WELCOME TO
THE SUMMIT

OFFICE OF THE REGISTRAR
SUMMIT

Cal Poly
Data is Our Friend

Using Dashboards for Student and Course Data

Presented by: Carolyn Polvi, Assistant Registrar
During Sessions, please...

✓ Silence Cellphones
✓ Save Questions to the end of the Session
✓ Avoid Side Conversations
✓ Complete Our Survey

...Thank You!
Content to Cover in This Session:
- What information can be gathered?
- Where does the data come from?
- Who can help me if I have questions?
Security Required!

- Job Dependent
- Request through your Portal:

Cal Poly Learning Hub
Enrollment Management Suite

• Academic Status
• Change of Major
• Course Demand
• Enrollment and Schedule Planning

• Grade Analysis
• Graduation Information
• Student Lists
Dashboard Shortcuts and Tips

Welcome page
Hamburger
Clear My Selections
Select a View, Show Minors
Export – Data – CSV

Account Settings
Important Info/About this Page
Prompts & Filters
Sorting and Drilling “The Pencil” (More/Search)
Welcome Page

- Known Issues
- Info and Help
- Contacts
Account Settings

• Preferences

• Defaults
Hamburger / Gear

Page Options
(Below name)
Important Information

About this Page

- Last Refresh
- Term
- Enrollment Term

Important Information

Today is Tuesday, October 01, 2019.

The data available on this PolyData Dashboard page was last refreshed from PolyData on Tuesday, October 01, 2019 4:41:16 AM.

Term: Fall Quarter 2019 (ends 01/05/20).
Enrollment term: Fall Quarter 2019.

About this Page
Reset or Clear My Selections?

- **Reset**: section specific
- **Clear My Selections**: entire page
Prompts & Filters

Student Groups, Email, Empl ID, Enrolled, Athlete, Course, Course Attribute, Active, On Leave, FERPA, GPA, Units Earned, Instructor, Time of Day, Expected Graduation, Plan, Subplan, and MORE

1. Dashboard specific
2. Academic related
3. Enrollment/course related
4. Student related
Select a View, Minors?

Show Minors?
YES

Select a View: Summary

# of Students
Sorting Data

- Default sort - by dashboard purpose
- Custom sort - column heading arrows
Drilling Down

- Blue hyperlink
- College, Dept, Plan
- Class Level, Admit Term, Expected Grad Term

<table>
<thead>
<tr>
<th>Sections Offered</th>
<th>Seat Demand</th>
<th>Enrollment Capacity</th>
<th>Unmet Seat Demand</th>
<th>% Unmet Seat Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>86</td>
<td>70</td>
<td>16</td>
<td>19%</td>
</tr>
<tr>
<td>2</td>
<td>38</td>
<td>70</td>
<td>16</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>70</td>
<td>16</td>
<td>0%</td>
</tr>
</tbody>
</table>
Export – Data – CSV

- Bottom of page
- Choice of Format
- Prefer CSV
“The Pencil” (More/Search)

Extracting from one, applying to another
Customized Search

Useful if only one data point

Copy and paste data

Click OK, then OK, then Apply

Target what you need
Questions for the Group?

Enrollment Management

- Primary Contact: Carolyn Polvi, 756-5901
- Questions: polydata-sa-support@calpoly.edu
Session Survey!