

Class Schedule 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 the 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

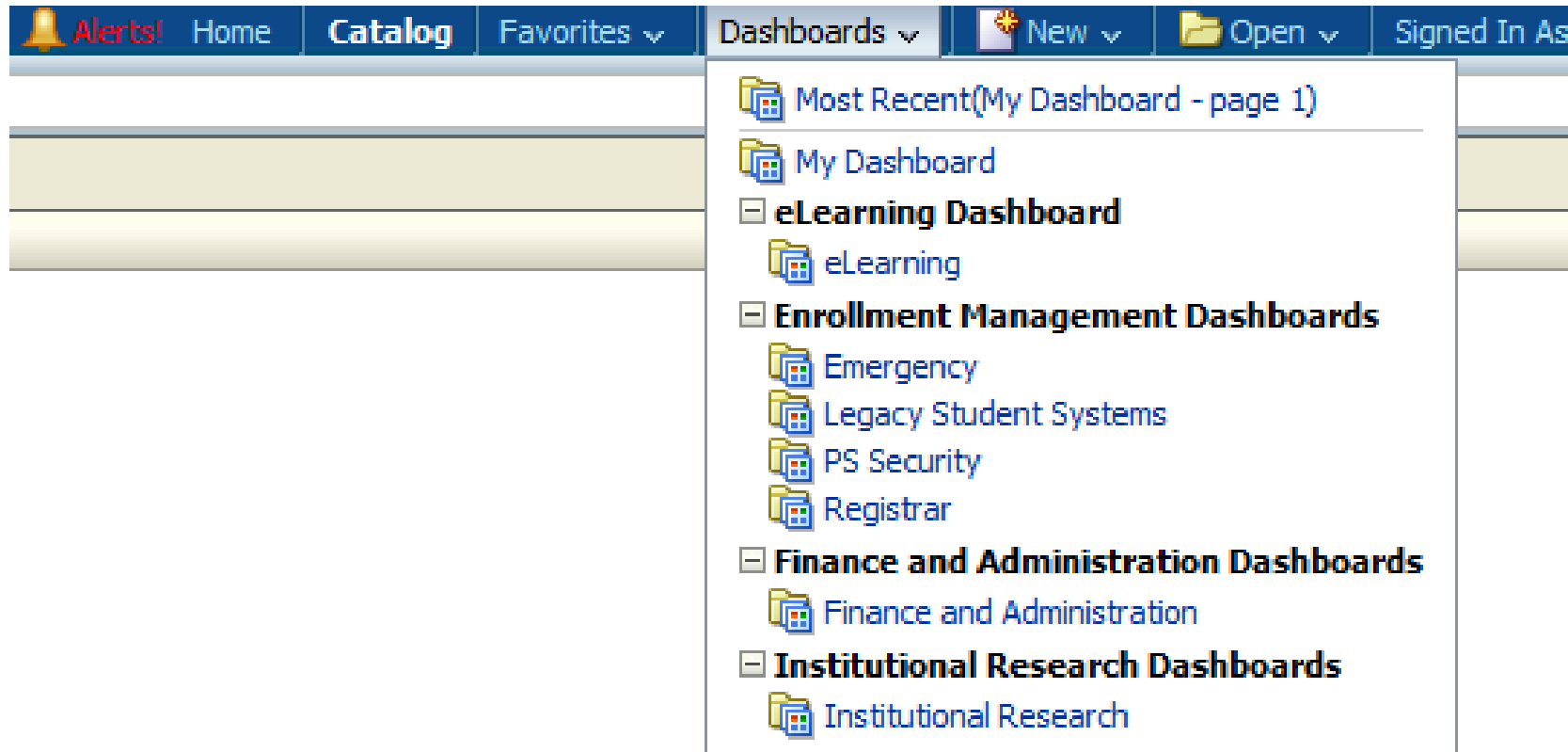
CLEAR

[\[Forgot your password? \]](#)

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

Office of the University Registrar
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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 “Class Schedule” tab. The tab will turn a light blue and your screen will look similar to the one below:

The screenshot displays the Oracle Business Intelligence Registrar interface. At the top, the Oracle Business Intelligence logo is visible. Below it, a navigation bar contains several tabs: "Registrar", "Class Schedule", "Historic Course Enrollment", "Course Planner", "Enrolled Students by Term", "Probation", "Applications for Graduation", "Degrees Awarded", "Grade Distribution", "Veterans Center", and "Required Textbooks". The "Class Schedule" tab is currently selected and highlighted in light blue. Below the navigation bar, there is a search and filter section with the following fields: "* Term" (set to 2175), "Session Code" (set to --Select Value--), "Campus" (set to --Select Value--), "Location" (set to --Select Value--), "College" (set to --Select Value--), "Department/School" (set to --Select Value--), "Subject" (set to --Select Value--), and "Class Status" (set to --Select Value--). To the right of these fields are "Apply" and "Reset" buttons.

The Class Schedule dashboard permits users to view and produce a list of scheduled classes across the institution, for a particular term. You may select term code 2117 (Summer 2010-11) or any term thereafter. The listing of classes returned will be based on the filter values selected, prior to clicking the “Apply” button. All of the fields you see on your screen can be used as filters for your report. To get started with your query, choose the term code you seek by setting the Term filter (located in the upper left corner of the available fields). If you do not wish to filter on any of the other fields available, click on the “Apply” button at the far right of the available filters. If you select only a term, all scheduled class sections for the term selected will be returned.

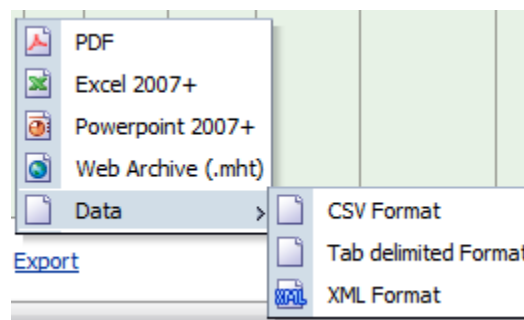
Note on using multiple filters: you have the ability to filter your “Class Schedule” report results by any number of filters available to you on the screen. These filters are cumulative and further refine the search results as you add more filters. Depending on the filters chosen, you may get the “No Results” message. Click on the “Reset” button to start over. Consider choosing fewer filters for your next attempt. The Term filter is required.

Results

Once you have search results on your screen, you will see up to the first 25 search results. If you want to view all of the results, click the  icon in the bottom middle of the first 25 rows. Please note that this total is the number of records returned based on the filters you selected. Here are some caveats regarding this total:

1. It is the number of records that matched the filters selected based on the date and time you clicked “Apply.”
2. The results in the dashboard are refreshed every hour.

Beneath the table of results on the left-hand side, there is a hyperlink that permits you to export the results. See the screen shot below for download options. It is recommended you choose the Excel 2007+ option. When downloading the results to any format, you should save those results to a secure location (OHIO network drive, for example). Although you may export the results to PDF, Powerpoint 2007+, Web Archive, or XML Format, it is not recommended.



Below you will see the column names from the search results, the description of the column names from the search results, and more information about the filters available to you.

Column Name (Results)	Column Description (Results)	Filter Function/Description
Course ID	Unique PeopleSoft course identification number.	n/a
Course Offer Number	Indicator of when a single course has more than one subject/catalog number combination (i.e., cross listed courses).	n/a
Term	PeopleSoft term code. Ex. 2171 for Fall Semester 2016-17	Required filter which limits the results to the term selected. Selection values include terms 2117 (Summer Quarter 2010-11), or any term thereafter.
Session	Only applicable when searching for classes in a summer semester. In summer, there are three total sessions available: 1 (full summer semester); SU1 (summer session 1); and SU2 (summer session 2).	The Session Code selection value is 1, unless a Summer Term filter has been selected. Then additional options of SU1 and SU2 appear, which correspond to summer session 1 and summer session 2. Leave blank to select all sessions.
Campus	The campus that offers the class.	Leave blank to display all campuses in the results, or select one or more campuses.
Status	Class Status. Values are Active, Cancelled, or Stop Enrl.	Leave blank to display all statuses in the results, or select one or more statuses.
Location	The location where the class is being taught.	Selection values for the Location filter are based on the Campus filter selected. If the Campus filter is blank, then all locations are available for selection.
College	The academic college that offers the class.	To select all colleges leave blank, or select one or more colleges.
Department/School	The academic department/school that offers the class.	Selection values for the Department/School are based on the College filter. If the College filter is blank, then all departments/schools are available for selection.
Class Number	Unique class identifier used for enrollment purposes.	n/a
Subject	Course subject. Sometimes referred to as course prefix.	Selection values for the Subject filter are based on the Department/School filter selected. If the Department/School filter is blank, then all subjects are available for selection.
Catalog Number	Indicates the student classification for which the course is primarily intended. Catalog numbers consist of four numbers or a "D" followed	n/a

Column Name (Results)	Column Description (Results)	Filter Function/Description
	by three digits.	
Class Section	Number used to distinguish different sections of the same course.	n/a
Associated Class	Identifier used to tie two or more sections together for enrollment purposes.	n/a
Component	<p>Instruction types. A course can have multiple instruction types (e.g., LEC, LAB).</p> <p>CLN Clinical COP Cooperative Education Program DIS Discussion FLD Field Studies IND Independent Study INT Internship LAB Laboratory LEC Lecture PRA Practicum REC Recitation RSC Research SEM Seminar STU Studio THE Thesis Research TUT Tutorial</p>	n/a
Instruction Mode	<p>The instruction mode indicates how the course component is taught.</p> <p>CL Clinical CO Cooperative Education Programs DI Discussion EL Electronic Delivery FE Field Experience HY Hybrid Delivery IC Indep Study Correspondence IE Ind Stdy Course Credit by Exam IN Internship Program IP Independent Study Project</p>	n/a

Column Name (Results)	Column Description (Results)	Filter Function/Description
	IS Independent Study IW Independent Study Web Based LB Laboratory LE Lecture P Primary PR Internship/Practicum RE Recitation RS Research SE Seminar ST Studio TH Thesis/Dissertation TU Tutorial XL Experiential Learning	
Title	Course title.	n/a
Topic	Title of the course topic. Used with special topics courses.	n/a
Start Date	Class start date.	n/a
End Date	Class end date.	n/a
Meet Time Start	Class meeting start time.	n/a
Meet Time End	Class meeting end time.	n/a
Days	Class meeting days. M (Monday), Tu (Tuesday), W (Wednesday), Th (Thursday), F (Friday), Sa (Saturday), or Su (Sunday).	n/a
Room	Building/Room number.	n/a
Instructor(s)	Instructor(s) of record.	n/a
Units Min	Minimum amount of credit hours allowed for the class.	n/a
Units Max	Maximum amount of credit hours allowed for the class. Note: the minimum and maximum credit hours will be the same, except for variable credit courses.	n/a
Credit Hours	Class credit hours.	n/a
Class Size	Maximum enrollment capacity.	n/a
Num Enrolled	Total number of students enrolled.	n/a
GenEd Code 1 or 2	Tier 1 and Tier 2 general education requirement designation.	n/a
Class Notes	Additional descriptions or instructions added to the class by the department.	n/a
Requisite	Course and/or class requirements needed for enrollment.	n/a

Column Name (Results)	Column Description (Results)	Filter Function/Description
Consent	Identifies if a class requires permission to enroll. Values are I, D, or N.	n/a
Permission Required	One of the following based on the value in the Consent column. Instructor Consent Required (I) Department Consent Required (D) No Special Consent Required (N)	n/a
Majors Set Aside	Number of seats reserved for students in specific majors.	n/a
Fees Exist	Identifies if there are class fees associated with the class. Values are Y or N.	n/a
Waitlist Capacity	Maximum number of students that can be placed on the waitlist.	n/a
Number Waitlisted	Number of students on the waitlist.	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.

