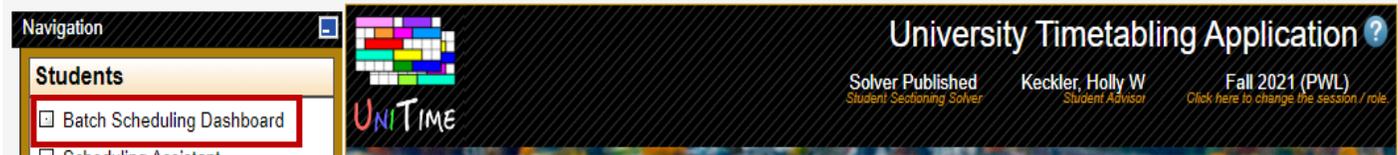# Batch Scheduling Dashboard Top 3

Once nightly batch simulations begin running, advisors should be checking the dashboard regularly to identify problems prior to the CRF closing. Refer to calendars and important dates each semester. Resolving conflicts, low credit hours, and no alternatives during simulations will help ensure students receive a full schedule during the final batch run. Below are the top three things to look for during this time.

Log into UniTime and ensure you are in the correct term and role. Select **Batch Scheduling Dashboard**.

1. Filter: **My Students** with **Not Assigned Critical** and **Not Assigned**

   This allows the advisor to identify students not getting into courses and not getting into critical courses.

   (Exploratory Studies advisors should use **Not Assigned Important**.)

2. Low Credit Hours

   Ensure students are going to be at full time status. Compare the **Advised Credit** column against **Request Credit** column against **Enrollment Credit** column. The Enrollment Credit column suggests what the student will enroll in based on the previous night's simulation. The Advised Credit column will be viewable only if the advisor has used the Advisor CRF.

   B/H=Blended/Hybrid; **DO**=Distance Online.

   What are the four main causes for low credit hours?

   a. Zero Space Remaining

      Help your Schedule Deputy by keeping an eye on your department/college-owned courses. To assist UniTime in tracking demand, it's acceptable for a student to request a course with zero space remaining, but it's imperative that at least one alternative is also listed.

b. No Alternatives

Listing alternatives, where possible, is crucial for UniTime to optimize course schedules for all students. Build this in as part of your advising conversation as well as confirm this after students have submitted their CRF.

c. Course Time Conflicts

Courses that are in direct conflict with each other will never resolve on their own. Work with your student to identify alternative course selections.

d. Course Not Available

When a course is listed as 'Not Available', it is most likely due to a reservation. Students must have a designated College, major, classification, etc. in order to enroll; otherwise wait until open registration. Click on the course to drill down to the student level.

3. Learn the Statement Formula

Interpreting the data when the results come back as a fraction requires a statement formula. The denominator is associated with the column header; the numerator is associated with the filter.
Sort by **Not Enrolled↑**.
This student did not get two courses, one of which was critical. The student requested 19 credits; did not three critical credits.
Out of the 19 Requested Credits, 3 credits were Not Assigned Critical.
Out of the 2 Not Enrolled Courses, 1 course was Not Assigned Critical.

Filter: My Students ×   Not Assigned Critical ×

Statement Formula

Out of the DENOMINATOR COLUMN TITLE , NUMERATOR was FILTER .

Enrollments | Students

Enrollment	Not-Enrolled	Reservation	Enrollment Credit	Request Credit	Requested	Advisor	Advised Credit	Missing Courses	Not-Enrolled Courses
0 / 6	1 / 2	-	0 / 13	3 / 19	10/21/2020		19		2

Click on the student line to investigate further.   HDFS 33100 is the critical course not enrolled. EDCI 36000 is the non-critical course not enrolled.

Advisor Recommendations | **Course Requests** | List of Classes | Time Grid

Priority	Course	Title	Credit	Status	Critical	Requested
1. Priority	EDPS 23500		3	🔒 Enrolled	✔	10/21/2020
2. Priority	HTM 29101		2	🔒 Enrolled	✔	10/21/2020
3. Priority	HTM 29102		3	🔒 Enrolled	✔	10/21/2020
4. Priority	HDFS 33100		3	✔ Submitted	✔	10/21/2020
5. Priority	HDFS 34100		3	🔒 Enrolled	✔	10/21/2020
6. Priority	EDCI 36000		3	✔ Submitted		10/21/2020
7. Priority	EDCI 25000		1	🔒 Enrolled		10/21/2020
8. Priority	EDST 20010A		1	🔒 Enrolled		10/21/2020

Requested Credit: 19 | Advisor Recommendations | Scheduling Assistant | Send Email | Close