

## Degrees Awarded Dashboard

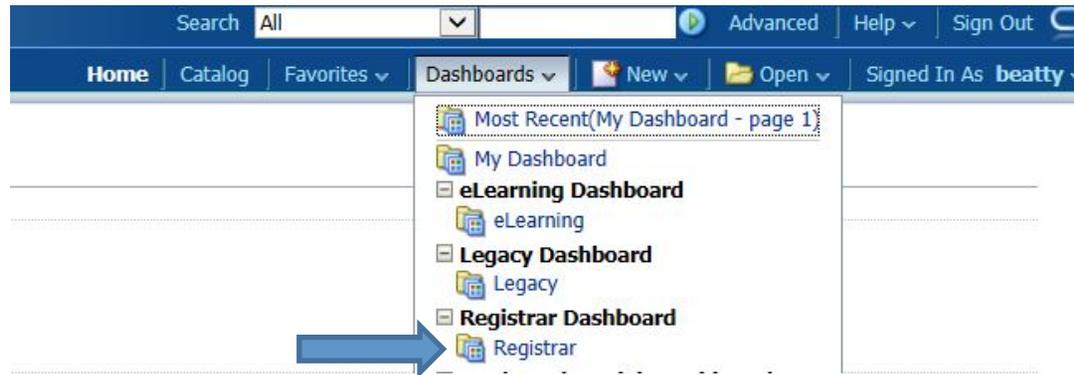
Oracle Business Intelligence, OBI, is the system for providing access to reports and data at the institution. Access OBI through



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 log in, 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 "Sign In" form. The form includes the instruction "Enter your user id and password.", a "User ID" input field, a "Password" input field, a "Sign In" button, and an "Accessibility Mode" checkbox. At the bottom of the form, there is a language selection dropdown menu currently set to "English". A blue callout box with the text "Enter OHIO ID" has an arrow pointing 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 “Degrees Awarded” tab. The tab will turn a light blue and your screen will look similar to the one below:



After clicking on the “Degrees Awarded” tab, the report filter screen listed below will be displayed.

A screenshot of the report filter screen for 'Degrees Awarded'. It features several dropdown menus for filtering. The first row has a single dropdown labeled '\* Term' with the text '--Select Value--'. The second row has four dropdowns: 'Campus', 'College', 'Dept/School Code', and 'Dept/School', each with '--Select Value--'. The third row has four dropdowns: 'Major Code', 'Major', 'Degree Code', and 'Degree', each with '--Select Value--'. To the right of these dropdowns are two buttons: 'Apply' and 'Reset'.

The Degrees Awarded dashboard permits users to produce a list of students that graduated in a particular term(s). The listing of students returned will be based on filters, or values selected, prior to clicking the “Apply” button. All of the fields on the report filter screen can be used as filters for the report. Based on your role at the institution, the campus, college, and/or department/school filters may be preset for you behind the scenes.

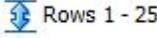
To get started with your query, choose the term(s) you want by clicking on the down arrow beside of the \*Term filter, and then placing a checkmark in the boxes of the term(s) you want to include on the report. The \* indicates that at least one term must be selected. If you do not wish to filter on any of the other fields available, click on the “Apply” button in the lower right

corner of the available fields. If you only select a term(s), all students that graduated for the term(s) selected will be returned, based on your access rights. For example, the assistant dean in Fine Arts will get a list of all students that graduated for that term with a Fine Arts major code. The School of Art Director will get all students that graduated for that term with a School of Arts major code.

The filters are cumulative and further refine the search results as you add more filters. Depending on the filters chosen, you may get a “No Results” message. Click on the “Reset” button in the lower right corner of the available fields, to start over. Consider choosing fewer filters for your next attempt.

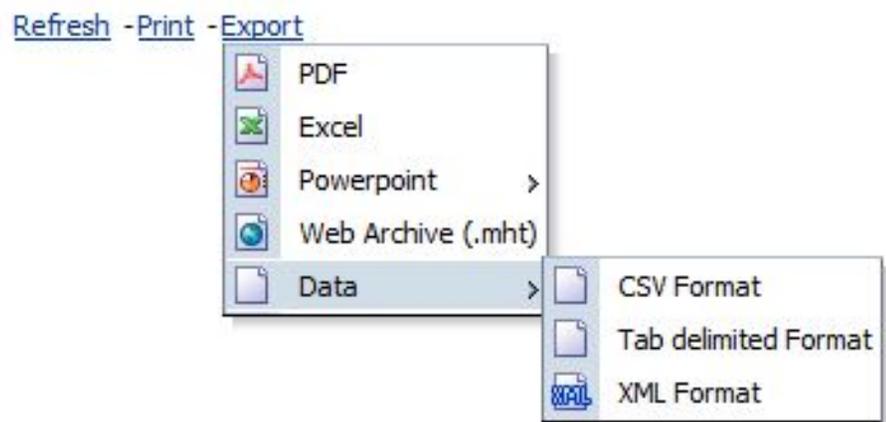
**NOTE:** One row per student per degree will be returned. Thus, you might see the same student on your list more than once if they are pursuing more than one degree in your department/school or college.

## Results

Once you have search results on your screen, you will see up to the first 25 search results. If you need to get a total number of students on your list, click the  icon in the bottom middle of the first 25 rows. You will need to scroll to the right to see this icon. 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 level of granularity is one record per student, per degree. By default, the report will return one record per student per degree, i.e. a dual degree will be listed twice BS and BA.
3. Depending on timing, the records returned may vary from minute to minute.
4. Institutional Research numbers are based on a specific point in the term and may not match these results.
5. Honors Tutorial College students are not included on reports for non-HTC academic units.

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. When downloading the results to a CSV Format or a Tab delimited Format, you should save those results to a secure location (OHIO network drive, for example). From there, using Excel, you can open either type of file. To preserve the data elements that have leading zeroes (like EMPLIDs or some ZIP codes), you must designate these columns as “text” while Excel takes you through the steps to open the results. Although you may export the results to PDF, Excel, Powerpoint, 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.

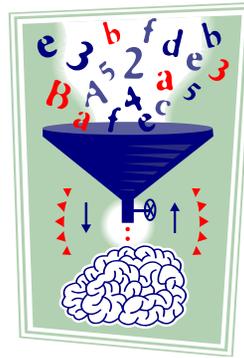
<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Graduation Term	Description of Completion term code. Ex. Fall Semester 2013-14	<b>*Term</b> Limits results to terms selected. Single or multiple terms may be selected. Terms for the past ten academic years are available for selection, as well as the partial current academic year.
Graduation Term Code	Completion term code. Ex. 2141 for Fall Semester 2013-14	n/a
Last Campus Attended	Student's campus code for the last term, based on enrollment for that term. The student's campus may change from term to term. The campus is set based on the campus in which the student has the greatest number of hours. If there is a tie, it goes to the campus that charges the highest tuition.	<b>Campus</b> Limits results to campuses selected.
Career (Level)	Academic career is a grouping of academic work undertaken by the student. Ex. Graduate, Medical, or Undergraduate	n/a
Confidentiality	Displays Y if student has requested that all of their education records not be disclosed, including directory information.	n/a
Deceased	Displays Y if student is deceased.	n/a
Full Name	Student's full name in this format: Last,First Middle	n/a
Last Name	Student's last name.	n/a
First Name	Student's first name.	n/a
Middle Name	Student's middle name.	n/a
Name Suffix	Student's name suffix.	n/a
Email	Ohio University email address.	n/a
PID	Ohio University PID number.	n/a
EMPLID (PS)	10 digit PeopleSoft ID Number.	n/a
College	Full name of student's college.	<b>College</b> College users will only be able to see their own college(s) in the selection list. Others with broader access will see multiple colleges in the selection list.

Column Name (Results)	Column Description (Results)	Filter Function/Description
		Using down arrow to right of field, you may limit results to the college(s) displayed in the list.
College Code	Code that represents the student's college and level.	n/a
Degree	Degree name associated with major code. Ex. Bachelor of Arts	<b>Degree</b> Using down arrow to right of field, you may limit results to one or more degrees based on the degree names.
Degree Code	Degree Code associated with major code. Ex. BA	<b>Degree Code</b> Using down arrow to right of field, you may limit results to one or more degrees based on the degree codes.
Degree GPA	Accumulative GPA at the time of degree conferral.	n/a
Degree Conferral Date	Official degree granting date that appears on the diploma and transcript.	n/a
Graduation Honor	Latin honors. Ex. Magna Cum Laude	n/a
Department/School Name 1	Name (description) of department/school associated with Major Name 1.	<b>Dept/School</b> By default, department/school users can see only their department(s), based on the College that was selected. Others with broader access can limit results to a particular department/school. Using down arrow to right of field, you may limit results to one or more departments/schools based on names. This filter is applied to Department/School Name 2 as well.
Department/School Code 1	Code of the academic department/school associated with Major Program Code 1.	<b>Dept/School Code</b> By default, department/school users can see only their department(s), based on the College that was selected. Others with broader access can limit results to a particular department/school. Using down arrow to right of field, you may limit results to one or more departments/schools based on codes. This filter is applied to Department/School Code 2 as well.
Major Program Name 1	If a student has multiple majors per degree, this is the first major name found on the student's record.	<b>Major</b> Using down arrow to right of field, you may limit

Column Name (Results)	Column Description (Results)	Filter Function/Description
		results to one or more major names. This filter is applied to Major Program Name 2 as well.
Major Program Code 1	If a student has multiple majors per degree, this is the first major code found on the student's record.	<b>Major Code</b> Using down arrow to right of field, you may limit results to one or more major codes. This filter is applied to Major Program Code 2 as well.
Department/School Name 2	Name (description) of department/school associated with Major Name 2.	<b>Dept/School</b>
Department/School Code 2	Code of the academic department/school associated with Major Program Code 2.	<b>Dept/School Code</b>
Major Program Name 2	If a student has multiple majors per degree, this is the second major name found on the student's record.	<b>Major</b>
Major Program Code 2	If a student has multiple majors per degree, this is the second major code found on the student's record.	<b>Major Code</b>
Additional Programs	Includes additional majors if 3 or more, and any minors and certificates.	n/a
Multi-Degree	The total number of degrees awarded in the term selected. If a student only has one degree, this column will be blank.	n/a
Diploma Address 1	Diploma Address line 1	n/a
Diploma Address 2	Diploma Address line 2	n/a
Diploma Address City	Diploma Address City	n/a
Diploma Address State	Diploma Address State	n/a
Diploma Address Zip	Diploma Address Zip Code	n/a
Diploma Address Country	Diploma Address Country	n/a
Home Address 1	Home Address line 1	n/a
Home Address 2	Home Address line 2	n/a
Home Address City	Home Address City	n/a
Home Address State	Home Address State	n/a
Home Address Zip	Home Address Zip Code	n/a
Home Address Country	Home Address Country	n/a

### Important Caveats

- These lists of students are for operational reporting use.
- 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.
- The data obtained from this dashboard are for internal use only. Most of the data are confidential and protected under the Family Educational Rights and Privacy Act (FERPA).
- 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](mailto:burt@ohio.edu).



Office of the University Registrar

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