

## Active Not Registered Report Infographic Document

### Active Students Report Overview

This is meant to provide a simple overview of each page of the Active Students Report. Each section offers:

- A simple overview of the goals of each page
- A list of interactable slicers, filters, and interactable points
- A reference to the manual for more information (if applicable)

The data for the Active Students Report are refreshed daily at 5am. For more information and questions, please reach out to the InformSU team at [informsu@seattleu.edu](mailto:informsu@seattleu.edu).

### Power BI General Tools and Tips Key

- Reset: Clear all the selections you have made in the report and go back to a clean slate
- Bookmark: Create a version of a page you can go back to anytime (Use a descriptive name!)
- Full Screen: Expand the view of the report to full screen for better visibility (found in the menu)
- Eraser: Clear your selections from a slicer (found in upper right-hand corner of slicer)
- Pages: The report page names displayed on the left of the report can be removed and accessed later

### Power BI Slicer Key

- Pull Down: Brings down a list of options on click
- Slider: Adjust scanned values from both ends
- Rollover: Hover mouse over for more information
- Button: Click to activate / deactivate filter
- Jump: Click to follow to new page
- Toggle: Click to adjust filter
- Interactable: Click for action

### Page: Overview

The Overview page gives an overview of SU students' statuses across multiple schools, academic levels, statuses, and other applicable slicers. This page will help with identifying specific groups for further exploration in report pages through slicers.

#### Slicers

- Pulldown Slicers: Current Term, Ever Registered Current Term Flag, Academic Level, School, Department, Academic Program, Class, Graduation Application, Restriction Code, Leave of Absence, International Flag, Pell Grant Flag, EFC Flag, Unmet Need Flag
- Slider Slicers: Registered Credits, Cumulative GPA
- Toggle Slicer: Data Representation Toggle

## Data Visualizations

- Line Graph: Total Active Students by School and Registration Status
  - Albers, Arts & Sciences, Education, Nursing, Science & Engineering, New & Continuing Studies
  - Theology & Ministry, University Sponsored Academic Programs
- Circle Bar: Active Not Registered vs. Total Active Students
- Pie Chart: Active Not Registered by Class
  - Freshman, Sophomore, Junior, Senior, Post-Bacc, UG Non-Matriculated, GR Non-Matriculated

## Page: Active Students

The Active Students page presents a spreadsheet of student details based on applied slicers. Users can learn more about a student's registration status through personal, academic, and financial data. This can help with contacting students, documenting changes, and planning next steps.

### Slicers

- Pulldown Slicers: Current Term, Ever Registered Current Term Flag, Academic Level, School, Department, Academic Program, Class, Graduation Application, Restriction Code, Leave of Absence, International Flag, Pell Grant Flag, EFC Flag, Unmet Need Flag
- Slider Slicers: Registered Credits, Cumulative GPA
- Button Slicer: Student Registration Status

## Data Visualizations

- Spreadsheet: Active Students Spreadsheet
  - Colleague ID, Last Name, First Name, Email, Phone Number, Gender, Age, Ethnicity, Academic Level, Class School, Department, Academic Program, Cumulative GPA, A. Completion Date, Total Completed Credits, Completed SU Credits, Start Term, Last Term Registered, Next Term, Next Term Registered Credits, Current Term, Current Term Registered Credits, Prior Term, Prior Term Registered Credits, Prior Prior Term, Prior Prior Term Registered Credits, Athlete Flag, Advisor Name, Graduation Application, Graduation Application Date, Graduation Term, Disability Code, Restrictions, Leave of Absence, LOA Start Date, LOA Return Date, First Generation, Unmet Need, Pell Grant Flag

## Page: School Distribution

The School Distribution page displays registration status data across schools. For example, if the number of active, not registered students is notable in one particular school or program, users can look for more information to guide further action.

### Slicers

- Pulldown Slicers: Current Term, Ever Registered Current Term Flag, Academic Level, School, Department, Academic Program, Class, Graduation Application, Restriction Code, Leave of Absence, International Flag, Pell Grant Flag, EFC Flag, Unmet Need Flag
- Slider Slicers: Registered Credits, Cumulative GPA
- Button Slicer: Student Registration Status

### Data Visualizations

- (Vertical) Bar Graph: Active Registered, Active Under Registered, and Active Not Registered by School
  - Albers, Arts & Sciences, Education, Nursing, Science & Engineering, New & Continuing Studies, Theology & Ministry, University Sponsored Academic Programs

### Page: Class Distribution

The Class Distribution page displays registration status counts across class levels (Fr., So., Jr., Sr., UG Non-Mat., Post Bacc, Grad, GR Non-Mat.). For example, if the number of active, not registered students is notable at a class level, users can look for more information to guide further action.

### Slicers

- Pulldown Slicers: Current Term, Ever Registered Current Term Flag, Academic Level, School, Department, Academic Program, Class, Graduation Application, Restriction Code, Leave of Absence, International Flag, Pell Grant Flag, EFC Flag, Unmet Need Flag
- Slider Slicers: Registered Credits, Cumulative GPA
- Button Slicer: Student Registration Status

### Data Visualizations

- (Horizontal) Bar Graph: Active Under Registered and Active Not Registered by Class
  - Freshman, Sophomore, Junior, Senior, UG Non-Matriculated, Post Baccalaureate, Graduate, GR Non-Matriculated

### Page: Student Restrictions

The Student Restrictions page displays restriction codes that may block students from registering for courses. Users can identify and provide more informative paths to students on how to resolve restrictions and connect students to applicable processes. The bar chart displays common restrictions that students may have for further investigation and documentation.

### Slicers

- Pulldown Slicers: Current Term, Ever Registered Current Term Flag, Academic Level, School, Department, Academic Program, Class, Graduation Application, Restriction Code, Leave of Absence, International Flag, Pell Grant Flag, EFC Flag, Unmet Need Flag
- Slider Slicers: Registered Credits, Cumulative GPA
- Button Slicer: Student Registration Status

### Data Visualizations

- Spreadsheet: Student Restrictions Spreadsheet:
  - Colleague ID, Last Name, First Name, Phone Number, Email, Age, Gender, Ethnicity, Restrictions, Start Term, Academic Level, School, Department, Academic Program
- Total Students by Restriction Code
  - SNEWY, OLSCN, UNSAW, FSREG, BUEGV, RGMGN, PSPKF, DNTAI, FSFIN, STDN, SCEPV, ASCNV, STDP, CLBRV, ADFUN

## Page: Glossary and Release Notes

The Glossary & Release Notes Page displays report terms, definitions, and release version information. The Field Pulldown allows users to search for specific terms.

### Slicers

- Pulldown Slicer: Field

### Data Visualizations

- Spreadsheet: Active Students Report Glossary
  - Field, Definition