

Registration Report

Users Guide

This users guide is meant to assist with navigating the information that is in the registration report. There are two versions of the report – one focused on undergraduate students and the other on graduate students.

Everyone who is granted access to this report will be able to see all the data in both reports. There are no row-level permissions.

The data in the report is refreshed nightly during a term's registration period through the term's census date. The table below describes for each term when the report will start running and when it will end. Please note that the registration period for summer and fall overlap, and the report will default to the fall term.

Term	Report Start Date (Registration Begins)	Report End Date (Census)
Summer	Late March	Day after last day to add/drop – mid-July
Fall	Late March	5 th Tuesday – Late September
Spring	November	4 th Tuesday – Early February

If you have any questions or concerns, please contact [Crystal Lendved](#).

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Accessing the Report

Undergraduate Registration Report

<https://www.marquette.edu/oira/registration-ugrd-dash.shtml>

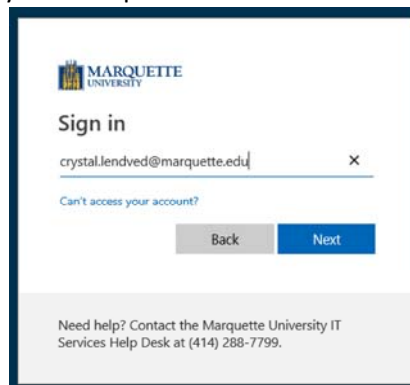
Graduate Registration Report

<https://www.marquette.edu/oira/registration-grad-dash.shtml>

1. Click on one of the links above to go to the reports.
 - a. **Tableau dashboards are best viewed in the following web browser versions (We do **NOT** recommend using Internet Explorer):**
 - i. [Google Chrome](#) later on Windows and Mac
 - b. *Tableau always stores a session cookie when you sign in. For this reason, your web browser must be configured to allow first-party cookies for you to sign in.*
2. Click “Sign in to Tableau Online”.

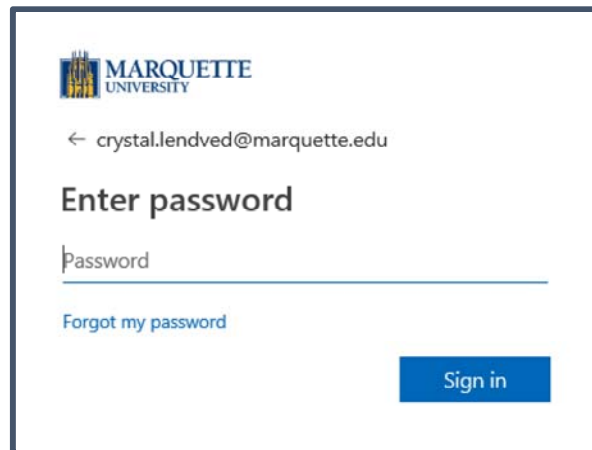


A login window will pop up. Enter your Marquette email address and click “Next”.



- a. If this login window does not pop up or you get an error message, try the following:
 - i. Logout of your Marquette account:
 1. Go to <https://www.office.com/>
 2. Click on your initials in the upper right corner
 3. Click sign out
 4. Try logging back in

- a. If logging out of your Microsoft account and logging back in does not work, try clearing your web browser cookies and history and then try again. Click the link for your web browser below for instructions on how to do this.
 - i. [Chrome](#)
 - ii. [Firefox](#)
 - iii. [Safari](#)
3. Enter your Marquette password. Click “Sign In”.



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← crystal.lendved@marquette.edu

Enter password

Password

[Forgot my password](#)

Sign in

4. You may be prompted to stay signed in. Click either “Yes” or “No”.



MARQUETTE UNIVERSITY

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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

5. The popup window should close and you should now see the Registration Report.

Report Permissions

Only select groups will have access to the entire report and data. Select members from the groups below will have access to this report.

Provost Office

Select members of the Provost Office will have access to the report.

Deans

All deans will have access to this report.

Associate Deans

All associate deans will have access to this report.

Enrollment Management

Select individuals in charge of enrollment management from the following areas will have access to this report.

- Registrar's Office

- Retention

- Admissions

- Financial Aid

Finance Office

Select members of the finance office will have access to the report.


Office of Institutional Research and Analysis

All members of the Office of Institutional Research and Analysis will have access to the report.

If you do not currently have access to this report but believe you should, please contact [OIRA](#).

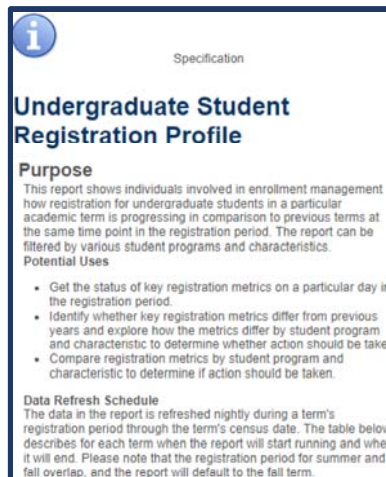
Navigating the Report

Report Information

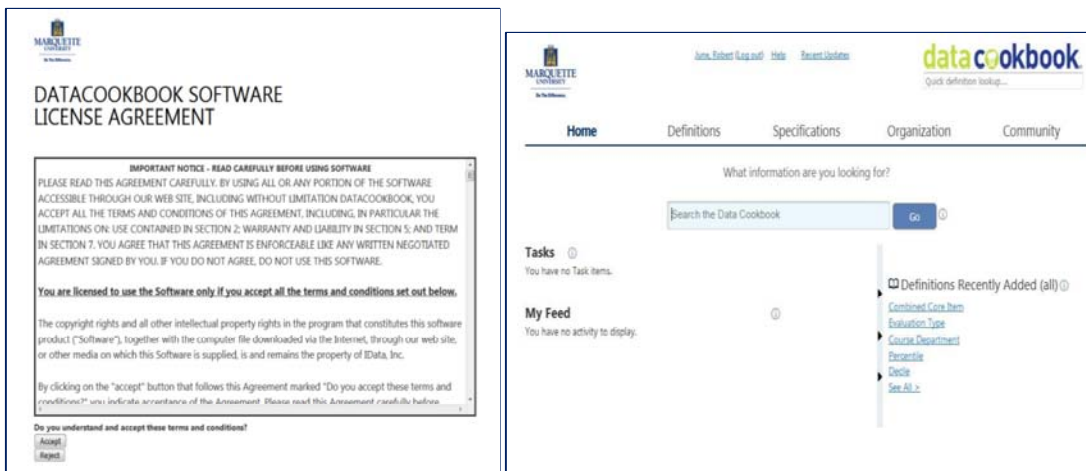
At the top right of each report will be a  button. Click on this to bring up a window that has pertinent information regarding the report.



Information that is included in this new window includes information about the report such as its purpose/potential uses, description, and access details. Additionally, it contains the definitions of all the terms included in the report.



Clicking on the links within this information page will bring you to the data cookbook website (the tool we use to populate this window). If it is your first time logging into data cookbook it will bring up a software license agreement. Click "Agree" and it will bring you to the data cookbook site. This site currently only houses the definitions and report information that you will see by clicking on the information button within the dashboard.



Changing Content by Characteristics (Filters)

Each report will have the ability to narrow down to specific program and student characteristics as well as switch which day number you are reviewing and change the reference group for comparisons. In addition, there is the ability to switch between metrics on some reports (i.e. switch from registered headcount to % registered of eligible). For example, if you wanted to see what registration looked like for the prior fall term on that same day, you can click the arrow next to Term Year and select 2018.

REPORT FILTERS

Reference Point: First Day of Term | Day Number: Most Recent Day

Days from First Day of: 86 | Reference Group: Prior Year | Term: -68 | Term Season: Fall | Term Year: 2019

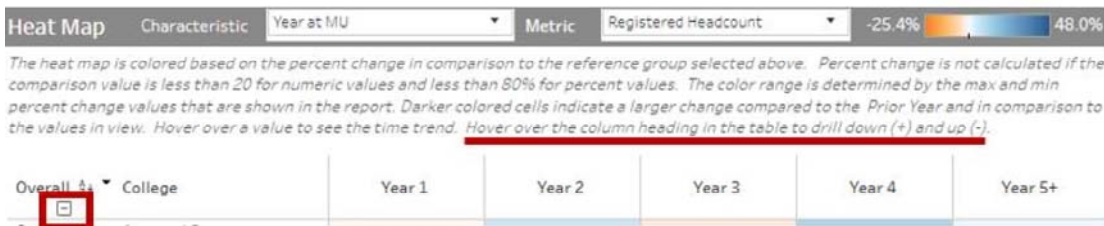
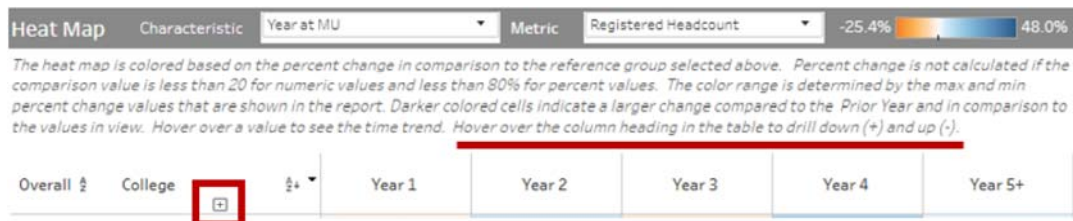
Key Registration Metrics

The metrics below are as of the end of the Group as of the day and Reference Point



WARNING: If you leave a report/browser open for a while without interacting with it, the report will automatically reset the filters and report.

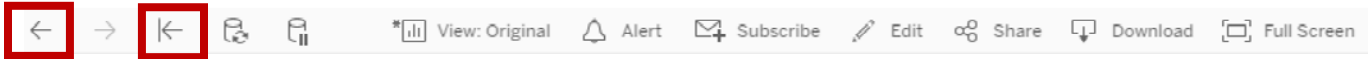
Drill Up/Down Column Hierarchy

Each report has a table that can drill up or down into more or less granular information. This functionality will be noted in the descriptions on the report. To drill down, hover over a column heading and select the (+). To drill up, hover over a column heading and select the (-).



Resetting a Report

If after you have selected several filters and you want to go back to the reports original view, scroll down to the bottom of the report until you see a toolbar like the one below. Select the  icon to reset the report back to its original view. If you just want to go back one step, click the  all the way to the left of the toolbar.




Downloading a Report

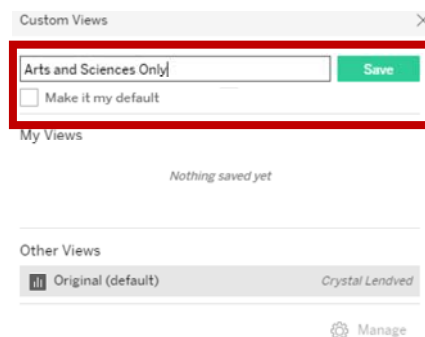
To download a PDF of the report, scroll down to the bottom of the report until you see the bottom toolbar.

Select the  Download icon. A new window will appear where you can select from a number of file formats.



Saving a Custom View

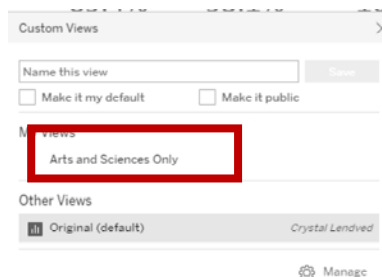
If you have certain values selected that you want to come back to again, you can easily save it as a custom view. You can even set this as your default view so it always filters to that view when you login to the report. After you have the report filtered to what you want to save, scroll down to the bottom of the report until you see the bottom toolbar. From here click the  View: Original icon. A new window will pop up where you can name the view and click Save.



Navigating to a Custom View

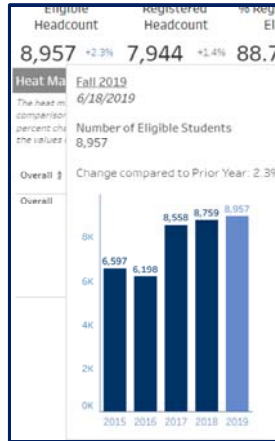
To navigate back to a custom view you have saved, just go back down to the bottom toolbar and click

 View: Original and in the “Custom Views” window, select the view you want to navigate back to.



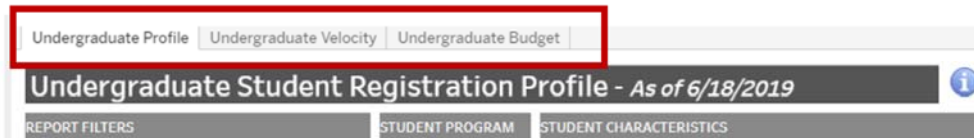
Finding Out More Information Within a Report (Tooltips)

Reports will contain additional details that appear when you rest your pointer over a mark or data point. This may include an additional visualization, description of what to use the data for, additional descriptions, and additional details about that point. For example, if you hover over any of the metrics under the Key Metrics section you will see the current value, percent change value compared to reference group and a bar graph showing the time trend.



Navigating Between Reports

There are multiple reports you can view within the report. Use the tabs at the top of the interactive report to move between these different reports. Each report tab has a different focus. See the “Report Types” section to find out more about each report.



Report Types

Both the Undergraduate and Graduate Registration Reports have the same three reports. The only difference between the two are the program and characteristics that are available and the defaults that are set.

Student Registration Profile

This report provides an overview of how registration for students is progressing for a particular day and compares it to previous terms at the same point during the registration period. Use this profile to get the status of key registration metrics on a particular day in the registration period and identify how it differs from previous years. Use the heat map to see the key metrics broken down by student program and student characteristics to determine if action should be taken.

Student Registration Velocity

This report provides an overview of how student registration is progressing by day across the registration period and compares it to previous years. This can help determine if students are registering at the same velocity as previous years. You can use the filters to zero in on a particular group of students to see if their registration is deviating significantly from previous years. Hover over a data point in the velocity curve to see the time trend for that day and for all the years.

Student Registration Budget vs Actual

This report provides a look at how current day registration for the upcoming term compares to the budgeted enrollment. It will help understand whether budget targets have been achieved and to see progress towards budget targets by student characteristics. Budget numbers are only available for the current fall and spring term, it is not available for summer terms. Due to the way enrollment is budgeted there are different and limited filters for this report compared to the profile and velocity reports. In addition, it is broken down by the way programs are charged (i.e. Flat tuition rates vs student credit hour tuition rates). The value displayed for this report will differ depending on which type is selected. For example, for flat tuition rate programs the value will represent the full-time equivalent paying student (FTEP) value and for student cred hour tuition rates, the value will represent the number of student credit hours.

FAQ

When I login to the report I don't see anything, or I get a message that says, "Resource Not Found".

You will not have access to the report if you are not in one of the groups who have access. Please contact [Crystal Lendved](#) if you believe you should have access to the report but do not.

I'm not able to login. Either the login pop up window that is supposed to come up isn't appearing or I'm getting an error message.

If this login window does not pop up or you get an error message, try the following:

- Logout of your Marquette account:
 - Go to <https://www.office.com/>
 - Click on your initials in the upper right corner
 - Click sign out
 - Try logging back in

If logging out of your Microsoft account and logging back in does not work, try clearing your web browser cookies and history and then try again. Click the link for your web browser below for instructions on how to do this.

- [Chrome](#)
- [Firefox](#)
- [Safari](#)

If these steps do not work than double check you are using your Marquette email address and password. If you are still having issues, try [resetting your password](#). If resetting your password does not work, please contact the [IT HelpDesk](#) for assistance.

Why am I seeing other colleges and departments in my report?

All users who have access to this report will be able to see all the data in the report. Use the filters to narrow the report down to the college or department of interest.