

# Students Admissions – Undergraduate

## Business Intelligence User Guide Dashboard Content & Examples

*Institutional  
Research & Analysis*



# Welcome

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

The Student Admissions – Undergraduate dashboard was developed by Institutional Research and Analysis in close coordination with stakeholders across the university, including representatives from the Faculties and the Registrar’s Office, and contains reports on undergraduate student admissions broken down by faculty, program, plan, along with many other variables . In addition to this user guide, the Student Admissions – Undergraduate 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.



# Table of Contents

## Overview

- Signing in 4
- Dashboard Pages 6
- Important Notes 16

## Contact Us

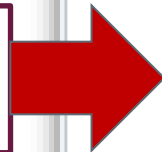
- Contact Information 17



# Signing In

URL: [bi.mcmaster.ca](https://bi.mcmaster.ca)

Use your MacID &  
Password



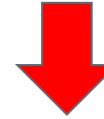
Note:

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.

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 "Enter your user id and password." Below this are two input fields: "User ID" and "Password". A "Sign In" button is centered below the fields. There is a checkbox for "Accessibility Mode" and a language selector dropdown menu showing "English" with a world map icon to its left.

# Navigating to a Dashboard

1. Click on the **Dashboards** section



A screenshot of the Oracle Business Intelligence (BI) web interface. The browser address bar shows the URL: https://bi.mcmaster.ca/analytics/saw.dll?bieehome. The page header includes the Oracle Business Intelligence logo, a search bar with the text "All", and a "Signed" status indicator. The main navigation menu is visible, with the "Dashboards" option highlighted in blue. Below the navigation menu, there are sections for "Alerts", "Recent", and a list of dashboards including "Most Recent(Student Records - Courses - Grades)", "My Dashboard", and "Student Admission - Undergraduate".

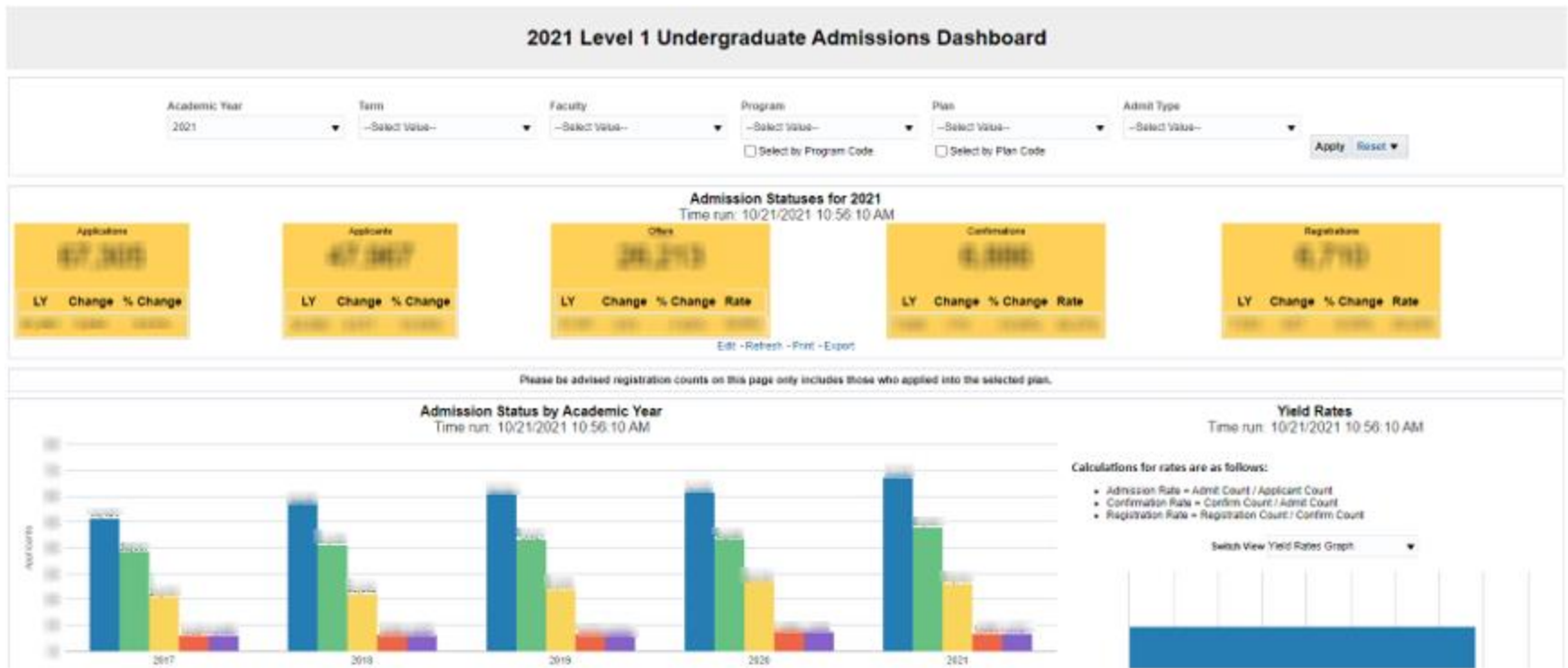
# Dashboard Pages

There are five dashboard pages available on the Student Admissions – Undergraduate Dashboard:

- Summary
- 101
- 105
- Advanced Filters
- MELD
- Monthly Breakdown
- OUAC
- Glossary & Contact

# Dashboard Pages: Summary

- The Summary page provides a high-level overview of the admissions process. It includes KPIs that show the admissions funnel for the selected year, as well as reports that display data on the past 5 years, the yield rate, education source, cross-faculty applicants, and more.



# Dashboard Pages: 101

- The 101 dashboard page is intended to allow users to see the admissions cycle of Ontario Highschool (101) students. It includes a breakdown of the admission cycle for 101 students, breakdowns of interim and final GPAs, and admission by School Board.

**Ontario High School Applicants**

Academic Year 2021 ▼	Program --Select Value-- ▼	Choice --Select Value-- ▼	Citizenship Status --Select Value-- ▼
Term --Select Value-- ▼	<input type="checkbox"/> Select by Program Code	School Board --Select Value-- ▼	Gender --Select Value-- ▼
Faculty --Select Value-- ▼	Plan --Select Value-- ▼	High School --Select Value-- ▼	
	<input type="checkbox"/> Select by Plan Code		

▼

**Admission Summary of 101 Students**  
 Time run: 10/21/2021 11:42:23 AM

Academic Year	Applications	Applicants	Offers	Confirmations	Registrations	Admission Rate	Confirmation Rate	Registration Rate
2017	10,000	8,000	7,000	6,000	5,000	80.0%	87.5%	62.5%
2018	10,000	8,000	7,000	6,000	5,000	80.0%	87.5%	62.5%
2019	10,000	8,000	7,000	6,000	5,000	80.0%	87.5%	62.5%
2020	10,000	8,000	7,000	6,000	5,000	80.0%	87.5%	62.5%
2021	10,000	8,000	7,000	6,000	5,000	80.0%	87.5%	62.5%

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

**GPA Distribution**  
 Time run: 10/21/2021 11:42:23 AM

▼

Student Faculty	Student Plan	2021																		
		<75%	75-79.9%	80-84.9%	85%	86%	87%	88%	89%	90%	91%	92%	93%	94%	95%	96%	97%	98%	99%	100%
Arts & Science	Arts & Science 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
DeGroote School of Business	Business 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	Integrated Business&Humanities	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10



# Dashboard Pages: 105

- The 105 dashboard page includes reports on the admissions summary of 105 students (Ontario Previous High School, Out-Of-Province High School, International, College, University), admissions by education source and by citizenship country.

## 105 Applicants

(Ontario Previous High School, Out-Of-Province High School, International, College, University)

Academic Year

2021

Program

--Select Value--

Select by Program Code

Plan

--Select Value--

Select by Plan Code

Citizenship Status

--Select Value--

Citizenship Country

--Select Value--

Gender

--Select Value--

Academic Level

Level 1

Choice

--Select Value--

Previous Institution

--Select Value--

Previous Institution Country

--Select Value--

Previous Institution City

--Select Value--

Apply Reset

### Admission Summary of 105 Students

Time run: 10/21/2021 1:19:28 PM

Academic Year	Applications	Applicants	Offers	Confirmations	Registrations
2017	11,100	1,000	1,000	1,000	1,000
2018	11,200	1,000	1,000	1,000	1,000
2019	11,300	1,000	1,000	1,000	1,000
2020	11,400	1,000	1,000	1,000	1,000
2021	11,500	1,000	1,000	1,000	1,000

Edit - Refresh - Print - Export

#### Admission Status by Gender

Time run: 10/21/2021 1:19:28 PM

Switch View Graph

#### Admission Status by Immigration Status

Time run: 10/21/2021 1:19:28 PM

Switch View Graph

# Dashboard Pages: Advanced Filters

- The Advanced Filters page displays admission counts in a table view and allows users to customize the report by filtering the data, as well as adding or removing columns in the report.

**Undergraduate Admissions**

Academic Year

Program

Admit Type

Citizenship Status

Choice

Term

Level

Citizenship Country

Previous Institution

Faculty

Plan

Gender

Select by Program Code

Select by Plan Code

[Apply](#) [Reset](#)

Status

Applications  Applicant  Offer  Confirmations  Registrations

Column 1  Column 2  Column 3  Column 4

Student Plan  No Selection  No Selection  No Selection

Select View By Status then Year

Student Faculty	Student Plan	Applications			Applicant			Offer			Confirmations			Registrations		
		2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Arts & Science	Arts & Science 1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
DeGroote School of Business	Business 1	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
	Integrated Business&Humanities	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Faculty of Engineering	B Tech 1 - BioTechnology CO-OP	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	BTech1-Auto&Veh Eng Tech CO-OP	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	BTech1-Automatn Eng Tech CO-OP	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	Computer Science (2nd Degree)	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	Computer Science 1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	Computer Science 1 CO-OP	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
	Electrical Engineering CO-OP	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
	Engineering 1	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

# Dashboard Pages: MELD

- The MELD dashboard page displays admission data relevant to all McMaster English Language Development (MELD) applicants. This report allows users to apply a variety of filters and add additional columns, and measures in order to customize the MELD admissions data.

**MELD Applicants**

Academic Year: 2020,2021,2019

Program: --Select Value--

Citizenship Status: --Select Value--

Choice: --Select Value--

Terms: --Select Value--

Faculty: --Select Value--

Citizenship Country: --Select Value--

Previous Institution: --Select Value--

Plan: --Select Value--

Gender: --Select Value--

Apply Reset

Status: Applications Applicant Offer Confirmations Registrations

Column 1: Student Plan

Column 2: No Selection

Column 3: No Selection

Column 4: No Selection

Student Plan	2019					2020					2021				
	Applications	Applicant	Offer	Confirmations	Registrations	Applications	Applicant	Offer	Confirmations	Registrations	Applications	Applicant	Offer	Confirmations	Registrations
MELD B Tech 1 Auto&Vehcl Eng T	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD B Tech 1 Automation Eng T	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD B Tech 1 Biotechnology	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Business 1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
MELD Chemical & Physical Sci 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Comp Sci 1 CO-OP	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Computer Sciences 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Economics 1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
MELD Engineering 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Engineering 1 CO-OP	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Environmental&Earth Sci 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Health and Society 1	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MELD Humanities 1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

# Dashboard Pages: Monthly Breakdown

\* Academic Year: 2018,2019 | \* Academic Term: 2018 Fall,2019 Fa | Month: Mar,Apr,May,Jun | Day of Month: --Select Value-- | Apply | Reset

Faculty: --Select Value-- | Program: --Select Value-- | Citizenship Status: --Select Value-- | Gender: --Select Value--

Admit Type: --Select Value-- |  Select by Program Code | Citizenship Country: --Select Value--

Plan: --Select Value-- |  Select by Plan Code | Apply | Reset

---

**Status Count by Term**  
Time run: 11/8/2021 3:46:05 PM

Status: Offers | Breakdown: No Selection

Academic Year	Academic Term	Offers					Offers
		Mar	Apr	May	Jun	Jul	
2018	2018 Fall	100	100	100	100	100	500
2019	2019 Fall	100	100	100	100	100	500

Edit - Refresh - Print - Export

- The Monthly Breakdown Tab displays the total number of applications, offers, or confirmations for the selected month across multiple years.

- It can also be used as an “As of Date” table where we can see the number of applications, offers, or confirmations for a specific date over multiple years

**Status Count by Term**  
Time run: 11/8/2021 3:49:12 PM

Status: Offers | Breakdown: Days of Month

Academic Year	Academic Term	Offers															Offers
		Mar			Apr			May			Jun			Jul			
		5	12	21	5	12	21	5	12	21	5	12	21	5	12	21	
2018	2018 Fall	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	500
2019	2019 Fall	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	500

Edit - Refresh - Print - Export

# Dashboard Pages: OUAC University

- The OUAC University page displays admissions data reported by the Ontario Universities' Application Centre (OUAC). Reports include data broken down by Universities for the selected year and month, displaying the percent change compared to the previous year, as well as applications and confirmations for the last three years from the year and month selected. Reports can be customized by including more columns such as application type, immigration status, and more.

Snapshot Year: 2019 Snapshot Month: June University: --Select Value--

Apply Reset

### Percentage Change by University

Time run: 1/24/2022 2:38:57 PM

Add Columns: No Selection No Selection No Selection No Selection No Selection

University	Choice	2019					
		June					
		Application	Application Year Ago	% Application Change	Confirmation	Confirmation Year Ago	% Confirmation Change
Algoma University	1ST	100	100	0.00%	100	117	10.00%
	2ND	100	100	0.00%	100	100	0.00%
	3RD	100	100	0.00%	100	100	0.00%
	>3	100	100	0.00%	100	100	0.00%
Brock University	1ST	100	100	0.00%	100	100	0.00%
	2ND	100	100	0.00%	100	100	0.00%

### Statistics by University

Time run: 1/24/2022 2:38:57 PM

Add Columns: No Selection No Selection No Selection No Selection No Selection

University	Choice	2018		2017		2016	
		June		June		June	
		Application	Confirmation	Application	Confirmation	Application	Confirmation
Algoma University	1ST	100	117	100	100	100	100
	2ND	100	100	100	100	100	100
	3RD	100	100	100	100	100	100
	>3	100	100	100	100	100	100
Brock University	1ST	100	100	100	100	100	100
	2ND	100	100	100	100	100	100

# Dashboard Pages: OUAC Program

- The OUAC Program page allows us to see the number of applications and confirmations for each OUAC Program for a specific year and month. Additionally, the table on the left displays the selected year and previous year with the % change between the two. While the table on the right will show us the applications and confirmations for the last three years from the year selected.

Snapshot Year  Snapshot Month

### Percentage Change by Program

Time run: 1/24/2022 2:40:19 PM

Add Columns

OUAC Program	Choice	2019					
		May					
		Application	Application Year Ago	% Application Change	Confirmation	Confirmation Year Ago	% Confirmation Change
Agriculture	1ST	15	20	-25.00%	15	15	0.00%
	2ND	16	15	6.67%	2	2	0.00%
	3RD	15	17	-11.76%	1	1	0.00%
Architecture & Planng	1ST	105	100	5.00%	107	101	6.93%
	2ND	100	100	0.00%	10	10	0.00%
	3RD	105	107	-1.87%	10	10	0.00%
Biological & Biomed Sciences	1ST	100	100	0.00%	100	100	0.00%
	2ND	100	100	0.00%	10	10	0.00%
	3RD	100	100	0.00%	10	10	0.00%

### Statistics by Program

Time run: 1/24/2022 2:40:19 PM

Add Columns

OUAC Program	Choice	2018		2017	
		May		May	
		Application	Confirmation	Application	Confirmation
Agriculture	1ST	15	15	15	15
	2ND	16	2	16	2
	3RD	15	1	15	1
Architecture & Planng	1ST	105	107	105	107
	2ND	100	10	100	10
	3RD	105	10	105	10
Biological & Biomed Sciences	1ST	100	100	100	100
	2ND	100	10	100	10
	3RD	100	10	100	10

# Dashboard Pages: Glossary

- The Glossary page includes definitions of the measures and dimensions used throughout the Students Admissions – Undergraduate dashboard.

**Student Admission - Undergraduate** Home · Catalog · Favorites ▼

Summary | 101 | 105 | MELD | Advanced Filters | Monthly Breakdown | OUAC Percentage Change | OUAC Yearly Breakdown | **Glossary & Contact**

▲  
**Access and Support**  
If you have any issues, please contact **IRA** at [irahelp@mcmaster.ca](mailto:irahelp@mcmaster.ca).

▲ **Glossary**  
**Please note that this dashboard reflects 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.**

**Student Dimensions**

- Faculty** :The Faculty in which an applicant applied for.
- Academic Year** :The year data is being shown for; academic year goes from September to August
- As of Date** :Data will be shown up to the chosen as of date.
- Program** :The Academic Program in which an applicant applied for, e.g. Humanities Degree Seeking, Science Honours Kinesiology, etc.
- Program Code** :The code assigned to the Academic Program in which an applicant applied, e.g. UHSED, UHENBE, etc.
- Plan** :The Academic Plan in which an applicant has applied/enrolled, e.g. Anthropology & French, Biology, etc.
- Plan Code**:The code assigned to the Academic Plan in which a student has applied/enrolled, e.g. CHEMENG, COMMERCE, etc.
- Citizenship Status**:Domestic or Visa. Applicants with Canadian citizenship or permanent residency are flagged as 'Domestic'; all other students are flagged as 'Visa'. Only a student's most recent Immigration Status is displayed.
- Citizenship Country**:An applicants most recent country of citizenship (i.e. in cases when a student changes citizenship, only their most recent citizenship is displayed). Only one citizenship is displayed for each student. If a student is a citizen of multiple countries and has Canadian citizenship, they will be displayed as Canadian citizens. If a student is a citizen of multiple countries and does not have Canadian citizenship, the citizenship to display is chosen alphabetically.
- Admit Type**:Whether student is coming from an Ontario High School or from outside Ontario/Internationally

# Important Notes: Security

- Access to the Student Admissions – Undergraduate dashboard is available to those who need it for planning or decision making in their role. Stakeholders from across the university, including the Faculties and Registrar’s Office 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 in Mosaic.
- Users can see data for the whole university; they are not restricted by their Faculty or Department.
- Please note that the Admissions Status counts displayed on the Student Admissions – Undergraduate dashboard may reflect retroactive changes made in Mosaic.







# Contact Information

If you have any questions contact:

IRA Helpdesk

[irahelp@mcmaster.ca](mailto:irahelp@mcmaster.ca)