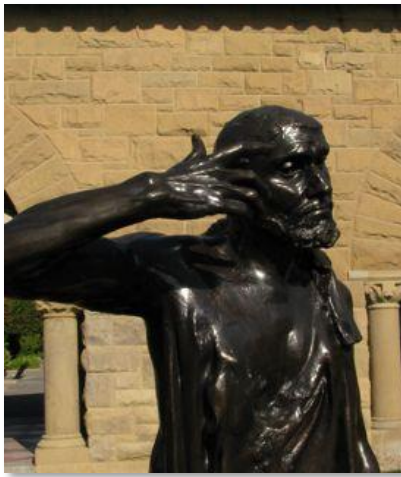


Handy Reference Guides



REFERENCE GUIDE 1: Dashboard Overviews & Tips

REFERENCE GUIDE 2: List of Dashboards and Reports

REFERENCE GUIDE 3: Using an OBI Dashboard

REFERENCE GUIDE 4: Using the Data Dictionary

REFERENCE GUIDE 5: Understanding Academic Structure

REFERENCE GUIDE 6: Time: Terms and History

REFERENCE GUIDE 7: Resources

■ Dashboard Overviews & Tips

THE FIRST TWO DASHBOARDS DO NOT INCLUDE STUDENT INFORMATION.

Academic Offerings

Information about the possible academic pathways that students may undertake, both degree-seeking and non-degree-seeking.

Presents an integrated view of the entire Career-Program-Plan-Subplan hierarchy. Includes minors, honors, etc.

What programs/plans are offered in my school?



Academic Structure Components

A more dictionary-style view of the main pieces of the Academic Structure.

Good for looking up codes, or other information specific to one component.

What does the Acad Plan Type IHN stand for?

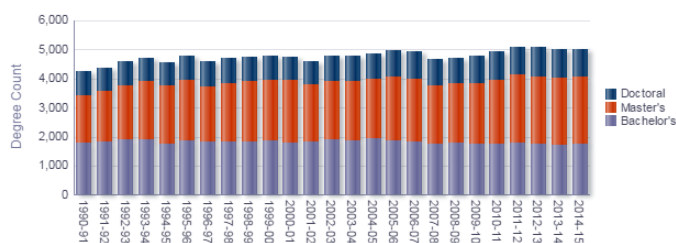


Degrees Conferred

Information about degrees conferred since the summer of 1984.

Currently only "Study Field Count" is available; this counts undergrads under each major plan they completed. Other counts will be available later.

Among degree recipients, what have been the most popular UG majors over the years? How many PhDs in History were conferred in the summer start year 2014-2015?



Plan and Term Enrollment

Information on student plan enrollment by term. Status at the end of the term is used; therefore these counts will not exactly match the official census counts, which are usually as of the 3rd-4th week of the term. **Also data before the 3rd-4th week will be inflated, before term cancel occurs.**

What is the enrollment history for a given student? What about for a given department or study field?

Degree Level	Dept	Acad Plan	10-11	10-11	10-11	10-11	11-12	11-12	11-12	11-12	12-13	12-13	12-13	13-14
			A1F	A1F	A1F	A1F	A1F	A1F	A1F	A1F	A1F	A1F	A1F	A1F
MA	Graduate School of Business	G5B-MA												1
MS	Statistics	STATS-MS					1	1	1	1	1	1	1	1
PHD	Graduate School of Business	G5B-PHD	1	1	1	1	1	1	1	1	1	1	1	1

■ List of Dashboards & Reports

Academic Offerings

- (Overview)
- All Programs/Plans/Subplans
- Degree-Granting Plans
- Non-Degree-Granting Plans
- Subplans by School



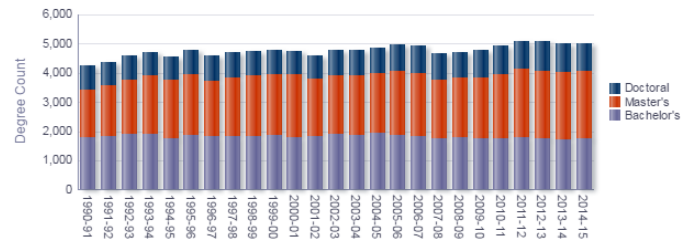
Academic Structure Components

- (Overview)
- Named Academic Org
- Named Academic Org Hierarchy
- Academic Career
- Academic Group
- Academic Program
- Academic Plan
- Academic Plan Type
- Academic Subplan
- Degree



Degrees Conferred

- (Overview)
- Degree Study Field Totals
- Degree Study Field by Gender
- Degree Study Field by URM
- Degree Study Field Top UG Majors



Plan and Term Enrollment

- (Overview)
- Plan Enrollment Counts by Term
- Plan Enrollment Student List
- Term Enrollment History for a Student

Degree Level	Dept	Acad Plan	10-11	10-11	10-11	10-11	11-12	11-12	11-12	11-12	12-13	12-13	12-13	12-13	13-14
			Aut	Win	Spr	Sum	Aut	Win	Spr	Sum	Aut	Win	Spr	Sum	Aut
MA	Graduate School of Business	GSB-MA													1
MS	Statistics	STATS-MS					1	1	1	1	1	1	1	1	1
PHD	Graduate School of Business	GSB-PHD	1	1	1	1	1	1	1	1	1	1	1	1	1

■ Using an OBI Dashboard

1. Go to the website: <https://bi.stanford.edu>

Firefox is the recommended browser. You will need to do WebAuth if you haven't already. You can have multiple instances open at a time.

2. Select desired dashboard

At the top, under "Dashboards", go down to "Student Analytics". Pick the dashboard you want.

3. Select desired report

Click on the report tab you are interested in.

4. Adjust the Selection Criteria at the top

The report will always come up with default Selection Criteria filled in.

Change the criteria to what you are interested in.

Putting in no criteria for a particular field means return everything.

Sometimes there are required criteria that must be filled in.

Click "Apply" when you are done

5. Customize the dashboard if desired

You may re-order, re-sort, remove, rearrange columns and even drill down in some cases.

SAVE the customization if you would like to keep it for future use (*click on the 3 lines under your name at top right, select Save Current Customization...*)

6. Print or export data if desired

At the bottom of each report section, there will be the options to Refresh, Print or Export.

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

Refresh would be used in a situation where you had live data changing (not the situation here).

Print: either PDF or HTML. The PDF one is often a little nicer looking, with shaded headers, and already sized to fit normal 8.5x11 pages. However sometimes it's strangely laid out.

Export to Excel:

Choose Data, then CSV format would be the usual recommendation -- except leading zeros on EMPLIDs get lost this way. The best strategies are:

- 1) Arrange the data in OBI in tabular format with no grouping – for instance, put the EMPLID on the far left. Then you can export in Excel format.
- 2) Export in CSV format but make sure it doesn't auto-open in Excel. Import it into Excel as a text file and use the parsing wizard to say Emplids are text.

BONUS: Customizing your OBI "home" page to be a Student Analytics dashboard

- Go to top right corner where your name shows, click the down arrow and pick My Account
- Under preferences, pick your desired Starting Page and then click OK. When you refresh the page or next log on to OBIEE, you will start at that page.

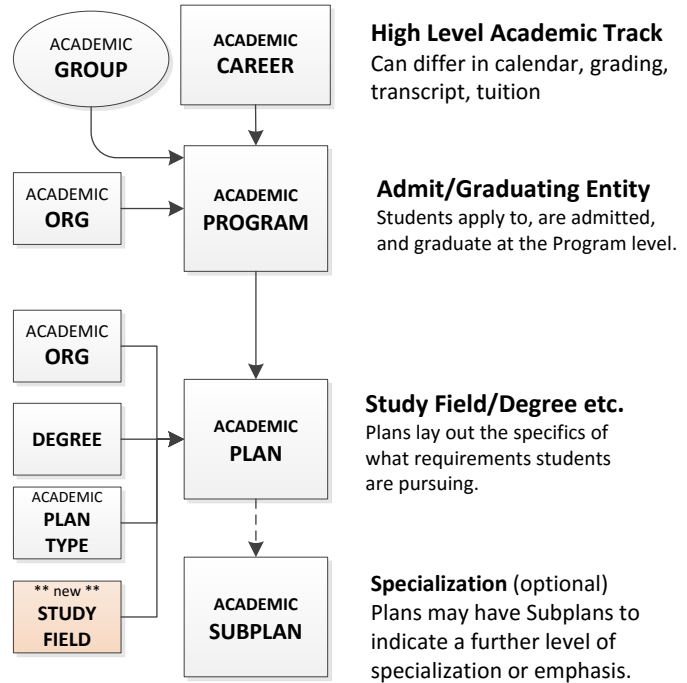
■ Using the Data Dictionary

1. **Go to Stanford's Data Governance Center:** <http://dgc.stanford.edu>
(Note: You must be on the Stanford network, either through direct or wifi connection or through VPN)
2. **Search:** You can search for a term already by typing it into the search field at the top right.
3. **Browse:** If you can't find the term exactly or want to browse student-specific data,
 - a. Go back to the central dashboard (pick the Dashboard icon at the top right of the page)
 - b. Then **pick "Student" in the top reddish menu bar that says "Browser" on the left** (under the Stanford logo).
 - c. The pick one of the student subject areas – the first one (Plan Enrollment) is fine. You will a list of all terms, in alphabetical order, some with examples on the right.
4. **If desired, Comment:** If you feel a definition is not quite correct or perhaps you have more information to add about the term, you can Submit a Comment. At the top left of each page for an individual term, you will see its Name in white, and its Type and Status. Underneath that information is the phrase "Submit Comment". Click on it, provide identification about yourself, then leave a comment.

■ Understanding Academic Structure, with examples

One of the important things to understand about the Academic Structure is that it looks different for undergrads vs. grads, and for degree-seekers vs. non-degree-seekers. It also varies in how different schools have chosen to use it.

Much of the reporting has been designed around the Acad Plan level and the Acad Plan owning org, as it typically provides more information, especially for undergraduates. Dashboard users do not need to understand the Academic Structure in detail, but Ad Hoc users need to know it, in order to pick the right student populations.



	An undergraduate with a major in Anthropology, pursuing a BA degree with Honors	A graduate student pursuing a PhD in Linguistics, with the specialty of Cognitive Science.	A graduate visiting researcher in Stem Cell research
	Degree-seeking	Degree-seeking	Non-degree-seeking
CAREER	UG	GR	MED
Group	UG	H&S	MED
PROGRAM	UG	LING	SCBRM
Program Owning Org	VPUE	LINGUISTIC	STEMCELLS
PLAN	ANTHR-BAH	LING-PHD	SCBRM-GRVR
Plan Owning Org	ANTHRO	LINGUISTIC	STEMCELLS
Plan Type	HON	MAJ	VR
Study Field	Anthropology	Linguistics	-
Degree	BA	PHD	-
SUBPLAN	-	LINGPHD1 (Cognitive Science)	-

■ Time: Terms and History

Deciphering term codes

Internally, terms are represented in PeopleSoft with 4-digit term codes. These are not very user-friendly, but they're efficient and they sort in the correct chronological order. We will usually supply more user-friendly labels on reports; however for various reasons you will still need to enter term codes for selection criteria. Here's how to figure them out:

1	15	6
Century: 0 = 1900's 1 = 2000's	Academic year: 15 = last two digits of the ending year of the academic year, e.g. 15 means 2014-2015	Term: 2 = Autumn 4 = Winter 6 = Spring 8 = Summer

The term codes for the current year are:

1162 = autumn 2015-16

1164 = winter 2015-16

1166 = spring 2015-16

1168 = summer 2015-16

How Much History is There?

We are still in the process of figuring out exactly where there's history and where there isn't. We rely on what's in PeopleSoft, so for the years before PeopleSoft (PS) was implemented (usually the 2002-2003 year is considered the first full PS year), it depends on whether or not the data was converted from the prior legacy system NSI (Network for Student Information).

Academic history (what programs/plans students were in) is pretty good, at least for the PS years, but other kinds of history (e.g. citizenship) may be non-existent or spotty.

STUDENT DATA ERA	YEARS INCLUDED	What Data is Available
The beginning of time	1/1/1901	Placeholder date (real date unknown)
PREHISTORIC	1891 through 1931-32	Nothing; paper files somewhere perhaps?
DARK AGES	1931-32 to 1983-84	Very little; occasional bits of data, e.g. earlier records of someone who returned.
INDUSTRIAL REVOLUTION (aka the NSI years)	1984-85 to 2001-02	Some NSI data covered to PS; all degree conferrals seem to be included
PEOPLESOFT YEARS	2002-03 through the present	Base enrollment info should be reasonably complete.
The misty fog of the future	12/31/2099	Placeholder date (= still going on, no end)

■ Resources

GETTING HELP

■ The HelpSU way

At the top left of every dashboard report page is a small Help box.

Clicking on HELPSU will start a regular HelpSU ticket, pre-filled in for Student Analytics, so that it will go to the right people.

■ The siris-support-team way

You may also send e-mail directly to siris-support-team@lists.stanford.edu

LEARNING MORE OBIEE TIPS & TRICKS

OBIEE is a widely-used tool. One can often google for tips, if you know what you're looking for. Hopefully additional OBIEE classes may be added in the future.

Other OBIEE training sessions at Stanford:

- Introduction to the Stanford BI Portal class, AS-6005 (2 hr. classroom class, in STARS)
- Introduction to OBI Financial Reporting, FIN-0340 (online class in STARS, requires completing a Financial Confidentiality Agreement first, and is finance-oriented, but can be a helpful overview)

KEEPING IN TOUCH, GIVING FEEDBACK, GETTING TIPS

- **Website:** siris.stanford.edu

- **Confluence:** <https://asconfluence.stanford.edu>, then search for "SIRIS EA Feedback". We have a Google spreadsheet for system feedback, and a survey for training feedback.

■ Mailing lists

Our primary mailing list is siris-news-updates@lists.stanford.edu. A newsletter and other periodic updates will be sent to this list, telling you about projected releases, changes, down-times, etc. We hope to also publish interesting tips and tricks and information about the data.

■ User Groups / Community of Practice

We hold regular User Group meetings, the Student Analytics Knowledge Exchange, or SAKE, meeting on the fourth Monday of the month. Check a recent newsletter or email siris-support-team@lists.stanford.edu for a current schedule.

WE ENCOURAGE YOUR CONTINUED FEEDBACK AND SUGGESTIONS!