Course Planner Dashboard

Oracle Business Intelligence (OBI) is the system for providing access to reports and data at the institution. Access OBI through

the Registrar's web page at http://www.ohio.edu/registrar. Click on [OBI logo] to access the log in screen below. Enter your OHIO ID and Password to log in, as you would for other University online systems (such as your OHIO email account), and click on the LOGIN button.

OHIO ID:
_____

Password:
_____

☐ Warn me before logging me into other sites.

LOGIN   CLEAR

[Forgot your password?]

For help, please call (740) 593-1222 or visit the service desk.

Once logged in, hover your cursor over the word "Dashboards" in the upper right-hand corner of your window. A drop-down menu will appear and, depending on your access, you will see one or more dashboard pages available. For the purpose of this document, click on the word "Registrar".
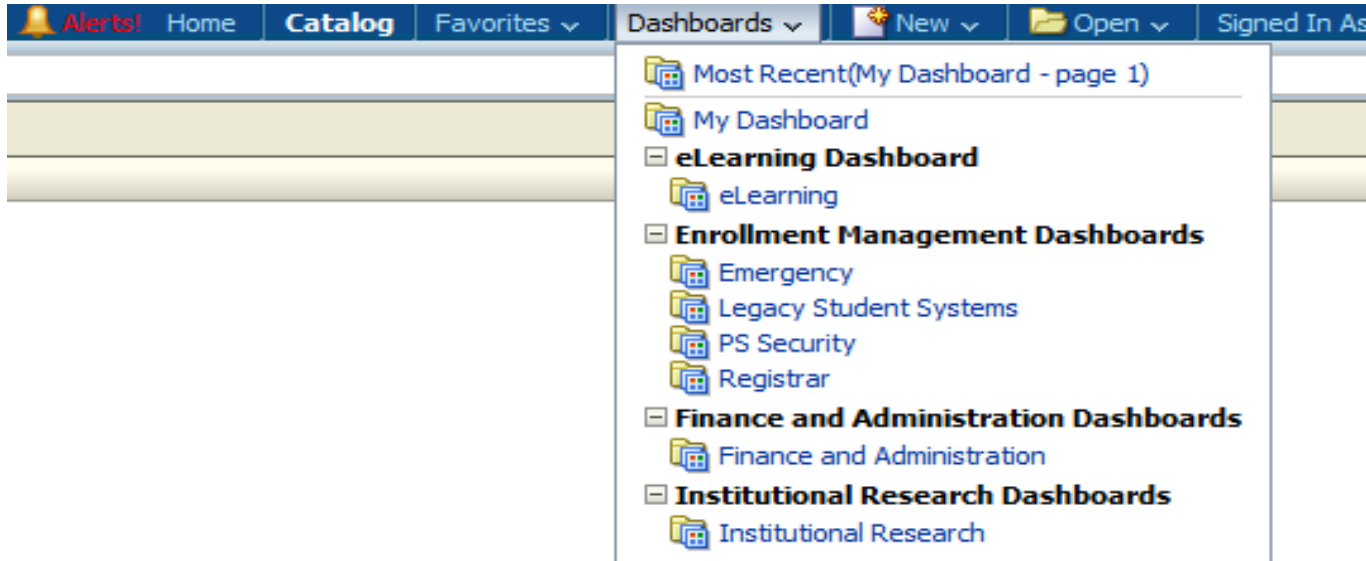
Depending on your access, you may see several different tabs or dashboards available. Click on the "Course Planner" tab. The tab will turn a light blue and your screen will look similar to the one below:

The Course Planner dashboard assists departments/schools with planning their course offerings for future terms. The data displayed on the dashboard is based on the courses students entered into their My Planner tool in the My OHIO Student Center, and is intended to communicate the demand for courses in a specific term.

Required filter selections are denoted by an asterisk. The Term is the only required filter for this dashboard. The results may be further refined by selecting a College, Department/School, Subject, or by typing a specific Catalog Number into the textbox.

Once the filters have been selected, the results will be displayed by clicking on the Apply button. Depending on the filters chosen, you may get a "No Results" message. Click on the "Reset" button and select "Clear All" to clear the filters previously selected.

ORACLE Business Intelligence

Registrar   Alerts! Hom

| Class Schedule | Historic Course Enrollment | **Course Planner** | Enrolled Students by Term | Probation | Applications for Graduation | Degrees Awarded | Grade Distribution | Veterans Center | Required Textbook & Materials | Ad Hoc Reports |

Course Planner

* Term
2177 - Summer Semester 2016-17 ▼

College
Arts & Sciences ▼

Department/School
BIOS ▼

Subject
--Select Value-- ▼

Catalog Nbr
[   ]

Apply   Reset ˅

College Description	Dept/School	Subject	Cat #	Course	Course Hours	Planned Count	Already Taken / In Progress	Hours Already Earned	Hours Already Taken / In Progress No W
Arts & Sciences	BIOS	BIOS	1030	Human Biology I:Basic Principles	3	1			
			1300	Principles of Human Anatomy and Physiology I	4	3	1		4.0
			1710	Biological Sciences II: Ecology, Evolution, Animal Body Systems	3	1	1		3.0
			1715	Biological Sciences II Laboratory	1	1	1		1.0
			2010	Elementary Microbiology	3	2			
			2060	Drugs and the Brain	3	1			
			2210	Microbes and Humans	3	1	1		3.0
			2215	Microbes and Humans, Laboratory	1	2	1		1.0
			3010	Human Anatomy	3	3	1		3.0
			3015	Human Anatomy Lab	1	3	1		1.0
			3100	General Genetics	3	1			
			3200	Fundamentals of Animal Cell Biology	3	1			
			3220	General Microbiology	3	2	1		3.0
			3225	General Microbiology Laboratory	2	1	1		2.0
			4910	Biological Internship	1 to 3	3			

Refresh - Print - Export

Results

The results are based on live data. Beneath the table of results, there is a hyperlink that permits you to export the results. See the screen shot below for export options.

Upon selection of the export choice, the screen below will be displayed.   If you choose "Save File", the file will be saved to your Downloads folder. If you choose "Open with", the file will open and you may save your file to a secure location (OHIO network drive, for example). The following is an example of the PDF export choice.
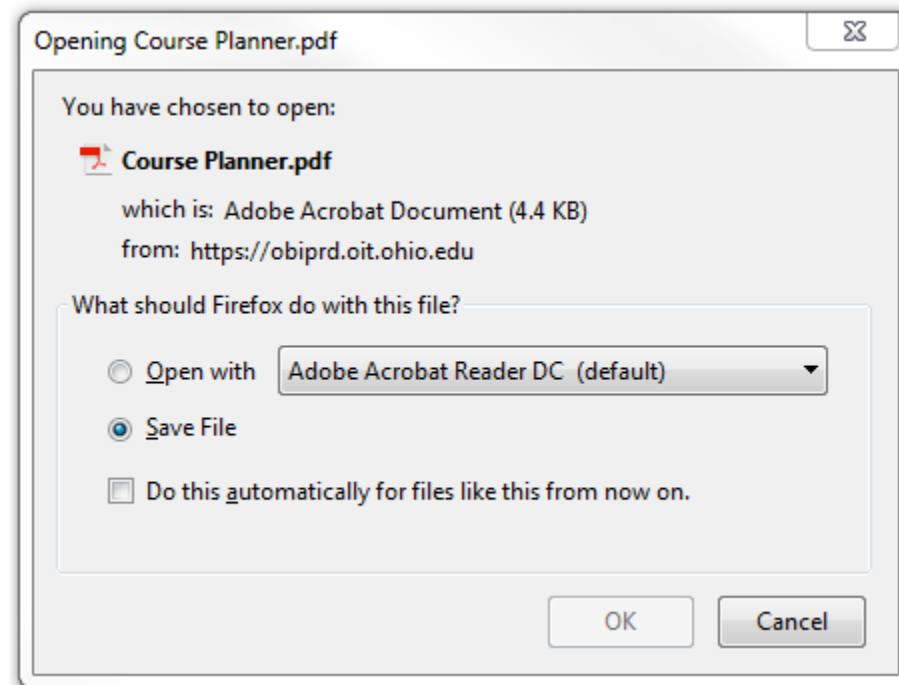
Listed below are the column names from the search results, the description of the column names, and more information about the filters.

Column Name (Results)	Column Description (Results)	Filter Function/Description
Term	Term code followed by the term description (e.g., 2177 – Summer Semester 2016-17). The planner term into which the students have placed courses.	Required filter. Only future terms will be available for selection, or the Unassigned selection. The Unassigned selection will show results for courses within My Planner that have not been placed in a specific term.
College Description	The academic college that offers the course.	To select all colleges leave blank, or select one or more colleges from the selection list.
Department/School	The academic department/school that offers the course.	To select all department/schools leave blank, or select one or more department/schools from the selection list.
Subject	Course subject. Sometimes referred to as course prefix.	To select all subjects leave blank, or select one or more subjects from the selection list.
Cat #	Indicates the student classification for which the course is primarily intended. Catalog numbers consist of four numbers or a "D" followed by three digits.	To select all catalog numbers leave blank, or type a specific catalog number.
Course	Course title.	n/a
Course Hours	Course credit hours.	n/a
Planned Count	The number of students who have the course in their planner for the selected term.	n/a
Already Taken/In Progress	The number of students who have already taken the course or who are currently enrolled, and still have the course in their planner. Can be used for planning purposes to exclude those students who already took the course, but did not remove it from the planner.	n/a
Hours Already Earned	The total number of hours completed by students that still have the course in their planner. This is similar to Already Taken/in progress, but acknowledges that some repeatable courses might require a	n/a

Column Name (Results)	Column Description (Results)	Filter Function/Description
	certain number of hours (or a student who earns an F might need to take again).	
Hours Already Taken/In Progress No W	The total number of hours completed or in progress (excluding W grades), by students that still have the course in their planner. This is similar to Already Taken/In Progress, but is measured in credit hours instead of number of students.	n/a

Important Caveats

- If you need aggregate data or official data to report out, then you will need to obtain that data from Institutional Research. Institutional Research provides a significant amount of data on their website http://www.ohio.edu/instres/index.html . If the website does not meet your needs, contact the office directly at 740.593.1059.
- If you need data for Responsibility Centered Management (RCM), then your college Chief Financial and Administrative Officer (CFAO) or the Office of Institutional Research is your data source.
- If you have questions about how to use this dashboard or if you need unit record data that are not on this dashboard then the Office of the University Registrar is your data source. Please contact Lita (Burt) Ohlinger at 740.593.4128 or burt@ohio.edu.