Overview:
This document outlines general instructions for using Ohio University’s Oracle Business Intelligence (OBI) for Institutional Research data. OBI is a web-based reporting system used to support the campus community’s academic and administrative offices.

Institutional Research Login –
1. Login to OBI using: https://obiprd.oit.ohio.edu/ with OHIO ID and password.
2. Upon login, landing page should be Home – if not, click Home in Navigation Pane (top right).

Institutional Research Dashboard Navigation –
1. Click Dashboards drop down to navigate to Official Census Reporting under the “Institutional Research Dashboards” section.

   ![Dashboard Navigation Screenshot]

2. You will be taken to the Official Census Reporting dashboard page with eight (8) available tabs (Reports, Class Enrollment, Course Enrollment (Legacy), First Degrees Awarded, All Awards, Student Enrollment-FTE, Student Enrollment – Headcount, Retention and Student Success).

   ![Dashboard Tabs Screenshot]

Quick OVERVIEW of Report Tabs:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Menu and index of all available reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Enrollment</td>
<td>Class enrollment hours from Fall 2009- present</td>
</tr>
<tr>
<td>Course Enrollment (Legacy)</td>
<td>Course enrollment hours prior to Fall 2009</td>
</tr>
<tr>
<td>First Degrees Awarded</td>
<td>First Degrees Awarded by College, Level, and Plan</td>
</tr>
<tr>
<td>All Awards</td>
<td>All Degrees Awarded – includes multiple awards for a single student</td>
</tr>
<tr>
<td>Student Enrollment – FTE</td>
<td>FTE by college for all majors</td>
</tr>
<tr>
<td>Student Enrollment – Headcount</td>
<td>Enrollment headcount by college for all majors</td>
</tr>
<tr>
<td>Retention and Student Success</td>
<td>Retention and Graduation rates by cohort from 2006-present</td>
</tr>
</tbody>
</table>

3. Click on a tab to open that report
Official Census Reporting – Running a Report

1. To activate filters, you must click the drop down.

2. Click all terms you wish to receive data for. **Note:** Asterisk is a required field. You must select **at least one (1) term** in order to return results.

3. Once you have selected filters, click “Apply” to get a generated report or click “Next” to be taken to another set of available filters. Clicking “Apply” generates **Interactive View** (preset of the data according to selected criteria).
4. Clicking “Next” will take you to another list of filters (filters applied on the first page will not be lost).

5. Choose filters accordingly. **Note:** Term is the only required filter. Once you hit apply, the new report will show in Interactive View.

6. At any time, you may click “Reset” to reset all or previous filter.

Institutional Research – Exporting a report

1. At the bottom of page, there is an Export link. Click this link to choose from Export Options.

2. Upon choosing export method, the document will download at the bottom of your browser. Double click to open.
Institutional Research – Ad Hoc Reports

If you wish to request a Specialized Report, please contact mccollum@ohio.edu for assistance. You will be asked for as specific as possible report criteria. IR recommends first looking through the General Reports before contacting us to determine if a report there contains the information you need.

1. For a list of Published Reports written by IR for general consumption, click on any of the drop-down menus in the “Reports” tab of OBI to explore options.

2. To choose a report, click on its name to open.
3. Follow the instructions as described above to filter, view, and export your chosen report.
   - Remember you MUST choose at least 1 term in order to return results.
   - Selecting a lot of options in terms (3+) may cause noticeably slower results.
   - Fields with an asterisk * are required.

Institutional Research – Modifying Ad Hoc Reports

1. At any point you may modify the report results in OBI.
2. You may hover over any column and drag and drop, which will reformat the criteria in a different view.
3. Sort columns by RIGHT-CLICKING anywhere on the and hovering over “Sort Column”.

4. You can also RIGHT-CLICK to exclude a column from the view, include a new column, or move a column*

* Excluding a column does not remove that column from the report or remove filters applied to it. Excluding only removes the column from the view. Similarly, you can right-click to view fields that are in the report but not visible, and include them by clicking “Include column”. This is useful if you want to see more detail or drill down to another field.

If you have questions or need additional help with OBIEE, please attend one of our in-person training sessions, or contact IR at 3-1059.