

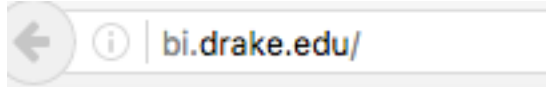
Beginner's Guide to Drake's Business Intelligence Portal

SUMMARY: A quick, visual guide to basic entry and use of the portal system.

How to access Drake's Business Intelligence Portal (BI Portal for short)

Open your preferred web browser.

Type in **bi.drake.edu** the bar.



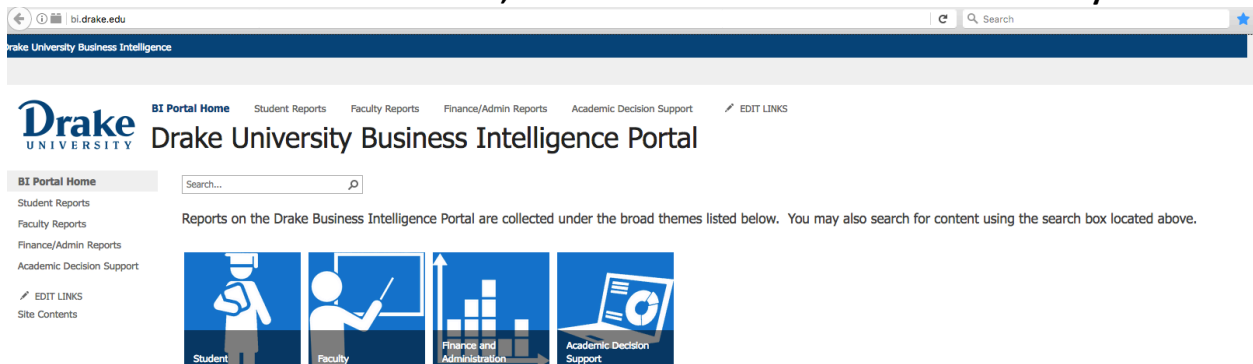
This box should appear:

An 'Authentication Required' dialog box. It has a blue circular icon with a white question mark on the left. The text reads: 'Authentication Required' followed by 'http://bi.drake.edu is requesting your username and password.' Below this are two input fields: 'User Name:' and 'Password:'. At the bottom right are 'Cancel' and 'OK' buttons.

Enter in your Drake ID for User name and your Drake password

Hit "OK"

Your screen should now look like this, with a few minor differences due to security:

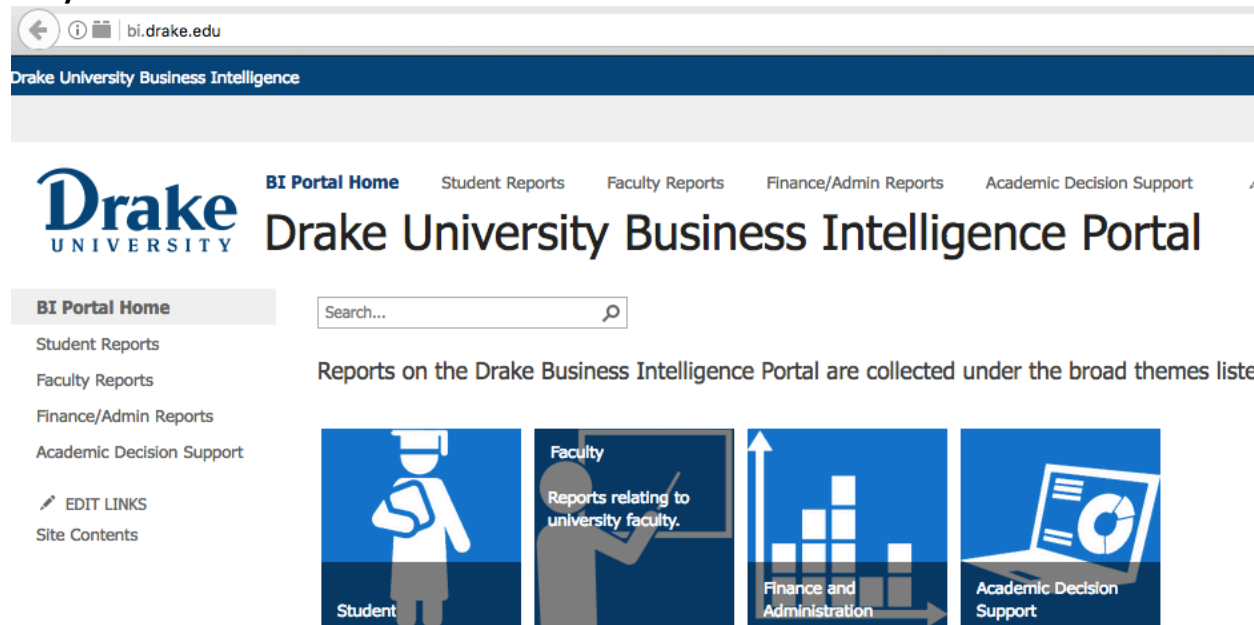


We highly suggest you bookmark this location for easy access.

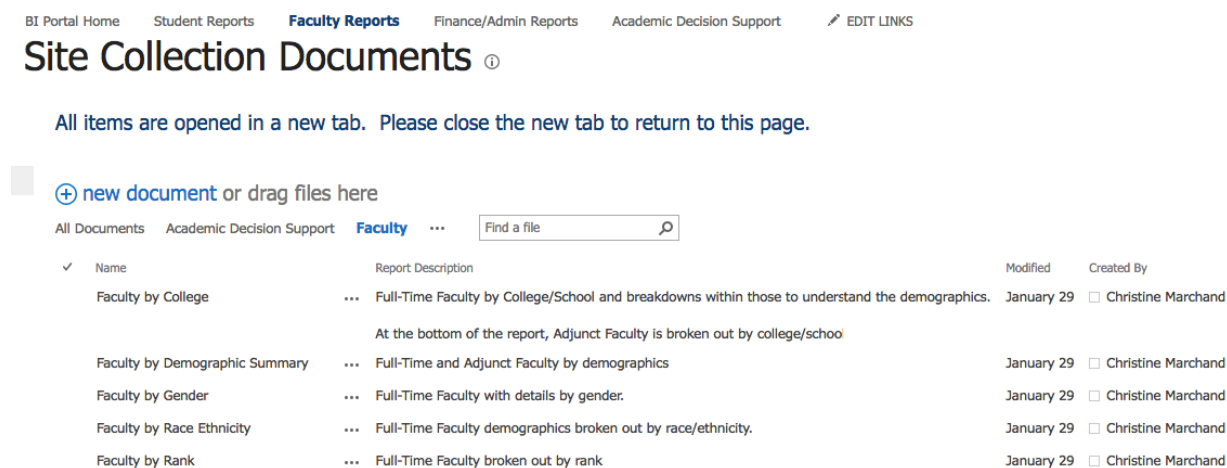
This portal is simply an online storage area of a number of different kinds of reports and reporting formats.

We have grouped reports into some large buckets to make it easier to find what information you might need. Not all buckets are available to all people, your role in the institution will affect what reports you see.

The blue pictures are called “tiles” and have reports pertaining to the tile. By clicking on the tile, you will see the list of available reports. When you hover your mouse over a tile, it will tell you more about the content.

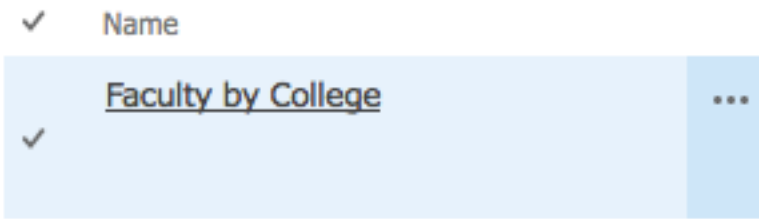


We'll start with clicking on “Faculty”.



These are static reports.

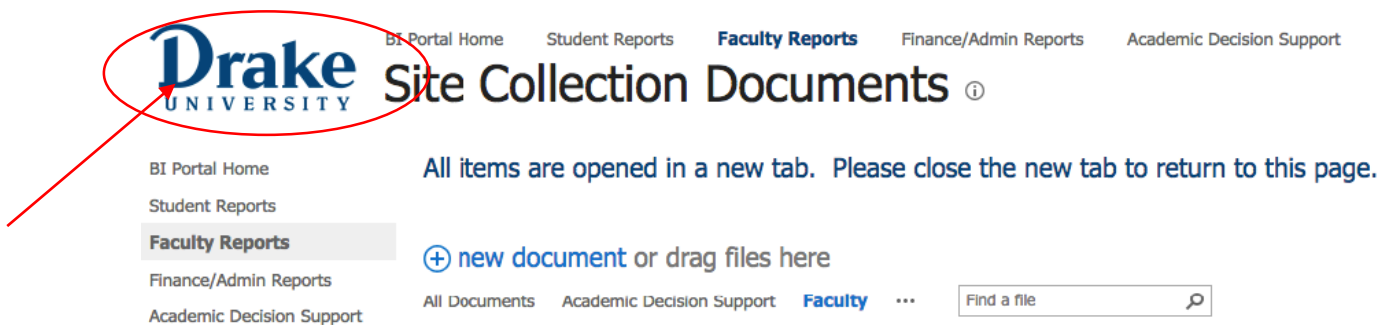
When you hover your mouse over it, you can click on the title.



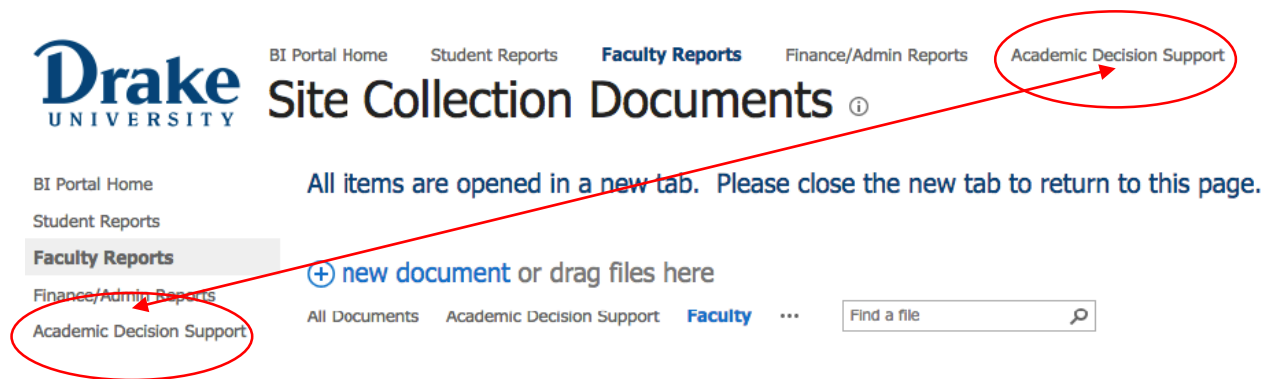
When you do so, it will bring up a PDF with the information in a new tab. All reports will open a new tab, so you can close that to get back to the main pages of the Portal.

Another way data/information is presented in the Portal is dynamically. Let's look at an example of that.

You have a choice in how you navigate to other reports.



Clicking on "Drake University" will take you back to the first page after logging in.



You can also click directly to the next set of reports from either across the top or along the side of the page.


Click on Academic Decision Support.

Your page will now contain this:


Site Collection Documents

All items are opened in a new tab. Please close the new tab to return to this page.

 new document or drag files here

All Documents Academic Decision Support Admissions ...					Find a file 
✓	Name	Report Description	Modified	Created By	
	Academic Decision Support	... Strategic data to help academic leaders facilitate decision making	January 24	<input type="checkbox"/> Mitchell Stearns	

Click on the title under Name of “Academic Decision Support,” then enter your Drake ID in the User Name and your Drake Password for the Password section. Click OK.



Authentication Required

https://pyramid.drake.edu is requesting your username and password. The site says: “pyramid.drake.edu”

User Name:

Password:

This is what is known as a dynamic report. You should be seeing this:



Academic Decision Support Orientation Longitudinal Majors Course Credit Hours Course Utilization Academic Performance

ADS Guide Pyramid Introduction

ADS Reports

Academic Decision Support (ADS) intends to provide academic leaders with strategic data to help facilitate decision making. Found within are reports on longitudinal majors, student credit hours, course utilization and academic performance. One major function of ADS is its ability to provide trend based real-time analytical insight. The dynamic nature of these reports also allow users to drilldown on pertinent areas of interest. As capacity and capabilities grow, more reports will be made available within ADS.

Below is the ADS Story Board outline. Within each of the numerical sections, there is a guide slide. This slide offers important information that will help the end-user become familiar with key characteristics and assumptions of the data presented. Utilizing this guide slide is highly encouraged.

1. Academic Decision Support Orientation
 - a. ADS Guide
 - b. Pyramid Introduction
2. Longitudinal Majors
 - a. Longitudinal Majors Guide
 - b. A&S
 - c. CBPA
 - d. SOE
 - e. SJMC
 - f. CPHS
 - g. LAW
3. Course Credit Hours
 - a. Course Credit Hours Guide
 - b. Longitudinal Credit Hours Attempted
4. Course Utilization
 - a. Course Utilization Guide
 - b. Longitudinal Course Utilization
 - c. College/Course/CRN Utilization
5. Academic Performance
 - a. Academic Performance Guide

Across the top you'll see the following tabs:

Academic Decision Support Orientation	Longitudinal Majors	Course Credit Hours	Course Utilization	Academic Performance
ADS Guide	Pyramid Introduction			

You can click on any of them for the information they contain. Please note load time is a bit longer each time you access a tab for the first time each session. Be patient.

The two lines of tabs are the main tabs (on top) and subtabs (second line). Not every report will have both lines of tabs, but this one does.

Each tab offers a dynamic data experience. This guide will provide a brief overview on how to use the options that you may see in one report and perhaps not another.

We'll start with a look at Longitudinal Majors. Click that tab and let it load.

Academic Decision Support Orientation	Longitudinal Majors	Course Credit Hours	Course Utilization	Academic Performance			
Longitudinal Majors Guide	All Majors	A&S	CBPA	SOE	SJMC	CPHS	LAW

Longitudinal Majors

A&S, CPBA, SOE, SJMC, CPHS, and All Majors

This collection of reports demonstrates a duplicated count of students by major per college/school. Data for this report is from t majors will appear in each of the college(s)/school(s) the student is a part of. For that reason, certain majors may appear in col and are part of other schools/colleges. An example of this is a student majoring in Accounting as well as Chemistry within the C majoring in ACCT as well as CHEM.

The first subtab is often going to contain an explanation for the report you are accessing. (Not always) Please read if you have any questions on what is in the rest of the report.

Next, select "A&S"

Academic Decision Support Orientation	Longitudinal Majors	Course Credit Hours	Course Utilization	Academic Performance			
Longitudinal Majors Guide	All Majors	A&S	CBPA	SOE	SJMC	CPHS	LAW

IPEDS Ethnicity
All IPEDS Ethnicities

Class
All Classes

Gender
All Genders

≡ A&S Majors

		Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Overall Sum		1,822	1,829	1,898	1,942	1,945
Graduate	undeclared (0000)	1				
Undergraduate	Actuarial Science (ACTS)	1				
	Advertising (ADVG)					1

The information contained in the table can easily be read as most tables. What makes this "dynamic" is what's above the table.

These options are called “slicers.” You can click on the carat (the down arrow to the right of words) to change the data displayed in the table below.

You will want to click on any other option before you remove the checkmark by “All IPEDS Ethnicities” (in this example).

To narrow the data to Black or African American Students only, you would click the box by “Black or African American” and then the box by “All IPEDS Ethnicities.” Then click “OK.”

IPEDS Ethnicity

Black or African A...

Class

All Classes

Gender

All Genders

☐ All IPEDS Ethnicities
☐ American Indian or Alaska Native
☐ Asian
☒ Black or African American
☐ Foreign
☐ Hispanics of any race
☐ Native Hawaiian or Other Pacific Islander
☐ Nonresident Alien
☐ Two or more races
☐ White

Deselect All

OK

Cancel

It will process for a moment, then you will have an updated data table showing only Black or African-American students in those majors.

IPEDS Ethnicity

Black or African A...

Class

All Classes

Gender

All Genders

		Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Overall Sum		69	71	76	74	96
Undergraduate	Anthropology/Sociology (ANSO)					3
	Arts_Sciences mjr with Law 3+3 (A3LW)			1		
	Biochem/Molecular Biology (BCMB)	3	5	5	5	4
	Biology (BIO)	3	6	9	5	5
	Chemistry (CHEM)	1				
	Computer Science (CS)	2	3	5	3	4

Some slicers, like these, allow you to click multiple components at a time. Some will not. Check the box by any you'd like to add to your totals. Note the change under the IPEDS slicer.

IPEDS Ethnicity

Multiple... ▾

Class

All Classes ▾

Gender

All Genders ▾

		Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Overall Sum		122	133	146	131	155
Undergraduate	Anthropology/Sociology (ANSO)			1	1	4
	Art History (ARHI)	1				
	Arts_Sciences mjr with Law 3+3 (A3LW)			1		
	Astronomy (ASTR)	1	1	1		
	Biochem/Molecular Biology (BCMB)	6	9	11	9	7

Some slicers only allow you to have one choice at a time. There is no box available when this is the case. An example of this is in this report.

Chosen Term

Fall 2017

Chosen College/School

Arts & Sciences (AS)

Chosen Subject Code

All

Chosen Course

All

≡ College/Course/CRN Utilization

Section CRN	Enrolled Total	Section Capacity	Section Utilization %
1004	39	40	97.50%
1008	12	12	100.00%

If you click where it says “Fall 2017” (no carat there), other terms will be offered.

Chosen Term

Fall 2017

Summer 2012

Fall 2012

Spring 2013

Summer 2013

Fall 2013

Spring 2014

Summer 2014

Fall 2014

Spring 2015

Summer 2015

Fall 2015

Spring 2016

Summer 2016

Fall 2016

Spring 2017

Summer 2017

Fall 2017

That is how all single option slicers look. This is a more complex one, that helps narrow down to specific areas. What you choose cascades across other options.

For example, if you limit to Summer 2017, not all CRNs are offered, and it all shifts and then you use the other slicers to drill to the specific information you are seeking.

Chosen Term
Summer 2017

Chosen College/School
Education (ED)

Chosen Subject Code
COUN

Chosen Course
All

All
COUN.100 (INTRO TO COUNSELING)
COUN.101 (Ed Research in Counseling)
COUN.110 (DISABILITY POLICY & ADA)
COUN.120 (Occup. Inform & Prof. Resourc)
COUN.130 (Independent Study)
COUN.133 (Human Resouces Field Work)
COUN.137 (PROGRAM EVALUATION)
COUN.145 (COUNSEL DIVERSE POPU)
COUN.146 (MEDICAL ASPECTS)
COUN.154 (APPLD POS PSY:INTEGR STREN PRA)
COUN.173 (Prof Issues in Rehab Admin)
COUN.190 (INTERNSHIP)
COUN.199 (SELECTED TOPICS)
COUN.200 (INTRO TO COUNSELING)
COUN.201 (EDUC RESEARCH in COUNSELING)
COUN.210 (DISABILITY POLICY)
COUN.215 (THEORIES OF COUNSEL)
COUN.220 (CAREER COUNSELING)
COUN.221 (METHODS OF COUNSELNG)

/ Course/CRN Utilization

Section CRN	Enrolled Total	Section Capacity	Section Utilization %
121	15	25	60.00%
197	20	20	100.00%
200	15	25	60.00%
202	15	25	60.00%
2674	12	20	60.00%
3600	23	25	92.00%
4912	18	20	90.00%
4913	10	25	40.00%
6219	17	25	68.00%

This is a great feature that keeps makes sure data can be retrieved and the user isn't overwhelmed with all the course offerings.

Next, we'll explore some other ways data may be displayed in a table. Switching to the Course Credit Hour report and the Longitudinal Credit Hours Attempted subsection.

Academic Decision Support Orientation
Longitudinal Majors
Course Credit Hours
Course Utilization
Academic Performance

Course Credit Hours Guide
Longitudinal Credit Hours Attempted
A&S
CBPA
SOE
SJMC
CPHS
LAW
Interdisciplinary
No College Designated

Chosen Term(s)
Multiple...

Longitudinal Credit Hours Attempted

Course College	By Prefix	Credits Attempted				
		Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Arts & Sciences (AS)	All	26,898.0	26,461.0	26,034.5	26,137.0	25,258.5
Business & Public Admin (BN)	All	14,895.0	15,248.5	15,032.0	14,725.0	13,501.5
Education (ED)	All	5,575.4	5,304.0	5,536.0	5,670.0	5,396.0

This report rolls the data up into bigger buckets, but you can drilldown to more discrete levels. You do this by clicking on the + inside the circle above.

This expands the table quite a bit. In this case, it expands out to the departments/programs within each college/school.

Course College	By Prefix	Credits Attempted				
		Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Arts & Sciences (AS)	All	26,898.0	26,461.0	26,034.5	26,137.0	25,258.5
	AIRS	6.0	8.0	9.0	3.0	5.0
	ARAB	81.0	96.0	75.0	57.0	45.0
	ART	1,117.0	1,192.0	1,208.0	976.0	894.0
	ASL	57.0	75.0	57.0	60.0	60.0
	ASTR	769.0	813.0	687.0	797.0	687.0
	BCMB	100.0	84.0	85.0	73.0	72.0

Again, this information is rolled up to an aggregate. If you want to go deeper down, you can click on the +.

For this report, the slicer can be utilized the same way (by clicking on the carat and making selections), but how it populates the table with the data is different. This is an example of a slicer that adds or removes columns from the data.

Chosen Term(s)
Multiple...

Chosen Term(s)
Multiple...





By Prefix	Credits Attempted
All	26,898.0
AIRS	6.0
ARAB	81.0
ART	1,117.0
ASL	57.0
ASTR	769.0
BCMB	100.0
BIO	3,086.0

☐ Summer 2012
☐ Fall 2012
☐ Spring 2013
☐ Summer 2013
☒ Fall 2013
☐ Spring 2014
☐ Summer 2014
☒ Fall 2014
☐ Spring 2015
☐ Summer 2015
Deselect All
OK Cancel

I made changes and now these are the columns that I have displayed.

Course College	By Prefix	Credits Attempted		
		Spring 2013	Spring 2017	Spring 2018
Arts & Sciences (AS)	All	26,627.0	24,560.5	24,608.5
	AIRS	9.0		
	ARAB	27.0	51.0	44.0
	ART	1,353.0	840.0	1,001.0

As seen in above example, one of the benefits of this type of report is that we can create indicators for the data. The first page of a report will often explain what those indicators are summarizing. Below, the Course Utilization shows these being used.

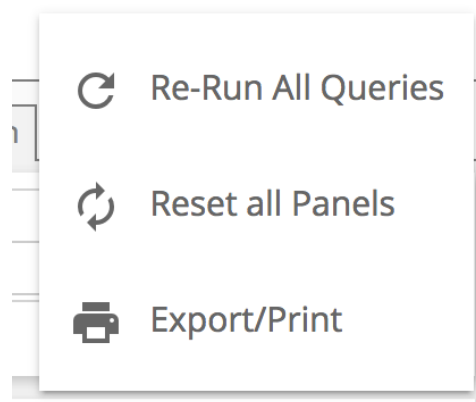
Course College	By Prefix	Fall 2013				Fall 2017			
		Enrolled Total	Section Capacity	Section Utilization %		Enrolled Total	Section Capacity	Section Utilization %	
Arts & Sciences (AS)	All	11,332	16,505	 68.66%		10,587	17,123	 61.83%	
Business & Public Admin (BN)	All	5,628	5,801	 97.02%		6,017	6,649	 90.49%	

As these colors may be used differently on different reports, it is important to read the guide to understand what they are trying to tell you about the data in a glance.

Keep in mind, you cannot damage any of the data or alter any report beyond repair. The final area you should become friends with is in the upper-right corner in the dynamic report.



When you click on it, you get three options.



All of these let you get back to where you were. The last button lets you export or print the data you have on display.

When clicked, it pops up this window.

PRINT CONTENT

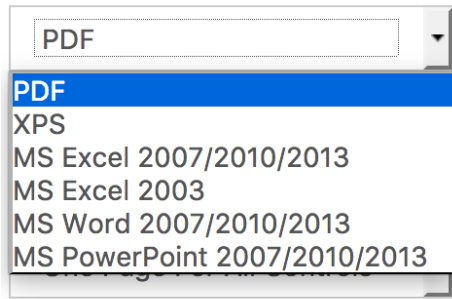
Printer	Settings
PDF	Current Analysis
Output Options	Orientation
Print all elements as is	Landscape
One Page For All Controls	Paper Size:
<input checked="" type="checkbox"/> Report Title	8.5" x 11"
<input type="checkbox"/> Wrap Chart Legend	Margin Settings
<input checked="" type="checkbox"/> Enlarge PDF Grid Borders	0.5" x 0.5"

Close

Print

You can simply print it out as it suggests, or click on the carat next to “PDF” to see other options for exporting.

Printer



Choose what suits your needs best.

Those are the basics of using the BI and accessing the data it contains.

This guide may be updated as we offer new types of reports or other ways to access data.