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

Version 3.2
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**.

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

**Criteria Tab**

![Criteria Tab Image]

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

1. Locate and add the following data elements:
   - **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 2016 or **Term Code** = 1168
3. Create a filter where **Student Academic Group** = [your school] or **School Academic Group Code** = [your code]

**Create**: To create a new filter on a given data element, hover over the three lines 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 red .

**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>
<thead>
<tr>
<th>Term</th>
<th>Term Code</th>
<th>Student Academic Group</th>
<th>Student Academic Group Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>1154</td>
<td>College of Arts and Science</td>
<td>UA</td>
</tr>
</tbody>
</table>

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 25 rows. You may view the next 25 rows by clicking the single downward arrow, or view up to 500 rows by clicking the double sided arrow.
**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)

2. **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”.**

**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:

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action in School and Admin Folders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone</td>
<td>Open and Run</td>
</tr>
<tr>
<td>Ad Hoc Users</td>
<td>Copy and Paste to “My Folders”</td>
</tr>
<tr>
<td></td>
<td>Edit in “My Folders”</td>
</tr>
<tr>
<td>FO and designated analysts</td>
<td>Edit and Save</td>
</tr>
<tr>
<td>DSG</td>
<td>Delete and Rename</td>
</tr>
</tbody>
</table>
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 2015
     
     Term is equal to / is in Fall 2015; Fall 2016

4. Run Results.

**Pivot Table**

5. Delete Table View by clicking red , 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
3. **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 binoculars . 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*

4. **Run Results. Sort** your data by **Term Code** (by clicking the arrow in the Term Code column heading)
5. **Save** your analysis as “**Term Reg_CPP_[your initials]**”. 
**Column Properties**

1. Go to **Criteria** tab.
2. Go to **Term GPA** column, click the drop-down menu and select the **Column Properties** icon.

**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 allow you to 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**.

**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 analysis. Changes made to a column in the **Results** tab will apply only to that specific view.
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**
   b. **Excel**- Formatting will be maintained. Limited amount of rows exported. Limit of 50,000 cells. Cell is anything that contains a number, symbol, or formatting.
   c. **Data >**
      i. **CSV Format** (Comma Separated Values)
      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.

*Both Excel and Data Tab Delimited have a 500,000 row limit.*
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 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)

   *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”.

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:

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

3. Go to *My Folders* and either Right-Click and choose Paste or choose the Paste icon in the Catalog header.


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 an email send to the appropriate person.

**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”
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?
1.1. 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.
1.2. If you use bins to create the counter be sure to check the box to treat the result as numeric:

<table>
<thead>
<tr>
<th>Study Away Agreement Type is equal to / is in Global Programs; School Based</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other values</td>
<td>0</td>
</tr>
</tbody>
</table>

1.3. That gives you results like this:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Term</th>
<th>Study Away Agreement</th>
<th>CASE WHEN Study Away Agreement IN ('Global Programs', 'School Based') THEN 1 ELSE 0 END</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2013</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Fall 2015</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>January 2014</td>
<td>AD in Berlin</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Spring 2014</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Spring 2015</td>
<td>NYU Pots</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Summer 2014</td>
<td>Internship in Mexico (AD)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Campillo Total</strong></td>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Rosenberg Paiz Total</strong></td>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>SUM(CASE WHEN Study Away Agreement IN ('Global Programs', 'School Based') THEN 1 ELSE 0 END BY SIS ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

1.5. 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:

1. In the results section click on the ‘Edit’ pencil.

2. Click on the ‘Table View Properties’

3. Check the box for “Enable Alternating Row ‘green bar’ Styling”
4. Check the box for “Repeat Cell Values”
5. Click on the icon to “Set Alternate Format” (If you don’t want the green background on every other line)
6. In the ‘Edit Format’ window that opens, click on the ‘Background Color’ and choose white, or whatever color you want.
7. Click ‘ok’ to all the property windows
8. 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:

1.1. 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.

```
SUM("Term Registration Facts","Registered Headcount" BY "Student","N Number")
```

1.2. 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).

1.3. 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).
1.4. View the results with the sum calculated:

<table>
<thead>
<tr>
<th>N Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Term Code</th>
<th>Term</th>
<th>Registered Headcount</th>
<th>SUM(Registered Headcount BY N Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1128</td>
<td></td>
<td></td>
<td>Fall 2012</td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1132</td>
<td></td>
<td></td>
<td>January 2013</td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1134</td>
<td></td>
<td></td>
<td>Spring 2013</td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1136</td>
<td></td>
<td></td>
<td>Summer 2013</td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>1138</td>
<td></td>
<td></td>
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<tr>
<td>1144</td>
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<td>1146</td>
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<tr>
<td>1122</td>
<td></td>
<td></td>
<td>January 2012</td>
<td>1</td>
<td></td>
<td>13</td>
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<tr>
<td>1124</td>
<td></td>
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<td></td>
<td>13</td>
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<td>1128</td>
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<td>1</td>
<td></td>
<td>13</td>
</tr>
<tr>
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<td></td>
<td>January 2013</td>
<td>1</td>
<td></td>
<td>13</td>
</tr>
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<td>Spring 2013</td>
<td>1</td>
<td></td>
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<td>1136</td>
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<td>Summer 2013</td>
<td>1</td>
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<td>1138</td>
<td></td>
<td></td>
<td>Fall 2013</td>
<td>1</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>
Class Enrollment Allocated Effort
How do I avoid double counting the Class Count and Class Enrolled Headcount for two primary instructors?

The data look like this:

- 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

[Support Icon]