

Handy Reference Guides



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■ 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?



Annual Academic Summaries

Shows departmental trends for students, faculty, instructors, and classes over the past 10 years.

Census All Enrollment

Quarterly snapshot of the student population. Reports data from the academic year 2012-13 onward.

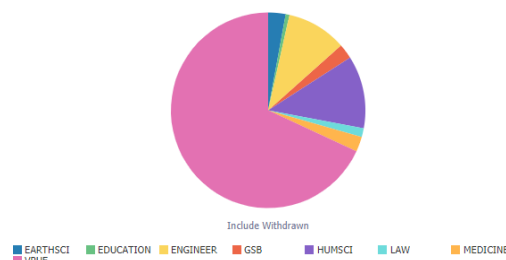
Census Autumn Enrollment

Annual snapshot of the student population based in Autumn Quarter. Reports data from the academic year 2002-2003 to the most recently available census year.

Class Enrollment Summary

Information about students, classes that they are/have enrolled in, and their plans (current or at the time when they took a particular class).

For a specific class, what are enrolled students' current academic plans?



Counting Classes and Enrollment Summaries

View enrollments and headcounts at both the class section level and at the course level, depending on the tab you choose.

Includes class sections with zero enrollments (discussion sections, etc.).

In the School of Engineering, which undergraduate class had the highest enrollment last spring?

Course Taking By Plan and Subplan

Information on popular courses among students in specific academic plans and subplans.

Crosslisted Classes

Information on crosslisted classes. View the class sections either individually (second tab), or as one combined row (third tab).

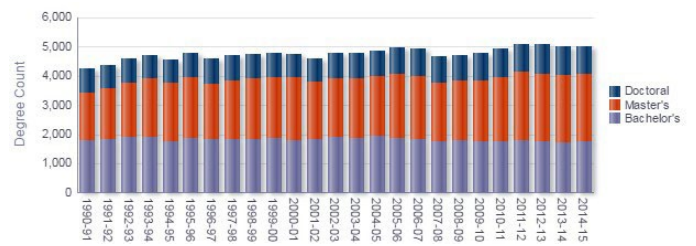
How many undergrads, and grad-students, took MATSCI 151 (aka MATSCI 251) last Autumn Quarter?

Course Offering Subject Code	Course Offering Catalog Num Text	Class Acad Career Code	Class Enrolled Headcount Excl Wdrwn
MATSCI	151	UG	7
MATSCI	251	GR	11
			18

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?

My Department

Information on an academic department's students (current and former), classes, and instructors.

Who is teaching course X and what have they taught before?

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.**

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

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

Teaching Activity by Instructor Group

Trend information on which groups of instructors are teaching students at Stanford. The first tab allows you to choose a 5- or 10-year span, and to anchor that span in a final year.

Data are available from the year 2002-2003 forward.

How many students (headcount) are taught by each type of instructor?

■ 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



Annual Academic Summaries

(Overview)

Students

Faculty & Instructors

Classes

Comparisons

Methodology & Definitions

Census All Enrollment

(Overview)

Census Counts

Multi-Year Trend

Census Autumn Enrollment

(Overview)

Census Counts

Degree Level and Type

Gender

URM Ethnicity

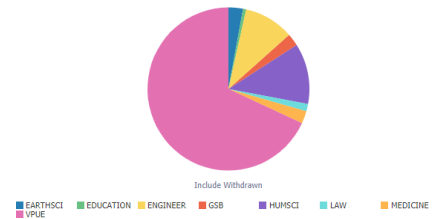
Gender and URM Ethnicity

Class Enrollment Summary

- (Overview)
- Detailed Class Enrollment List
- Class Student Characteristics
- Drill through to Secondary Class
- Grade Distribution

Counting Classes and Enrollment Summaries

- (Overview)
- Class Counting and Enrollment – Class level view
- Class Counting and Enrollment – Course level view
- School Subject Enrollment Trends
- One Course Over Time



Course Taking By Plan and Subplan

- (Overview)
- Course Taking – By Acad Plan

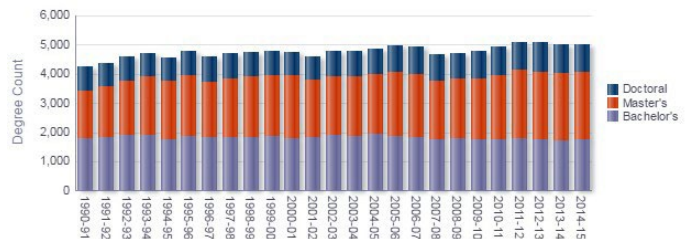
Crosslisted Classes

- (Overview)
- Crosslisted Class Detail
- Crosslisted Class by Parent Course
- Detailed Crosslisted Class Enrollment List

Course Offering Subject Code	Course Offering Catalog Num Text	Class Acad Career Code	Class Enrolled Headcount Excl Wdrwn
MATSCI	151	UG	7
MATSCI	251	GR	11
			18

Degrees Conferred

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



My Department

- My Current Students
- My Former Students
- Single Student
- Class Roster
- My Classes
- My Instructors
- Single Instructor

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	11-12	12-13	12-13	12-13	12-13	13-14
			AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF	AYF
			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	1

Teaching Activity by Instructor Group

(Overview)

Teaching Activity by Instructor Group

■ 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 settings "wheel" in the upper right corner of the dashboard, 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.

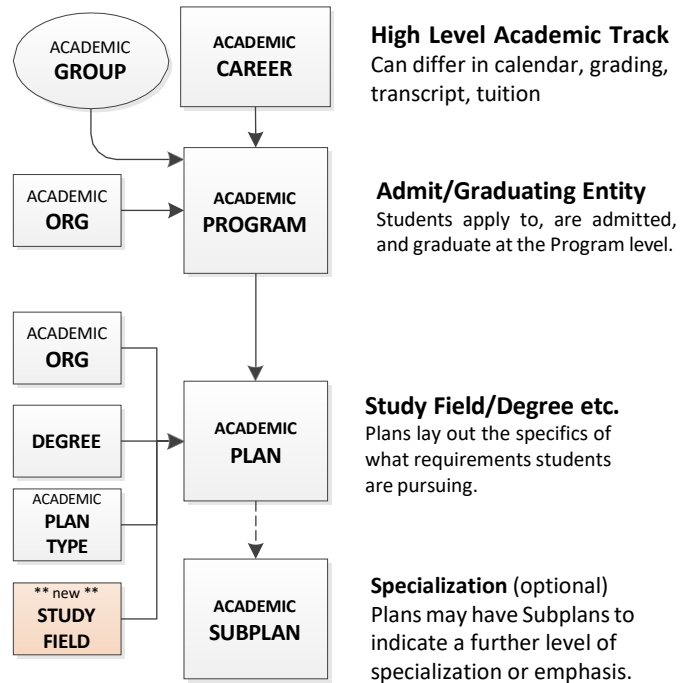
■ **Using the Data Dictionary**

1. **Go to Stanford's Data Governance Center:** <https://stanford.collibra.com/>
2. **Search:** You can search for an existing term by typing it into the search field at the top right.
3. **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 converted 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

- **Contact us** at 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 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
- **Contact:** siris-support-team@lists.stanford.edu
- **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.

WE ENCOURAGE YOUR CONTINUED FEEDBACK AND SUGGESTIONS!