

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 Student Records 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 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	

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.

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 top navigation bar includes 'Home', 'Admissions', 'Student Records', 'ProClarity', and 'Support'. The breadcrumb trail is 'Home > Student Records > Enrollment'. The main heading is 'Enrollment'. On the left, a red sidebar menu lists categories: Reports (Graduation, Class Roster, Enrollment, Student Groups, Class Schedule, Graduate School), Dashboards (Enrollment Trends, Registration Trends), Authoring, OIR, and Course Enrollments. A search box is located at the bottom of the sidebar. 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 selecting values in the parameters area and click the Apply button.

**Click the drop down arrow and select the Report Parameters**

**Then click Apply**

**Parameters**

Career  
UGRD

Academic Plan  
<Select a Value>

Exopt Grad Term  
Fall 2008 (1088)

## Report Filtering

Some reports can be filtered.

The screenshot shows a report titled "Admissions > Graduates" with a table of application counts. A "Filter -- Webpage Dialog" window is open over the table, allowing users to filter the data by career type. The "Career" column in the 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	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:

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

OK Cancel

## 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
	<b>Total</b>	<b>3,889</b>	<b>1,346</b>	<b>5,235</b>
	Other	Graduate Non Metric		
		Graduate Continuing		
<b>Total Campus</b>				

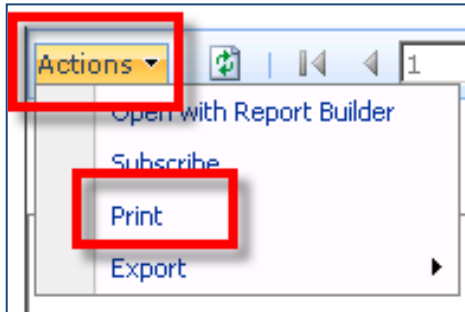
Some fields may have the ability to **expand/collapse**

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

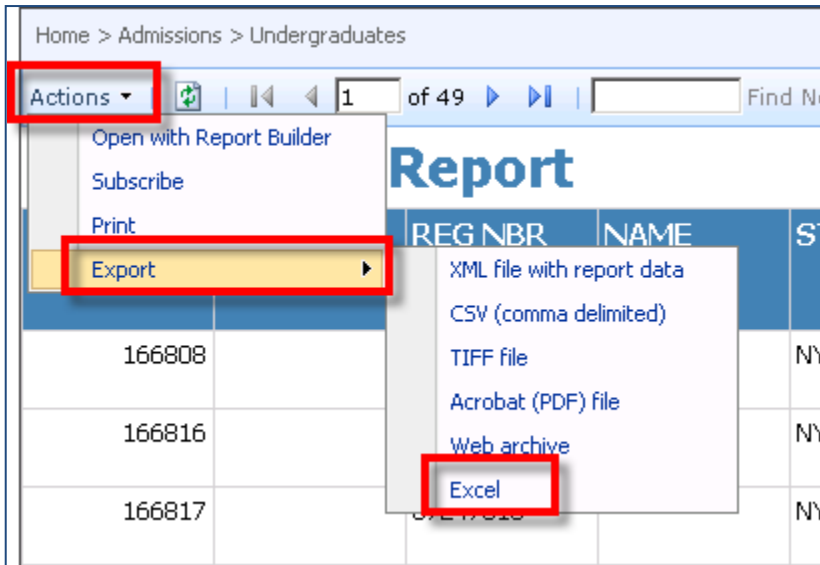
Even though you are connected to a “remote” server with limited resources you do have the ability to print to any of your printers.



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

## Download Reports to Excel

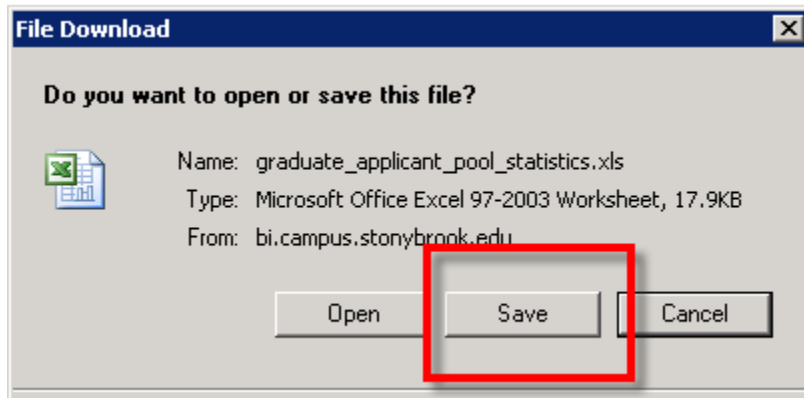
While connected to the “remote” server you have access to **Excel 2007** and you can save reports to your **MySBfiles** folder or any of your mapped network folders. You cannot save to your My Documents folder.



Click **Actions > Export**

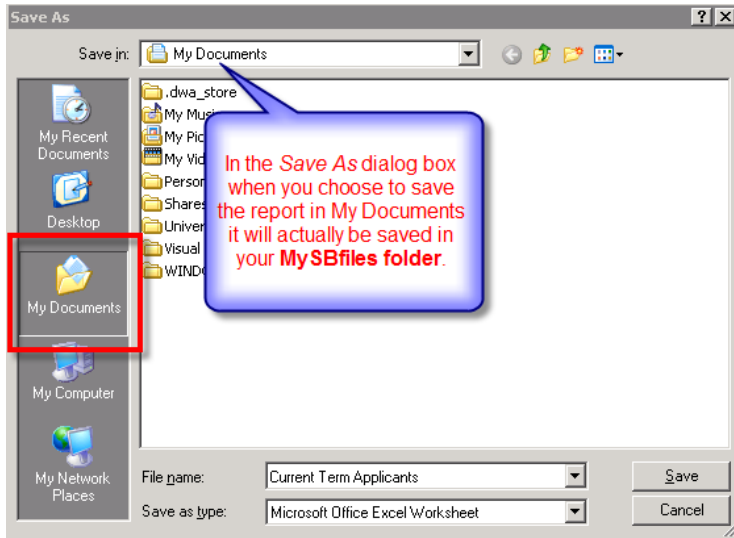
Choose **Excel**

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



Click **Save**

## My Documents = your MySBfiles folder!!!!

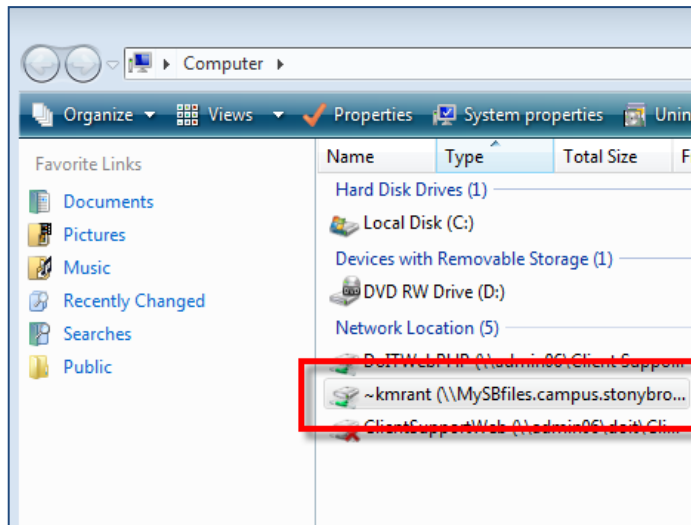


After saving, **close** the new window to return to the Stony Brook University Reporting site.

## 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.**

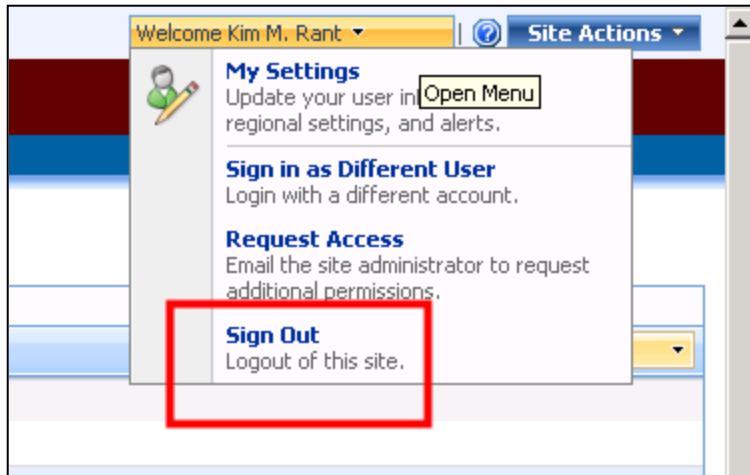
If your campus computer is **not** signed on to the domain then you will not see a mapped drive to **MySBfiles** and you will have to map the drive yourself. To learn how to do this visit our website at:

<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.