

Grade Distribution Dashboard

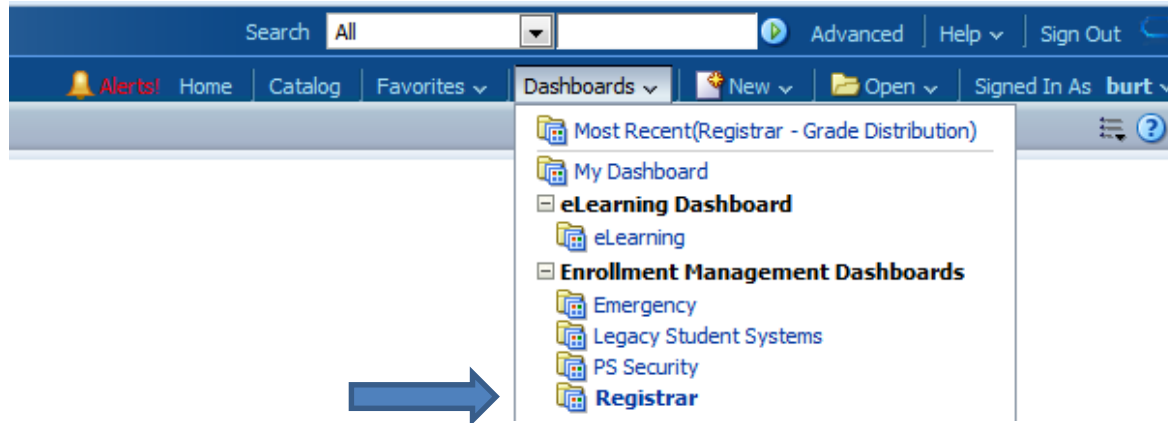
Oracle Business Intelligence, OBI, is the system for providing access to reports and data at the institution. Access OBI through



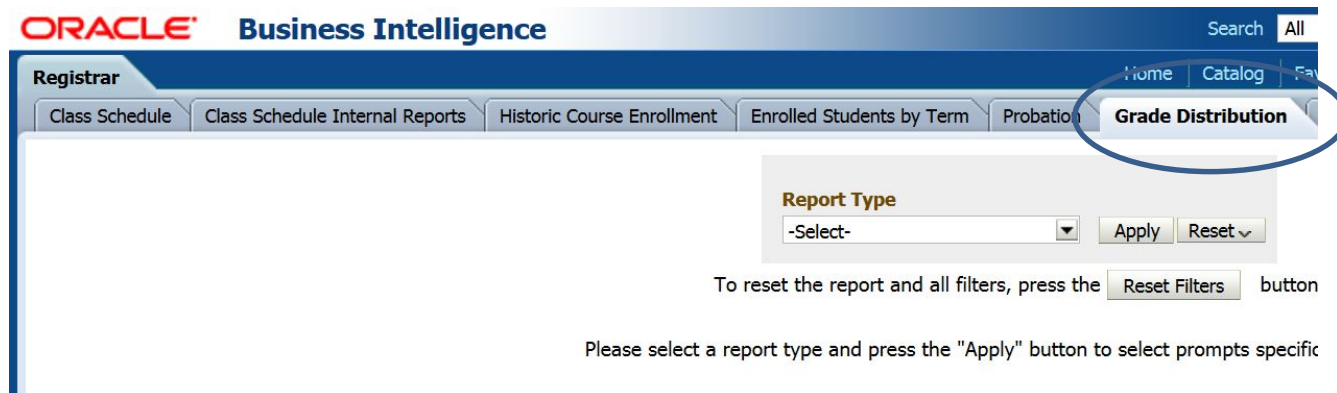
the Registrar's web page at <http://www.ohio.edu/registrar>. Click on the OBI box and you will be taken to the login screen below. Please use your OHIO ID and password to login as you would for other University online systems (such as your OHIO email account).

The screenshot shows the Oracle Business Intelligence login interface. At the top left, the text "ORACLE Business Intelligence" is displayed. Below this is a light blue header bar. The main content area is white and contains a "Sign In" form. The form has the following elements: a title "Sign In", a prompt "Enter your user id and password.", a "User ID" label above a text input field, a "Password" label above a text input field, a "Sign In" button, an "Accessibility Mode" checkbox, and a language dropdown menu set to "English". A blue arrow points from a blue box labeled "Enter OHIO ID" to the User ID input field.

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 purposes of this document, please click on the word “Registrar,” as indicated below.



Depending on your access, you may see several different tabs or dashboards available. Please click on the “Grade Distribution” tab. The tab will turn light blue and your screen will look similar to the one below:



The Grade Distribution dashboard permits users to produce different grade distribution reports for the Spring 2010-11 term or any term thereafter. Depending on the report type, there are additional filters you may apply before running a report. Also, depending on your role at the institution, your access may be limited to a specific campus, college, or department/school.

The first steps in the process are to select a report type and then click on the “Apply” button. (See Appendix for sample reports.) From the Report Type drop-down menu (displayed on the previous page), choose one of these report types:

- Campus – a report for a specific term, course level (undergraduate, graduate), and campus;
- College – a report for a specific term, course level, campus, and college;
- College, Department, Course – a report for a specific term, course level, campus, college, department/school, course subject, and catalog number;
- College, Department, Level – a report for a specific term, course level, campus, college, and department/school;
- Instructor – a report for a specific term, course level, campus, college, department/school, and instructor last name;
- Instructor and Course – a report for a specific term, course level, campus, college, department/school, instructor last name, course subject, and catalog number.

All of the fields you see beneath a given Report Type selection can be used as filters for your report. To get started, choose the term you seek by setting the Term filter. If you do not wish to filter on any other fields available, click the “Apply” button on the far right end of the row of filters.

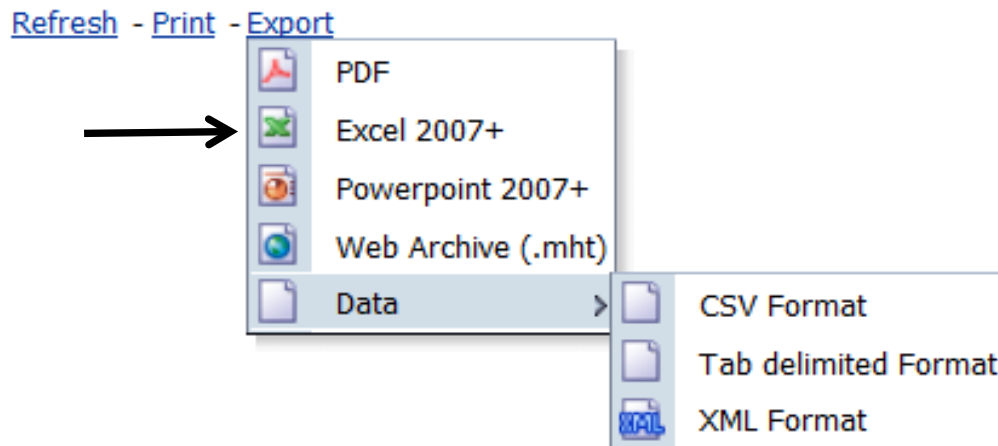
Note on using multiple filters: you have the ability to filter your grade distribution report by one or more filters available to you. These filters are cumulative and will further refine the results as you add more filters. Depending on the combination of filters chosen, you may get a “No Results” message. To start over completely, click on the “Reset Filters” button (beneath the Report Type drop-down box). Consider choosing fewer filters for your next attempt. The Term filter is required.

Results

By default, the results include the total numbers of grades based on the filters you selected. If you want to show the percentage of grades given instead, change the “Show Percentages” drop-down box to yes and the results will change to show percentages.

Note on classes with multiple instructors: If a class has multiple instructors and you are running a report type that includes instructors, then all instructors will receive credit for assigning a particular grade. This will cause inflated numbers if you sum the data for these reports. For example, Professor Smith and Professor Jones co-instruct ENG 1510 and there are 10 students enrolled. The report will show 20 grades; 10 for Professor Smith and 10 for Professor Jones.

Beneath the table of results, in the center, there are hyperlinks that permit you to either export or print the results. See the screen shot below for options. When exporting the results to Excel, you should save those results to a secure location (OHIO network drive, for example).



Below you will see the column names from the all possible search results, regardless of the Report Type. The table includes 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
Campus	Campus of the class section	Limits results to campus of class section selected
College	Code of the college of the course	Limits results to the college(s) selected
Course	Subject and catalog number of a course	Limits results to the subject and/or catalog number selected. The subject field is not case sensitive.
Dept/Schl	Code of the department or school of the course	Limits results to the department(s)/school(s) selected
Grades	Total number of grades in row of results. If grade does not appear in the results, then that grade was not assigned to any student based on the filters applied. The column titled D/F/W, includes the total number of D, D+, D-, F, FN, FS, W, WF, and WP grades.	n/a
Instructor	Instructor of record's full name (last,first middle)	Limits results based on the instructor(s) last name(s). This filter is case-sensitive. Use a % symbol as a shortcut to search for broader groups of instructors at once. For example, %ton would return all instructors whose last name ended in "ton." Typing %ch% would return all instructors whose last name contains "ch."
Level	If undergraduate (UGRD) courses, then 1000- and 2000-level classes are included in the Lower Level result; otherwise they are included in Upper Level result. If graduate (GRAD) courses, then all are included in the Graduate Level result.	Limits results to the course level(s) selected

Appendix – Sample Grade Distribution Reports

Campus Grade Distribution Report

Report Type

*** Term**
Level
Campus

Sample Output

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	D/F/W	Grades
Campus																								
SAMPLE CAMPUS	14	87	17	10	87	91	44	63	44	83	45	20	140	32	87	30	1	24				13	364	932
Grand Total	14	87	17	10	87	91	44	63	44	83	45	20	140	32	87	30	1	24				13	364	932

College Grade Distribution Report

Report Type

College

*** Term**

Level

Campus

College

Sample Output

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	D/F/W	Grades
College																								
SAMPLE COLLEGE	14	87	17	10	87	91	44	63	44	83	45	20	140	32	87	30	1	24				13	364	932
Grand Total	14	87	17	10	87	91	44	63	44	83	45	20	140	32	87	30	1	24				13	364	932

College, Department, Course Grade Distribution Report

Report Type

College, Department, Course

Apply

Reset

* Term

--Select Value--

Level

--Select Value--

Campus

--Select Value--

College

--Select Value--

Dept/Schl

--Select Value--

Subject

Catalog Nbr.

Apply

Reset

Sample Output

			A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	D/F/W	Grades
College	Dept/Schl	Course																								
A&S	MATH	MATH XXXX	4	2					4														1		1	11
A&S	MATH	MATH YYYY	2	1	1	1	2	2						2	1										3	12
A&S	MATH	MATH ZZZZ	4	2	1	1	1	1		2																12
Grand Total			10	5	2	2	3	3	4	2				2	1								1		4	35

Office of the University Registrar

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College, Department, and Level Grade Distribution Report

Report Type

College, Department, Level

* Term Level Campus College Dept/Schl

Sample Output

			A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	NR	D/F/W	Grades
College	Dept/Schl	Level																									
A&S	MATH	Lower Level	29	68		31	84	67	64	59	72		88	60	49	207	12	50	13	1	2			49	40	478	1,045
A&S	MATH	Upper Level	54	61		76	45	45	48	42	20		22	16	12	49	4	7	1					10	31	119	543
A&S	MATH	UGRD Total	83	129		107	129	112	112	101	92		110	76	61	256	16	57	14	1	2			59	71	597	1,588
A&S	MATH	Graduate Level	52	20	2	6	15	1		2	1	83										16		1	6	100	205
A&S	MATH	GRAD Total	52	20	2	6	15	1		2	1	83										16		1	6	100	205
Grand Total			135	149	2	113	144	113	112	103	93	83	110	76	61	256	16	57	14	1	2	16		60	77	697	1,793

Instructor Grade Distribution Report

Report Type
 Instructor

* Term Level Campus College Dept/Schl Instructor Last Name

Sample Output

			A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	NR	D/F/W	Grades
College	Dept/Schl	Instructor																									
A&S	MATH	Instructor 1	7	1	9	4	2	11	5	2	15	2	2	6		5						8	7			45	86
A&S	MATH	Instructor 2	5	4	6	5	7	3	4	4		1			2	4							3			10	48
A&S	MATH	Instructor 3	2	1	4	1	2	8	4		2		1	1	1	4							7			16	38
A&S	MATH	Instructor 4	2	1	7	1		9	2		2	1		5		4							5			17	39
A&S	MATH	Instructor 5	7	2	2	1	2	14	5							3							5			8	41

Instructor and Course Grade Distribution Report

Report Type
 Instructor and Course

* Term Level Campus College Dept/Schl Instructor Last Name Subject Catalog Nbr.

Sample Output

				A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	FN	FS	CR	P	PR	I	W	WP	WF	AU	NR	D/F/W	Grades
College	Dept/Schl	Instructor	Course																									
A&S	MATH	Instructor 1	Course 1	7	1	9	4	2	11	5	2	15	2	2	6		5						8	7			45	86
A&S	MATH	Instructor 2	Course 2	5	4	6	5	7	3	4	4		1			2	4							3			10	48
A&S	MATH	Instructor 3	Course 3	2	1	4	1	2	8	4		2		1	1	1	4							7			16	38
A&S	MATH	Instructor 4	Course 4	2	1	7	1		9	2		2	1		5		4							5			17	39
A&S	MATH	Instructor 5	Course 5	7	2	2	1	2	14	5							3							5			8	41