SJSU SAN JOSÉ STATE UNIVERSITY

Data Warehouse User Guide
Graduate Student Tracker

Last Revised: **01/22/2018**

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REVISION CONTROL

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1.0 Graduate Student Tracker Dashboard Overview

This user guide assumes basic knowledge of SJSU's Student Data Warehouse (SDW). User guides and tutorials on the basic features of the data warehouse are available at the IT Training website: http://its.sjsu.edu/resources/student-data-warehouse/index.html

Data in the Data Warehouse is refreshed nightly; therefore all Data Warehouse reports reflect numbers/information as of the previous night.

1.1 General Description of the Graduate Student Tracker Dashboard

A dashboard is a grouping of data elements contained in the data warehouse based on specific criteria. The Graduate Student Tracker Dashboard allows users to view current graduate student information in both Summary and Detailed views. The student information is presented in the form of user-generated, filtered, and sorted lists containing student demographic and other identifying information (SJSU ID numbers, names, e-mail, and phone contacts); enrollment data (i.e. term admitted, academic major), and degree progress details (i.e. GPAs, and units earned.) For a comprehensive list of data available in the current version of the dashboard, please see the Data Definitions on page 9 (Summary View) or 13-14 (Detail View) of this guide or on the third data tab labeled "Data Definitions – Graduate Student Tracker" on the dashboard. Student information presented on the dashboard originates from a nightly data extract from the official PeopleSoft student records, so the data shown on the dashboard may not exactly match the student record if the record has been updated since the nightly extract.

1.2 Available Views

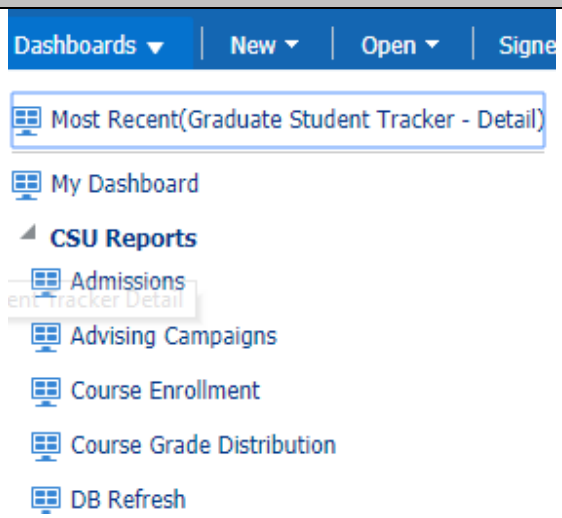
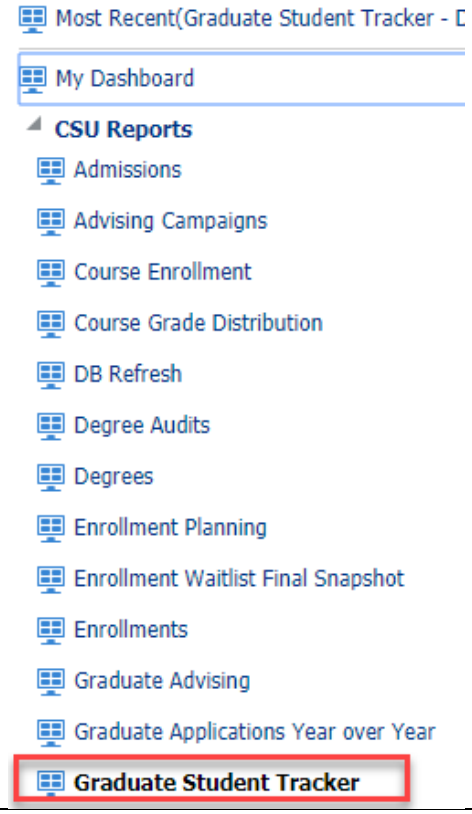
The following Views are currently available for the Graduate Student Tracker dashboard:

- **Summary View**: The Summary View provides student contact details (phone and e-mail) and academic progress data. Filters are available to identify students who do not meet specified GPA thresholds, or who have earned a minimum number of units in their program. The Summary View also provides indicators to identify students with breaks in enrollment or those who are not in good academic standing (i.e. probation).

- **Detail View**: The Detail View contains demographic information (gender, primary ethnicity, residency for tuition purposes) in addition to identifying information and contact information provided on the Summary View. Degree progress data is also more extensive than on the Summary view, with data identifying students who have attained degree

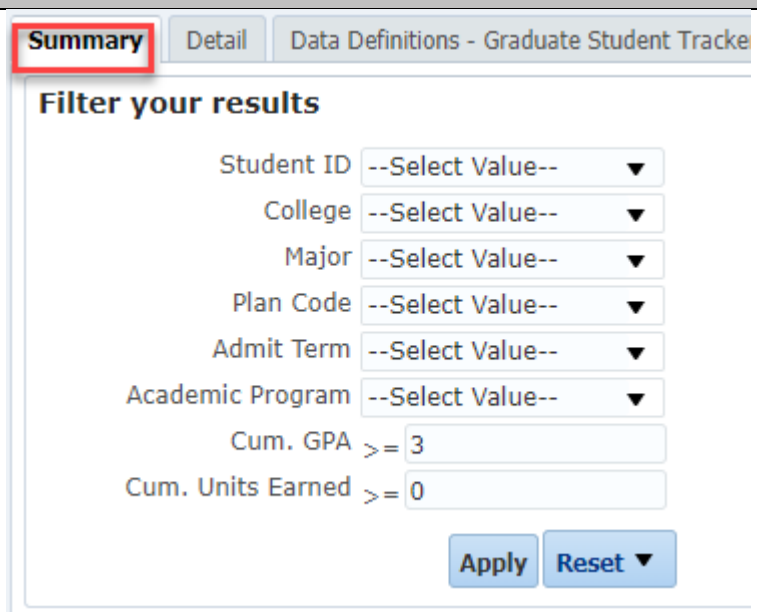
candidacy, applied for graduation, students on a leave of absence, and those who have earned a degree.

1.3 Accessing the Graduate Student Tracker Dashboard

Processing Steps	Screenshots
Step 1: Login to the OBIEE portal from the **Data Warehouse** homepage. Click on the Dashboards menu.	
Step 2: In the CSU Reports section, select **Graduate Student Tracker**.	

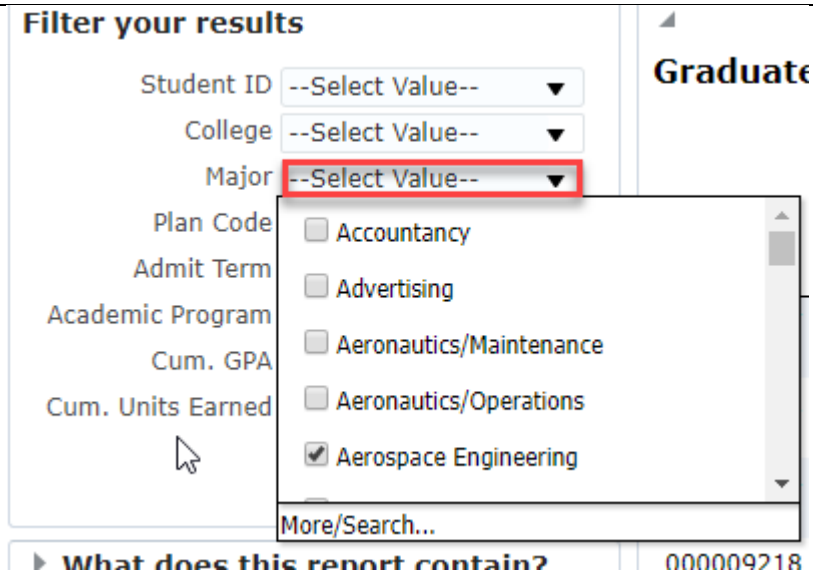
2.0 Summary View

The Summary View shows a list of students along with their contact information, academic major, and academic progress information – specifically, the students' preferred e-mail and phone, and multiple degree progress (GPA and units earned) indicators are displayed on the list of output.
Users can filter the information provided on the list for specified academic majors or colleges, the students admit terms, and set thresholds for minimum GPA and units earned.

Processing Steps	Screenshots
Step 1: Click on the Summary Tab. This step is necessary only if you are navigating from the Detail View or Data Definitions tabs. Summary is selected by default the first time you open the Grad Student Tracker Dashboard.	

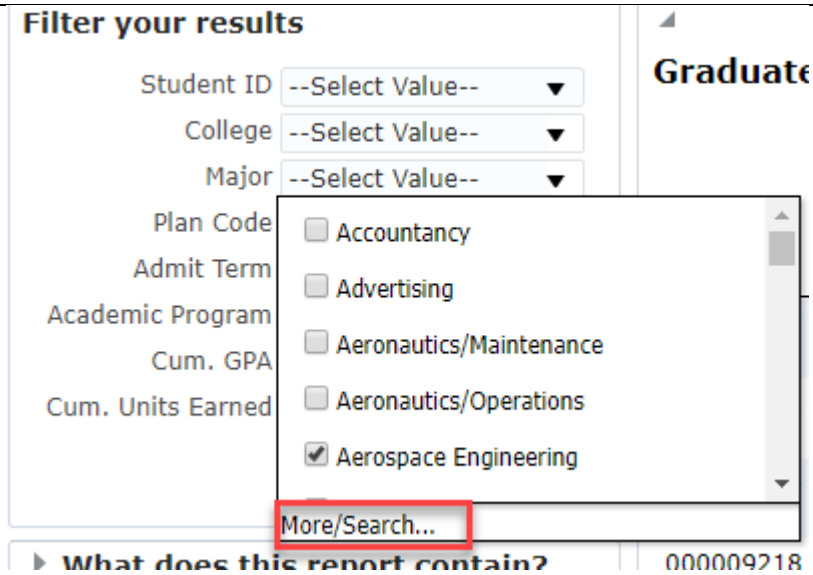
Step 2:

Click on the drop down menu corresponding to the field you want to filter to select the applicable values to be included in your results. If the values you are searching for are not shown on the drop down list, you may select additional values by following Steps 3 – 5 below.



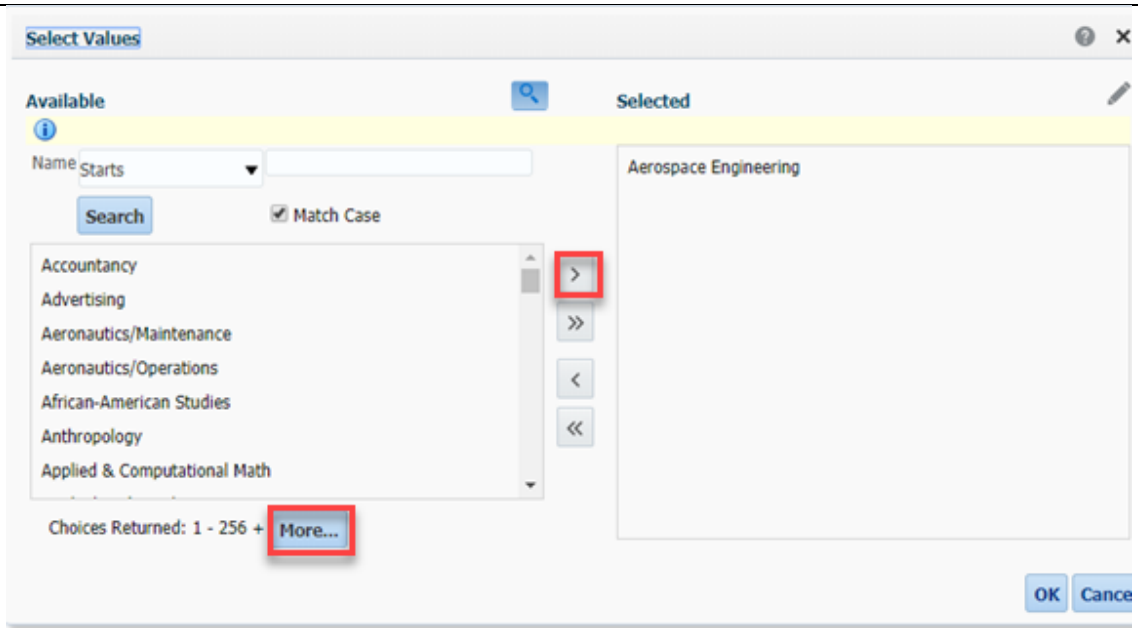
Step 3:

Click on the More/Search option at the bottom of the drop-down display. A window containing additional search values for the selected field (Major in the example to the right) will pop up.



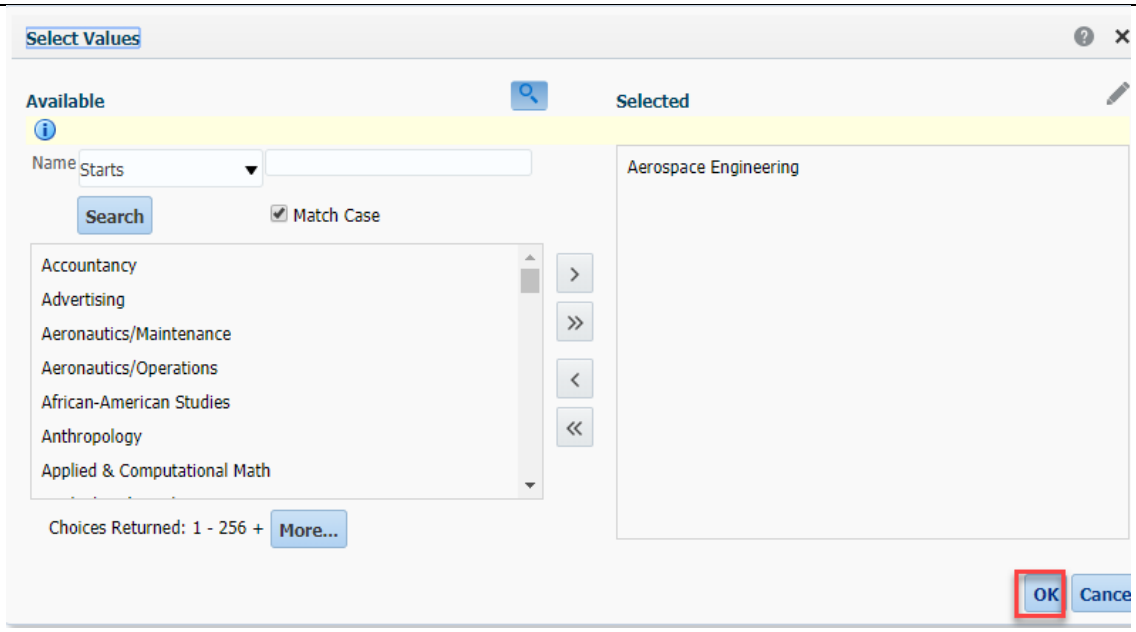
Step 4:

The available values for the filter will appear in alphabetical order on the list in the left hand panel of the pop up window. If the value you would like to add to your filter appears on the available list, then click on the right arrow to move the value from the **Available** box to the **Selected** box. You may click on the **More** button to view additional values on the **Selected** box. Note: It may be necessary to click the More button multiple times to see the full list of available values.



Step 5:

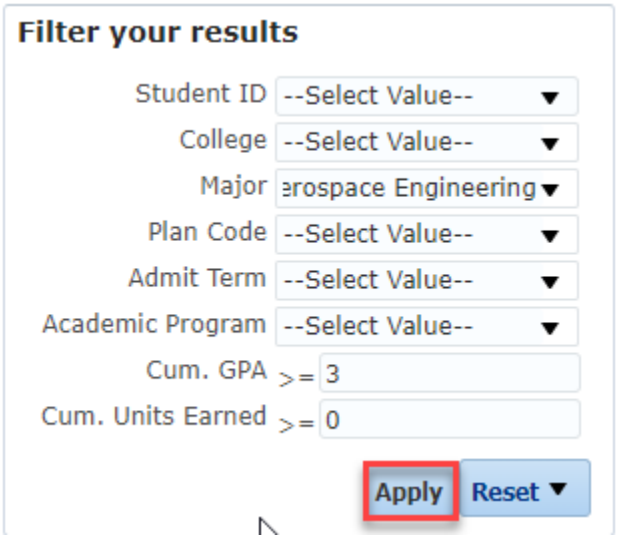
Click on the OK button to proceed with the values shown on the **Selected** box in your search or click the cancel button to move forward without adding the selected values to your filter. In the example to the right, we are filtering for students in the Aerospace Engineering program.



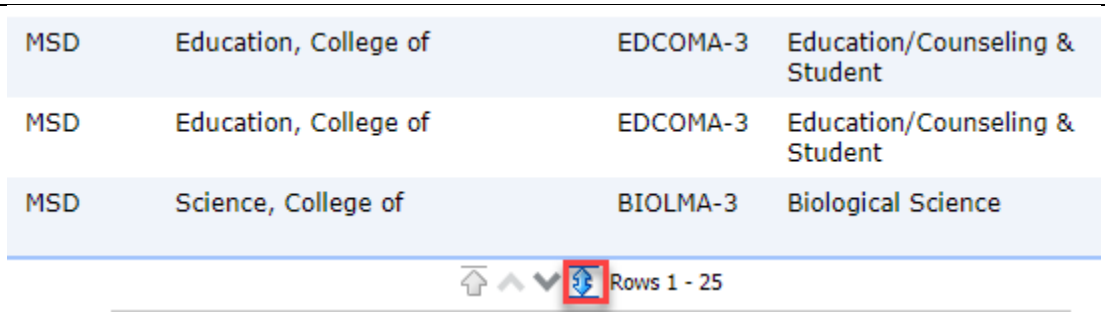
Step 6:

Click Apply to restrict your search results to students fitting the above criteria.

In the example to the right, we are filtering for students majoring in Aerospace Engineering admitted in Fall 2016 with a GPA of 3.0

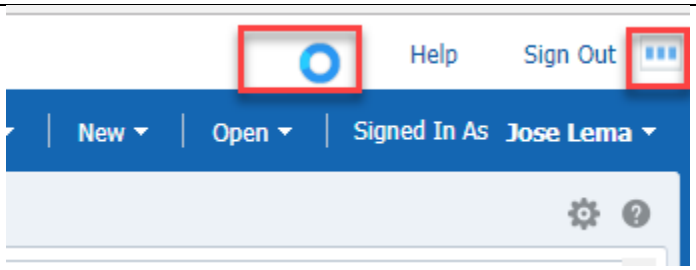


Step 7:
Click on the icon at the bottom of the list of search results to show all results.

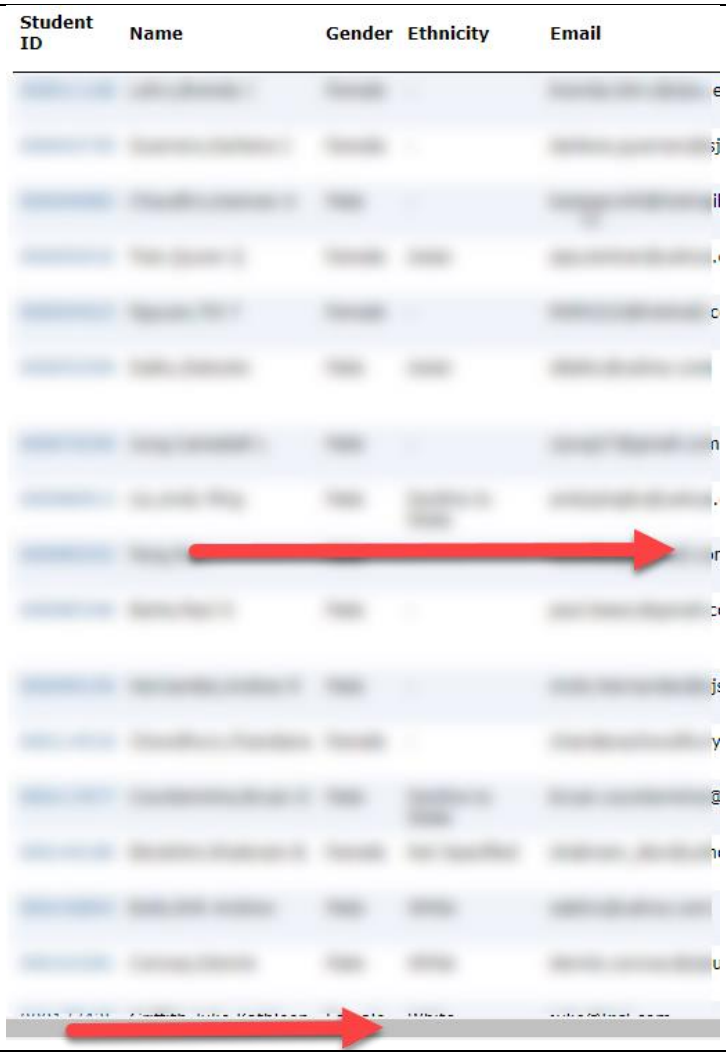


Step 8:
You may sort your search results in ascending or descending order by clicking on the arrows to the right of the relevant column heading. By clicking on the down arrow to the right of the Cumulative GPA heading, for example, we may sort our list of students in descending order of GPA.

NOTE: The sorted list appears. You may need to wait several minutes for the sort to complete if your search criteria are sufficiently broad. The mouse pointer and progress bar will show that the sort is in progress.



Note:
On most browsers and screens, you will need to scroll to the right to view all columns.



Summary View – Data Definitions

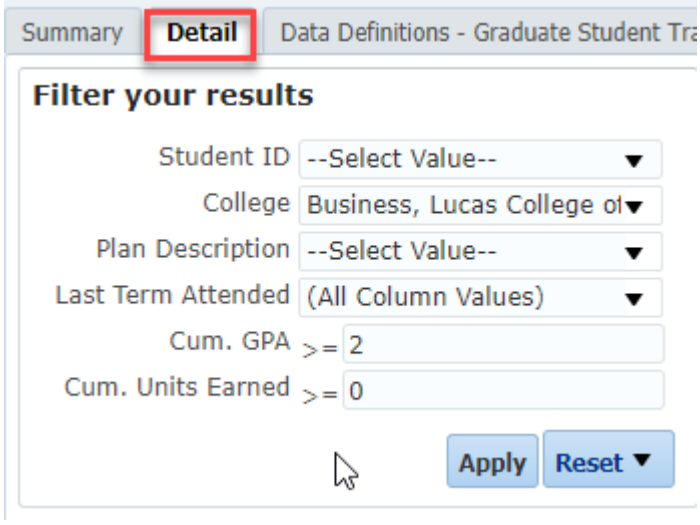
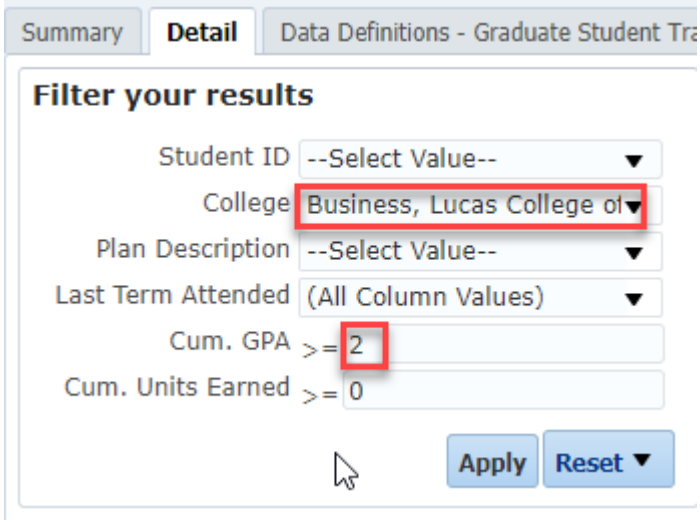
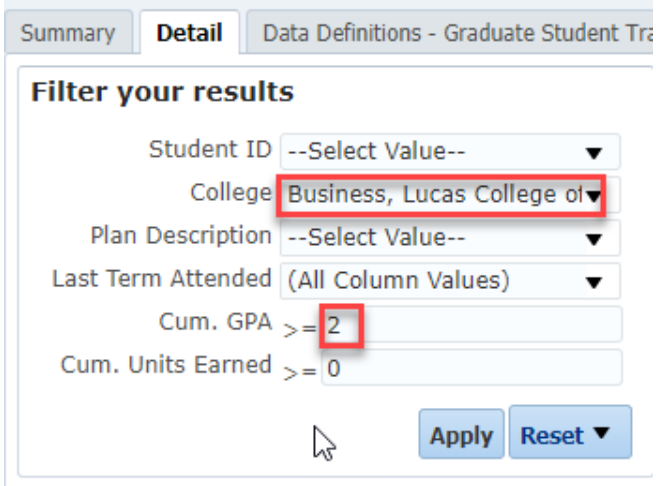
Descriptions of the data fields contained in the Summary View of the Graduate Student Tracker are listed below

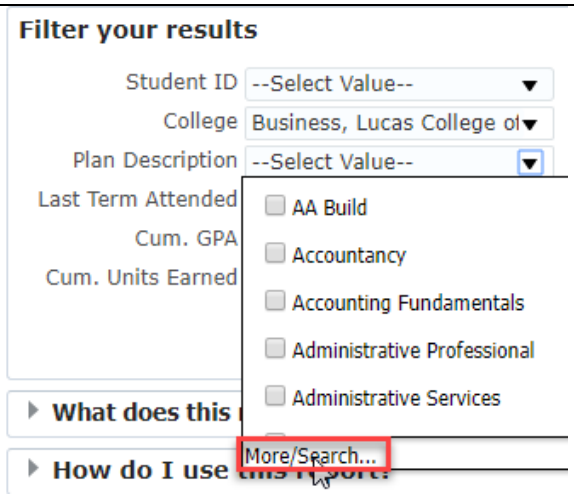
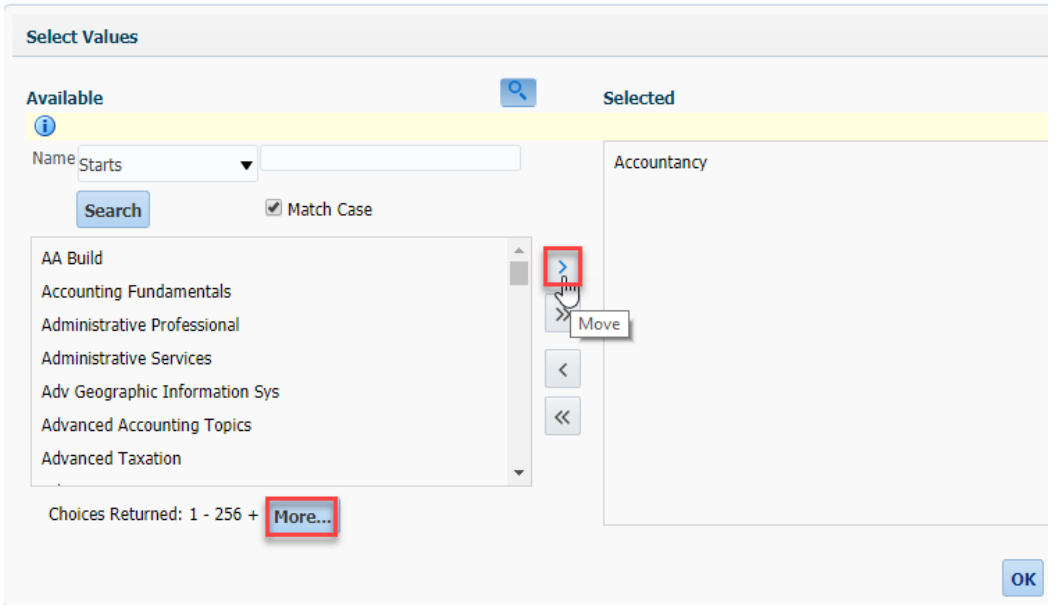
Field	Description
Student ID	The student's SJSUOne ID number
Name	The student's preferred name in Last, First, Middle Initial format
Preferred E-mail address	The student's preferred e-mail address as noted on the student record
Preferred Phone Number	The student's preferred phone number as noted on the student record
Admit Term	The first term of the student's attendance in the current program
Academic Program Code	A three letter code corresponding to the student's current academic program (MSD = Master's Degree-Seeking, MST = Master's Transitory, MSXD = Master's Special Session, MSXT = Master's Special Session Transitory, DOCT = Doctorate)

College	The student's current SJSU academic college
Plan Code	A unique code corresponding to the student's current academic major
Major	The student's current academic major
Academic Standing Status	Indicates the student's academic standing (i.e. Good Standing, Probation)
Last Enrolled Term	The last term in which the student was enrolled
Cum. GPA Below 3.2	Shows a 'Yes' indicator if the student's cumulative GPA is below a 3.2 or is blank if the student has a GPA of 3.2 or higher
30+ Units on Prob.	Shows a 'Yes' indicator if the student has earned 30 or more units and is on academic probation
40+ Units Earned	Shows a 'Yes' indicator if the student has earned 40 or more units or is blank if the student has earned 39 units or fewer
60+ Units Earned	Shows a 'Yes' indicator if the student has earned 60 or more units or is blank if the student has earned 59 units or fewer
5+ Years After Matric.	Shows a 'Yes' indicator if the student matriculated 5 or more years prior to the current academic term or is blank if the student's first matriculation term is less than 5 years ago
Cumulative GPA	This will be the quotient of total grade points and total units attempted for a letter grade as a graduate student at SJSU
Cumulative Units Earned	This is a sum total of all units earned in the current program

3.0 Detail View

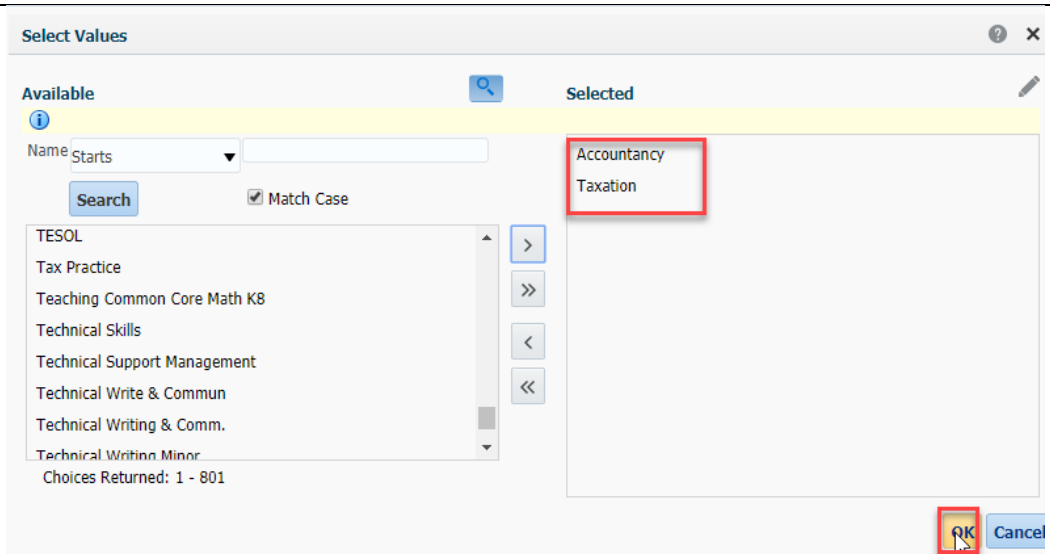
The Detail View of the Graduate Student Tracker dashboard shows the student demographic and contact information, academic program information, and degree progress details. The demographic information (Gender/Ethnicity), degree program information (Admission Status, Plan Code This Term, Plan Description, Academic Load) and degree progress information (Grad App Status, Leave indicator, Candidacy Status, Degree earned) are included on the Detail View in addition to the information provided on the Summary View. Also, the filters available on the Detail View are different from those available on the Summary View. Users may filter the Graduate Student Tracker Detail View by Student ID number (SJSUOne ID), College, Plan Description, Last Term Attended, and set minimum GPA and units earned thresholds.

Processing Steps	Screenshots
Running the Report. **Step 1:** On the Graduate Student Tracker dashboard, click on the Detail Tab.	
Step 2: Select the appropriate search criteria from the options shown on the left-hand panel. In the example to the right, we are filtering for students in the College of Business with GPAs above 2.0. NOTE: The Cumulative GPA value is set to 3.0 by default. If you are interested in obtaining a list of students with GPAs below 3.0, you must modify the Cum. GPA field.	
Step 3: Click on the drop down menu corresponding to the field you want to filter to select the applicable values to include in the filter. If the values you are searching for are not shown on the drop down list, you may select additional values by following Steps 4 and 5 below.	

Step 4: Click on the More/Search option at the bottom of the drop-down display. A window containing additional search values for the selected field (Plan Description in the example to the right) will pop up.	
Step 5: The available values for the filter will appear in alphabetical order on the list in the left hand panel of the pop up window. If the item you would like to add to your filter appears on the available list, then click on the right arrow to move the value from the **Available** box to the **Selected** box. You may click on the **More** button to view additional values on the **Selected** box. Note: It may be necessary to click the More button multiple times to see the full list of available values.	

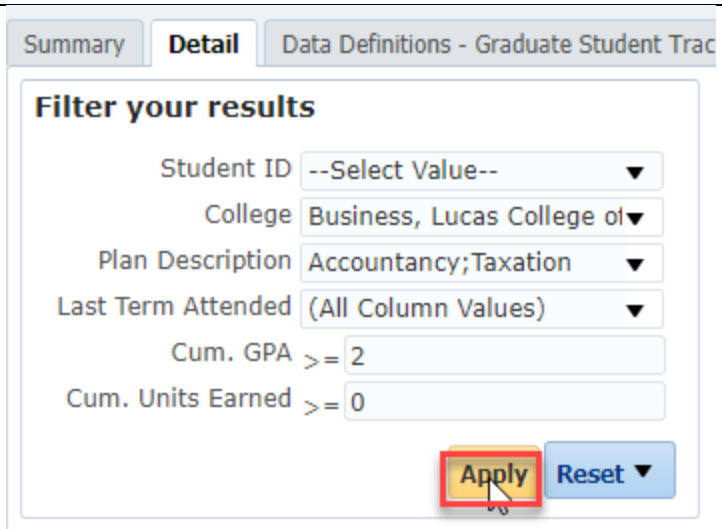
Step 6:

Click on the OK button to proceed with the values shown on the Selected box in your search or click the cancel button to move forward without adding the selected values to your filter. In the example to the right, we are filtering for students in the Accountancy or Taxation programs



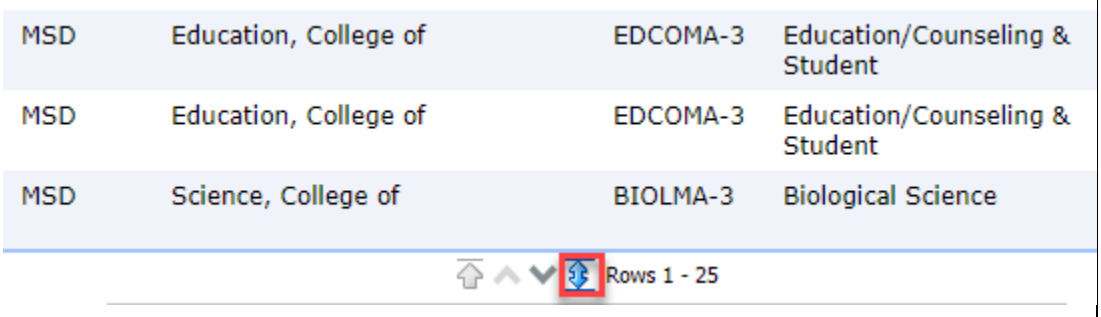
Step 7:

After you have specified the values shown on the filter, click apply to limit your search results to those records meeting the filter criteria.



Step 8:

Click on the icon at the bottom of the list of search results to show all results.



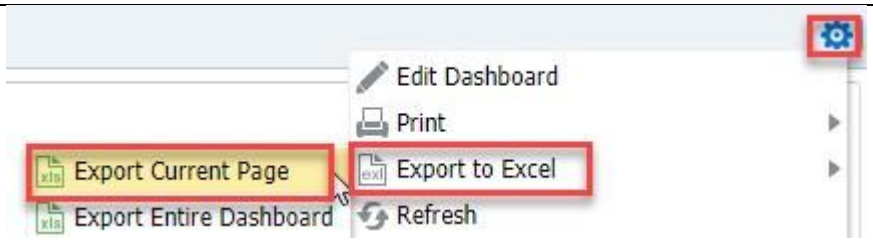
Detail View – Data Definitions

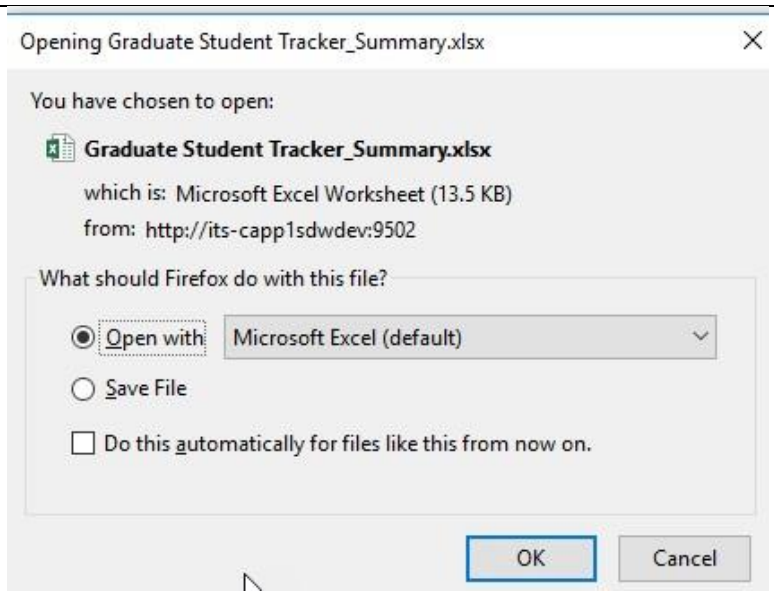
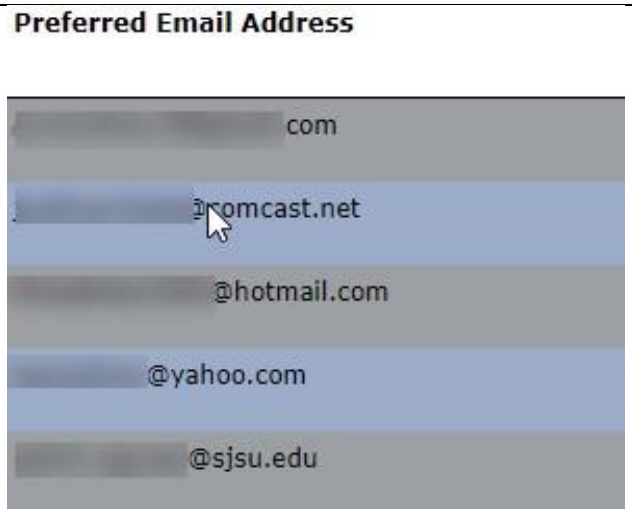
Descriptions of the data fields contained in the Summary View of the Graduate Student Tracker are listed below

Field	Description
Student ID	The student's SJSUOne ID number
Name	The student's preferred name in Last, First, Middle Initial format
Gender	The student's gender as noted on the student record
Ethnicity	The student's primary ethnicity as noted on the student record
E-mail	The student's preferred e-mail address as noted on the student record
Academic Program	The student's current Academic Program (MSD = Master's Degree-Seeking, MST = Master's Transitory, MSXD = Master's Special Session, MSXT = Master's Special Session Transitory, DOCT = Doctorate
Admission Status [Needs update]	Update Grad Term - FA Process
Last Term Attended	The last term in which the student was enrolled
Visa Permit Type	If the student is a non-US citizen on a visa, the visa type will be noted on this column (H1B = Foreign worker on an employment visa, H4 = Dependent on a foreign worker on an employment visa, F1 – on a student visa at SJSU, AR1 = Permanent US Resident (Green Card holder), EA = treaty traders and investors who come to the United States under a treaty of commerce and navigation between the United States and the country of which the treaty trader or investor is a citizen or national. L1 = Foreign worker on a short term work visa.)
Residency	CA Residence Status for tuition purposes
College	The student's current academic college
Plan Code This Term	A unique code corresponding to the student's current academic major or certificate program
Plan Description	The student's academic major or certificate program
Academic Load	Full time = 9 or more registered units; Three-quarter time = 6.75 or more registered units but less than 9; Less than half time = 4.5 or less registered units
Current Academic Standing	Indicates the student's academic standing (i.e. Good Standing, Probation)
Grad App Status	Indicates whether the student has applied for graduation in the current program
Leave Indicator	Indicates whether the student is on academic leave of absence (Y = on leave, N = not on leave)
Candidacy Status	Shows a 'Yes' indicator if the student has attained degree candidacy

Term Units Attempted	Units attempted in the most recently completed academic term
Term Units Earned	Units earned in the most recently completed academic term (note failing grades or no credits are omitted in the total.)
Cum. Units Earned	This is a sum total of all units earned in the current program
Cum. GPA	This will be the quotient of total grade points and total units attempted for a letter grade as a graduate student at SJSU
Degree Earned	Indicates whether the student has been awarded the degree in the current program (Yes = degree awarded, No = degree not awarded.)

4.0 Exporting Filtered Data from the Dashboard

Click on the icon on the upper right, then select Export Current Page under the Export to Excel menu to export the list of students in the filtered search results to an MS Excel spreadsheet	

Depending on your browser and version, the MS Excel file may be accessible by clicking on the bottom right (i.e. Google Chrome) or you may be prompted to open or save the file (i.e. Mozilla Firefox), or you may access the file by navigating to the Downloads folder of your computer. **NOTE: The file will contain private educational records protected by FERPA and other applicable laws. Please exercise caution when downloading, storing, or transmitting any data obtained from the dashboard.**	
TIP: **You may copy a list of e-mail addresses from the search results by clicking on the top e-mail address in the list, then while holding the SHIFT key, scroll down and click on the bottom email in the list. Type CTRL + C to copy, and CTRL + V to paste the list to an external file, or to the Bcc line of an outgoing e-mail message.**