How to Access the Report:

1. From the portal, select the link to PolyData Dashboards

2. On the ORACLE Home page, select Catalog hyperlink.

Navigate to Shared Folders
3. Select Publisher Records, sub area Registrar. Click Enrollment Monitoring Folder.

4. Open Enrollment Monitoring Report
5. Enrollment Monitoring Report Home Page will Appear:

Using the Report:

1. Select the Term Code you wish to pull information from.

   *Please note, the BI Publisher Report will show the upcoming term, current term and previous terms information only.

2. Begin selecting required filters for the information you are searching for, using the filters provided:

   - College
   - Department
   - Subject
   - Session Code
   - Class Status
   - Catalog Number
   - Instructor
   - Requirement

In the Example provided below, the user wishes to view AEPS courses available, as well as their current enrollment, in the Fall 2020 (2208) quarter.

   *If you were to select the College of Ag, Food and Environmental Sciences, you will notice that all remaining filters available do not funnel out unnecessary information.
3. Select only the filters required and click the Apply Button

Reminder - In this Example the user wishes to view AEPS courses available, and their current enrollment, in the Fall 2020 (2208) quarter:

4. Requested information will appear in the Class Enrollment Monitoring Tab:
5. Pending your screen size, you may need to download the report to view all enrollment monitoring fields:

**Image 1:** User can view entire report, including Enrolled, Waiting and Available Seat Information:

![Image 1](image1.png)

**Image 2:** User is unable to view Enrolled, Waiting and Available Seat Information.

![Image 2](image2.png)

*If this is the case – Download the report to view all report information available.

6. Select the Download tab and click on the Excel icon, which appears on the right hand corner of the report, to export requested information.

![Excel Icon](image3.png)

7. To pull additional reports, select the filters you require and hit the Refresh symbol; found on the bottom right hand corner of the page.

![Refresh Symbol](image4.png)
Report Headers and Legend:

The following fields will display, once information is selected, on the Enrollment Monitoring Report:

- Subject
- Catalog Number
- Class Section
- Course Title
- Component
- Class Type – *Outlined in Legend below.*
- Class Status - *Outlined in Legend below.*
- Session Code - *Outlined in Legend below.*
- Print
- Class Number
- Instructor
- Days
- Start Time
- End Time
- Building
- Room
- Room Capacity Request
- Enrollment Capacity
- Enrollment
- Waiting
- Available Seat Information

*Learning Mode is not included on the BI Publisher Report*

Legend:

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Type</td>
<td>E</td>
<td>Enrollment component</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Non-Enrollment component</td>
</tr>
<tr>
<td>Class Status</td>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>Cancelled</td>
</tr>
<tr>
<td>Session Code</td>
<td>1</td>
<td>Regular Academic Session (Fall, Winter, Spring) 10-week Session (Summer only)</td>
</tr>
<tr>
<td></td>
<td>5W1</td>
<td>First 5-week Session (Summer only)</td>
</tr>
<tr>
<td></td>
<td>5W2</td>
<td>Second 5-week Session (Summer only)</td>
</tr>
<tr>
<td></td>
<td>8W1</td>
<td>8-week Session (Summer only)</td>
</tr>
</tbody>
</table>
Helpful Information:

1. The Enrollment Monitoring Report does not take into account any filters applied when selecting specific information. The report shows all available information, regardless of filters selected, however, the report only pulls filtered information selected.

2. The report only shows course information for classes that have been set to print. No print classes with enrollment will not reflect in the Enrollment Monitoring BI Report.

3. Information pulled prior to the Summer 2020 (2206) quarter will not reflect GE 2020 requirements.

4. Combined sections waitlists appear incorrectly in terms where enrollment has closed.

5. Available seats may appear incorrect for combined sections. Seats may show as available on one side of a combined section enrollment, whereas the total combined section for the combined course is full.

6. The Instructor filter does not display all faculty available. If the instructor you are looking for does not appear in the drop menu select the Search F12 button to search.

A text box will appear where you can type in additional search criteria: