

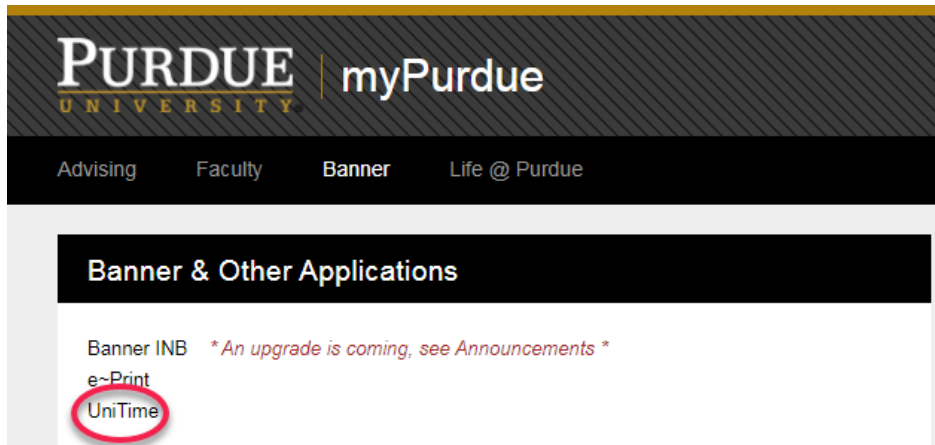
# Office of the Registrar

## Student Online Scheduling Dashboard

### Accessing the Student Online Scheduling Dashboard

User will log in using the following steps:

- [www.mypurdue.purdue.edu](http://www.mypurdue.purdue.edu)
- Go to Banner tab, and click on Unitime
- Enter your Purdue credentials



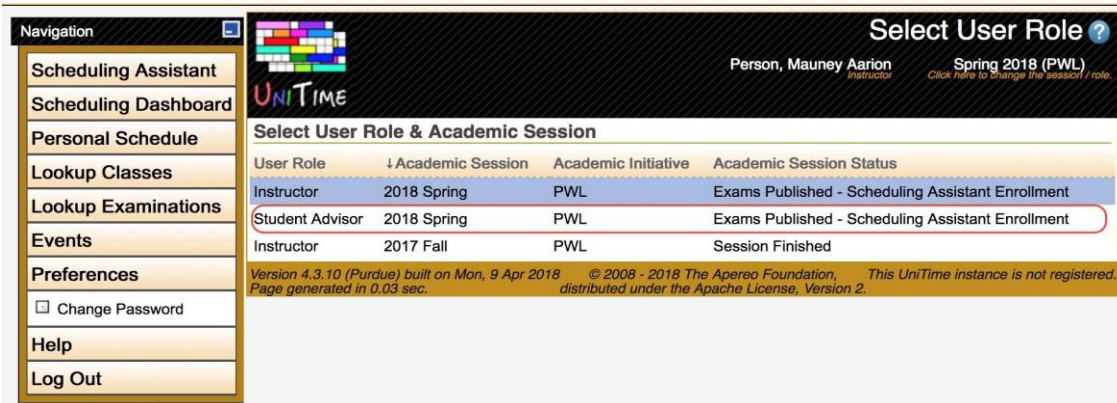
The user can see their role listed under their name at the top of the page and see the academic session is listed in the top right hand corner of the page.



Before selecting the Scheduling Dashboard menu item, the user should review their user role and academic session to ensure they are accessing the Scheduling Dashboard with the functionality for the role they are operating within and the academic term they wish to work with.

If a user needs to change the role or academic session this can be accomplished by clicking on the academic session.

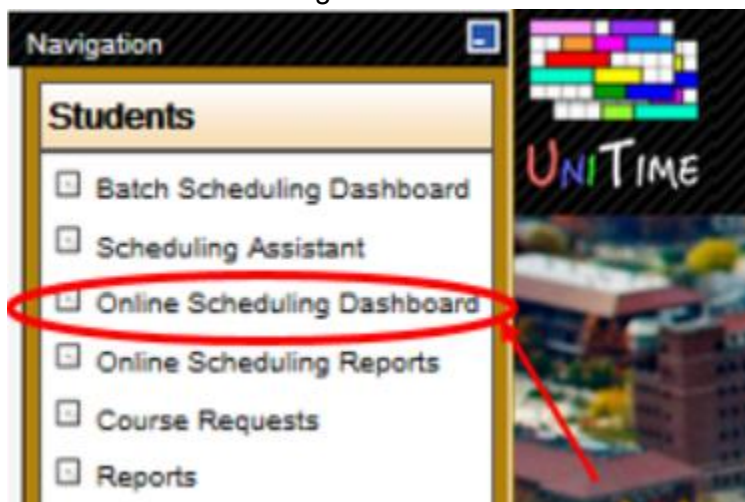
This brings up the “Select User Role” page. For purposes of this documentation, the user will select their “Student Advisor” role.



Once a role is selected, the role listed under the user’s name will be updated to reflect the selected role. The academic session listed in the upper right hand corner will reflect the selected academic session.



Once the user has determined they are using the desired user role and academic session they can click the “Scheduling Dashboard” menu item.

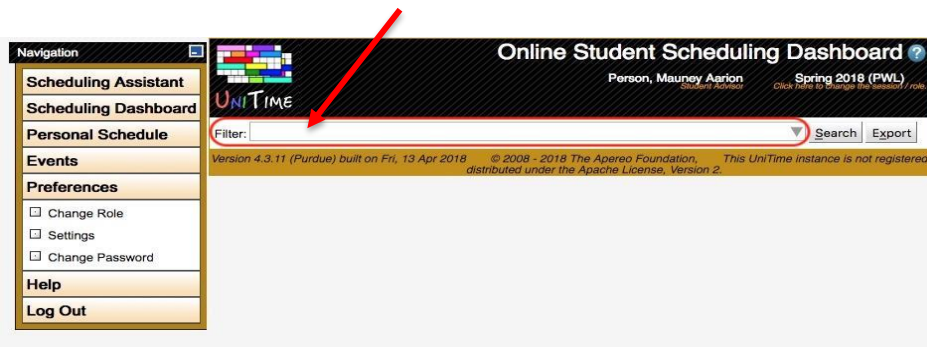


This will take the user to the “Online Student Scheduling Dashboard” page.

# Using the Student Scheduling Dashboard Filter

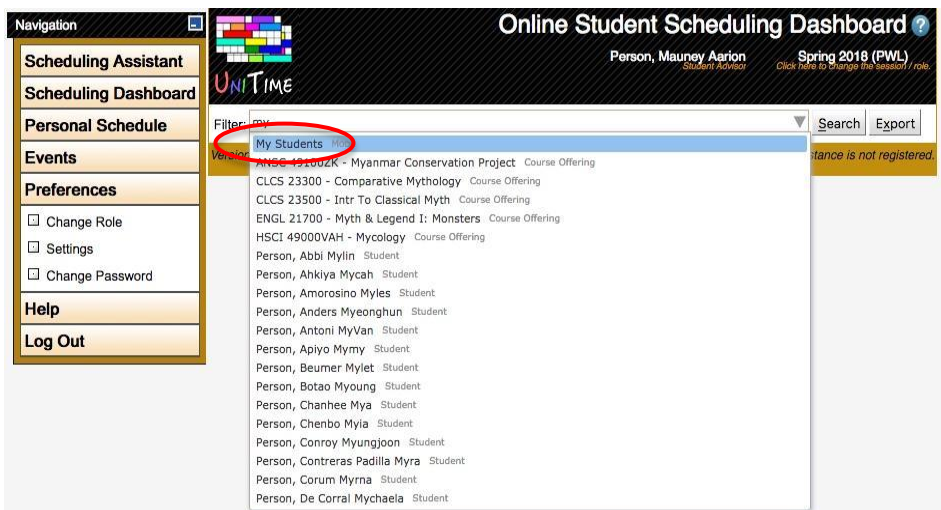
The filter at the top of the “Online Student Scheduling Dashboard” page controls the search criteria used to display data on the page. When the user accesses the “Online Student Scheduling Dashboard” page for the first time the filter will be blank. Once the user has entered a search criteria in the filter and performed a search the page will remember the last search performed by the user and automatically populate the filter with that search criteria the next time the user accesses the page.

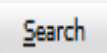
**Note: It is very important for the user to enter search criteria into the filter. If the user enters no search criteria, the Online Student Scheduling Dashboard will return data for all students and all courses. This returns a very large volume of data and the user’s browser will struggle or fail to render the data returned.**

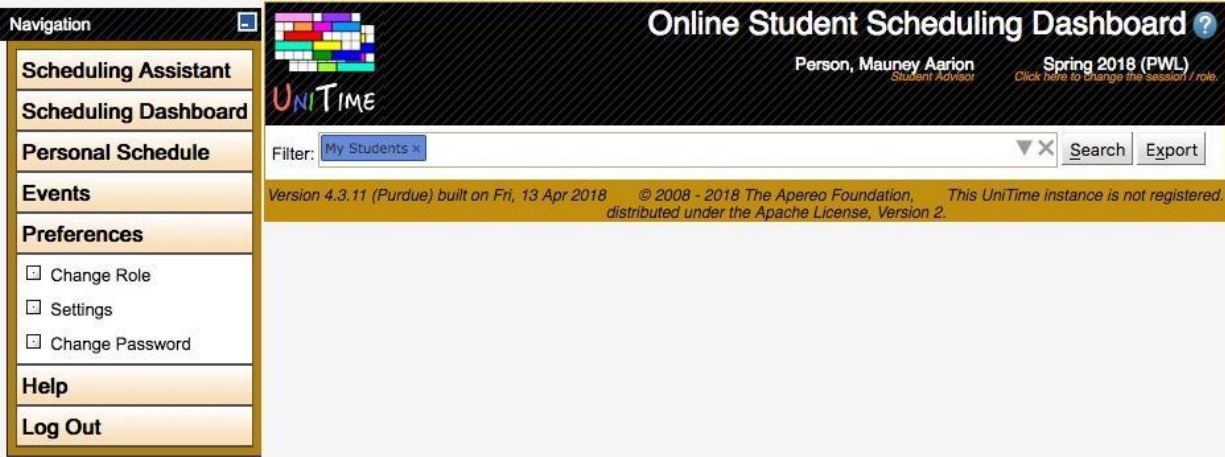


## Typing into the Filter

If the user knows the data they wish to search for they can type the search criteria directly into the filter and it will begin to show “suggestions” for filter parameters.

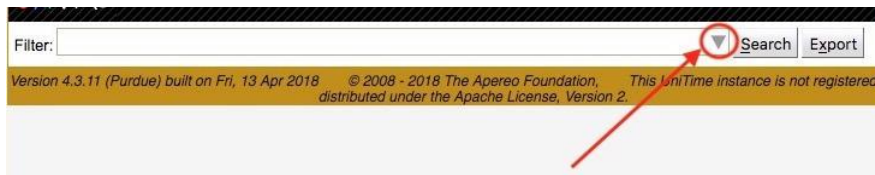


The user can then select an item shown in the “suggestions” or the user can continue to type and press enter. This will then show the search criteria item with a colored background that indicates the search criteria been added to the filter. Click on  to receive results.

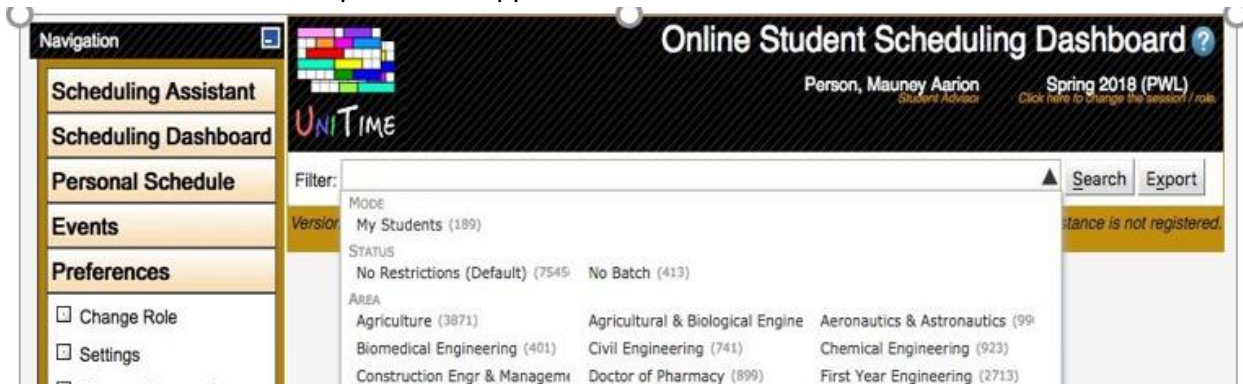


## Using the Filter Drop Down

If the user is unsure of the search they need to use, they can use the drop down within the filter to enter their search criteria. To access the drop down within the filter the user clicks on the inverted triangle on the right hand side of the filter box. The filter drop down lists the various pieces of data available to be used as search criteria for retrieving data within the Scheduling Dashboard.



This causes the Filter Drop Down to appear.



When known, next to each item that can be selected is a count of records that will be returned as a result of using that item as a search criteria in conjunction with the other items already selected in the search criteria.

MODE		
My Students (189)		
STATUS		
No Restrictions (Default) (7545)		No Batch (413)
AREA		
Agriculture (3871)	Agricultural & Biological Engine	Aeronaut
Biomedical Engineering (401)	Civil Engineering (741)	Chemica
Construction Engr & Managem	Doctor of Pharmacy (899)	First Yea
Electrical and Computer Engine	Education (860)	Environn
Forestry (11)	Graduate Professional (133)	Graduate
Health & Human Sciences (663)	Interdisciplinary Engineering (1	Industria
Liberal Arts (4408)	Management (4017)	Mechanic
Materials Engineering (303)	Non-Degree (1788)	Nuclear I
College of Pharmacy (483)	PI (7590)	Pre-Phar
Science (5810)	Technology (3)	Explorati
Veterinary Technology (637)	Veterinary Medicine (520)	
CLASSIFICATION		
01 (4248)	02 (4147)	03 (3832)
04 (4642)	05 (4106)	06 (4313)
07 (3544)	08 (21233)	GR (2438)
P1 (262)	P2 (241)	P3 (241)
P4 (678)		

New group called “1<sup>st</sup> Choice Major” to capture Explorers students who had a different major requested for admission. (*This data is only available during a fall term.*)

▼ 1ST CHOICE MAJOR

UNEX-ACSC (2)	UNEX-AENT (2)	UNEX-ANIM (1)
UNEX-AUET (1)	UNEX-AVFT (4)	UNEX-AVMG (1)
UNEX-BIBI (2)	UNEX-BICH (2)	UNEX-BIOL (9)
UNEX-CHEM (1)	UNEX-CHMA (1)	UNEX-CM (4)
UNEX-CNIT (1)	UNEX-CS (30)	UNEX-DSFY (1)
UNEX-EDTB (4)	UNEX-EEEB (2)	UNEX-ENFY (194)
UNEX-ENGL (1)	UNEX-ENHS (2)	UNEX-GASD (1)
UNEX-GNTC (1)	UNEX-HLDS (1)	UNEX-HSPP (2)
UNEX-IFMV (1)	UNEX-KINE (1)	UNEX-LAUD (2)
UNEX-LAWS (1)	UNEX-MATH (3)	UNEX-METC (2)
UNEX-MHET (2)	UNEX-NREV (1)	UNEX-NRS (22)
UNEX-OCCH (1)	UNEX-PCOM (1)	UNEX-PECN (3)
UNEX-PFNC (7)	UNEX-PGMG (15)	UNEX-PHAR (4)
UNEX-PHYS (2)	UNEX-PMGA (5)	UNEX-PMIM (2)
UNEX-PMKT (5)	UNEX-POL (1)	UNEX-PSCI (1)
UNEX-PSYS (1)	UNEX-SIED (1)	UNEX-SLMK (1)
UNEX-SOC (1)	UNEX-SSED (1)	UNEX-UXDS (1)
UNEX-VCDS (2)		

Student Athletes:

▼ STUDENT ATHLETES

Basketball - Men (10)	Football - Men (109)	Golf - Men (11)
Swimming - Men (37)	Wrestling - Men (31)	Basketball - Women (13)
Golf - Women (9)	Softball - Women (13)	Soccer - Women (28)
Swimming - Women (40)	Track - Women (1)	Volleyball - Women (15)

Course Attribute:

Filter: UC01 ▼ ✕  
UC-Written Communication UCC Attribute

At the bottom of the filter is a text box for entering "Course" search criteria (e.g., COM 11400) and a text box for entering "Student" search criteria (e.g., Student, myPurduePlan).

OTHER

Course:  Student:

- COM 11400 - Fundament Of Speech Course Offering
- COM 11400H - Fundament Of Speech-Honors Course Offering
- COM 11400LC - Fundament Of Speech Course Offering
- COM 11400LCICS - Fundament Of Speech Course Offering
- COM 11400X - Fundament Of Speech Course Offering

To build a query the user selects items from the Filter Drop Down. As the user selects items in the Filter Drop Down, the possible items to select within the drop down change dynamically to reflect the restrictions placed on the search.

Filter: My Students ✕ A ✕ ▲ ✕

Version

MODE  
My Students (171)

AREA

Agriculture (171)	Graduate School (12)	Management (1)
Non-Degree (4)	Veterinary Technology (1)	

MAJOR

AGBS (3)	AGEC (1)	AMCL (3)
INAG (1)	PGBB (36)	PLSC (1)
SHSC (5)	SUAS (111)	TMGT (1)
TUSM (9)		

CLASSIFICATION

02 (4)	03 (3)	04 (14)
05 (20)	06 (20)	07 (20)
08 (90)		

ACCOMMODATION

Short Distances (2)

ASSIGNMENT

Assigned	Reserved	Not Assigned
Wait-Listed		

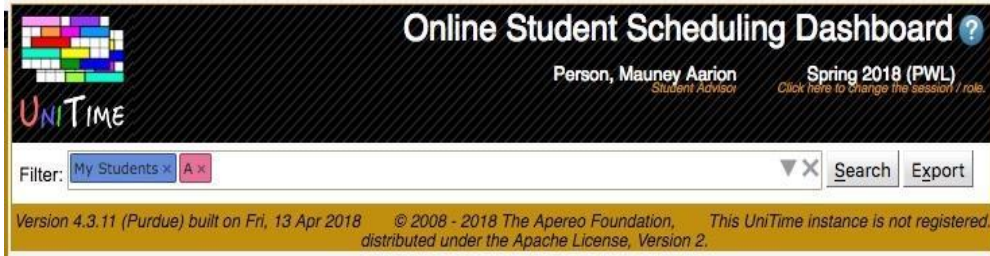
CONSENT

Consent	Consent of Department	Consent of Instructor
No Consent	Waiting	Approved
To Do		

OTHER

Course:  Student:

When the user is done building their search criteria they click outside of the Filter Drop Down to return to the Filter Box.



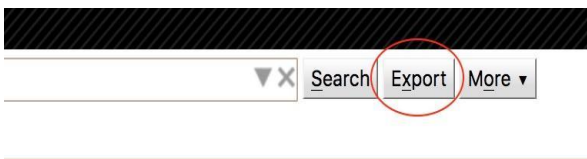
The user can then type in additional search criteria if they wish. When the user is satisfied with their search criteria they press the “Search” button to perform the search.

## Using the Student Online Scheduling Dashboard

The data retrieved by doing a search using the criteria entered in the Filter is available to the user in a set of tabs. Each tab provides a specific view into the data. The Enrollments Tab shows the data organized by Course Offering. The Student Tab shows the data organized by Student. The Change Log Tab, **which is not available to all users**, shows the change log data associated with the information retrieved by the search criteria. The user can switch between the Enrollments Tab, the Students Tab and the Change Log Tab by clicking the desired tab name.



The data displayed on the selected tab of the Student Scheduling dashboard may be exported in comma separated format by pressing the “Export Button” to the right of the Filter.



Students tab will display new column COHORT or SPORT:

Area	Clasf	Major	SPORT
PI	07	OLSV	SMBK

# Using the Enrollments Tab

The Enrollments Tab provides a course centric view into the student scheduling data displayed in the Dashboard. This tab displays the data grouped by course.

Subject Type	Course CRN-Section	Title	Date	Consent Room	Available Projection	Enrollment	Not-Enrolled	Alternative	Reservation	Need Consent	Need Override
<input type="checkbox"/>	AAS 27100A	Intro African American Studies			0 / 25	22	1 / 25	-	-	-	-
<input type="checkbox"/>	AAS 37000	Black Women Rising			0 / 25	-	1 / 25	-	-	-	-
<input type="checkbox"/>	ABE 49500L	Intro To Unmanned Aircraft Sys			6 / 15	5	1 / 9	-	-	-	-
<input type="checkbox"/>	AD 25500	Art Appreciation			2 / 196	192	1 / 194	0 / 4	-	0 / 1	-
<input type="checkbox"/>	AGEC 20200	Spreadshst Use Agr Bus			7 / 105	101	4 / 98	0 / 2	-	0 / 1	-
<input type="checkbox"/>	AGEC 20300	Microecon Food & Agbus			23 / 128	119	1 / 105	0 / 4	0 / 1	-	-
<input type="checkbox"/>	AGEC 20400	Intro To Resource Econ			71 / 128	50	1 / 57	-	-	-	-
<input type="checkbox"/>	AGEC 21700	Economics			174 / 600	364	2 / 426	0 / 1	-	-	-
<input type="checkbox"/>	AGEC 21700DIST	Economics			98 / 198	96	4 / 100	-	-	-	-
<input type="checkbox"/>	AGEC 22000	Econ Of Agricultural Markets			13 / 128	89	14 / 115	0 / 1	-	2 / 5	-
<input type="checkbox"/>	AGEC 25000	Econ Geog World Food			23 / 127	104	3 / 104	-	-	-	-
<input type="checkbox"/>	AGEC 30500	Agricultural Prices			8 / 44	35	3 / 36	-	-	-	-
<input type="checkbox"/>	AGEC 31000	Farm Organization			0 / 127	127	6 / 127	0 / 4	-	0 / 3	-
<input type="checkbox"/>	AGEC 32700	Prin Of Food & Agribus Mrkt			1 / 79	79	10 / 78	-	-	0 / 1	-
<input type="checkbox"/>	AGEC 33000	Mgmt Methods Agr Bus			-1 / 127	125	17 / 128	0 / 4	-	0 / 1	-
<input type="checkbox"/>	AGEC 33100	Selling Agri Business			-75 / 150	212	2 / 225	0 / 4	-	0 / 1	-
<input type="checkbox"/>	AGEC 33300	Food Dist Retail Persp			18 / 49	30	2 / 31	-	-	-	-
<input type="checkbox"/>	AGEC 34000	Intl Econ Development			39 / 149	148	3 / 110	0 / 1	-	-	-
<input type="checkbox"/>	AGEC 35200	Tech For Firm Decision			15 / 70	69	1 / 55	0 / 1	0 / 1	-	-
<input type="checkbox"/>	AGEC 37500	Process Econ Research		Instructor	14 / 20	5	1 / 6	-	-	-	1 / 6
<input type="checkbox"/>	AGFC 42100	Arlv Commodity Marketing			10 / 49	32	4 / 39	0 / 1	-	-	-

The data on the Enrollments Tab can be sorted by any column listed on the table. To do this click on the column label for the column to sort. The first click on the column sorts the table by the data in ascending order. The second click on the column sorts the table by the data in descending order. It is also possible to use the drop down menu on the “More” button to select the column to sort.

ion	Enrollment	Not-Enrolled	Alternative Re
153	1 / 135	-	-
333	1 / 938	0 / 2	0 / 1
58	1 / 59	0 / 15	0 / 1
69	1 / 66	0 / 1	-
152	4 / 149	0 / 1	-
162	1 / 153	-	-
114	1 / 219	0 / 1	-
-	3 / 23	-	-
199	1 / 195	0 / 9	0 / 1
58	1 / 68	0 / 2	-
456	1 / 466	0 / 20	0 / 1



If the user clicks on the plus icon(+) next to a course it will expand the data displayed to include each class section that makes up the course.

Filter: My Students x A x Search E

Enrollments Students

Subject Type	Course CRN-SectionId	Title	Date	Consent Room	Available Projection	Enrollment	Not-Enrolled	Alternative
[-] ANTH	10000	Intro Anthropology			45 / 180	153	1 / 135	-
Lec	11017-001	MW 3:30p - 4:20p	01/08 - 04/25	MTHW 210	45 / 180	∞	1 / 135	-
Rec	44486-005	F 12:30p - 1:20p	01/12 - 04/27	STON 154	7 / 20	∞	1 / 13	-
[+] SOC	10000	Intro Sociology			285 / 1223	1033	1 / 938	0 / 2
[+] ASL	10100	American Sign Lang I			1 / 60	58	1 / 59	0 / 15

Once the class data is expanded, if the user clicks on the minus icon(-) next to a course it will hide the class section data.

## Interpreting the Data on the Enrollments Tab

The Enrollments Tab was designed to display a large amount of data in a compact format. The following is a description of each data column displayed on the page:

Enrollments Students

Subject Type	Course CRN-SectionId	Title	Date	Consent Room	Available Projection	Enrollment	Not-Enrolled	Alternative	Reservation	Need Consent	Need Override
[+] AAS	27100A	Intro African American Studies			0 / 25	22	1 / 25	-	-	-	-

- **Subject** - This label applies to the course level data displayed. This is the subject area abbreviation for the course displayed.
- **Type** - This label applies to the individual class sections listed under a course if the plus icon(+) next to it has been clicked to show the class section data. If a class section is displayed, its instructional type will be listed in this column.
- **Course** - This label applies to the course level data displayed. This is the course number for the course displayed.
- **CRN-SectionId** - This label applies to the individual class sections listed under a course if the plus icon(+) next to it has been clicked to show the class section data. If a class section is displayed, its CRN and Banner Section Id is listed in this column with a dash(-) separating the two values.
- **Title** - This label applies to the course level data displayed. This is the title for the course displayed.
- **Time** - This label applies to the individual class sections listed under a course if the plus icon(+) next to it has been clicked to show the class section data. If a class section is displayed, its time statement is listed here.

- **Date** - This label applies to the individual class sections listed under a course if the plus icon(⊕) next to it has been clicked to show the class section data. If a class section is displayed, the dates it is offered are listed here.
- **Consent** - This label applies to the course level data displayed. If a course requires a student to obtain consent of the department or instructor, the type of consent required is listed here.
- **Room** - This label applies to the individual class sections listed under a course if the plus icon(⊕) next to it has been clicked to show the class section data. If a class section is displayed and it is assigned to a room, the room is listed here.
- **Available** - This label applies to both the course and class level data. The column has two numbers separated by a slash (/). The first number is the total number of unused space in the course or class. The second number is the size limit for the course or class. For example: 5 / 25 would mean there are 5 available spaces in a class that holds 25 students.
- **Projection** - This label applies to both the course and class level data. The column lists the UniTime projected number of enrollments for a course or class.
- **Enrollment** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population then a single number which is the total number of students enrolled in the course or class is displayed. For example, if there 20 students enrolled in a class then the number 20 would be displayed. When the search criteria used in the Filter restricts the student population for the data displayed in this column, there will be two numbers separated by a slash (/). For example, if 3 of the students in the population retrieved by the search criteria in the Filter are enrolled in the class and in total there are 20 students enrolled in the class, then the number displayed would be 3 / 20.
- **Not Enrolled** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population, then a single number equal to the total number of students who have the course listed in their course request but are not enrolled in the course, is displayed. For example, if there 2 students who requested a course but did not receive it, then the number 2 would be displayed. When the search criteria used in the Filter does restrict the student population for the data displayed in this column, there will be two numbers separated by a slash(/). For example, if 1 of the students in the population retrieved by the search criteria in the Filter requested the course but did not receive it and in total there are 2 students who requested the course but did not receive it, then the number displayed would be 1 / 2.
- **Alternative** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population then a single number which is the total number of students who have the course listed in their course request as an alternative is displayed. For example, if there 5 students who requested a course as an alternative then the number 5 would be displayed. When the search criteria used in the Filter does restrict the student population for the data displayed, this column will have two numbers separated by a slash(/). For example, if 2 of the students in the population retrieved by the search criteria in the Filter requested the course as an

alternative and in total there are 5 students who requested the course as an alternative, then the number displayed would be 2 / 5.

- **Reservation** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population, a single number equal to the total number of students who have been placed into the course or class as the result of a reservation is displayed. For example, if there were 3 students who were placed into a course as a result of a reservation then the number 3 would be displayed. When the search criteria used in the Filter does restrict the student population for the data displayed the in this column will be two numbers separated by a slash(/). For example, if 1 of the students in the population retrieved by the search criteria in the Filter was placed into a course as a result of a reservation and in total there are 3 students who were placed into a course as a result of a reservation, then the number displayed would be 1 / 3.
- **Need Consent** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population then a single number which is the total number of students who required some form of consent to enroll in the course or class is displayed. For example, if there were 4 students who required some form of consent to enroll in a course then the number 4 would be displayed. When the search criteria used in the Filter does restrict the student population for the data displayed the in this column will be two numbers separated by a slash(/). For example, if 2 of the students in the population retrieved by the search criteria in the Filter required some form of consent to enroll in a course and in total there are 4 students who required some form of consent to enroll in a course, then the number displayed would be 2 / 4.
- **Need Override** - This label applies to both the course and class level data. When the search criteria used in the Filter does not restrict the student population then a single number which is the total number of students who require an override to enroll in the course or class is displayed. For example, if there were 6 students who require an override to enroll in a course then the number 6 would be displayed. When the search criteria used in the Filter does restrict the student population for the data displayed the in this column will be two numbers separated by a slash(/). For example, if 2 of the students in the population retrieved by the search criteria in the Filter require an override to enroll in a course and in total there are 6 students who require an override to enroll in a course, then the number displayed would be 2 / 6.

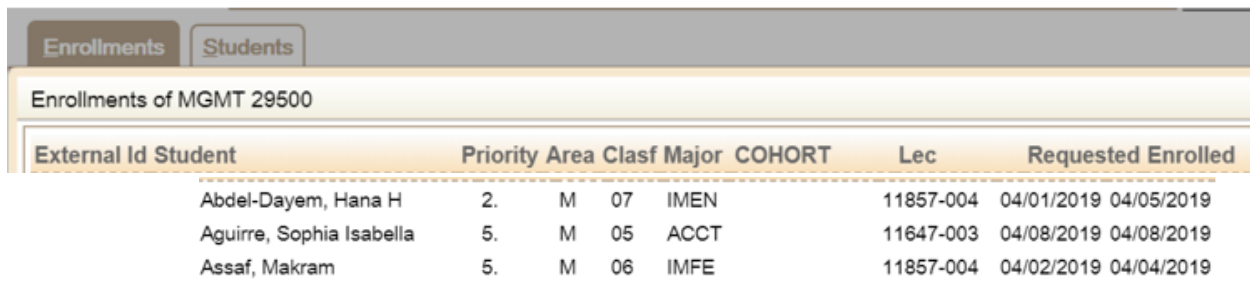
## Drilling Down into the Student Data in the Enrollments Tab

Depending on the permissions granted to a user by their user role, a user may be able to drill down deeper into the data displayed on the Enrollments Tab.

### The Enrollments Pop-Up

When the user clicks on a course or class that is listed on the Enrollments Tab an Enrollments pop-up window listing the students retrieved by the search criteria in the Filter is displayed.

**Note:** This pop-up may not display all students enrolled in the course or class if the search criteria in the Filter has restricted the set of students returned.



External Id	Student	Priority	Area	Clasf	Major	COHORT	Lec	Requested	Enrolled
	Abdel-Dayem, Hana H	2.	M	07	IMEN		11857-004	04/01/2019	04/05/2019
	Aguirre, Sophia Isabella	5.	M	05	ACCT		11647-003	04/08/2019	04/08/2019
	Assaf, Makram	5.	M	06	IMFE		11857-004	04/02/2019	04/04/2019

The Enrollments pop-up lists the following basic information about the students enrolled in the course or class the meet the search criteria in the Filter.

- **External ID** – PUID of the student
- **Student** - the name of the student
- **Priority** - the priority the student listed the course in their course request.
- **Area** - the college of the student
- **Clasf** - the classification of the student
- **Major** - the major of the student
- **COHORT** – the cohort the student is assigned
- **Lec, Lab, Rec, Dist, etc.** - The instructional type of the section is the column label for the section the student is enrolled into. The data is the CRN-Section Id of the section the student is enrolled into.
- **Requested** - The date the student added the course to their course request.
- **Enrolled** - The date the student was enrolled into the course or class.

**Note:** The data in this pop-up can be sorted by clicking on any column label displayed.

## The Classes Pop-up

From the Enrollments pop-up depending on the privileges granted in the user's role, the user may be able to click on an individual student listed in the Enrollments pop-up and drill down to see the student's course requests and/or schedule.

Example: 1

Course Requests						
Priority	Course	Title	Credit	Critical	Requested	
1. Priority	BTNY 11000	Intro To Plant Science	4	✘	04/01/2019	
2. Priority	NRES 12500	Environmental Scienc & Conserv	3	✘	04/01/2019	
3. Priority	NRES 25500	Soil Science	3	✘	04/01/2019	
4. Priority	POL 32700	Global Green Politics	3	✘	04/01/2019	
5. Priority	CHM 25700	Organic Chemistry	4	✘	04/01/2019	
<b>Requested Credit: 17</b>						
<a href="#">Scheduling Assistant</a> <a href="#">Change Log</a> <a href="#">Close</a>						

Example: 2

Course Requests							
Priority	Course	Title	Credit	Warnings	Status	Critical	Requested
1. Priority	MA 16600	Analytc Geom & Calc II	4		✔ Submitted	✔	10/07/2019
	MA 16200	PI Anly Geo Calc II	5		✔ Submitted		
2. Priority	ENGR 13200	Trans Ideas To Innovation II	2	No alternative course provided.	✔ Submitted	✔	10/07/2019
3. Priority	PHYS 17200	Modern Mechanics	4	No alternative course provided.	✔ Submitted	✔	10/07/2019
4. Priority	CS 15900	C Programming	3	No alternative course provided.	✔ Submitted	✔	10/07/2019
5. Priority	PHIL 26000	Philosophy And Law	3		✔ Submitted	✔	10/07/2019
	AMST 10100	America And The World	3		✔ Submitted		
	ENGL 10600	First-Year Composition	4		✔ Submitted		
	SCLA 10100	Crit Think & Com I	3		✔ Submitted		
	ENGL 10800	Accel First-Yr Compos	3		✔ Submitted		
<b>Requested Credit</b>			16 - 18		✔ Submitted		
<i>Requested Credit: 16 - 18</i>							
<a href="#">Course Requests</a> <a href="#">Change Log</a> <a href="#">Close</a>							

Example: 3

There is a new column (named Not-Enrolled Courses) that lists the number of courses that the advisor recommended and the student put on the Course Requests form. However, the student is not enrolled in the course (or any of the advisor-provided alternative). The number of not-enrolled critical courses is highlighted the same way as in the Missing Courses column. The courses are listed on the mouseover.

Advised Credit	Missing Courses	Not-Enrolled Courses
13		1
17	1 <sup>cr</sup> + 1	1
15	1	

Example 4:

- For students that have been advised (have some advisor course requests filled in), it shows the number of priority credit hours (from the advisor course requests page) and the percentage that shows how the advisor recommendations are followed. It is computed based on the courses listed on the advisors CRF and how many of them are present (or not present) on the student's CRF. But, it also gives more weights to critical courses, consider (missing) alternatives, changes in the first choice course, etc.

Advisor	Advised Credit	Missing Courses
D M Koehl	21 - 22	6 critical
	19 - 21	3
C A Marheine	17 - 20	1
L K Beals		
T R Oneal	16 - 17	
T E Thoennes	15 - 17	4 <sup>cr</sup> + 1
J R Pearson	15	
M R Morton		
J L Keyster	7 - 11	3
R C Jones	6 - 9	2 critical
L K Beals		

Missing critical courses are marked in **red** (with **critical** or **cr** next to the number), other missing primary courses are listed after the number. There is also a mouse-over that will explain the numbers, together with listing the key changes as before.

The color goes from red (0%, no match) to yellow (50% match) to green (100% or complete match).



The percentage shows how many courses the student did not copy over (or removed from) his CRF. However, critical courses are weighted more, substitutes and alternatives less. It also considers how many alternatives are provided, how much the alternative courses differ, or whether the student changed which of the courses is the 1st choice, etc. The key indicators are visible when you mouse over the percentages (including missing critical courses), all the indicators are visible when you click on a student and look at the Changes column of the Advisor Requests tab.

3<sup>cr</sup> + 1

Missing 3 critical course(s) and 1 other primary course(s).  
 Missing course BIOL 20300.  
 Missing critical course MCMP 20500.  
 Missing critical course BIOL 22100 and its alternatives.  
 Missing critical course STAT 30100 and its alternatives.

The Classes has multiple tabs and various buttons that may be displayed to a user depending on the permissions granted by their user role. The possible tabs and buttons that may be displayed are as follows:

- **Course Requests Tab** - This tab lists the student's course requests with alternates in priority order.
- **List of Classes Tab** - This tab displays the student's course schedule in text format as the student would see it in the Scheduling Assistant.
- **Time Grid Tab** - This tab displays the student's course schedule in time grid format as the student would see it in the Scheduling Assistant.
- **Course Requests Button** - If the student has a student status that allows the student to use the Course Requests Page and the user's role has the permission to view the Course Requests Page as the student, then this button will be visible to the user.
- **Scheduling Assistant Button** - If the student has a student status that allows the student to use the Scheduling Assistant Page and the user's role has the permission to view the Scheduling Assistant Page as the student, then this button will be visible to the user.
- **Change Log Button** – FOR REG ADMIN ONLY.
- **Close** - This button closes the pop-up.

## Using the Students Tab

The Students Tab provides a course centric view into the student scheduling data displayed in the Dashboard. This tab displays the data grouped by student. In addition, depending on the permissions granted to the user by their user role, it allows the user to perform actions on selected students listed in the dashboard.

Student	Area	Class	Major	Accommodation	Status	Enrollment	Not-Enrolled	Reservation	Consent	Enrollment Request Credit	Request Credit	Distance Conflicts	Overlap [min]	Instr. Method	Requested	Enrolled	Note	
<input type="checkbox"/> Person, Adem Songy	A	04	SUAS			5	4	-	-	15	25	-	-	-	-	11/17/2017	11/17/2017	
<input type="checkbox"/> Person, Knoll Mubarak	A	06	SUAS			4	3	-	-	12	13 - 15	-	-	-	-	11/06/2017	11/06/2017	
<input type="checkbox"/> Person, Creasy Sponcil	A	04	PGBB			4	1	-	-	13	17	-	-	-	-	01/09/2018	01/09/2018	
<input type="checkbox"/> Person, Ila Miaoding	A	06	PGBB			5	1	-	-	12 (DO: 3)	15	-	-	-	-	12/28/2017	12/28/2017	
<input type="checkbox"/> Person, Aashima Mamie	A	08	SUAS			5	-	-	-	15 (DO: 3)	15	-	-	-	-	10/30/2017	10/30/2017	
<input type="checkbox"/> Person, Aayush Slaugh	A	08	AMCL			4	-	-	-	12	12	-	-	-	-	11/02/2017	11/02/2017	
<input type="checkbox"/> Person, Abdillahi Lathouris	A	06	PGBB			5	-	-	-	14	13 - 16	-	-	-	-	11/06/2017	11/06/2017	
<input type="checkbox"/> Person, Abhidipta Girish	A	08	PGBB			5	-	-	1	12	12	-	-	-	-	10/31/2017	10/31/2017	
<input type="checkbox"/> Person, Abhishek Arshad	A	06	BIOL			4	-	-	-	14	14	-	-	-	-	11/13/2017	11/13/2017	

The data on the Students Tab can be sorted by any column listed on the table. To do this click on the column label for the column to sort. The first click on the column sorts the table by the data in ascending order. The second click on the column sorts the table by the data in descending order. It is also possible to use the drop down menu on the “More” button to select the column to sort.

Enrollment Request Credit	Distance Conflicts	Sort By
15 (DO: 3)	15	Student
12	12	Area
14	13 - 16	Clasf
12	12	Major
15	25	Accommodation
14	14	Status
16	16	Enrollment
		Not-Enrolled

## Interpreting the Data on the Students Tab

The Students Tab was designed to display a large amount of data in a compact format. The following is a description of each data column displayed on the page:

Student	Area	Clasf	Major	Accommodation	Status	Enrollment	Not-Enrolled	Reservation	Consent	Enrollment Request Credit	Distance Conflicts	Overlap [min]	FreeTime [min]	Instr. Method Preferences	Section Requested Preferences	Requested	Enrolled	Note
Person van den Rijk	A	TR	AFRS															

- - This column contains a check box for each student that the user can perform an action on. Clicking the  label after students have been selected brings up a list of actions the user can perform.
- **External ID** – The PUID of the student
- **Student** - The name of the student
- **Area** - The college of the student
- **Clasf** - The classification of the student
- **Major** - The major of the student
- **1<sup>st</sup> Choice (if applicable during fall only)** – Exploratory Study student’s first choice major but they did not get accepted into
- **COHORT** – The cohort the student is assigned
- **LC** – the name of Learning Community the student is assigned
- **Other** – The group the student is assigned (ex: ENGL 11000 or ENGL 11100)



- **Group (if applicable)** – The student group the student is assigned (ex: PREREG)
- **Accommodation (if applicable)**- If a student requires an accommodation that affects their course schedule, then the code for the accommodation is displayed in this column. *This column is only visible if there is at least one student in the data returned by the search criteria in the filter that requires an accommodation.*
- **Sport (if applicable)** – The sport the student is assigned
- **Status** - If the student has a student scheduling status that has been set to a value other than the session default, then the value is displayed in this column.
- **Enrollment** - The number of courses the student is enrolled into. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has an enrollment
- **Not-Enrolled** - The number of courses the student has requested but is not enrolled into. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has at least one course request that the student is not enrolled into.
- **Reservation** - The number of reservations provided to a student to place the student into a particular course or class. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that required a reservation.
- **Consent** - The number of courses the student is enrolled in that required some form of consent for the student to enroll into the course. This column is only visible if there is at least one student in data returned by the search criteria in filter that required consent.
- **Pending Overrides (if applicable)** – Student has an outstanding pending override
- **Enrollment Credit** - This column displays the total number of credits in which a student is enrolled. If the student is enrolled into a configuration of a course that is online (DO) or hybrid (B/H) then the total credit of courses labeled online or hybrid will be broken out inside of parentheses. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that is enrolled into a course.
- **Request Credit** - This column displays the range of credits that may be generated by a student's course request. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has saved course requests.
- **Distance Conflicts** - This column displays the number of distance conflicts a student has and next to it in parentheses the number of minutes of the longest distance conflict. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has a distance conflict.
- **Overlap [min]** - This column displays the number of minutes of overlapping classes a student has. *This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has overlapping classes.*
- **Free Time [min]** - This column displays the number of minutes that the student is in class during a window of time the student has requested as Free Time. *This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has a class overlapping their Free Time request.*
- **Instr. Method Preferences** - This column displays the number of instructional method preferences a student listed in their course request. If the student is not enrolled in any courses or received all of their instructional method preferences the number of

instructional method preferences is displayed. If the student is enrolled in courses and is not enrolled in a class that matches their instructional method preferences, then the number displayed will be the number of instructional method preferences the student had that were met followed by a slash (/) and the number of instructional method preferences the student requested, e.g., 1 / 2. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has an instructional method preference.

- **Section Preferences** - This column displays the number of class section preferences a student listed in their course request. If the student is not enrolled in any courses or received all all of their class section preferences the number of class section preferences is displayed. If the student is enrolled in courses and is not enrolled in a class that matches their class section preferences, then the number displayed will be the number of class section preferences the student had that were met followed by a slash (/) and the number of class section preferences the student requested, e.g., 0 / 1. This column is only visible if there is at least one student in the data returned by the search criteria in the filter that has a class section preference.
- **Requested** - The last date the student added a course to their course request.
- **Enrolled** - The last date the student enrolled into a course.
- **Advisor** – the advisor the student is assigned
- **Note** - If someone has placed a note on the student, this column displays the note.

## Drilling Down into the Student Data in the Students Tab

Depending on the permissions granted to a user by their user role, a user may be able to drill down deeper into the course data for a student. The user may be able to click on an individual student listed on the Students Tab and drill down to see the student’s course requests or schedule.

Priority	Course	Title	Credit	Requested
1. Priority	AGRY 37500	Crop Production Systms	3	11/13/2017
2. Priority	BTNY 30100	Intro Plant Pathology	3	11/13/2017
3. Priority	AGRY 36500	Soil Fertility	3	11/13/2017
4. Priority	CHM 25500	Organic Chemistry	3	11/13/2017
5. Priority	AGEC 22000	Econ Of Agricultural Markets	3	11/13/2017
6. Priority	ENGL 42000	Business Writing	3	11/13/2017
7. Priority	AGRY 35000	Global Awareness	1	11/13/2017
8. Priority	BTNY 35000	Biotechnology In Ag	3	11/17/2017
9. Priority	AGEC 25000	Econ Geog World Food	3	11/17/2017

Requested Credit: 25

This is the same Classes Pop-up that can be reached from drilling down into the Enrollments Pop-up from the Enrollments Tab.