

A Data Warehouse of
Student, Course and Financial Data

Student Records Reporting

Access Student Records Reports and Help

Once you are logged in to the “remote” server an Internet Explorer window is displayed open to the **Stony Brook University Reporting** site. You will not be able to access any other web sites.



- Click **Student Records** to access the Admissions reports
- Click **Support** to access the help documents

Clicking **Student Records** will bring you to a “**Dashboard**” displaying summaries of certain enrollment data.

Use the bread crumbs to “go back”

Home > Student Records > Dashboards > Enrollment Trends > First Term Undergraduates

Reports

- Graduation
- Class Roster
- Enrollment
- Student Groups
- Class Schedule
- Graduate School

Dashboards

- Enrollment Trends
- Registration Trends

Authoring

OIR

- Course Enrollments

Search

Type a keyword to search reports

Enrollment Trends : **First Term Undergraduates** | First Term Graduate | Academic Measures

First Term Measures Ugrd FT Enrolled

3 K
0 K

Fall 2005 Fall 2006

First Term Measures for U

	Fall 2005	Fall 2006	Fall
Enrolled Student Term Count	12,965	13,540	1
First Term at Institution Count	3,799	3,895	

This is the **Report List** page. Click an icon next to the report to open it in the browser.

The screenshot displays the 'STONY BROOK UNIVERSITY REPORTING' interface. The breadcrumb trail is 'Home > Student Records > Enrollment'. The main heading is 'Enrollment'. On the left, a red sidebar menu lists various categories: Reports (Graduation, Class Roster, Enrollment, Student Groups, Class Schedule, Graduate School), Dashboards (Enrollment Trends, Registration Trends), Authoring, OIR, and Course Enrollments. Below the menu is a search box. The main content area features an 'Actions' dropdown and a table of reports. A red box highlights the document icons in the first column of the table.

Type	Name	Report Description
	Eligible And Registered by Plan	Students Active an
	Eligible For Term Registration Any Plan	Students Active in I
	Eligible For Term Registration With Service Indicator !NEW	Term Active Studer
	Eligible Not Yet Registered	Students Active an
	Enrollment By Acad Group !NEW	Class List for stude Nursing, College of
	Enrollment By Primary Plan	
	Enrollment for G5 and Over FT units !NEW	Enrollment By Acad
	Enrollments By Student Groups	

Specify Report Parameters

Some reports require that you select report parameters.

Home > Student Records > Graduation

My Links

Actions | of 0 | Find Next | 100%

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified by... values in the parameters area and click the A...

Parameters

Career
UGRD

Academic Plan
<Select a Value>

Exopt Grad Term
Fall 2008 (1088)

Click the drop down arrow and select the Report Parameters

Then click Apply

Report Filtering

Some reports can be filtered.

The screenshot displays a report titled "Admissions > Graduates". The main table shows application counts for various categories. A "Filter -- Webpage Dialog" window is open, allowing users to select specific career types for filtering. The "Career" dropdown in the main table is highlighted with a red box, and the "OK" button in the dialog is also highlighted with a red box.


Version	Current Snapshot			
Admit Type	New			
Academic Load	Full Time			
Campus	WEST			
Career	Graduate			

Row Labels	Values
Application Count	
Graduate	52,610
ADMIN	32
2003	3
2005	9
2006	4
2007	10
2008	6
CAS	21,048
2000	1,296
2001	1,403
2002	1,941
2003	1,469
2004	1,674
2005	2,505
2006	2,384
2007	2,742
2008	3,087

Filter -- Webpage Dialog	
Select item:	
<input type="checkbox"/>	(Select All)
<input checked="" type="checkbox"/>	All Careers
<input type="checkbox"/>	Undergraduate
<input checked="" type="checkbox"/>	Graduate
<input type="checkbox"/>	Dental
<input type="checkbox"/>	Medical School
<input type="checkbox"/>	SB Non Credit
<input type="checkbox"/>	Unknown

Expand/Collapse and Drill Through

This feature may be available for some reports.

		OPEN	Admit Accepts (FA)	Total
Full Time	 New	<u>3,889</u>	<u>1,346</u>	5,235
	Total	3,889	1,346	5,235
	Other	Graduate Non Metric		
		ate nuing		
Total Campus				

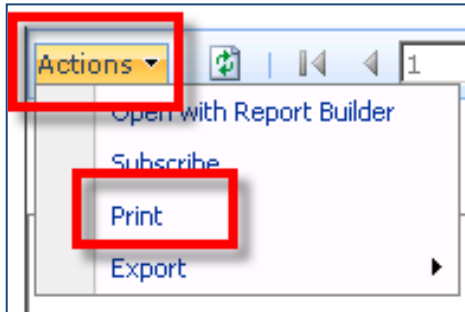
Some fields may have the ability to **expand/collapse**

If a value is underlined you may click it and "**drill through**" to more specific data

If you do this, click the **Back** button on the toolbar to return the original report

Print Reports

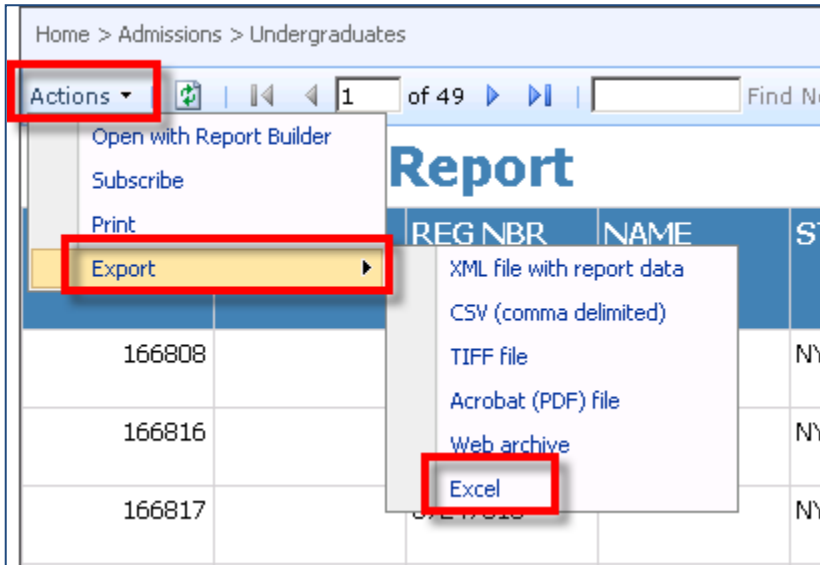
Even though you are connected to a “remote” server with limited resources you do have the ability to print to any of your network printers.



To print the report click the drop down arrow next to **Actions** and choose **Print**.

Download Reports to Excel

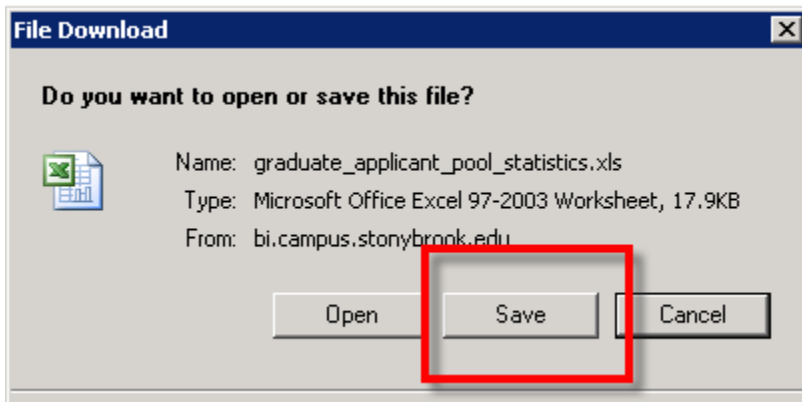
While connected to the “remote” server you have access to **Excel 2007** and you can save reports to your **MySBfiles** folder.



Click **Actions > Export**

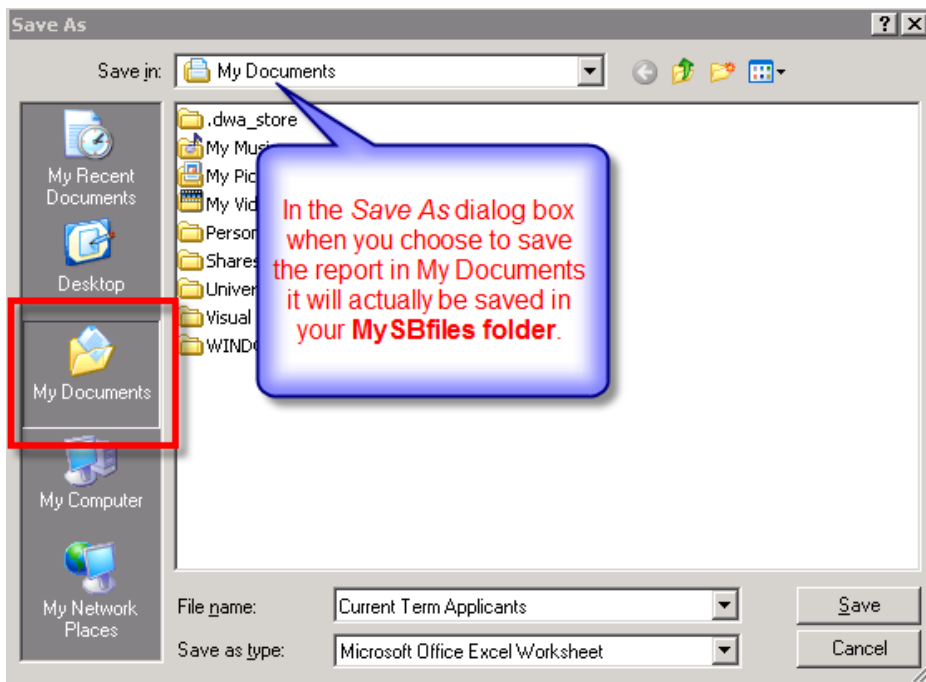
Choose **Excel**

A new window opens, displaying the *File Download* dialog box.



Click **Save**

My Documents = your MySBfiles folder!!!!

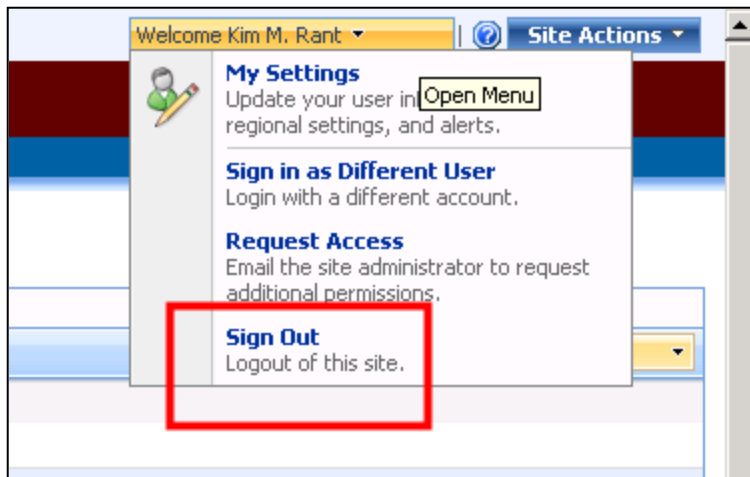


After saving, **close** the new window to return to the Stony Brook University Reporting site.

Log Off

When you are finished working in the Stony Brook University Reporting site you must sign out of it and then log off of the “remote” server.

- Click the drop down arrow next to **Welcome (Your Name)**
- Click **Sign Out**



- Then click **Start** and choose **Log Off**. This will return you to your computer’s desktop.