

Overview:

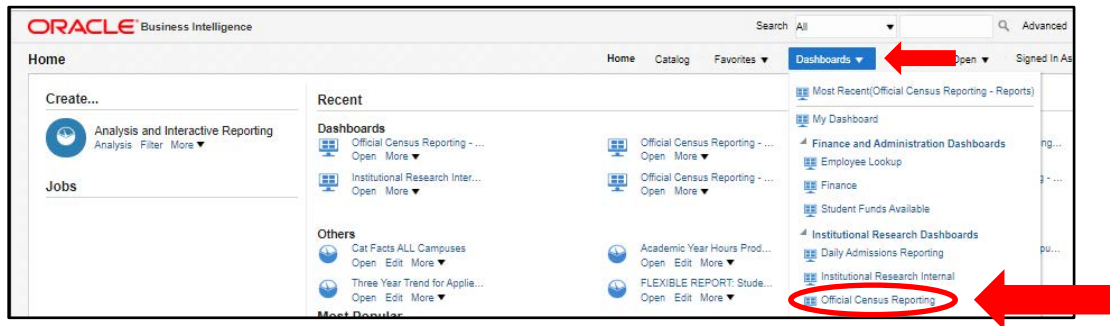
This document outlines general instructions for using Ohio University's Oracle Business Intelligence (OBI) for Institutional Research data. OBI is a web-based reporting system used to support the campus community's academic and administrative offices.

Institutional Research Login –

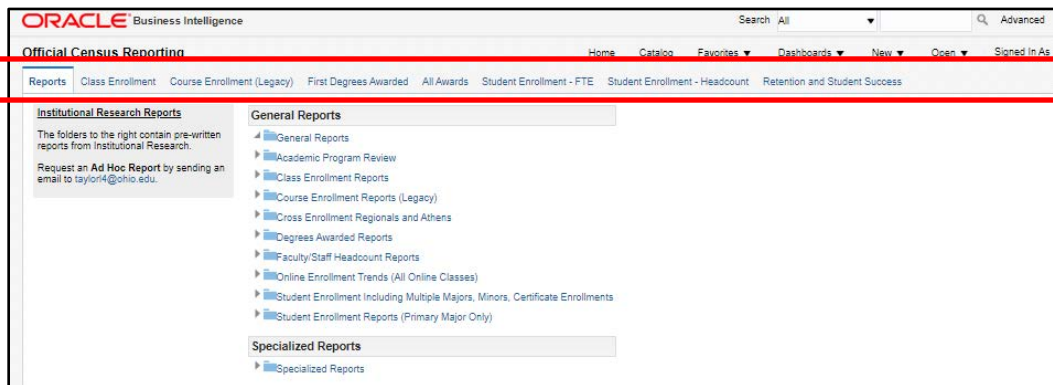
1. Login to OBI using: <https://obiprd.oit.ohio.edu/> with OHIO ID and password.
2. Upon login, landing page should be Home – if not, click Home in Navigation Pane (top right).

Institutional Research Dashboard Navigation –

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



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).



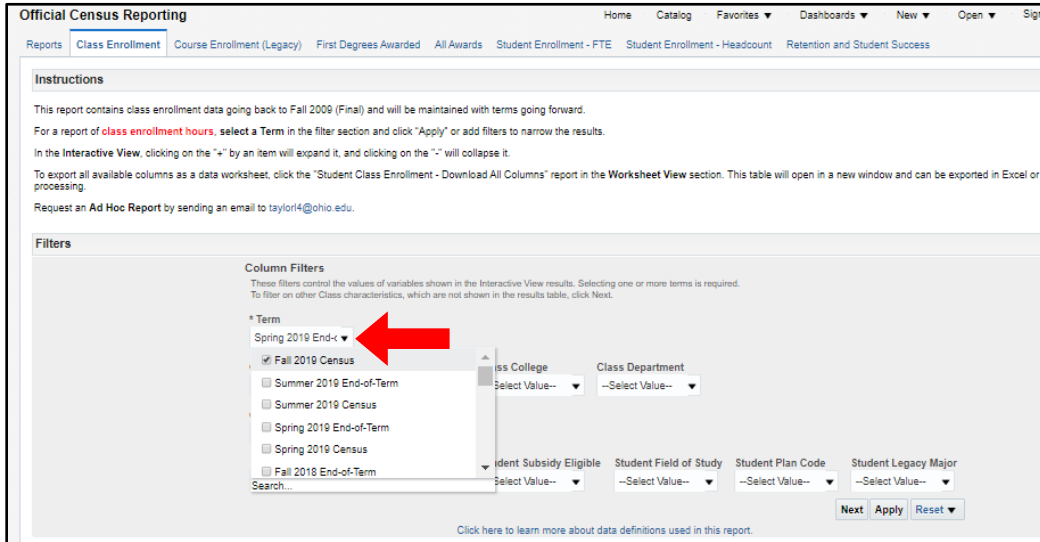
Quick OVERVIEW of Report Tabs:

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

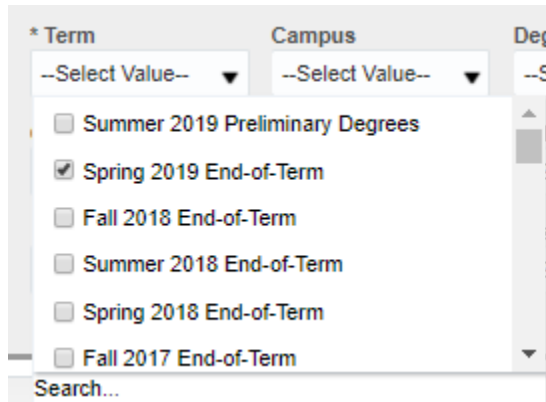
3. Click on a tab to open that report

Official Census Reporting – Running a Report

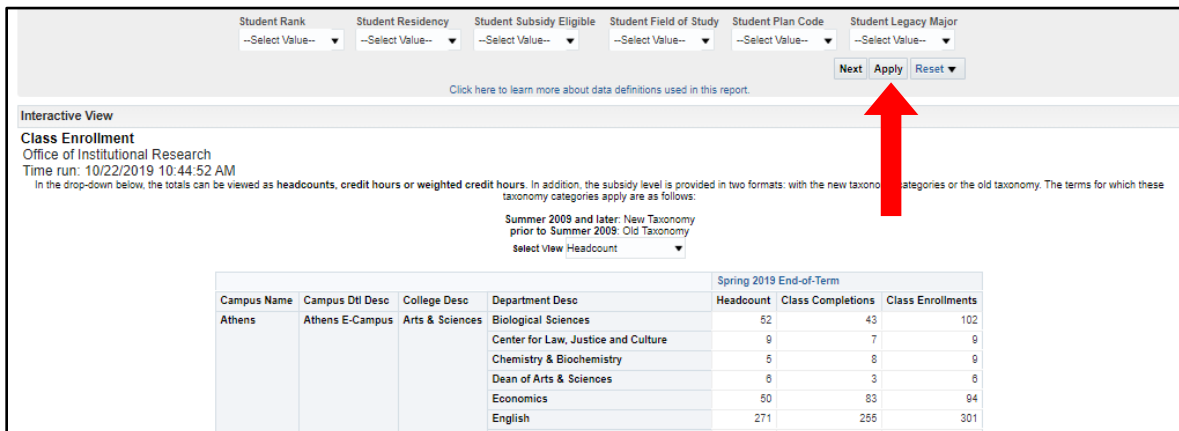
- To activate filters, you must click the drop down.



- 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.



- 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).

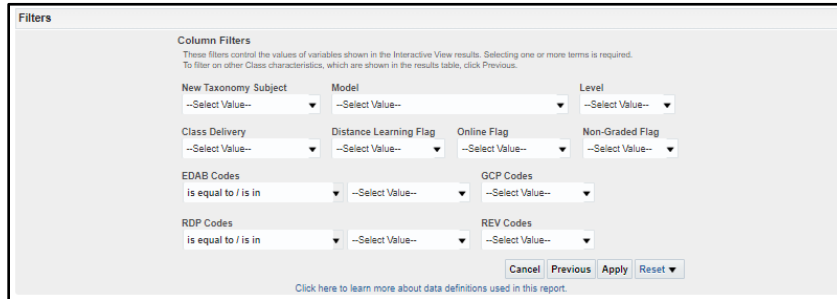


Click here to learn more about data definitions used in this report.

Interactive View
Class Enrollment
Office of Institutional Research
Time run: 10/22/2019 10:44:52 AM
In the drop-down below, the totals can be viewed as headcounts, credit hours or weighted credit hours. In addition, the subsidy level is provided in two formats: with the new taxonomy categories or the old taxonomy. The terms for which these taxonomy categories apply are as follows:
Summer 2009 and later: New Taxonomy
prior to Summer 2009: Old Taxonomy
Select view: Headcount

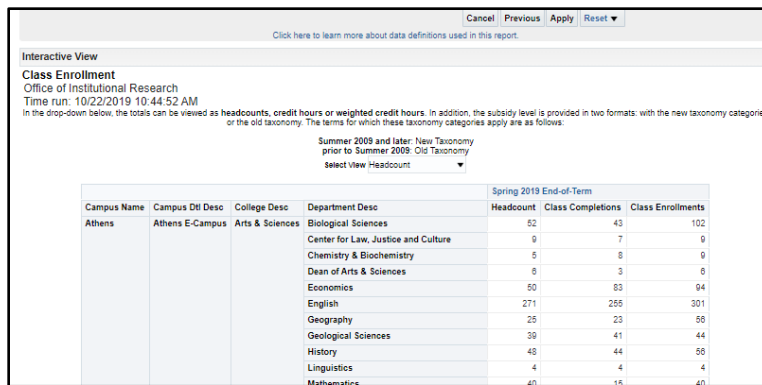
				Spring 2019 End-of-Term		
Campus Name	Campus Dtl Desc	College Desc	Department Desc	Headcount	Class Completions	Class Enrollments
Athens	Athens E-Campus	Arts & Sciences	Biological Sciences	52	43	102
			Center for Law, Justice and Culture	9	7	9
			Chemistry & Biochemistry	5	8	9
			Dean of Arts & Sciences	6	3	8
			Economics	50	83	94
			English	271	255	301

- Clicking “Next” will take you to another list of filters (filters applied on the first page will not be lost).



←Example of second
list of filters on
“class enrollment”
report

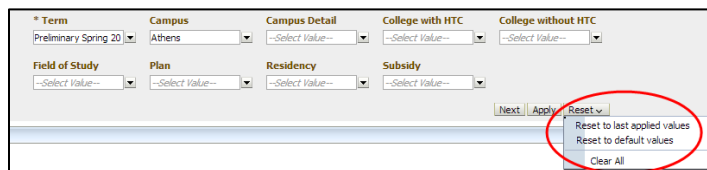
- Choose filters accordingly. **Note:** Term is the only required filter. Once you hit apply, the new report will show in **Interactive View**.



Campus Name	Campus Dtl Desc	College Desc	Department Desc	Headcount	Class Completions	Class Enrollments
Athens	Athens E-Campus	Arts & Sciences	Biological Sciences	52	43	102
			Center for Law, Justice and Culture	9	7	9
			Chemistry & Biochemistry	5	8	9
			Dean of Arts & Sciences	8	3	8
			Economics	50	83	94
			English	271	255	301
			Geography	25	23	58
			Geological Sciences	39	41	44
			History	48	44	58
			Linguistics	4	4	4
			Mathematics	40	15	40

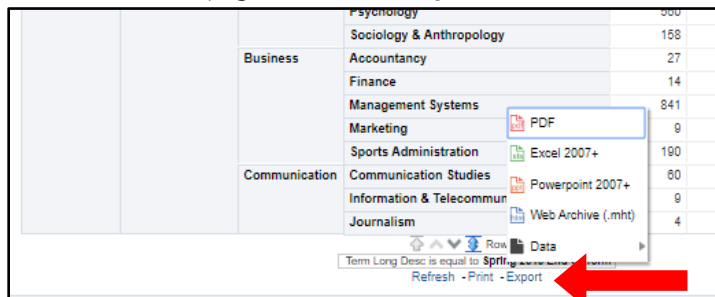
Results appear BELOW
filter section. Scroll
down to view full
report

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

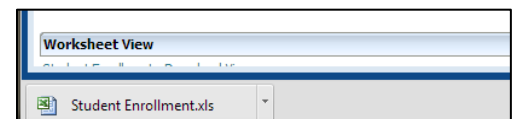


Institutional Research – Exporting a report

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



Psychology	500
Sociology & Anthropology	158
Business	
Accountancy	27
Finance	14
Management Systems	841
Marketing	9
Sports Administration	190
Communication	
Communication Studies	80
Information & Telecomm	9
Journalism	4



- 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.

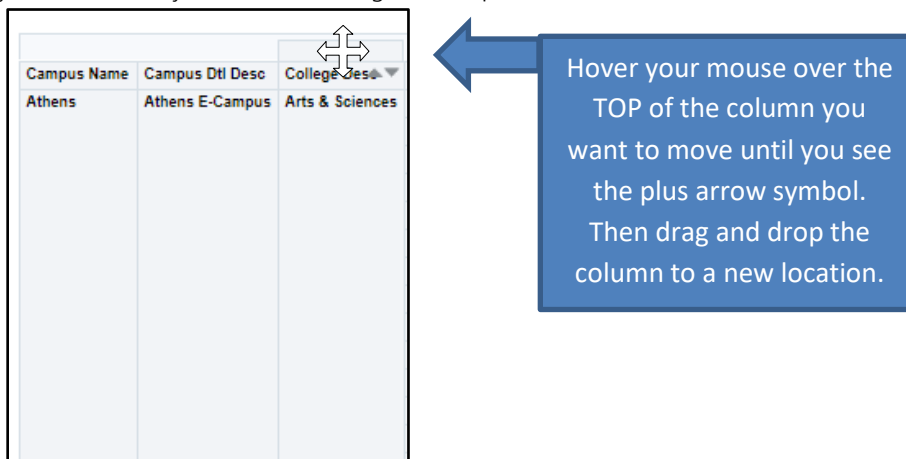
- For a list of Published Reports written by IR for general consumption, click on **any** of the drop-down menus in the “Reports” tab of OBI to explore options.



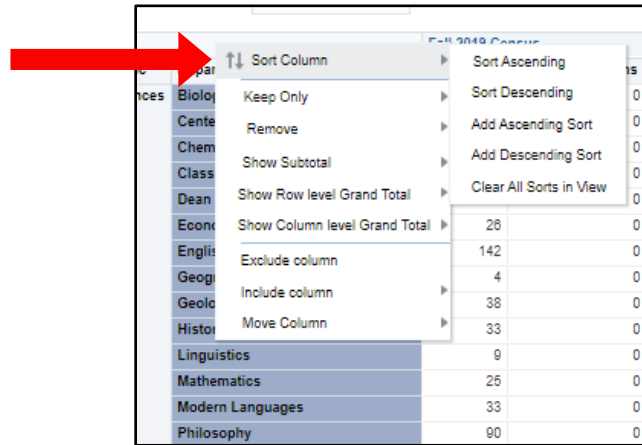
- To choose a report, click on its name to open.
- Follow the instructions as described above to filter, view, and export your chosen report.
 - Remember you MUST choose at least 1 term in order to return results.
 - Selecting a lot of options in terms (3+) may cause noticeably slower results.
 - Fields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

Institutional Research – Modifying Ad Hoc Reports

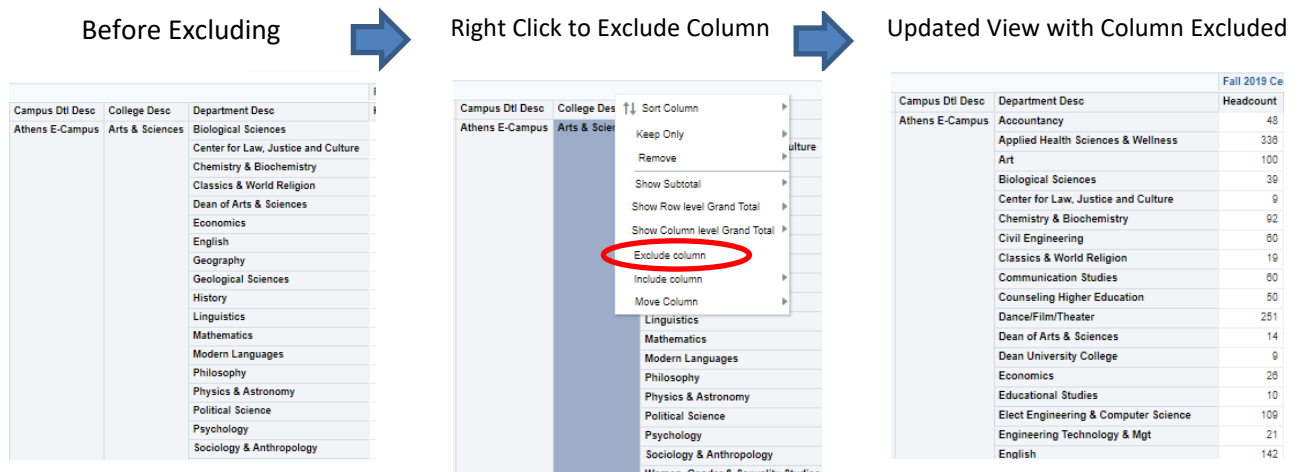
- At any point you may modify the report results in OBI.
- You may hover over any column and drag and drop, which will reformat the criteria in a different view.



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.