

STU 050: UDW+ Student Ad Hoc Reports Beginner Classroom Training

Version 3.3

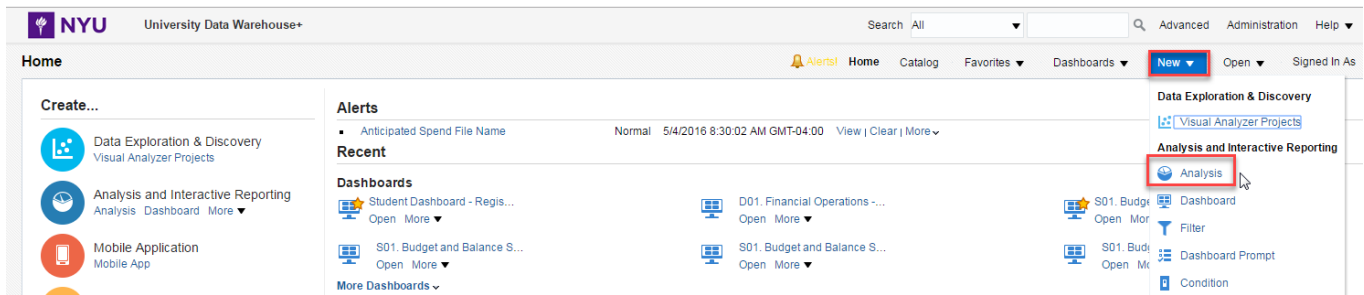
Program Services Office & Decision Support Group

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Subject Areas

1. Select **New** from the Header section. Choose **Analysis**.



This brings to you a list of available **Subject Areas**. Subject Areas group similar data elements together that answer specific business questions.

Subject Areas: group similar data elements together that answer specific business questions.

SIS - Term Registration

Reports on all students that have been **term activated** and are **eligible to enroll for a given term**.

Includes: cumulative and term based metrics (units attempted, GPA), headcounts, student academic group & org, CPP stack, student attributes (academic level, new continuing type, academic load, etc.) and advisor attributes.

SIS - Class Enrollment

Reports on **courses that have had enrollment activity**. Includes: headcounts, units, student academic group & org, course academic group & org, course attributes, instructor attributes, and student attributes, and CPP stack. Allows reporting on individual class enrollment headcounts as well combined class total headcounts.

**The level of grain for the Class Enrollment Fact is one row per: Term, Session, Student, Class Section. It is important to note that including fields such as instructor, career, program, plan, subplan, student groups or service indicators may increase the numbers of rows per student, that are returned in a result set, thus changing the grain level.*

SIS - Degrees

Reports on **degrees that have been conferred**. Includes student acad group and org, CPP stack, degree attributes, and count of degrees awarded, revoked, and total. No student addresses.

SIS - Student Test Scores

View **history of test scores** for students, such as ACT, SAT, GRE.

SIS - Class Meeting Pattern

Reports on attributes related to the class, such as **meeting place, meeting time, meeting patterns**, instructors, enrolled and waitlisted headcounts. Reports on **classes, regardless if there has been enrollment activity. No student detail**. ** Pulling in instructor and meeting pattern attributes may retrieve many records associated with a class, thus changing the grain level.*

SIS – Career History

View **majors, and minors, by Program** for students. This will answer questions about **status of a student** in a program (**completed, discontinued, leave of absence or active**). This subject area is program based, not term based and **shows students regardless if they are term-activated**. Shows latest effective date.

SIS – Class Roster

A **combination of select attributes from the Class Enrollment and Class Meeting Pattern** subject areas. It will only pull back the Primary CPP of a student, and not their majors or minors. This will only show one row per student. It will **only show terms that are active or open for enrollment**.

Separate Curricula

SIS - Registration Pipeline

Allows "**same time last year**" and "**year over year**" comparison of headcount and points, as well as **entry group** and **financial clearance** information. It contains **current data and census data** and allows schools to compare where they are today versus where they are at census (actuals to goals comparison). It contains list of entire list of students, including **students who are on leave of absence who were not term activated**.

[Registration Pipeline Metadata & Ad Hoc Reports Training Curriculum](#)

SIS - Retention

Analyze a **cohort** (a group of students who enter NYU at a specific point in time) using different demographic, social, academic, and other facts. Allows the Office of Institutional Research and Data Integrity (and other advanced users at the University) to improve their understanding of patterns of **student progression, characteristics of student cohorts who persist or leave, predictive modeling, and student success measurements**. Updated after each official census to identify changes in enrollment status and other attributes.

[Retention Subject Area metadata](#)

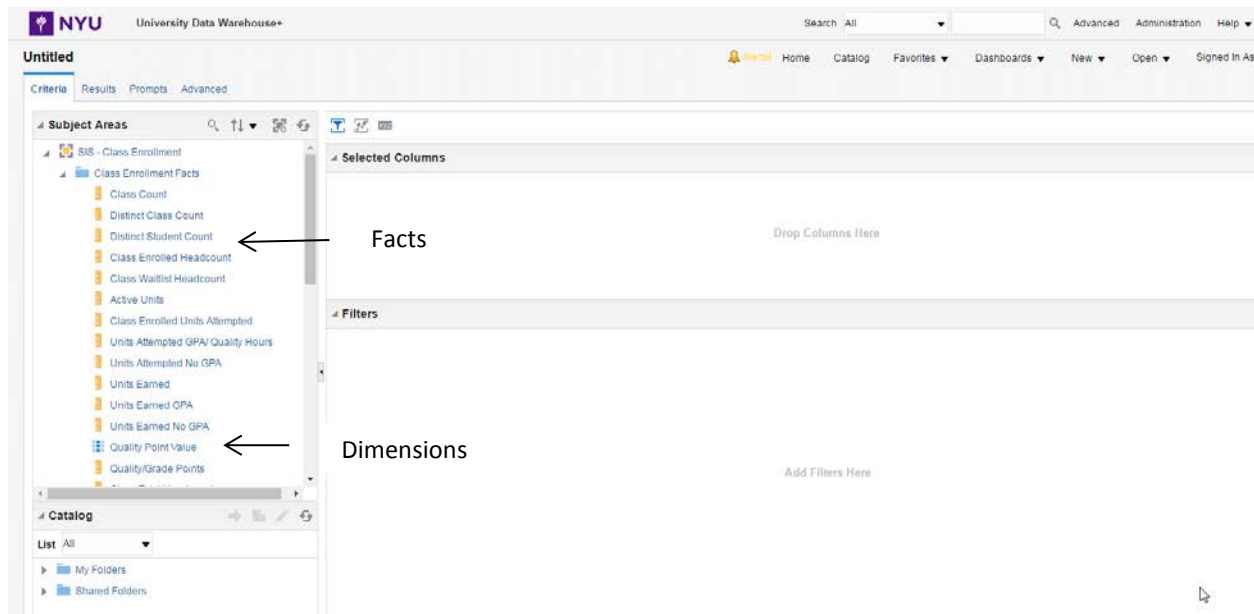
[Retention Ad Hoc Reports Training Curriculum](#)

SIS – Retention Summary

Use this subject area to query **high level summary data**. Tracks summary cohort counts based on term, school, new/continuing type, degree and first time full time flag. It **does not contain student level details**.

1. Select **SIS – Term Registration** subject area.

Criteria Tab

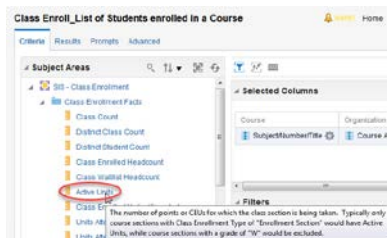


Title of currently opened request (by default this analysis is “Untitled”).

Data elements are stored in an expandable/collapsible tree. Click the plus signs to expand a branch, and the minus signs to collapse it.

- **Facts** are Business Measures. Facts are things that are counted, aggregated, or that allow other mathematical calculations or analyses. Examples include Class enrolled headcount, distinct student count, units attempted, units earned.
- **Dimensions** are entities that describe how facts are analyzed. They are attributes of facts. Examples include student, instructors, programs, departments, time period, and location. Using dimensions allows you to bring context to the facts.

★ Hover over the data element to see its definition.




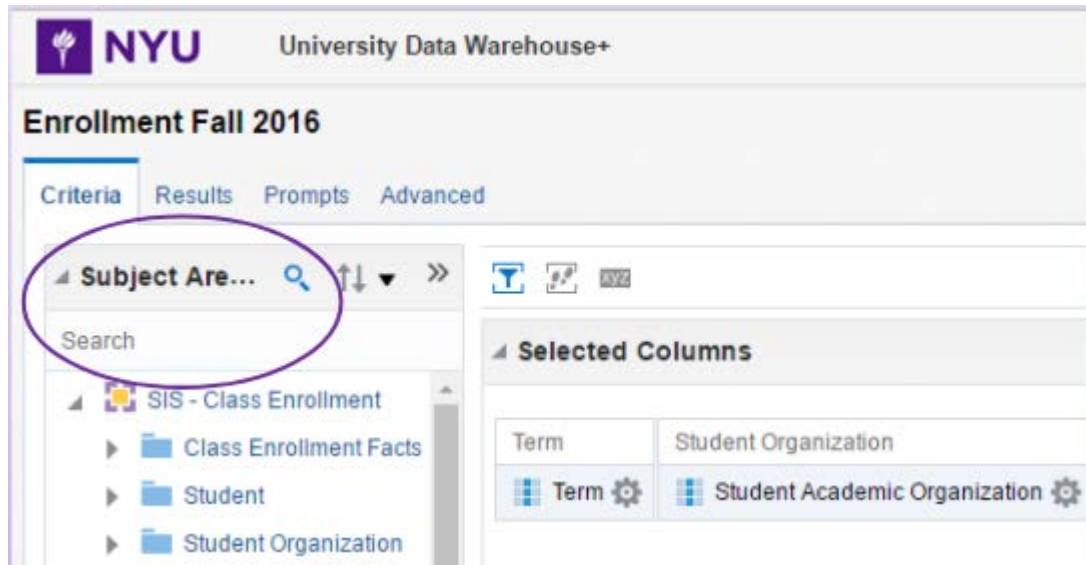
Selected Columns are where your data elements go.

Filters are used to filter specific elements.

Save and **Save As** icons to save your analysis. **Catalog** displays your saved filters.

Search Subject Area

When creating an ad hoc report, users can search for field of interest accordingly. Simply click on the 'magnifying glass icon'  to open a Search box and type in a search term.



Show the total # of registered students by department for Fall 2016 for my school.

1. Locate and **add** the following data elements:

Term

- **Term** : a sub-division of the academic year into a standard instructional period.
- **Term Code**: the four digit representation of a particular term.

Student Organization

- **Student Academic Group**: student’s home school or **school of registration**
- **Student Academic Group Code**
- **Student Academic Organization**: generally the student’s academic **department**
- **Student Academic Organization Code**
- **Student Reporting Department**: a student's major or field of study **department**. Part of the Master Data Management initiative across NYU's administrative systems, to *provide a consistent way of referring to all depts*. Codes from many NYU systems were mapped to one Reporting School and Department, so we can all look at the same school or dept, to allow for consistent reporting. Use if reconciling data with Institutional Research or Departmental Metrics Dashboard.


CPP

- **Primary Plan**: student’s primary academic plan (optional)


Term Registration Facts

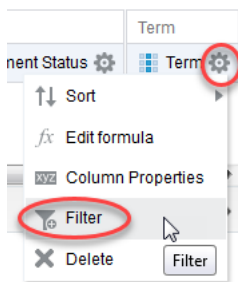
- **Registered Headcount**: # of students who enrolled in a class

Filters


In almost all cases, you wouldn’t want your query to return data from every record in the database. To limit that data, you add filters  to your queries.


2. Create a filter where **Term** = Fall 2017 or **Term Code** = 1178
3. Create a filter where **School Academic Group Code** = [your code]

Create: To create a new filter on a given data element, hover over the gear icon and click the **Filter**  icon on the drop down menu for that element.



Delete:

Hover over the filter for the data element you would like to delete, and click on the X icon .

Edit: Click on the **pencil**  icon.

4. Click on the **Results** tab.

Note: *Student School may/may not be identical to the Student Academic Group & Student Reporting Department may/may not be identical to the Student Academic Organization.*

Results




The Results tab will display all rows that match your search criteria.

Table [A] [WZ] [Pencil] [X]

Term Code	Term	Student Academic Group	Student Academic Group Code	Student Academic Organization	Student Academic Organization Code	Student Reporting Department	Registered Headcount
1158	Fall 2015	College of Arts and Science	UA	Anthropology	UAANTH	Anthropology	
				Art History	UAFINE	Art History	
				Biology	UABIOL	Biology	
				Chemistry	UACHEM	Chemistry	
				Cinema Studies	UACINE	Cinema Studies	
				Classics	UACLAS	Classics	
				Comparative Literature	UACOLI	Comparative Literature	
				Computer Science	UACSCI	Computer Science	
				Dramatic Lit, Theatre History	UADLIT	Dramatic Literature	
				East Asian Studies	UAEASP	East Asian Studies	
				Economics	UAECON	Economics	
				English	UAENGL	English	

Compound Layout= shows the Table view and Title view by default. Additional views may be added such as Pivot Tables, Graphs, Gauges, Maps, etc. and will be covered later in this class.

Icons for viewing:

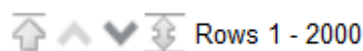
- **Format Container**  = change alignment, colors, border styles, etc.
- **Editor**  = provides options to edit
- **Remove**  = removes given view from compound layout

Subject Area= data elements columns can be added directly to a view on the Results tab by double clicking or dragging and dropping.

Catalog= displays your saved filters.

Views= A list of all created views, which may be added or removed from the Compound Layout. By default, Title and Table already exist.

Rows= Displays the first 2,000 rows.



View the number of term-activated students by Registration Status for your school.

1. **Add** the following:

Student Term Attributes

- **Registration Status & Code:** an indication of the student’s standing in the term regarding course enrollment e.g. *Enrolled, Not Enrolled- Dropped all courses, Maintaining Matric, Withdrawn from University, Term Activated- Not Registered, etc.*


Term Registration Facts

- **Distinct Student Count:** # of students who registered (includes Enrolled, Not Enrolled- Dropped all courses, Maintaining Matric, Withdrawn from University, Term Activated- Not Registered, etc)



3. Run **Results**.


Rearrange Columns

By default, UDW+ will group columns together by their folder structure. You can **rearrange** the columns by dragging and dropping them.

- **Grab** the column by hovering above its name until you see the multidirectional arrow  over the tab on the top. **Drag** it and position it to be where you like it until you see a **light-blue line** to the left and then drop it.

Save Analysis


- **Save** the created analysis by clicking the **Save**  icon. The **Save As**  option is also available should you wish to save an analysis under a different name or location.

- Go to **Shared Folders > School and Administrative Folders > AdHoc Student Training**.
- Create your own folder by clicking on the **New Folder** .
- Give the folder a **title** with your name or initials.
- Save your analysis as **“Term Reg_headcount”**.





Compare the enrollment totals for Fall 2016 and Fall 2015, by Academic Organization (department) for your school, in a Pivot Table.

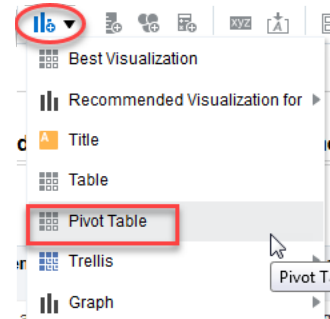
1. Return to the **Criteria** tab.
2. **Delete Registration Status & Code, Distinct Student Count and Student Reporting Department.**
3. **Modify** filters :
 - **Term** to include **Fall 2016**

 Term is equal to / is in Fall 2015; Fall 2016

4. Run **Results**.



Pivot Table

5. **Delete** Table View by clicking the X icon , but keep it in Views_section
6. In the Results tab, click the **New View**  icon in the top toolbar.



7. Select **Pivot Table**. The new view will be added to the bottom of the Compound Layout.

Edit Mode


To **Edit** any view, scroll to the far right and click the **Pencil** icon . This will bring you to the **Layout** Pane for that view. **Layout:** In the “**Layout**” pane of the editor, you can add totals and subtotals, change headings for data elements, exclude fields, and much more. *Tip:* It’s a good idea to uncheck **Display Results**  icon in the upper toolbar while modifying your analysis. This prevents the results from being displayed in the Editing section, which can improve performance.

Additional features:

- Rows and Columns**= define the pivot table’s rows and columns
- Measures**= where you put value data elements you want to appear in the pivot table

8. Make the following **edits** to the Pivot Table:
 - a. **Exclude: Term Code**
 - b. **Columns: Term** (both below Measures Label)
 - c. **Rows: Student Academic Group, Student Academic Group Code, and Student Academic Organization**
 - d. **Measures: Registered Headcount**

Totals

10. For **Student Academic Group**, create a subtotal by clicking the **Sum**  icon and select “**After**”. Click **Done**. **Save** your analysis.

View the CPP stack (Career, Program, Plan) and GPA information for a specific student.

1. Go to **New** and click **Analysis** and select the Subject Area: **SIS - Term Registration**.
2. **Add** the following columns in the order below:

Student

- **SIS ID:** EmployeeID (EMPLID) stored in SIS Campus solutions.
- **N Number:** NYU ID number which uniquely identifies a student

Term

- **Term Code**
- **Term**

Student Org

- **Student Academic Group:** student's home school or **school of registration**
- **Student Academic Organization:** generally the student's academic **department**

CPP

- **Primary Plan & Code:** student's primary academic plan (*e.g. Global Liberal Studies & UFGLSPBA*)
- **Career & Career Code:** concept used to group students course work (*e.g. Undergraduate, Graduate; professional schools separated out (Law, Medicine, Stern Grad, Dentistry)*)
- **Program & Program Code:** first division under Academic Group, which is used to group similar Academic Plans within a college (*e.g. UA- Coll of Arts and Sci & UARTS*)
- **Plan & Plan Code:** subdivision of an Academic Program, which specifies area of study, such as a student's major, minor, and specialization (*e.g. Global Affairs & GCGLSTMS*)
- **Plan Type:** major approved, major unapproved, minor, non-primary major

Hierarchy (largest to smallest): Career > Program > Primary Plan > Plan

Student Term Attributes > Categories

- **Academic Level:** sophomore, junior, etc. (Only avail in Term Reg subject area)

Term Registration Facts

- **Term GPA:** GPA for specified term
- **Active Units:** number of points for which the class section is being taken.



Cumulative Metrics

- **Cumulative GPA:** running total of GPA's in all terms
- **Cumulative Total Units:** running total of units in all terms

4. Add the following **filter**

- **N Number=** XXXXXXXXX

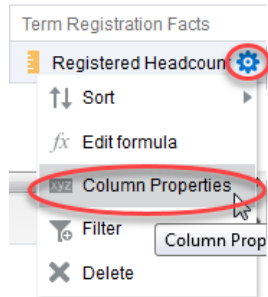
*Note: if you have a list of N Numbers or SIS ID's, you can copy and paste that list into UDW+. Create a Filter for N

Number, and click on the magnifying glass . Click on the edit icon  and then copy and paste your list into the Edit window. Click OK, and then OK. ***Net Id's:** stored in upper case

5. **Run Results. Sort** your data by **Term Code** (by clicking the arrow in the Term Code column heading)
6. Save your analysis as "**Term Reg_CPP_[your initials]**".

Column Properties

1. Go to **Criteria** tab (or **Results** tab> Edit View> Layout Pane).
2. Go to **Term GPA** column, click the gear icon and select **Column Properties**.



Column properties opens a dialog box where you can change numerous things about the appearance and functionality of the field.

- *Style* properties change the data element’s formatting, including fonts, colors, borders, and alignment.
- *Column Format* properties change the data element’s headings and value suppression settings.
- *Data format* properties allows you the change how the data element values get displayed. With numeric fields, for example, you can set the number of decimal places to display, choose to display a thousand’s separator, and define negative numbers.
- *Conditional Format* lets you set formatting when specific conditions are met.

3. **Style** tab.

- Choose the **Color** red, **Style** italic, and **Background** yellow.

4. **Column Format:**

- Check **Custom Headings** to change the name.

5. **Data** format is useful for GPA’s- can change “Decimal Places” to 3.

6. **Conditional Format:**

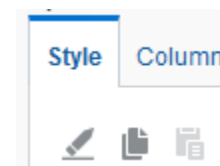
- Click **Add Condition**. Choose **Term GPA** column.
- In the **New Condition** box, select “**is less than**” and type in “**3.0**”.
- In the **Edit Format** window, add the image of a **red flag**. Click **OK**.

Term GPA
3.850
3.925
3.850
3.525
3.940
0.000

Copy and Paste Style Format

If you want to copy and apply the style properties from one column to another:



1. Open the **Column Properties** window for the column from which you wish to copy the formatting.
2. On the **Style** tab, click the **Copy Cell Format** icon and click **OK**.
3. Open the **Column Properties** window for the column to which you want to apply the copied formatting and click the **Paste Cell Format** icon.
4. To restore the default setting and **Clear Cell Format** (eraser) icon.



Note: Changes made to a column in the Criteria tab will apply to all views within the Criteria tab. Changes made in the Results tab will apply only to that specific view.

in

Print

1. If you would like to print all of your rows, be sure to click on the double sided arrow at the bottom of your analysis prior to printing.  If not, it will only print the first 25 rows.
2. Click the **Print** icon  in the upper left hand corner.
3. Select either **Printable PDF** or **Printable HTML**. At this point you can print the output.

Export

1. Click the **Export** icon.
2. Options:
 - a. **PDF**. Exporting is limited to 200,000 records.
 - b. **Excel**- Formatting will be maintained. Exporting is limited to 200,000 records.
 - c. **Data** >
 - i. **CSV Format** (Comma Separated Values).). Limit of 500,000 records with max cell limit of 2,000,000 across formats
 - ii. **Tab delimited Format**- Brings over the “raw data” – does not maintain formatting. Total row count exported.
It is *best practice* to use Tab delimited Format when you want to analyze the data.

Class Enrollment

View the [enrolled headcount](#) for the courses that your [department offers](#) for Fall 2016. (Course Acad Org= your dept)

1. Create a New Analysis. Select **SIS – Class Enrollment** subject area.
2. **Add** the following data elements:

Term

- **Term**
- **Term Code**

Course > Organization Folder

- **Course Academic Group & Code:** course's **school** of registration
- **Course Academic Organization & Code:** generally the course's academic **department**

Course


- **Course Level:** e.g. Undergraduate, Graduate, Non Credit, etc.
- **Subject/Number/Title.**

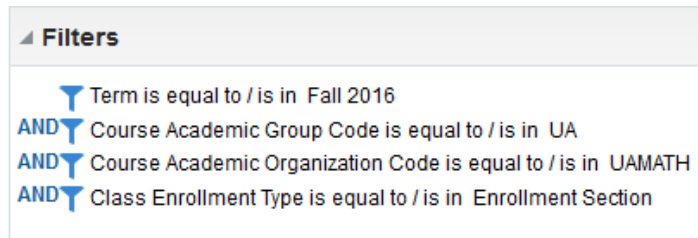
Class

- **Class Enrollment Type:** designation of the primary section at enrollment for a course which requires multiple components (e.g. lecture, lab, recitation). Within a course, only one component can be primary (Enrollment) and the others are secondary (Non-Enrollment).
- **Section Type:** Type of section, e.g. Lecture, Recitation, Lab, Independent Study
- **Class Section:** Numerical section, e.g. 001

Class Enrollment Facts

- **Class Enrolled Headcount:** total # of students currently enrolled in a class

3. **Create filters**  : (choose your own school code)



▲ Filters

- Term is equal to / is in Fall 2016
- AND Course Academic Group Code is equal to / is in UA
- AND Course Academic Organization Code is equal to / is in UAMATH
- AND Class Enrollment Type is equal to / is in Enrollment Section

*When developing ad hoc reports, it is important to keep in mind that descriptions of schools and departments may change over time, but codes rarely do. **Therefore we recommend filtering on "codes", rather than "descriptions"**. Example: Filter on "UA" instead of "Coll of Arts and Science UG".

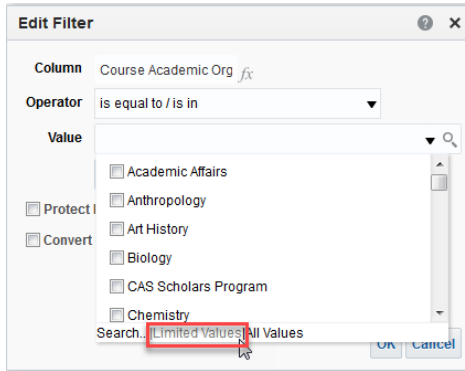
In an effort to more accurately describe NYU's academic structure, changes were made to the *Academic Group* descriptions in Albert SIS. Ad hoc reports that are built with filters on an *Academic Group* description, instead of on an *Academic Group* code, may result in no data being returned. This affects any field that references *Academic Group* (e.g. "Course Academic Group", "Student Academic Group", etc.). The [New Academic Group Descriptions](#) provides a list of the newly created descriptions.

*For an accurate Class Enrolled Headcount, you need to filter on **Class Enrollment Type= Enrollment Section**.

Limited Values

Reduces available values displayed based on previous filters.

After filtering on **Course Academic Group**, create filter for **Course Academic Organization**, and choose “**Limited Values**” in drop down for Value.



(Headcount numbers may be counted more than once, due to multiple Class Sections.)

4. **Run Results.**
5. Create a **Total** for **Subject/Number/Title**.
6. **Save** as “**Class Enroll_Courses Offered by my Dept & Enrolled Headcount_1168**”.

Term	Term Code	Course Academic Group	Course Academic Organization	Class Enrollment Status	Class Enrollment Type	Course Level	Section Type	Subject/Number/Title	Class Section	Class Enrolled Headcount
Fall 2016	1168	College of Arts and Science	Mathematics	Enrolled	Enrollment Section	Undergraduate	Independent Study	MATH-UA 997 Independent Study	001	
							Lecture	MATH-UA 120 Discrete Mathematics	001	
									002	
									003	
									004	
									005	
									006	
									007	

To view what students are taking Mathematics courses, bring in the fields:

Student Organization

- **Student Academic Group**
- **Student Academic Organization**

View total headcount (enrolled, dropped, waitlisted, etc.), names of students, and class attributes for a course. (on your own)

1. Create a **New Analysis** and select **SIS - Class Enrollment** subject area.
2. **Add** the following data elements:

Course

- **Subject/Number/Title**
- **Course Academic Organization** (Course > Organization folder)

Class

- **Class Section:** Numerical section, *e.g. 001*
- **Section Type:** *e.g. Lecture, Recitation, Lab, Independent Study*
- **Class Enrollment Type:** designation of the primary section at enrollment for a course which requires multiple components (e.g. lecture, lab, recitation). Within a course, only one component can be primary (Enrollment) and the others are secondary (Non-Enrollment).

Term

- **Term**

Student

- **Full Name**
- **SIS ID**
- **N Number**

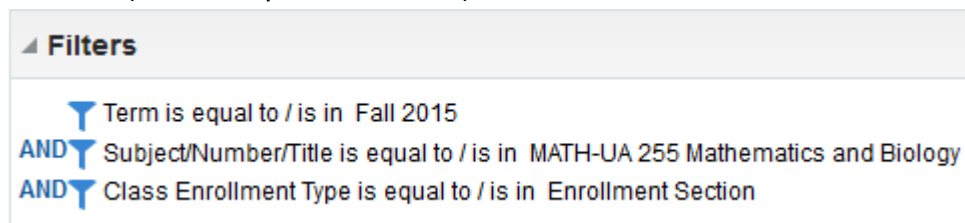
Student Class Attributes


- **Class Enrollment Status:** *e.g. Enrolled, Dropped, Waiting, or N/A*
- **Class Drop Date:** Date student dropped the class. (Defaults to 1/1/1753 if student did not drop, instead of a null field.)
- **Final Grade** (Student Class Attributes > Grades folder)


Class Enrollment Facts

- **Class Enrolled Headcount:** total # of students currently enrolled in a class
- **Class Total Headcount:** counts # of students who “touched” a course (enrolled, waitlisted, or dropped at one point in time; will always be equal to or greater than “Class Enrolled Headcount”)

3. Create the **filters** : (Or choose your own course)



4. Run **Results**.
5. To view the *enrolled* headcount instead of *total* headcount, go to **Criteria** tab and add the **filter** :

AND  Class Enrollment Status is equal to / is in Enrolled

6. Run **Results**. Your **Class Enrolled Headcount** will now match your **Class Total Headcount**.
7. Create a **total** by right clicking on **Subject/Number/Title** and choose “**Show Subtotal**” > “**After Values.**”
8. **Save** as “**Class Enroll_Enrolled students by course**”.

Catalog

In the Catalog section, you can open, edit, copy, rename, and perform a variety of other actions accessed through the “More” dropdown option.

- To **access** your saved analyses, click on **Catalog** in the header row.
- Expand **Shared Folders** by clicking on the + sign. Find your analysis and click **Edit**.

Under Shared Folders/ School and Admin Folders, each School/Dept has its own folder and sub-folders for Finance, HR, Student, and Cross-Functional. In Shared Folders/ School and Admin Folders the below actors can perform actions:

Actor	Action in School and Admin Folders
Anyone with access to Student, Financial, or HR Dashboard (does not include Course Eval or Reg Pipeline)	Open and Run
Ad Hoc Users	Copy and Paste to “My Folders” Edit in "My Folders"
Designated analysts	Edit and Save
DSG	Delete and Rename

Degrees

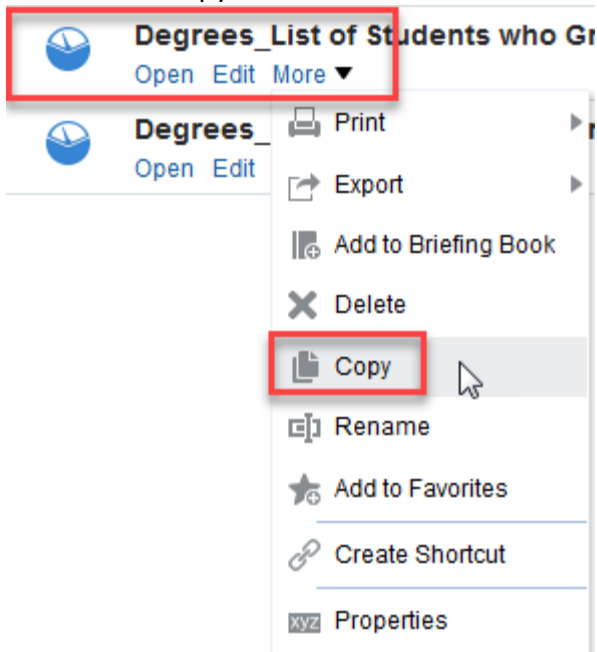
View a list of students who graduated by plan code and term.

Authorized Analyses- DSG

1. Go to **Catalog** → **Shared Folders** → **School and Administrative Folders** → **Authorized Analyses- DSG** → **Student Data Reporting** → **Templates**.

The screenshot shows the 'Catalog' interface. On the left, the 'Folders' pane shows 'My Folders' and 'Shared Folders'. On the right, a tree view shows the navigation path: 'School and Administrative Folders' (highlighted with a red box), 'Authorized Analyses - DSG' (highlighted with a red box), 'Student Data Reporting' (highlighted with a red box), and 'Templates' (highlighted with a red box). Below 'Templates', several sub-folders are listed: C3, Career History, Class Enrollment, Class Meeting Pattern, Class Roster, and Degrees.

2. Find *Degrees_List of Students who graduated by Plan Code and Term* analysis and choose More → Copy.



3. Go to **My Folders** and choose **Paste**  from the **Views** section or from the **Catalog** Header



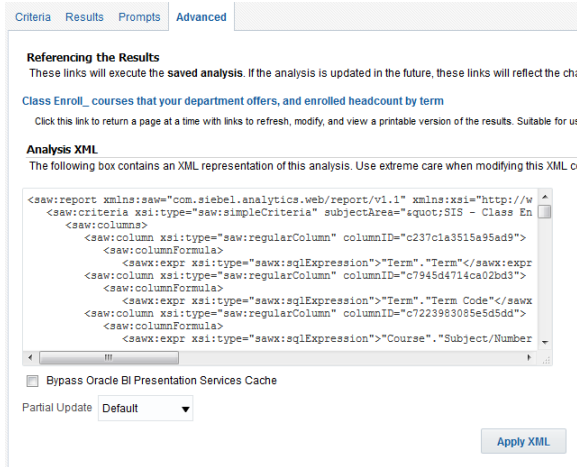
4. Go to report in **My Folders** and choose **Edit**.
5. **Change the filter** on Plan Code to suit your needs. Or Delete filter and filter by Plan.
6. **Run Results.**

XML Code

Sharing XML codes is a great way to troubleshoot any issues you may be having with your analysis or sharing your analysis with another user. You may be asked to send your XML code to the DSG Analyst or another user for troubleshooting.

Obtaining and Sending XML Codes:

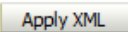
1. In your analysis, go to the **Advanced** tab.
2. Under **Analysis XML**, highlight and copy the entire section (Ctrl+A to select all and Ctrl+C to copy).



3. **Paste it into Notepad or MS Word.** Then send an email to the appropriate person and send as an attachment.

Applying XML Codes:

If someone sends you XML code that you wish to apply:

1. Create a **new analysis** using any subject area.
2. Go to the **Advanced** tab.
3. In the **Analysis XML** section, **delete** any code that is currently there.
4. **Copy** the entire contents of the XML code that was sent to you.
5. **Paste** the XML code into the **Analysis XML** section (using Ctrl+V to paste).
6. Click **Apply XML**. 
7. Go to the **Results** tab to run the analysis.

Edit and Analyze Student Academic Dashboard (SAM)

Analyze= keeps prompt filters

Edit= does not keep prompt filters


Save to your "My Folders"

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

APPENDIX – ADDITIONAL AD HOC FUNCTIONALITY

Add a Filter without its Column

If you want to filter on a field, but don't want the column to appear in the query results, you can add a filter without adding the column. In this scenario, the **Term** column does not need to be displayed in the results, and the rows do not need to be repeated. Yet the filter is necessary for the analysis.

- Go to the “Filters” toolbar and click on the **Filter** icon .
- If desired column is not listed in the drop-down list, click **More Columns...** at the bottom.
- Select your field, create your filter, and click **OK**.

How do you count the number of times a student has had a particular term attribute?

For example how many terms a student has studied away?

- First create a counter column. In the example below the counter has a value of 1 in terms when a student has a study away study agreement and 0 otherwise.
- If you use bins to create the counter, be sure to check the box to treat the result as numeric.

Treat result as a numeric value or expression

- Then sum the counter variable for each student using a BY grouper to get the student-level sum:

Notes: Analyses like this from Term Registration should always include a Term variable to correctly identify term-based attributes. This analysis also includes the students' SIS IDs to identify distinct students.

Remove grouping format in your results

Default grouping displays/structures in OBIEE:

To remove the 'grouping' structure in your results in OBIEE do the following:

- In the results section click on the 'Edit' pencil.
- Click on the 'Table View Properties'
- Check the box for “Enable Alternating Row ‘green bar’ Styling”
- Check the box for “Repeat Cell Values”
- Click on the icon to ‘Set Alternate Format’ (If you don't want the green background on every other line)
- In the 'Edit Format' window that opens, click on the 'Background Color' and choose white, or what ever color you want.
- Click 'ok' to all the property windows.
- Your results will now show with a line separating each row.

Combined Class Headcount vs. Class and Combined Class Enrollment Total

If a user needs to get the correct headcount for both single and combined sections in one column, then they need to use *Class and Combined Class Enrollment Total*, instead of *Combined Class Headcount*.

- *Class Enrolled Headcount*: Shows headcount for an individual section
- *Combined Class Headcount*: Shows calculated headcount for a combined section, adding up the *Class Enrolled Headcount* for each individual section in the combined class grouping. If the section is not a combined section the value will always = 0.
- *Class and Combined Class Enrollment Total*: total class enrollment, whether it's a combined section or not.

The example below shows the limitations of *Combined Class Headcount*. It is only useful if you are reporting on combined classes, not a mix of combined and single.

How do I pull data for limited by the number of rows?

(sql Group By/Having functionality)

For example: "Is it possible to filter on a calculated column in a pivot table? (e.g. count those students' previous terms and show only the students that have >= 7 terms and/or those who have <=2 terms."

Note: This is very handy for looking for duplicates.

This is a three-step process:

- Create a Calculated item that counts the number of terms, using the "SUM" function:
Use the SUM function to create a count of the rows in your query by editing a fact column. If you also want to see the fact bring the column into the analysis twice. For example the formula below will sum Registered Headcount of each N Number.
- Create a filter where the SUM Calculated item meets your criteria (in this example, you would need two filters, one that is >= 7 and a second filter <= 2).
- To create the "OR" statement for the two filters, click on the "AND" statement in-between the two filters and it will change to "OR" (otherwise, you will not get any results since a value cannot be both).
- View the results with the sum calculated:

Class Enrollment Allocated Effort

How do I avoid double counting the Class Count and Class Enrolled Headcount for two primary instructors?

- What if I don't want to double count the Class Count and Class Enrolled Headcount for the two primary instructors?
- **Total workload** is assigned to the **Sponsor** Section, allocated evenly between all Primary Instructors. The Subject Area also includes Instructor Allocated Points.
- You need to **remove the Combined Status column** in order to retrieve the correct allocated amounts.



**Congratulations! You have successfully completed
STU 050: UDW+ Student Ad Hoc Reports Beginner
Classroom Training!**

Access

Student ad hoc access will be granted **within three (3) business days**, upon which you will receive a confirmation email. You can check your access by the third business day by going to "New- Analysis".

Additional Courses

STU 020: DSG Drop-in Hours

Description: Come prepared to show a Decision Support Group (DSG) member the dashboard or ad hoc report that you would like assistance with.

Duration: Drop in any time during the 2 hour window! Registration is encouraged, but not required.

STU 051: UDW+ Ad Hoc Reports Online Video Tutorials

STU 060: UDW+ Ad Hoc Reports Intermediate Classroom Training

Description: Learn intermediate functionality of UDW+ for ad hoc student reporting and analysis.

Receive hands-on training in:

- Graphs
- Formulas
- Functions
- In-Column filters & AND/OR filters
- "Based on the results of another analysis" filter
- Bins (custom groupings)
- Combining Subject Areas

Duration: 2.5 hours

Frequency: Monthly

Contact

The **Decision Support Group (DSG)** is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: www.nyu.edu/datawarehouse/dsg

