Student Ad Hoc Reporting

**Purpose**: To create, customize, save, and share analyses.

In this classroom instructor-led training course, you will learn how to use UDW+ for ad hoc student reporting and analysis. You will learn important business rules and processes in using student data and will receive hands-on training in:

- Creating basic analyses
- Adding Filters
- Saving analyses in the Catalog
- Column properties
- Pivot table and graph views
- Totals and prompts
- Sharing analyses via XML code

**Intended Audience**: Advanced UDW+ student reporting users, who have access to UDW+ and are familiar with student data.

**Training and Access**:

**Beginner Ad Hoc Classroom Training**:

Enroll in **STU 050: UDW+ Student Ad Hoc Reports Classroom Training** in NYUiLearn (2.5 hours). Your enrollment will only be accepted if you have completed the below prerequisites; otherwise it will be denied. You will receive an automated email from NYUiLearn informing you of your status once it has been determined.

Prerequisites:

1) Registrar’s approval to access UDW+ Ad Hoc- Student Records. Contact your Authorized Account Requester to request access to UDW+ Ad Hoc- Student Records. The registrar will approve or deny the request.

2) FERPA training.

3) STU 010: UDW+ Student Academic Dashboard Training in NYUiLearn (unless you already completed FIN 800: UDW+ Finance Dashboards Online Training in NYUiLearn or in-person Departmental Metrics training).

4) Familiarity with the UDW+ Student Academic Dashboard. It is an advanced training, and you will need to be comfortable with the student data and functionality in UDW+.

**Intermediate Ad Hoc Classroom Training**

Enroll in **STU 060: UDW+ Ad Hoc Reports Intermediate Classroom Training** in NYUiLearn (2.5 hours) (Coming Winter 2017).

**Reporting Nuances for Subject Areas**:

Class Enrollment- Instructor

Class Roster

Registration Pipeline

**Additional Resources**:

UDW+ Student Reporting Training and Access

UDW+ Ad Hoc Templates

UDW+ Training Resources

Questions? Contact **Decision Support Group** at 212-998-2900 or askdsg@nyu.edu.