Copy of Instruction: Students

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1. Purpose – The Instruction: Students page shows class enrollment data from the PeopleSoft Campus Solutions Student Information System (SIS). Enrollment information is current at the time that the dashboard source table are loaded. The numbers shown can change from day to day as students enroll or withdraw from classes. History can also change due to retroactive enrollment changes. The cross-enrollment analysis on this page approximates the enrollment data that underlines balance of trade calculations but does not provide actual balance of trade detail. UDW+ will provide that functionality in the future. Class enrollment data is updated nightly.

2. Fact Amounts –

   • Undergraduate Courses: This graph shows the total class enrollments or points in a department's undergraduate courses. Drilling on a bar segment offers two types of course detail: undergraduate course enrollments for the year selected or the four-year trend in total undergraduate course enrollment. Class enrollments or points are shown, depending on the view selected for the graph.
     • Note – In all detail course listings attached to this dashboard, the total enrollment in a combined class is displayed as enrollment in the sponsor class. For example, in a combined class sponsored by academic organization ABC with 10 students in class ABC 1234 and five students in class XYZ 1234 the detail report would list enrollment of 15 in class ABC 1234.

   • Graduate Courses: This graph shows the total class enrollments or points in a department's graduate courses, optionally segregating the number generated by doctoral and other students. Drilling on a bar segment offers two types of course detail: course enrollments by doctoral and other students for the year selected or the four-year trend in total graduate course enrollment. Class enrollments or points are shown, depending on the view selected for the graph.

   • Cross-Enrollment Analysis: The cross-enrollment analysis shows the extent to which a department teaches its own students, students from other departments in the same school, and students from other schools. The measure of interschool flows approximates the classification of points on which balance of trade calculations are based. While the balance of trade calculation uses census enrollments, the dashboard shows enrollment data current at the time that the dashboard is run. In the Cross-Enrollment analysis, as in Balance of Trade calculations, every student is assigned to their single primary major.
     • Note – In-and-out flows are generated when a student in one SIS academic group takes a course in another academic group. For simplicity, the dashboard refers to cross-enrollment between schools, although many schools are comprised of graduate and undergraduate academic groups. Therefore, an undergraduate taking a graduate course within his/her department generates an outflow from the undergraduate academic group and offsets inflow to the graduate academic group. These flows net to 0 for the department.
     • Example – Because it is department specific this analysis can only be run for a single department.
        • Department X in Academic Group A teaches 50 points to students from Academic Group B.
        • Students in Department X take courses totaling 25 points in Academic Group B.
        • Department X also teaches 100 points to its own majors and 200 points to other students in Academic Group A.
        • Department X has 50 inflow points from Academic Group B.
        • Department X has 25 outflow points to Academic Group B.
        • Department X has 25 net inflow points from Academic Group B.
        • The 100 points taught to majors and 200 points taught to other students within the school are neither inflow nor outflow.

   • Point's Taught in Department Courses: This graph displays the total points taught in a department’s courses, segregating three groups of students: students in the department’s majors graduate programs, students from other departments within the same school (academic group), and students from other schools. The last category generates the balance of trade inflow to the department’s school and is highlighted in green. Drilling on a bar segment offers two types of detail: course detail for the year selected showing the distribution among the three types of student, and the four-year trends summarizing enrollment by school and department.
- **Points Taken by Department Students:** The graph displays the total points taken by a department's students segregating department courses, other courses in the same school (academic group), and courses in other schools. The last category generates the department's balance of trade outflow highlighted in gold. Drilling on any bar segment shows the other schools and subject areas in which department students have taken courses for the last four years.
  - **Note** – The detail report may show allocations that appear wrong, such as "other courses in the same school" listed in a school that is different from the department for which the report is run. That anomaly occurs in combined classes when the sponsor is in the department’s school but the student registers in a non-sponsor section outside the school. Sponsorship assigns it to "other course in the same school" even though the department of the course for which the student registered is outside the school.

- **Points In and out of Department’s School:** This graph combines the in-and-out flows identified in the previous two graph showing outflow in yellow and inflow in green. Drill to detail is provided in the prior graphs.

- **Net Interschool Activity:** This graph shows net interschool flow calculated as inflow points, generated by students from other schools, minus outflow points, generated by department students who are taking courses in other schools. Drilling on any bar segment displays net intergroup activity over four years.

3. **Examples** –

4. **User Notes** – Please note that detail supporting the graphic summaries is available by clicking on the bars. The detail reports list all primary instructors teaching a course. More than one is listed if a course was team-taught or there was more than one section of the course during the academic year or four-year period selected. Some bars have two related detail reports. Click on one title or the other. The inclusion of instructor data complicates course-level reports. That column, or any other, can be removed by finding the dotted column identifier bar above the column title, right clicking on it, and choosing the "exclude" column option. In the future, the Departmental Metrics Dashboard will include additional instructor detail.

- **Reporting Year:** This report reflects academic years. An academic year consists of a Fall, Winter, Spring, and Summer term over two calendar years. The academic year on this dashboard is shown with both calendar years hyphenated. For example, academic year 13-14 includes Fall 2013 through Summer 2014.

- **Class Enrollments and Points:** Only the headcount and points of students enrolled at the time that the dashboard is invoked are included. Students who have withdrawn are not counted.

- **Assigning Courses to Departments:** Courses and students are assigned to a reporting department by the academic organization in which they are classified in SIS. For example, all courses in the academic organization Chemistry are assigned to Chemistry even if one is taught by an instructor from Physics.
  - **Note** – Due to data limitations, this classification omits those in its subject areas coded to the Academic Organization Global Programs instead of the department's subject areas from a department's courses. In the future, these courses will be included.

- **Courses, Sections, and Classes:** Students register for a section(s) of a course. For example, in the course introduction to Modern Chemistry (CHEM-UA 120) a student enrolls in lecture section 001 and chooses a laboratory section, such as 201. Course sections are also referred to as classes.

- **Section Type:** Sections are classified by types that distinguish, for example, lectures, laboratory sections, and independent study. By default, the dashboard summarizes all section types but one or more may be chosen.

- **Class Type:** Students in multi-component courses may enroll in multiple sections – for example, a lecture, laboratory and recitation – so that summing section enrollments can result in multiple-counting each student. The default dashboard view eliminates multiple-counting by limiting the count to the single enrollment section identified in SIS as the graded component – the one for which points are recorded. The "all sections" option may be selected to view section-level data, including multiple-counting in multi-component courses.

- **Course Level:** In most cases, the course academic group included in the subject code is used to distinguish undergraduate and graduate courses. For example, courses with the subject code MATH-UA are undergraduate and those coded MATH-UA are graduate. Special cases are classified based on grading method where course coding does not indicate level: Wagner and university program courses graded as undergraduate are defined as undergraduate. SCPS diploma courses graded as graduate are categorized as graduate. All other diploma courses are categorized as undergraduate.
• **Combined Classes**: Combined classes – also called cross-listed classes – are those for which students may register through more than one department or through more than one course within a department. One component of a combined class is identified as the sponsor. Total workload is assigned to the department of the sponsor section and, in the detail reports, that total workload is identified with the name of the sponsoring section. In the detail reports, the total enrollment in combined classes is listed with the title of the sponsoring section. Classes that combine a graduate and undergraduate section are assigned to the level of the sponsor section. If a combined class does not have a unique sponsor, each component is assigned to the department of its subject area.
  
  Example – The computer science course CSCI-GA 2945 Topics in Numerical Analysis is combined with MATH-GA 2011 Advanced Topics in Numerical Analysis, which is the sponsor section. The total enrollment and points are assigned to Mathematics, listed as MATH-GA 2011.

• **Doctoral and Other Students**: Every student is assigned to a degree level in SIS. Students in the MD, DDS, and JD programs are all classified as professional.
  
  Note – Every academic plan has an associated degree. For example, chemistry doctoral students are assigned to the academic plan GACHEMPHD. Students are classified to a degree level by the plan of their primary career. NYU’s enrollment definitions include the degree hierarchy that establishes primacy for students enrolled in multiple careers.

• **Metrics**: A student’s point count is the number of points for which he/she enrolled in the course regardless of whether it is successfully completed (in SIS “points attempted”). Class enrollments may be counted per section or per course, as defined by the section type selected (defined above). This dashboard offers the option of measuring instruction delivered by counting points or class enrollments. For simplicity, all point counts are rounded to the nearest whole number.

5. Additional Reports –