Student Ad Hoc Reporting

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

**Target Audience:** UDW+ Student Academic Dashboard users who wish to develop an ad hoc reporting skill set.

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

**Target Audience:** This training is intended for current UDW+ Student Academic Dashboard users who wish to develop a beginner’s ad hoc reporting skill set.

*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+ Dashboard- Student Academic Management Dashboard** and **UDW+ Ad Hoc- Student Records**. Contact your **Authorized Account Requester** to request access to UDW+ Student Academic Management Dashboard and 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.

5. Register for **STU 050: UDW+ Student Ad Hoc Reports Classroom Training** in NYUiLearn. You will receive an automated email from NYUiLearn informing you of your status once it has been determined. Your enrollment will only be approved if you have completed the above prerequisites.

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

- Creating basic analyses
- Adding Filters
- Saving analyses in the Catalog
- Column properties
- Pivot tables
- Totals
- Sharing analyses via XML code
- Term Registration, Class Enrollment, and Degrees subject areas
- UDW+ Ad Hoc Templates

**Duration:** 2 hours

**Access:** Upon completion of the course, access will be granted within 3 business days.

**STU 060: UDW+ Student Ad Hoc Reports Intermediate Classroom Training**

**Target Audience:** This training is intended for current student ad hoc reporting users who wish to develop an intermediate ad hoc reporting skill set. Registration available via NYUiLearn.

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

**Description:** In this classroom instructor-led training course, you will learn intermediate functionality of UDW+ for ad hoc student reporting and analysis. You will learn to understand the student data available, as well as important business rules and processes in using the data for ad hoc reporting. You will receive hands-on training in:

- Graphs
- Formulas
- Functions
- In-Column and And/Or Filters
- “Based on the results of another analysis” filter
- Bins (custom groupings)
- Combining Subject Areas
- UDW+ Ad Hoc Templates

**Duration:** 2 hours
**STU 070: UDW+ Student Ad Hoc Reports Advanced Classroom Training**

*(Coming Spring 2018)*

**Target Audience:** This training is intended for intermediate student ad hoc reporting users who wish to develop an advanced ad hoc reporting skill set.

**Prerequisite:** STU 060: UDW+ Student Ad Hoc Reports Intermediate Classroom Training

**Description:** In this classroom instructor-led training course, you will learn intermediate functionality of UDW+ for ad hoc student reporting and analysis. You will learn to understand the student data available, as well as important business rules and processes in using the data for ad hoc reporting. You will receive hands-on training in:

- Graphs
- Dashboard creation
- UDW+ Ad Hoc Templates

**Duration:** 2 hours

**Additional Resources:**
- UDW+ Student Reporting Training and Access
- UDW+ Student Data Dictionary
- UDW+ Ad Hoc Templates
- UDW+ Training Resources

Questions? Contact **Decision Support Group** at 212-998-2900 or [askdsg@nyu.edu](mailto:askdsg@nyu.edu).