

**Students Records –
Term Statistics 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 – Term Statistics Business Intelligence (BI) dashboard.

The Student Records – Term Statistics 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 term enrolment, academic standing, GPA and degrees awarded. In addition to this user guide, the Student Records – Term Statistics 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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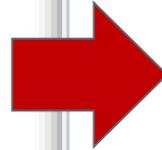
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Signing In

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 grey 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 grey 'Sign In' button is positioned below the password field. 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. The navigation bar includes Home, Catalog, Favorites, Dashboards (highlighted with a blue bar and a dropdown arrow), New, Open, and Signed In As. The Dashboards dropdown menu is open, showing a list of dashboard items: Most Recent(Student Records - Courses - Grades), My Dashboard, Custom (with a large black redaction box), and Student Records - Courses. The main content area on the left has a sidebar with All Content, My Reports, My Scorecards, and Mobile Apps Library. The central area has sections for Alerts, Recent (with a note: 'Recently opened or edited items will be displ...'), Dashboards, and Others Most Popular (with a note: 'No recommendations are currently available.').

Dashboard Pages

There are eight dashboard pages available on the Student Records – Term Statistics Dashboard:

- Term Enrolment
- Performance
- Degrees
- Minors
- Graduate Term Counts
- Advanced Term Enrolment Filters
- Glossary/Contact
- Release Notes

Dashboard Pages: Term Enrolment

- The Term Enrolment page displays headcount enrolment by term. The Term Enrolment Count reflects any changes made to a student record prior to the Program Max Effective Date for that term (early November for undergraduate students, late September for graduate students). Later changes are reflected in the following term.

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

Term Enrolment Performance Degrees Minors Graduate Term Counts Advanced Term Enrolment Filters Glossary & Contact Release Notes

Academic Year: 2017,2018 Student Career: Undergraduate,Gr Academic Load: --Select Value--
 Term: --Select Value-- Student Faculty: --Select Value-- Gender: --Select Value--
 Student Program: --Select Value-- Immigration Status: --Select Value--
 Student Program Code: --Select Value-- Citizenship Country: --Select Value--
 Student Plan: --Select Value-- Co-op Term: --Select Value--
 Student Plan Code: --Select Value--
 Student Subplan: --Select Value--
 Student Level: --Select Value-- Apply Reset

Enrolment Report
Time run: 8/22/2019 1:38:18 PM

Column 1: Student Faculty | Column 2: No Selection | Column 3: No Selection | Column 4: No Selection

		2017			2018		
		2017 Fall	2018 Winter	2018 Spring/Summer	2018 Fall	2019 Winter	2019 Spring/Summer
Student Career	Student Faculty	Term Enrollment Count					
Graduate	DeGroot School of Business	909	754	638	981	773	668
	Divinity College	68	73	28	52	56	29
	Faculty of Engineering	992	967	938	1087	1070	1039
	Faculty of Health Sciences	1542	1492	1377	1670	1607	1483
	Faculty of Humanities	343	331	317	334	326	300
	Faculty of Science	638	626	621	657	642	622
	Faculty of Social Sciences	354	339	325	336	328	314
	Interdisciplinary Studies	1	1		4	2	1
Graduate Total		4847	4583	4244	5121	4804	4456
Undergraduate	Arts & Science	279	275	53	276	271	49
	DeGroot School of Business	3067	3000	1150	3271	3209	1202

Dashboard Pages: Performance

- The Performance page displays reports on Academic Standing, Reinstatements, GPA and Dean's Honour list & Provost's Honour Roll.

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

Term Enrolment **Performance** Degrees Minors Graduate Term Counts Advanced Term Enrolment Filters Glossary & Contact Release Notes

Academic Year: 2017,2018 Term: --Select Value-- Student Career: Undergraduate,Gr Student Faculty: --Select Value-- Academic Load: --Select Value-- Gender: --Select Value-- Student Program: --Select Value-- Immigration Status: --Select Value-- Student Program Code: --Select Value-- Citizenship Country: --Select Value-- Student Plan: --Select Value-- Co-op Term: --Select Value-- Student Plan Code: --Select Value-- Student Subplan: --Select Value-- Student Level: --Select Value--

Apply Reset

Please note that the Academic Standing report available below will display the latest available standing for each student each year. Most academic standings are assigned in the Winter term. Please keep this in mind when filtering this report by term.

Academic Standing

Column 1: No Selection Column 2: No Selection Column 3: No Selection

Select View: Academic Standing

Student Career	Academic Standing Action	2017 Term Enrollment Count	2018 Term Enrollment Count
Graduate	Good Standing	1	1
	Required to withdraw	17	18
Graduate Total		18	18
Undergraduate	Clear to Graduate	4911	4704
	Good Standing	18139	18537
	May Continue in Program - AP	150	163
	May Continue in Program - PP	97	132
	May Not Cont in Fac - AP	10	15
	May Not Cont in Prgm - AP	31	25
	May Not Continue at University	393	405
	May Not Continue in Faculty	129	136
	May Not Continue in Program	182	178

Dashboard Pages: Degrees

- The Degrees Awarded page displays the number of degrees awarded by Academic Year or Term.

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

Term Enrolment Performance **Degrees** Minors Graduate Term Counts Advanced Term Enrolment Filters Glossary & Contact Release Notes

Completion Term Academic Year: Unspecified;20: Student Career: Undergraduate;Gr Academic Load: --Select Value--
 Completion Term: --Select Value-- Student Faculty: --Select Value-- Gender: --Select Value--
 Student Program: --Select Value-- Immigration Status: --Select Value--
 Student Program Code: --Select Value-- Citizenship Country: --Select Value--
 Student Plan: --Select Value--
 Student Plan Code: --Select Value--
 Student Subplan: --Select Value--
 Student Plan Type Code: --Select Value--

Apply Reset

Degree Awarded
Time run: 8/22/2019 1:49:49 PM

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

Switch View Table by Academic Year

Student Career	Student Faculty	Education Level	2015	2016	2017	2018
Graduate	DeGroote School of Business	Graduate Diploma	78	85	72	
		Graduate Doctorate Degree	9	10	8	6
		Graduate Master's Degree	288	327	317	292
	Divinity College	Divinity Masters	13	7	6	4
		Graduate Master's Degree	14	21	13	8
	Faculty of Engineering	Graduate Diploma	1		1	
		Graduate Doctorate Degree	69	77	71	38
		Graduate Master's Degree	217	224	248	147
	Faculty of Health Sciences	Bachelor Degree	2		4	1
		General Diploma	11	10	8	15
Graduate Diploma		2	16	15	15	

Dashboard Pages: Minors

- The Minors page displays the number of minors awarded by Student Plan and Student Home Faculty.

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

Term Enrolment Performance Degrees **Minors** Graduate Term Counts Advanced Term Enrolment Filters Glossary & Contact Release Notes

Academic Year: 2020;2019;2018;2 Student Career: Undergraduate; Minor Plan: --Select Value--

Term: --Select Value-- Student Home Faculty: --Select Value-- Gender: --Select Value--

Student Degree: --Select Value-- Immigration Status: --Select Value-- **Apply** **Reset**

Minors Degree Awarded
Include only Academic Plans with and Academic Plan Type = Minor
 Time run: 8/22/2019 1:52:08 PM

Column 1: Student Home Faculty Column 2: No Selection Column 3: No Selection

Student Career	Student Home Faculty	Minor Plan	Minor Plan Code	2015		2016		2017		2018	
				2016 Spring/Summer Degree Count	2016 Winter Degree Count	2017 Spring/Summer Degree Count	2017 Winter Degree Count	2018 Spring/Summer Degree Count	2018 Winter Degree Count		
Graduate	School of Graduate Studies	Acct & Financial Mgt MIN	MBAAFMM			4	2	4			1
		Finance MIN	MBAFINM	1		19		7			5
		Information Systems MIN	MBAMISM	2		9		1	5	1	1
		Management MIN	MBAMGTM	2		16		1	14		6
		Mgt of Innov & New Tech MIN	MBAMINTM			4			5		1
		Strategic Business Val MIN	MBA SBVM	2		3					
		Strategic Marketing MIN	MBAMRKTM	2		17			7		5
		Supply Chain Management MIN	MBA SUPCM	1		5		2	12		1

Dashboard Pages: Graduate Term Counts

- The Graduate Term Counts page displays headcount enrolment by term for graduate students broken down by a student's Overtime Flag: In Time, Over Time, Out of Time.

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

Term Enrolment Performance Degrees Minors **Graduate Term Counts** Advanced Term Enrolment Filters Glossary & Contact Release Notes

Academic Year: 2017:2018 Term: --Select Value-- Student Faculty: --Select Value-- Student Level: --Select Value-- Student Program: --Select Value-- Academic Load: --Select Value-- Student Program Code: --Select Value-- Qualification: --Select Value-- Student Plan: --Select Value-- Student Plan Code: --Select Value-- Apply Reset

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.

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.

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.

Grad Term Counts
Time run: 8/22/2019 1:53:30 PM

Column 1: Qualification Column 2: Student Faculty Column 3: No Selection Column 4: No Selection

Student Career	Student Faculty	Qualification	Overtime Flag	2017			2018		
				2017 Fall Term Enrollment Count	2018 Winter Term Enrollment Count	2018 Spring/Summer Term Enrollment Count	2018 Fall Term Enrollment Count	2019 Winter Term Enrollment Count	2019 Spring/Summer Term Enrollment Count
Graduate	DeGroote School of Business	Master's	In Time	626	570	422	667	585	438
			Over Time	154	65	38	159	60	44
			Out of Time	36	33	27	46	39	30
		PhD	In Time	54	53	52	57	57	56
			Over Time	18	19	19	18	16	12
			Out of Time	2	1	1	4	3	4

Dashboard Pages: Advanced Term Enrolment Filters

- The Advanced Term Enrolment Filters displays a distinct count of students meeting the specified criteria over a selected time period. Users can choose to filter results according to minimum or maximum GPA, term count or units taken thresholds.

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

Term Enrolment Performance Degrees Minors Graduate Term Counts **Advanced Term Enrolment Filters** Glossary & Contact Release Notes

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

Student Career: Undergraduate,Gr
Student Faculty: --Select Value--
Student Program: --Select Value--
Student Program Code: --Select Value--
Student Plan: --Select Value--
Student Plan Code: --Select Value--
Student Subplan: --Select Value--
Student Level: --Select Value--

Academic Load: --Select Value--
Gender: --Select Value--
Immigration Status: --Select Value--
Citizenship Country: --Select Value--
Co-op Term: --Select Value--
Qualification (Grad Only): --Select Value--

Apply Reset

Advanced Filters

Minimum Cumulative GPA	Minimum Current GPA	Minimum Term Count	Minimum Units Taken in Progress
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Maximum Cumulative GPA	Maximum Current GPA	Maximum Term Count	Maximum Units Taken in Progress
<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="100"/>	<input type="text" value="100"/>

Apply Reset

Advanced Plan Enrolment Report by Student
Time run: 8/22/2019 1:39:15 PM

33593
Distinct Students

Important Notes: Security

- Access to the Student Records – Term Statistics 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.
- To request access, please email irahelp@mcmaster.ca. In your email please explain what type of data you are looking for, and copy your manager who usually approves your accesses.



Important Notes: Term Enrolment Counts

- Please note that the Enrolment counts displayed on the Student Records – Courses dashboard may reflect retroactive changes made in Mosaic. Figures for historical terms are not based on snapshots taken during those terms, they reflect the most up-to-date data for that term available in Mosaic.
- Enrolment headcounts for a given term reflect any changes effective dated prior to the Program Max Effective Date for that term (late September for grad students, early November for undergrad). Any changes effective dated later than that date are reflected in the next term.



Measure Definitions

- **Term Enrolment Count:** A count of distinct students registered in a displayed term or academic year. All student attributes for a given term reflect the most recent changes up to the Program Max Effective Date for that term (early November for undergraduate students, late September for graduate students). Changes made to student attributes (e.g. Career, Plan, etc) after the Program Max Effective Date but before the next term start date are reflected in the next term.
- **Cumulative GPA:** The weighted average based on the grades obtained in all courses taken.
- **Fall/Winter GPA:** A weighted average based on the grades attained in the Fall and Winter Terms. Overload courses and extra courses are included in the Fall-Winter Average.
- **Current GPA:** A weighted average based on the grades attained in the current (or selected) term only.
- **Frozen Cumulative GPA:** A frozen snapshot of a student's Cumulative GPA. The Frozen Term GPA can be used to understand why a student was assigned an Academic Standing, excluding any retroactive changes that may have been made since that standing was assigned. The Frozen Term GPA snapshot is taken at the end of the subsequent term. For example, the Term GPA for Fall 2018 would be frozen at the end of the Winter 2019 term.

Measure Definitions

- **Frozen Term GPA:** A frozen snapshot of a student's Term GPA (Current GPA). The Frozen Cumulative GPA can be used to understand why a student was assigned an Academic Standing, excluding any retroactive changes that may have been made since that standing was assigned. The Frozen Cumulative GPA snapshot is taken at the end of the subsequent term. For example, the Cumulative GPA for Fall 2018 would be frozen at the end of the Winter 2019 term.
- **Degrees Awarded:** The number of degrees awarded to students enrolled in the displayed Faculty, Program, Plan, etc.
- **Minors:** Minor is an option available to students enrolled in four- or five-level programs. A Minor consists of at least 24 units of which normally no more than six units may be from Level I that meet the requirements set out in the program description of that Minor.

Measure Definitions

- **Graduate Term Count:** A running count of the number of terms a 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. 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. 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.
- **Units Taken in Progress:** This 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.

What are the available Dimensions and Filters?

- Academic Year
- Term
- Student Career
- Student Faculty
- Student Program
- Student Program Code
- Student Plan
- Student Plan Code
- Student Sub-plan
- Student Level
- Academic Load
- Gender
- Immigration Status
- Citizenship Country
- Co-op Term Flag
- Completion Term (Degrees Awarded Only)
- Completion Term Academic Year (Degrees Awarded Only)
- Student Degree (Degrees Awarded Only)
- Student Home Faculty (Degrees Awarded Only)
- Minor Plan
- Minor Plan Code
- Education Level
- Qualification (Graduate Term Counts only)
- Overtime Flag
- Minimum Cumulative GPA
- Maximum Cumulative GPA
- Minimum Current GPA
- Maximum Current GPA
- Minimum Term Count
- Maximum Term Count
- Minimum Units Taken in Progress
- Maximum Units Taken in Progress
- Reinstatement Flag
- Academic Standing
- Dean's Honour List Flag



Contact Information

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