

A Data Warehouse of
Student, Course and Financial Data

Admissions Reporting

Access Admissions 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 **Admissions** to access the Admissions reports
- Click **Support** to access the help documents

Clicking **Admissions** will bring you to a “**Dashboard**” displaying summaries of certain admissions data.

Use the bread crumbs to “go back”

The screenshot shows the Stony Brook University website's Admissions Dashboard. The breadcrumb trail 'Home > Admissions > Dashboards > UniversityAdmissions' is highlighted with a red box. A search bar is located in the bottom left of the dashboard. A table displays application statistics for Fall 2007, categorized by degree level and status.

		Applic:	
		Fall 2007	
		23,892	
		4,935	
		200	
	Total	29,027	
	Graduate	New	6,047
		Other	712
		Total	6,759
Part Time	Undergraduate	Transfer	168
		New	166

You will only see the report options that you've been given access to

Click an option to display a list of reports

Dashboards are visual summaries of essential information.

Type a keyword to search reports

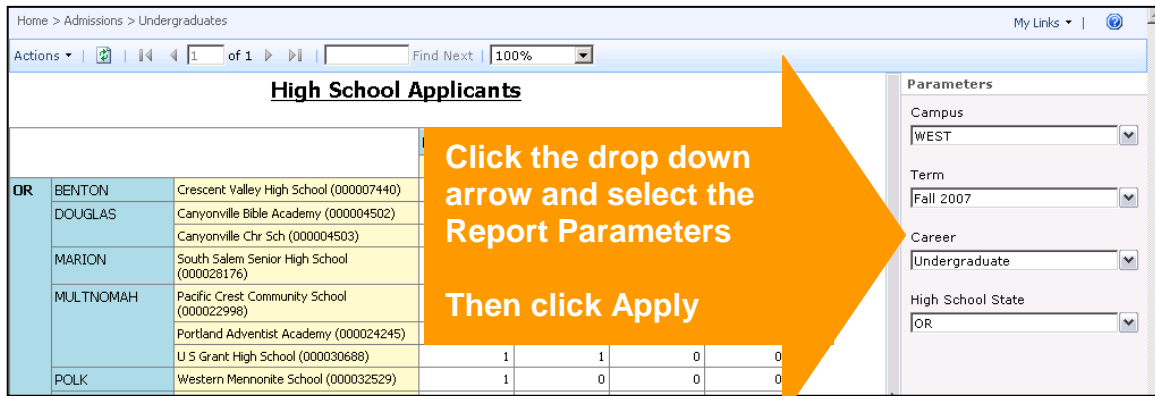
This is the **Report List** page. Click an icon next to the report to open it in the browser.

The screenshot shows the Stony Brook University Reporting Home interface. The page title is "Undergraduates" and the breadcrumb trail is "Home > Admissions > Undergraduates". The main content area is titled "Undergraduate Admissions Reports" and features a table of reports. A red box highlights the table, which includes a search bar on the left and a "View: All Reports" dropdown on the right. The table has columns for Type, Name, Report Description, and Report Modified.

Type	Name	Report Description	Report Modified
	Academic Groups Chart	Application Counts by Academic Groups	5/1/2008 9:12 AM
	Academic Plans	Application Counts by Academic Groups	4/15/2008 11:04 AM
	ACT Suspense Report		5/30/2008 2:14 PM
	AP Suspense Report		5/28/2008 11:35 AM
	Applicant Count By Prog Action ALL Campuses	Application Counts By Program Action for selected Campus, Term and Career with Drill Through capabilities	5/30/2008 2:14 PM
	Application Trends	Application Counts by Terms (Charts)	6/11/2008 2:42 PM
	Class Roster Simple		6/10/2008 3:46 PM
	Current Term Applicants	Current Admissions Term Undergraduate Applicants	6/19/2008 3:11 PM

Specify Report Parameters

Some reports require that you select report parameters.



The screenshot shows a web application interface for 'High School Applicants'. The main content area displays a table of applicants with columns for county, school name, and several numerical columns. An orange arrow points from the table area to the 'Parameters' sidebar on the right. The sidebar contains four dropdown menus: 'Campus' (WEST), 'Term' (Fall 2007), 'Career' (Undergraduate), and 'High School State' (OR). The breadcrumb trail at the top reads 'Home > Admissions > Undergraduates'.

High School Applicants						
OR	BENTON	Crescent Valley High School (000007440)				
	DOUGLAS	Canyonville Bible Academy (000004502)				
		Canyonville Chr Sch (000004503)				
	MARION	South Salem Senior High School (000028176)				
	MULTNOMAH	Pacific Crest Community School (000022998)				
		Portland Adventist Academy (000024245)				
POLK	U S Grant High School (000030688)		1	1	0	0
	Western Mennonite School (000032529)		1	0	0	0

Click the drop down arrow and select the Report Parameters

Then click Apply

Parameters

Campus
WEST

Term
Fall 2007

Career
Undergraduate

High School State
OR

Report Filtering

Some reports can be filtered.

The screenshot shows a report titled "Admissions > Graduates" with a toolbar containing "Open", "Update", and "Find". Below the toolbar is a table with the following data:

Field	Value	Filter Icon
Version	Current Snapshot	▼
Admit Type	New	▼
Academic Load	Full Time	▼
Campus	WEST	▼
Career	Graduate	▼

A red box highlights the "Graduate" value in the "Career" row and its corresponding filter icon. Below this table is a "Values" section with a tree view of "Application Count" data:


Row Labels	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

Overlaid on the bottom right is a "Filter -- Webpage Dialog" window. It contains a "Select item:" section with the following options:

- (Select All)
- All Careers
- Undergraduate
- Graduate
- Dental
- Medical School
- SB Non Credit
- Unknown

At the bottom of the dialog are "OK" and "Cancel" buttons, both highlighted with red boxes. The dialog also shows a total count of 528 and 466 at the bottom.

Expand/Collapse and Drill Through

		OPEN	Admit Accepts (AA)	Total
Full Time	 New	<u>3,889</u>	1,346	5,235
	Total	3,889	1,346	5,235
Part Time	Graduate Non-Metric			
	Graduate Continuing			
Total Campus				

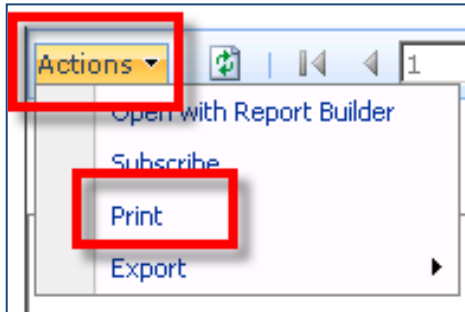
Some fields may have the ability to **expand/collapse**

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

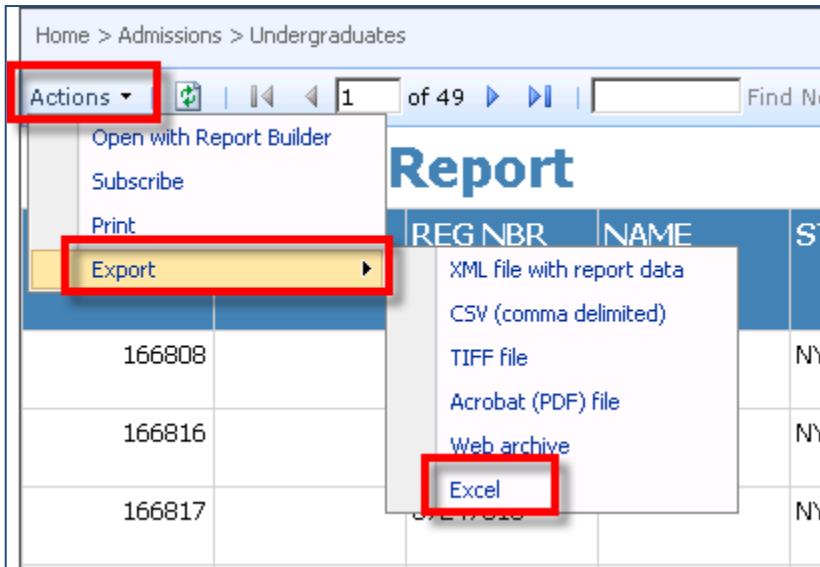
Even though you are connected to a “remote” server with limited resources you do have the ability to print to any of your printers.



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

Download Reports to Excel

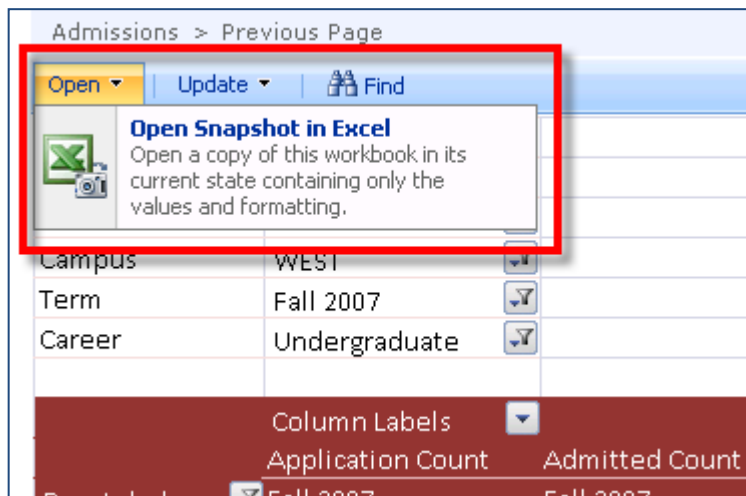
While logged on to the “remote” server you have access to **Excel 2007** and you can save to your **MySBfiles** folder or any of your mapped network folders. You cannot save to your My Documents folder.



Click **Actions > Export**

Choose **Excel**

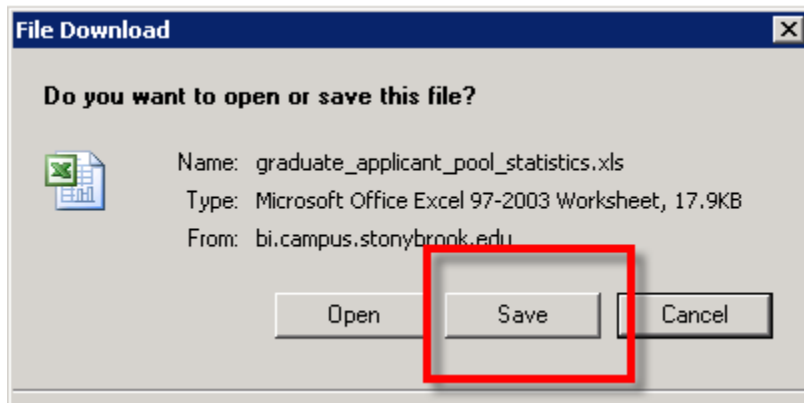
Or, if this is one of the reports that was originally created using Excel (they have an Excel icon next to them on the Report List page) do the following:



Click the **Open** drop down arrow

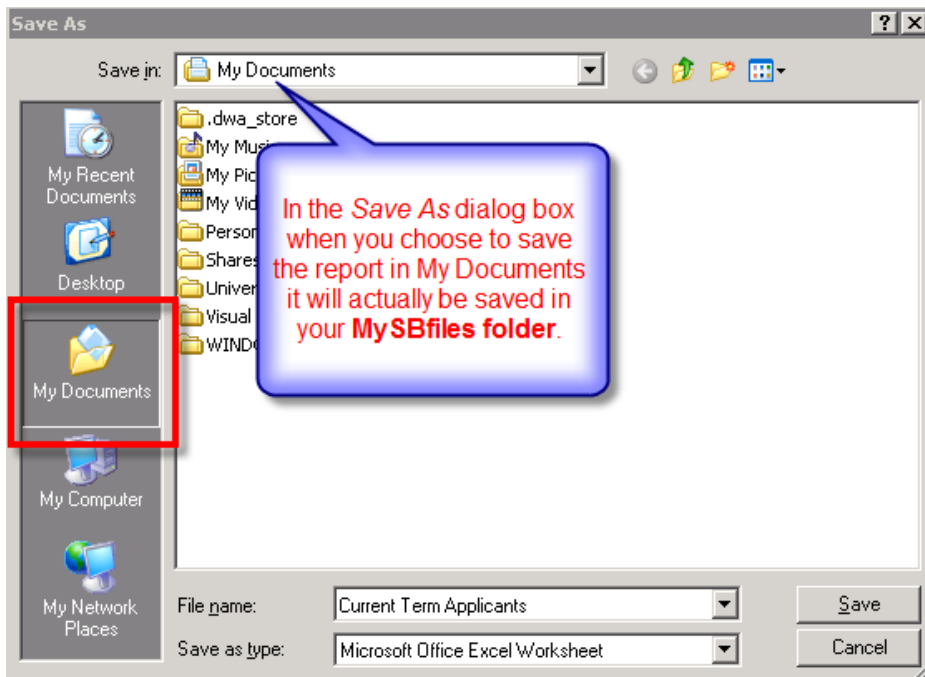
Choose **Open Snapshot in Excel**

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



Click **Save**

My Documents = your MySBfiles folder!!!!

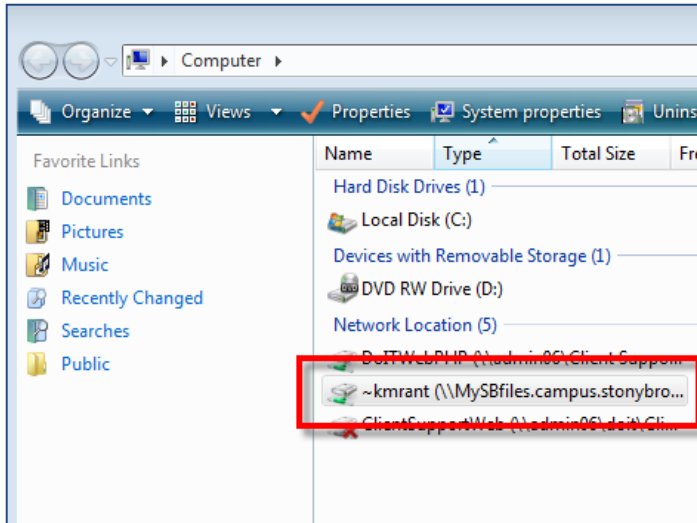


After saving, **close** the new window to return to the Stony Brook University Reporting site.

How to Access Your Report

Your **MySBfiles** folder provides you with **500 MB of secure** file storage on the network. If you are using a campus computer signed on to the **sunysb.edu** domain you will have easy access to the folder.

- Log off of the terminal server and return to your computer desktop
- Open **My Computer**



You will find it as a mapped drive under **Network Location** in **My Computer**.

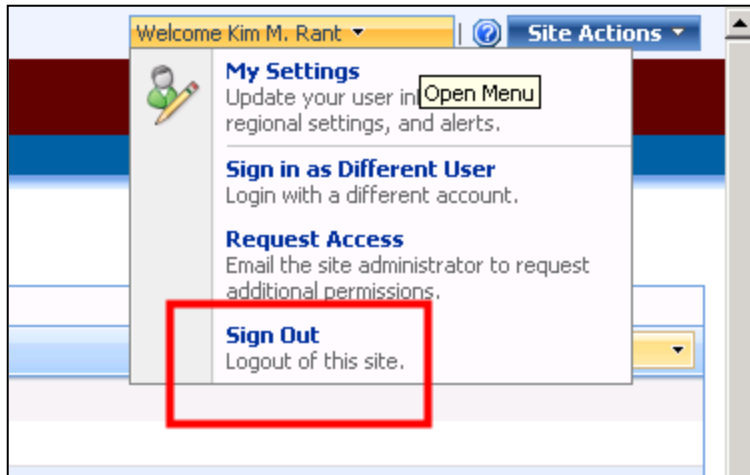
If your campus computer is **not** signed on to the domain then you will not see a mapped drive to **MySBfiles** and you will have to map the drive yourself. To learn how to do this visit our website at:

<http://it.cc.stonybrook.edu/networking/mysbfiles>

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.