

UDW+ STUDENT E-NEWSLETTER

February 2016, Issue #1

This e-newsletter provides the UDW+ student reporting community with tips, tricks and general UDW+ announcements.

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ENHANCEMENTS TO 'STUDENT LIST' PAGE

The **'Student List'** page has been expanded to include columns showing the student's **permanent address**, and **preferred email address**. Additionally, **Degree Checkout Status** has been added as a new filter allowing you to further refine your results.

ENHANCEMENTS TO 'MEETING PATTERN' PAGE

The **'Schedule of Classes'** report within the **'Meeting Pattern'** page has been expanded to include the **Enrollment Headcount** and **Waitlist Headcount** columns. Furthermore, new filter options for **Subject** and **Subject Code** have been added.

NEW 'CLASSES' PAGE

A new **'Classes'** page has been added to the Student Dashboard. The Classes page allows you to filter on a variety of attributes to get a list of associated classes and students, as well as the class locations.

[Read more >>](#)

ADDITIONAL COLUMNS FOR AD HOC USERS

Individuals that have access to the UDW+ Student ad hoc subject areas will see new column options for Combined Classes (including **Combined Class Enrollment Capacity**, **Waitlist Capacity** and **Waitlist Headcount**). To see a complete list of all new columns available for ad hoc reporting, view the [Release Notes](#).

MOVING A COLUMN TO BE A TABLE PROMPT

If you need to filter your results table to a specific value in a column, you can make that selected column a 'Table Prompt'. **Right-click** on the selected column heading, and select **"Move Column > To Prompts"**. This will move the selected column to the Prompts area allowing you to select a filter based on the options in the newly created prompt.

If you need to put the column back into the table, **right-click** on the prompt and select **"Move Column > To Columns"**. This will put the column back into the results table. You may then re-arrange the columns in the order needed.

Plan	Subplan Code	Registration Status
Nursing	UNGRA002	Enrolled
Nursing	-	Enrolled
Nursing	UNNRB001	Enrolled
Nursing	-	Enrolled
Nursing	UNNRSEBS	Major Approved no description
Adv Prac	GNNRACMS	Major Approved Not Available

RE-ARRANGE COLUMNS IN A REPORT

You may re-arrange columns in a report by simply **grabbing** the column header by its handle bar (the mouse icon will turn into a cross-hatch), **dragging** the column to the desired column position, and **dropping** it into place. The data in the report will re-pivot based on the new column order.

MORE SEARCH OPTIONS

The Student Dashboard contains a variety of filtering options. By default, the pages display the most commonly used filters such as Term, Student Academic Group, and Plan Type. However, you can further refine your results by checking-off **"More Search Options"** and setting additional filters such as Career, Program and Plan. Don't forget to click **"Apply"** to refresh your results.

WELCOME TO UDW+!



If you are new to the UDW+ reporting community, we welcome you with open arms! Learn more

about the [UDW+ Program](#) and the available dashboards.

WE WANT TO HEAR FROM YOU!

Interested in seeing a specific UDW+ topic in our next newsletter? Send your suggestions to the [UDW+ team](#).

NEED HELP?

The **Decision Support Group (DSG)** is available to support the student reporting community with all UDW+ related questions or issues. You may contact the DSG by phone [x82900](#) or [email](#).