

Historic Course Enrollment 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  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

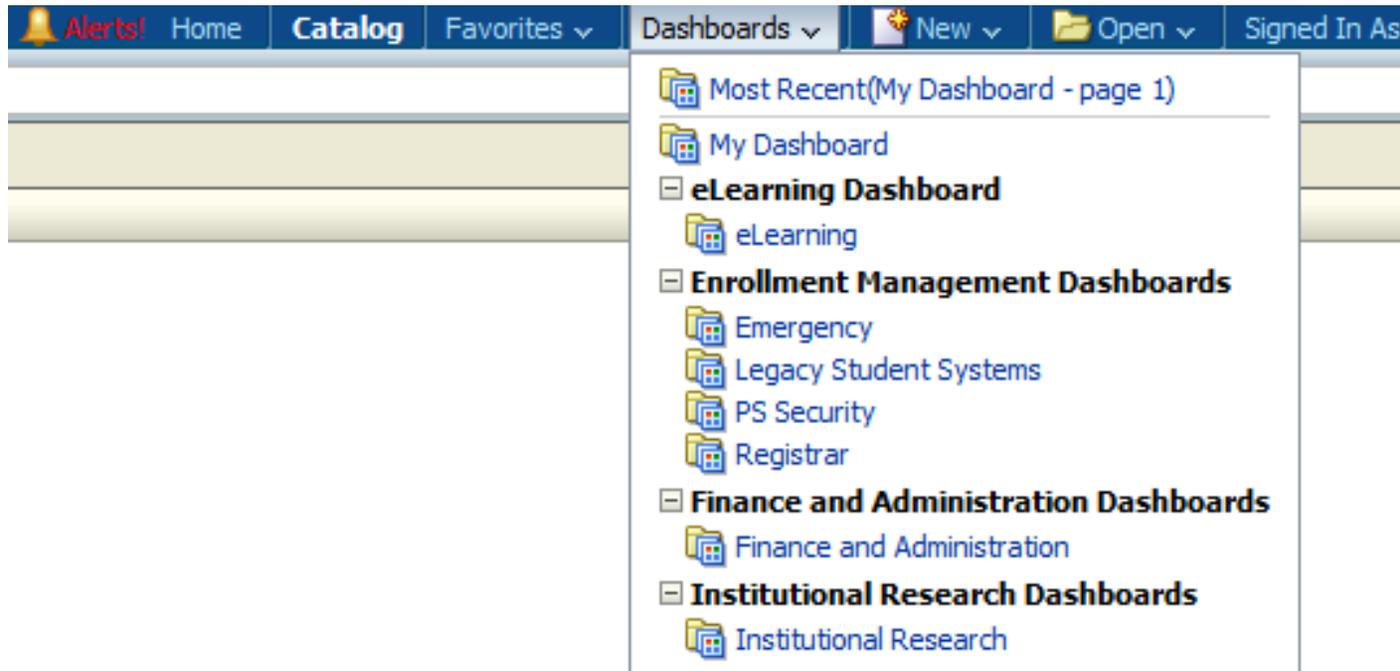
CLEAR

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

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

Office of the University Registrar
Last updated February 21, 2017

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 “Historic Course Enrollment” 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, and Applications for Graduation. The 'Historic Course Enrollment' tab is highlighted in light blue. On the left side, there is a search filter panel with the following fields: * Campus (dropdown menu with "--Select Value--"), College (dropdown menu with "--Select Value--"), Department/School (dropdown menu with "--Select Value--"), * Academic Year (dropdown menu with "2017-18"), and * Term (dropdown menu with "Fall"). At the bottom of the filter panel are "Apply" and "Reset" buttons. To the right of the filter panel, there is a message area with an information icon, the text "No Results", and a sub-message "The specified criteria didn't result in any data." Below this message is a "Refresh" link.

The Historic Course Enrollment dashboard permits users to compare student enrollment totals for five terms, based on your filter selections. Required filter selections are denoted by an asterisk. They include the campus, academic year and term filters. The terms that will be displayed in the results are determined by the academic year and term selected in the filters (i.e., select Academic Year 2016-17 and Term Fall and the results will be displayed for Fall 12-13 through Fall 16-17). The results may be further refined by selecting a College and Department/School, as shown below.

Once the filters have been selected, the results will be displayed by clicking on the Apply button.

ORACLE Business Intelligence

Registrar

Class Schedule | **Historic Course Enrollment** | Course Planner | Enrolled Students by Term | Probation | Applications for Graduation | Degrees Awarded | Grade Distribution | Required Textbook & Materials | Ad Hoc Reports

Historic Course Enrollment Report

Athens Campus - Fall Term Arts & Sci

*** Campus**
Athens Campus

College
Arts & Sciences

Department/School
A&S

*** Academic Year**
2016-17

*** Term**
Fall

Apply Reset

						PEOPLESFT												
						Fall 12-13		Fall 13-14		Fall 14-15		Fall 15-16		Fall 16-17				
College Description	Dept/School	Subject	Cat #	Gen Ed	Class	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size			
Arts & Sciences	A&S	CAS	1110	2HL	Classical World	48	60	39	75	36	60	28	60	40	60			
			1130		Career Planning			177	230	81	120	115	120	112	120			
			1410		Food Matters!					22	60	29	40	30	30			
			1415		Introduction to Sustainability							27	25	26	30			
			1425	2SS	War, Peace and Security									35	35			
			2300X		Themes in Action							58	140	30	140			
			2500	2SS	Breaking the Law					70	120	80	90	81	120			
			2600		Tech Matters							18	25					
			2900		Special Topics in CAS			42	50									
			4911		Food Works Internship										3	20		
			CAS Total						90	110	216	305	209	360	355	500	357	555
			LJC	3915				Post-Externship Seminar					4	4	2	3		
LJC Total										4	4	2	3					
A&S Total						90	110	216	305	213	364	357	503	357	555			
Arts & Sciences Total						90	110	216	305	213	364	357	503	357	555			

[Refresh](#) [Print](#) [Export](#)

Results

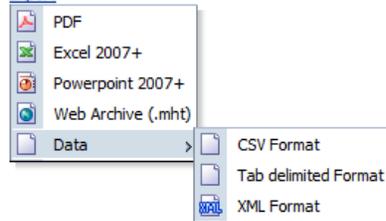
The results are based on live data. Beneath the table of results, there is a hyperlink that permits you to export the results. See the screen shot below for export options.

Historic Course Enrollment Report

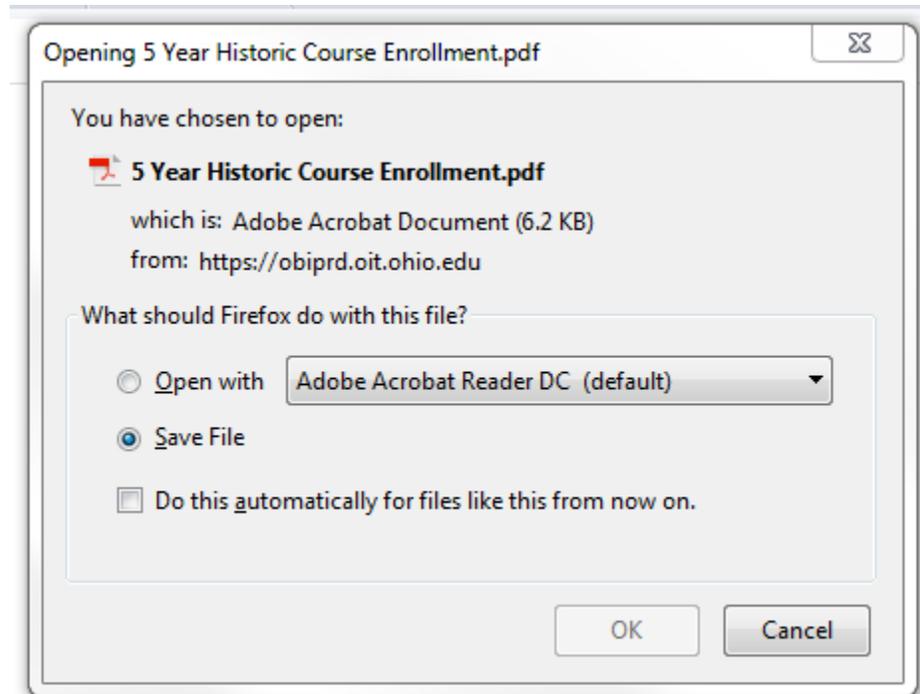
Athens Campus - Fall Term Arts & Sci

						PEOPLESOFT												
						Fall 12-13		Fall 13-14		Fall 14-15		Fall 15-16		Fall 16-17				
College Description	Dept/School	Subject	Cat #	Gen Ed	Class	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size	Enrolled	Max Size			
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[Refresh](#) - [Print](#) - [Export](#)



Upon selection of the export choice, the screen below will be displayed. If you choose “Save File”, the file will be saved to your Downloads folder. If you choose “Open with”, the file will open and you may then save your file to a secure location (OHIO network drive, for example). The following is an example of the PDF export choice.



Listed below are the column names from the search results, the description of the column names, and more information about the filters.

Column Name (Results)	Column Description (Results)	Filter Function/Description
Campus	The campus that offers the class.	Required filter. Select one of the campuses from the selection list.
College Description	The academic college that offers the class.	To select all colleges leave blank, or select one college from the selection list.
Dept/School	The academic department/school that offers the class.	To select all department/schools leave blank, or select one of the department/schools from the selection list.
Academic Year	The academic year for the query. Academic years at OHIO begin with fall semester and conclude with the following summer semester.	Required filter. Used to calculate the five-year range of results to be displayed.
Term	Fall, Winter, Spring, and Summer	Required filter. Determines the terms that will be included in the results.
Subject	Course subject. Sometimes referred to as course prefix.	n/a
Cat #	Indicates the student classification for which the course is primarily intended. Catalog numbers consist of four numbers or a "D" followed by three digits.	n/a
Gen Ed	Tier 1 and Tier 2 general education requirement designation.	n/a
Class	Course title.	n/a
Enrolled	The total number of students enrolled by Course for each of the five terms being displayed.	n/a
Max Size	The maximum enrollment capacity by Course for each of the five terms being displayed.	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.

