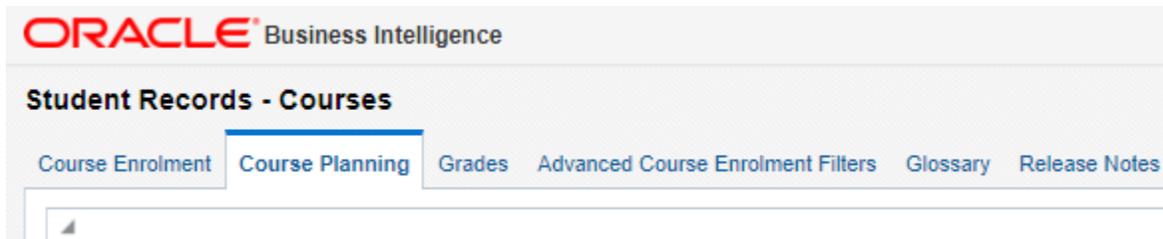
Advanced Filters

Minimum Number of Units Taken <input type="text" value="0"/>	Minimum Number of Units Earned <input type="text" value="0"/>	Minimum Number of Courses Taken <input type="text" value="2"/>	Show only students who have taken the following courses <input type="text" value="--Select Value--"/>
Maximum Number of Units Taken <input type="text" value="1000"/>	Maximum Number of Units Earned <input type="text" value="1000"/>	Maximum Number of Courses Taken <input type="text" value="1000"/>	Show only students who have NOT taken the following courses <input type="text" value="--Select Value--"/>

5. The report will now display the distinct number of students who have taken at least two seminar courses in the time period selected, as well as a listing of those students and which courses they were enrolled in.

## How many students take their Genetics requirement (LIFESCI 2G03 or BIOLOGY 2C03) after Level II?

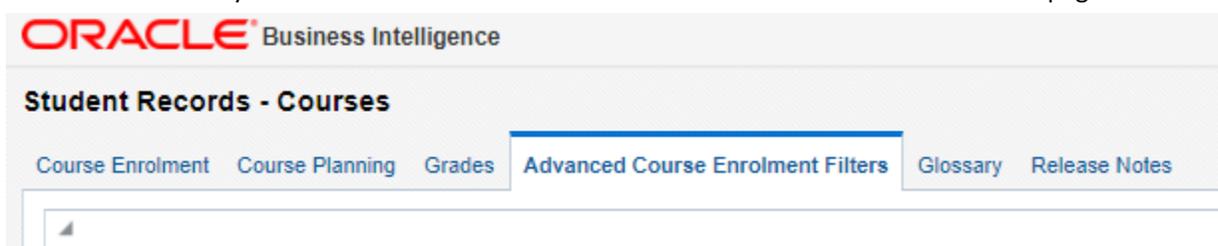
1. Navigate to the 'Student Records – Courses' dashboard. Select the 'Course Planning' tab of the dashboard.



2. Use the Course Code drop-down menu to select only LIFESCI 2G03 and BIOLOGY 2C03. Use the Student Level Code drop-down menu to select all levels above Level II. Use the Academic Year and Term drop-down menus to select the desired time period for the report. Finally, use the Student Plan/Student Plan Code filters to select only those plans for which these two courses are a requirement. Once all filters have been selected, hit Apply.
3. The first report on this page, Course Enrolment History All Components, will now display the number of students enrolled in the selected courses while they are in Level III or higher, and who are enrolled in plans for which these courses are a requirement. Please note that the second report, Course Enrolment History – Utilization, does not get filtered based on any student attributes (for example, Student Plan or Level); this report will continue to show the total enrolment for each course.

## How many students take BIOLOGY 2C03 instead of LIFESCI 2G03 and vice-versa?

1. Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. Please note that only users with individual student-level data have access to this dashboard page.



2. Use the standard filters at the top of the page to choose the desired time period for the report, and to apply any filters on the student faculty, program or plan. Do not filter on Course Code yet. When you are done selecting your filters, hit apply.
3. Use the 'Show only students who have taken the following courses' drop-down from the 'Advanced Filters' to select BIOLOGY 2C03. Using this filter will limit results to only students who have taken BIOLOGY 2C03 within

the selected time period.

Advanced Filters

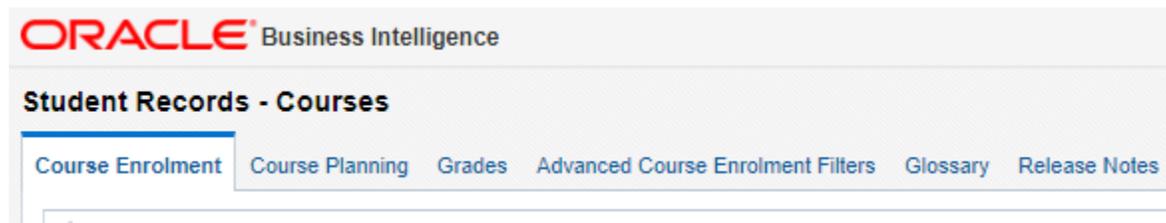
Minimum Number of Units Taken <input type="text" value="0"/>	Minimum Number of Units Earned <input type="text" value="0"/>	Minimum Number of Courses Taken <input type="text" value="0"/>	Show only students who have taken the following courses BIOLOGY2C03 ▼
Maximum Number of Units Taken <input type="text" value="1000"/>	Maximum Number of Units Earned <input type="text" value="1000"/>	Maximum Number of Courses Taken <input type="text" value="1000"/>	Show only students who have NOT taken the following courses --Select Value-- ▼

Apply Reset ▼

- Next, use the 'Show only student who have NOT taken the following courses' drop-down from the 'Advanced Filters' to select LIFESCI 2G03. Using this filter will limit results to only students who have NOT taken LIFESCI2G03 within the selected time period.
- Using this filter in conjunction with the previous filter will result in the number of students who have taken BIOLOGY2C03 but not LIFESCI2G03. You can see switch the two filters to also see the number of students who have taken LIFESCI2G03 but not BIOLOGY2C03.

## How many Honours Life Sciences student take BIOLOGY2C03 in Level II?

- Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.



- Use the filters at the top of the page to select the desired time period for your report. Use the Course Code drop-down menu to select only BIOLOGY2C03, the Student Level Code drop-down menu to select Level II only, and the Student Plan drop-down menu to select only. Make sure you remove any default selections (e.g. if Anthropology is set as the default Course Department). Hit Apply when you are finished making your

selections.

Academic Year: 2019  
 Term: --Select Value--  
 Session: --Select Value--

Course Career Code: --Select Value--  
 Course Faculty: --Select Value--  
 Course Department: Biology  
 Select by Department Code  
 Subject: --Select Value--  
 Course Level: --Select Value--  
 Course Code: BIOLOGY2C03  
 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--  
 Select by Student Program Code  
 Student Plan: --Select Value--  
 Select by Student Plan Code  
 Student Subplan: --Select Value--  
 Student Level Code: Level 2  
 Grade: --Select Value--

Apply Reset

- The first report on this page, Course Enrolment – All Components, will now display headcount enrolment as of the drop/add data for the selected course by term.

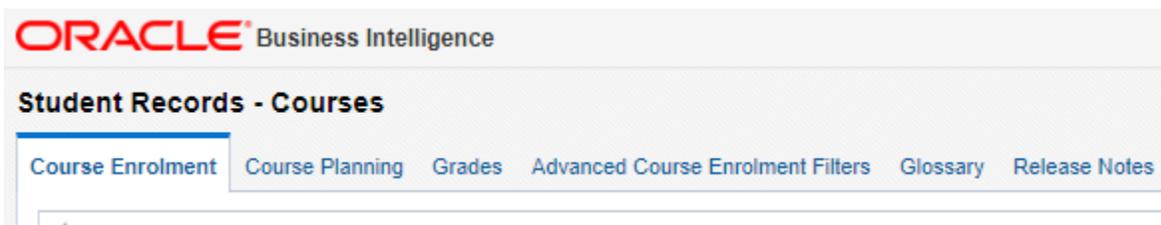
Course Enrolment - All Components  
 The following report is not affected by the Course Component prompt at the top of the page.  
 Time run: 5/12/2020 9:05:49 AM

Select a Measure: Enrolment Count  
 Column 1: Class Section Code  
 Column 2: Student Faculty  
 Column 3: No Selection  
 Column 4: No Selection  
 Column 5: No Selection

Student Career	Subject	Course Level	Course	Course Code	Course Component	Class Section Code	Student Faculty	Enrolment Count	
								2019 Fall	2020 Winter
Undergraduate	Biology	2	Genetics	BIOLOGY2C03	Lecture	C01	Faculty of Humanities	1	
							Faculty of Science	334	110
							Faculty of Social Sciences		1
					Tutorial	T01	Faculty of Science	19	8
						T02	Faculty of Science	23	7
						T03	Faculty of Science	20	11
						T04	Faculty of Science	22	3
	Faculty of Social Sciences			1					

## How can I see course enrolments with all withdrawn students removed?

- Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.



- Use the filters at the top of the page to choose the desired time period for the report, as well as any other filters you would like to apply. Hit the Apply button when you are done selecting filters.

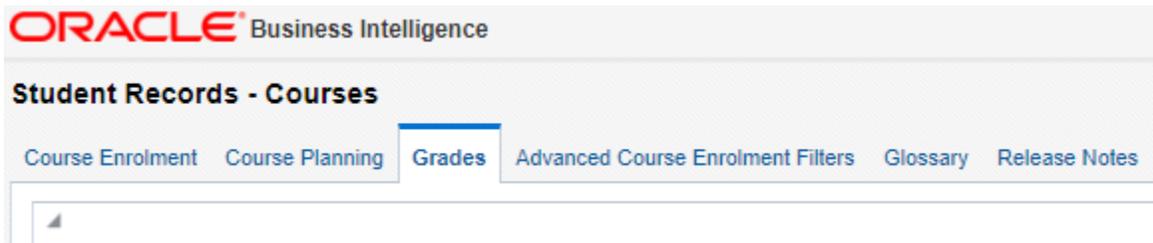
- On the first report on this page, Course Enrolment – All Components, use the Select a Measure drop-down menu to switch from Enrolment Count to Enrolment – Withdrawals Removed.

Course Faculty	Units	Enrolment Count
Faculty of Social Sciences	15.00	1,065.00

- The option to display headcount enrolment with withdrawals removed is also available on other reports, such as on the Course Planning dashboard page.

## What is the distribution of grades in Anthropology courses? What percentage of students receive a 10 or greater?

- Navigate to the Student Records – Courses dashboard. Select the Grades tab of the dashboard.



- By default, the Course Department filter may be set to Anthropology or Biology (unless you have created your own defaults). Use the Course Department, Subject or Course Code filters to select a different set of courses for which to view results if desired. Use the Academic Year and Term filters to select the desired time period for the report. When you are finished making selections, click Apply.
- The first report on this page, Course Grades Frequency Distribution, shows a headcount of students enrolled in each course and class section by grade. If you wish to view an aggregate distribution for each course (i.e. not broken down by Class Section), use the Show Course Breakdown By drop-down menu at the top of the report to select 'No Selection'.

Course Grades Frequency Distribution  
Time run: 5/12/2020 9:22:09 AM

Source Term	Student Career	Subject	Course Code	Class Section Code	Enrolment Count													Enrolment Count			
					A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Audit	CR	Withdraw	
Show Course Breakdown By					Student Column 1	Student Column 2	Student Column 3														
Class Section Code					No Selection	No Selection	No Selection														
					Select View																
					Pivot Table - Headcount																

- To view the distribution as a percentage instead of a headcount, use the Select View drop-down menu to select Pivot Table – Percentage.

Subject	Course Code	Class Section	B	B-	C+	C	C-	D+	D	D-	F	A		
Anthropology	ANTHROP1AA3	C01	5	8	10	29	16	15	20	6	5	3	4	12

- The table will now display the percentage distribution of grades awarded to students in each course each term. To calculate the number of students receiving a 10 or greater, take the sum of students receiving an A-, A or A+. This percentage calculation will include students who withdrew from the course and did not receive a grade. To remove these students, you can use the Grade filter at the top of the page to select only grades (A+, B-, F, etc.) awarded to students who completed the course. Doing so will filter out withdrawals and percentages will be recalculated accordingly.

## What percentage of students in CHEMENG2F04 received a D+ or lower or withdrew from the course?

- Navigate to the Student Records – Courses dashboard. Select the Grades tab of the dashboard.

- Use the filters at the top of the page to select CHEMENG2F04, and to apply any other filters you wish to include in this report. Hit Apply.
- The first report on this page, Course Grades Frequency Distribution, shows a headcount of students enrolled in each course and class section by grade. If you wish to view an aggregate distribution for each course (i.e. not broken down by Class Section), use the Show Course Breakdown By drop-down menu at the top of the report to select 'No Selection'.

Source Term	Student Career	Subject	Course Code	Class Section Code	Enrolment Count													Enrolment Count
					A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	

- Use the 'Select View' drop-down menu to select 'DFW Rate'.

Show Course Breakdown By Student Column 1 Student Column 2 Student Column 3  
 Class Section Code ▼ No Selection ▼ No Selection ▼ No Selection ▼

Select View

- DFW Rate ▼
- Pivot Table - Headcount
- Pivot Table - Percentage
- Graph - Grade Distribution
- DFW Rate

Course Term	Student Career	Subject	Class Section Code	DFW Rate	DFW (and C-)
Winter	Undergraduate	Chemical Engine		34.74%	40
			CHEMENG2103 C01	14.29%	20

- The DFW rate is defined as the proportion of students who received a D+, D, D-, F or withdrew from the course. In this example you can see that the DFW rate for CHEMENG2F04 is 34.74%.
- Also displayed is the DFW rate including C- in the calculation.

## Student Records – Term Statistics

### How do I view an enrolment report for a specific program or plan?

1. Navigate to the Term Enrolment page of the Student Records – Term Statistics dashboard.



2. Use the Student Career, Faculty, Program, Plan or Sub-plan drop-down menus to filter for the program or plan you wish to see. Use the 'Academic Year' or 'Term' filters to select the desired time period for the report. Click 'Apply'.

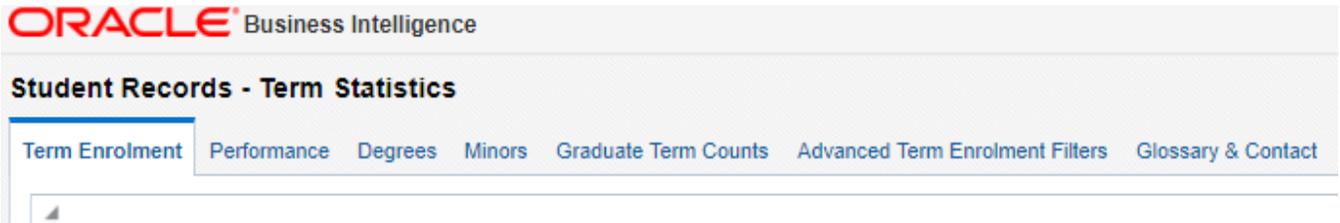
3. Scroll down to the first report on the Term Enrolment page, which displays the headcount enrolment for the selected terms and programs. By default, this report shows enrolment broken down by Student Career and Student Faculty. If you have applied a filter on the Student Program or Student Plan, the report will already be filtered even if the Student Program/Plan column is not included in the table. You can use the Column 2 drop-down menu above the report to select Student Program or Student Plan and add these columns to the table.

Column 1	Column 2	Column 3	Column 4
Student Faculty	No Selection	No Selection	No Selection
Student Career	2018		
Continuing	2019 Spring/Summer		
Continuing	Term Enrollment Count	ing Education	1929
Divinity Col			1929
Divinity Col			98
Graduate		ool of Business	98
			669
			29

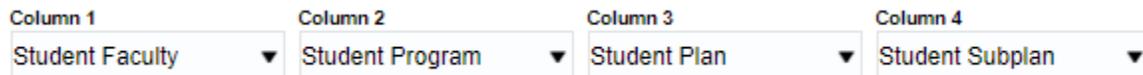
- The table now displays student enrolment by term for the selected terms, programs or plans.

## How many students in Mathematics & Statistics are enrolled in a sub-plan (Mathematics sub-plan or Statistics sub-plan)?

- Navigate to the Term Enrolment page of the Student Records – Term Statistics Dashboard.



- Use the filters at the top of the page to select the desired time period for the report. Use the Student Plan drop-down menu to select Mathematics & Statistics and Mathematics & Statistics CO-OP. When you are finished making your selections, click Apply.
- In the first report on this page, Enrolment Report, you can use the Column 1, Column 2, etc. drop-down menus at the top of the table to add columns to the table displayed below. Use these columns to add Student Faculty, Student Program, Student Plan and Student Sub-plan to the table.



- The table will now display headcount enrolment by term for the two selected plans, broken down by student sub-plan. You can see how many students are enrolled in the Mathematics sub-plan, how many are enrolled in the Statistics sub-plan, and how many are enrolled in no sub-plan.
- If you wish to see the breakdown by sub-plan totaled for both of the selected plans, use Column 3 to select 'No Selection' instead of 'Student Plan'. Doing so will remove Student Plan from the table but leave Student Sub-Plan. The table will automatically re-aggregate to display the total for both of the selected plans combined.

				2017			2018
				2017 Fall	2018 Winter	2018 Spring/Summer	2018 Fall
Student Career	Student Faculty	Student Program	Student Subplan	Term Enrollment Count	Term Enrollment Count	Term Enrollment Count	Term Enrollment Count
Undergraduate	Faculty of Science	Science Honours	Mathematics	2	2	1	1
			Second Degree	1	1	2	1
			Statistics	6	6	6	6
				115	119	52	165
Undergraduate Total				124	163	61	244

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## When I view the Academic Standing report, why don't the totals don't match the enrolment report?

1. Almost all the reports on the Student Records – Term Statistics Dashboard are reported by term. The one exception is the Academic Standing report, which is reported for a full academic year at a time.
2. The Academic Standing always reports the latest standing for an individual student within the academic year. For example, if a student is assigned a status for the winter term, and is assigned a new status in the Spring/Summer term, only the Spring/Summer status will be reported in the Academic Standing report.
3. Additionally, sometimes students are assigned a status for a term in which they are not enrolled at the University ('Clear to Graduate', for example). In these cases the student will be counted under the term in which the status was assigned, whereas on other enrolment reports they are not included. This difference will cause the totals to vary.

## What is the difference in average GPA between full-time and part-time students in a specific program or plan?

1. Navigate to the Performance page of the Student Records – Term Statistics Dashboard.

2. Use the Academic Year and Term filters at the top of the page to select the time period for which to view the report. You may also use the other filters to select only a specific Faculty, Program or Plan for which to view results. When you have finished making your selections, click Apply.
3. Scroll to the fourth report on this page, GPA. By default, this report displays the average Cumulative GPA for students broken down by Career and Faculty. In order to find the difference in mean GPA between full-time and part-time students in a specific program or plan, we will add Student Program, Student Plan and Academic Load as columns in this table.
4. Use the Column 2 drop-down menu above the report to select Student Program.

Column 1	Column 2	Column 3	Column 4			
Student Faculty	Student Program	No Selection	No Selection			
	No Selection	GPA by Term		Mean	Cumulative GPA	St Dev
Business	Student Program				Cumulative GPA	Min
	Business MBA			10.01		0.00
	Business MBA EDT			9.97	1.00	8.30
	Business MFIN			9.30	0.86	0.00
	Student Program Code				1.41	
	Student Plan Code					
	Student Plan					
	Student Subplan					
	Gender					

- Use Column 3 and Column 4 to also select Student Plan and Academic Load, respectively. The report now displays the mean Cumulative GPA (as well as summary statistics on the distribution of GPAs including the standard deviation, minimum, median and maximum) of full-time and part-time students in each program and plan for comparison.

Column 1 Column 2 Column 3 Column 4  
Student Faculty Student Program Student Plan Academic Load  
Select View Cumulative GPA by Term

Student Program	Student Plan	Academic Load	Cumulative GPA Mean	Cumulative GPA St Dev	Cumulative G
Arts & Science Degree Seeking	Arts & Science 1	Enrolled Full-Time	9.56	1.80	
Arts & Science Honours	A&S and Anthropology	Enrolled Full-Time	10.00	0.71	
	A&S and Biochemistry	Enrolled Full-Time	10.00	0.75	
	A&S and Biology	Enrolled Full-Time	11.05	0.13	
	A&S and Business	Enrolled Full-Time	10.03	1.03	
	A&S and Chemical Biology	Enrolled Full-Time	10.10	1.25	

## How many Engineering Master's students graduated with a Master's of Applied Science versus a Master's of Engineering?

- Navigate to the Degrees page of the Student Records – Term Statistics Dashboard.

- Use the Academic Year filter to select the desired time period for the report. Use the Student Career filter to select Graduate and the Student Faculty filter to select Engineering. When you have finished making selections, click Apply.
- By default the Degrees Awarded table shows a breakdown of the number of degrees awarded by Student Career, Student Faculty and Education Level (Master's, Doctorate, etc). To see results broken down by

Degree, use the Column 3 drop-down menu to select 'Degree', which will add a Degree column to the table.

Column 1: Student Faculty    Column 2: Education Level    Column 3: Degree    Column 4: No Selection

Switch View: Table by Academic Year

Student Career	Student Faculty	Education Level	Degree	2016	2017	2018
Graduate	Faculty of Engineering	Graduate Diploma	Graduate Diploma UNENE		1	
		Graduate Doctorate Degree	Doctor of Philosophy - EN	71	68	32
			Doctor of Philosophy - IN	6	3	6
		Graduate Master's Degree	Master of Applied Science	94	85	52
			Master of Applied Science - IN	11	7	10
			Master of Eng Entrep & Innov	19	11	14
			Master of Eng in Public Policy	10	10	13
			Master of Eng: Man Eng	2	16	14
			Master of Engineering	27	45	19
			Master of Engineering Design	54	58	6
			Master of Science - EN	6	7	7
		Master of Tech, Ent and Innov	1	9	12	

- The table now shows the number of degrees awarded broken down into individual degrees. The user may now find the number of Master of Applied Science degrees awarded versus the number of Master of Engineering degrees awarded.

## How many students in Arts & Science graduated with a minor?

- Navigate to the Minors page of the Student Records – Term Statistics Dashboard.

- Use the filters at the top of the page to select the time period for which to view the report, and set Student Home Faculty to 'Arts & Science'. When you are finished making your selections, click Apply.
- The table on this page displays the number of students who graduated with a minor by term and by minor plan. The total number of minors awarded is listed at the bottom of the table. Minors are listed under the completion term of the student's degree.

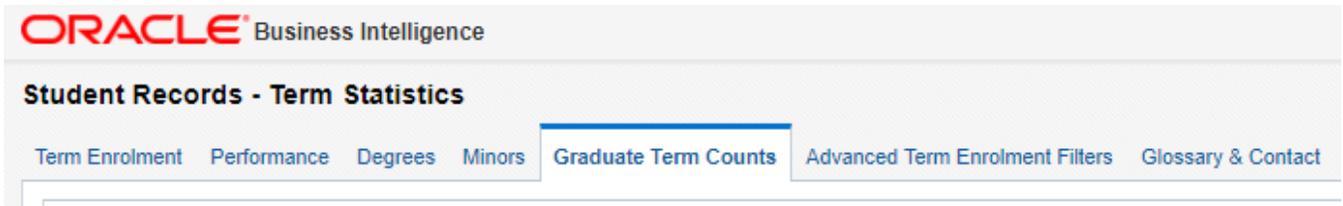
	Religious Studies MIN	RELIGSTMN	2			
Undergraduate Total			9	17	18	15
Grand Total			9	17	18	15

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

- Using this table, we can see the number of Arts & Science students who graduated with a minor each term.

# How many graduate students in my Faculty are Out of Time?

1. Navigate to the Graduate Term Counts page of the Student Records – Term Statistics Dashboard.



2. The Graduate Term Count for a student is a running count of the number of terms that student has been registered at McMaster in the same career (i.e. Undergraduate terms are not counted). Terms when students are on a leave of absence may not be counted in the Graduate Term Count, or the School of Graduate Studies may decide to count the term depending on how much of the term the student was able to complete.
3. For Master's programs, students are flagged as 'In Time' if they have a Term Count of six or fewer terms, 'Over Time' if their Term Count is between seven and nine, and 'Out of Time' if their Term Count is greater than nine.
4. For PhD programs, students are flagged as 'In Time' if they have a Term Count of 12 or fewer terms, 'Over Time' if their Term Count is between 13 and 18, and 'Out of Time' if their Term Count is greater than 18. The Overtime Flag is applied the same way to Full-Time and Part-Time students.
5. Use the filters at the top of the page to select the desired time period for the report, and apply any other filters you would like. When you are finished making your selections, click Apply.
6. By default, the Grad Term Counts report breaks down students by Career, Faculty, Qualification and Overtime Flag. For this example, we want to determine the number of Out of Time students for the whole Faculty regardless of Qualification. To achieve this result, we will remove the Qualification column from the table.
7. To do so, right click on the Qualification column header and select 'Exclude Column' from the menu.

			2017
			2017 Fall
Student Career	Student Faculty	Qualif	ent Co
Graduate	DeGroote School of Business	Maste	
		PhD	
	Divinity College	Maste	
	Faculty of Engineering	Maste	
		Over Time	

- Alternatively, right-click anywhere on the Qualification column, then select 'Qualification' from the menu, then select 'Exclude Column'.

				2017	
				2017 Fall	2018 Wint
Student Career	Student Faculty	Qualification	Overtime Flag	Term Enrollment Count	Term Enrc
Graduate	DeGroote School of Business	Master's	In Time		
			Over Time		
		PhD	In Time		
			Over Time		
	Divinity College	Master's	In Time		
			Over Time		
			Out of Tim		
	Faculty of Engineering	Master's	In Time		
			Over Time		
			Out of Tim		
		PhD	In Time		
	Faculty of Health Sciences	Master's	In Time		
Over Time					
Out of Tim					

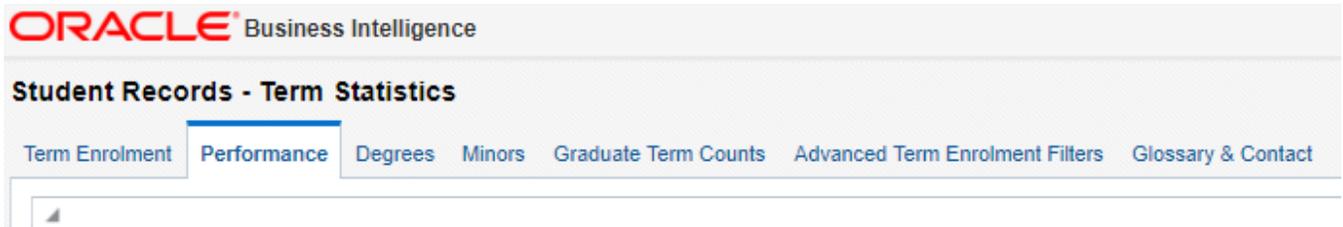
- The resulting table will display the number of In Time, Over Time and Out of Time students for each Faculty by term.

## Are Leave of Absences accounted for the in the Graduate Term Count data?

- Yes. When a graduate student takes a leave of absence, a determination is made by the School of Graduate studies as to whether the student completed enough of the term for it to be counted or not. In some cases, a term in which a student takes a short Leave of Absence (or a Leave that starts late in the term) may still be counted. Changes made to a student's term count are reflected in BI regardless of whether the change occurs before or after the Program Max Effective Date (i.e. the date after which any changes made to student program/plan details are included in the following term).

# How many students were reinstated to a specific Faculty or Plan in a given term?

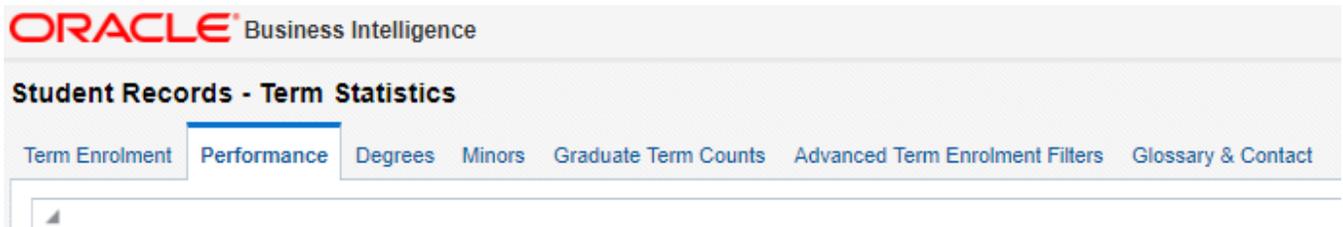
1. Navigate to the Performance page of the Student Records – Term Statistics dashboard.



2. Use the Academic Year and Term filters at the top of the page to select the desired time period for the report. Use the other filters to select the desired Faculty or Plan. When you have finished making your selections, click Apply.
3. Scroll down to the second report on this page, Reinstatements. In this report, students are flagged as having been reinstated when they have a Program Action Reason of 'Reinstated' and when their GPA has been reset that term. You can use the 'Column 1', 'Column 2', etc. drop-down menus at the top of the table to select which columns to include in the table.

# What proportion of students in a given program or plan had a Current GPA of 10 or higher in Level 4?

1. Navigate to the Performance page of the Student Records – Term Statistics dashboard.



2. Use the Academic Year and Term filters at the top of the page to select the desired time period for the report. Use the Student Program or Student Plan filters to select the appropriate program or plan for the report. Use the Student Level filter to select only Level 4 students. When you have finished making your selections, hit apply.
3. Scroll down to the third report on this page, GPA Frequency Distribution. This report shows the percentage of students who earned a GPA in each of the displayed grade bins (6.0-6.9, 9.0-9.9. etc). By default this report shows the distribution of Cumulative GPA. To switch to Current GPA (ie GPA calculated using only the courses taken in the term displayed), use the Select View drop-down menu to select 'Current GPA Distribution –

Percentage’.

Column 1	Column 2	Column 3	Column 4
Student Faculty	No Selection	No Selection	No Selection
Select View		Current GPA Distribution - Percentage Cumulative GPA Distribution - Percentage Cumulative GPA Distribution - Headcount <b>Current GPA Distribution - Percentage</b> Current GPA Distribution - Headcount Cumulative GPA Bar Graph	
Student Career	Student Faculty	5.0-6.9	7.0-7.9
Undergraduate	Arts & Science	2.7%	1.4%
Undergraduate	Arts & Science	50.0%	8.1%

4. In the displayed example, we can now see that of Level 4 students in the Honours Arts & Science program , 78.4% had a Current GPA of 10 or higher in Fall 2018 (i.e. 18.9% in the 10.0-10.9 range, 47.3% in the 11.11.9 range and 12.2% in the 12 range).

Column 1	Column 2	Column 3	Column 4
Student Faculty	Student Program	Student Level	No Selection
Select View		Current GPA Distribution - Percentage	

Academic Year	Term	Student Career	Student Faculty	Student Program	Student Level	Frequency Distribution											
						0	2.0-2.9	3.0-3.9	4.0-4.9	5.0-5.9	6.0-6.9	7.0-7.9	8.0-8.9	9.0-9.9	10.0-10.9	11.0-11.9	12
2018	2018 Fall	Undergraduate	Arts & Science	Arts & Science Honours	Level 4	2.7%		1.4%		1.4%	2.7%	1.4%	4.1%	8.1%	18.9%	47.3%	12.2%
	2019 Spring/Summer	Undergraduate	Arts & Science	Arts & Science Honours	Level 4	50.0%										25.0%	25.0%
	2019 Winter	Undergraduate	Arts & Science	Arts & Science Honours	Level 4	2.7%					1.4%	2.7%	4.1%	2.7%	30.1%	46.6%	9.6%