

Changes

September 8, 2009

Room capacities were being inflated for sections with multiple meeting times. This has been corrected.

July 14, 2009

Added text to the prompt page to indicate if the results are downloaded to Excel, it will not be possible to sort by meeting time, day, or room because of merged cells. The original version of the report has been restored to the reporting server as: UMSL_RP_SA_Class_Enrollment_Monitoring_Report_Original. This other version will return multiple result rows for courses with multiple meeting times and/or rooms.

June 25, 2009

Sections taught in more than one room were reported for each room. The section count and enrollments were also duplicated. That is corrected in this version.

The report layout was changed by adding the campus, which is now the primary sort, and moving various columns to eliminate the room duplications.

If you save the results as an Excel spreadsheet, you will not be able to sort because the merged cells. If the cells are un-merged, data for meeting time, days, and location will be placed in rows separate from the other data.

Please note that only the primary instructor as designated by the unit is listed.

Report Purpose

The purpose of the Course Enrollment Monitoring report is to provide information about enrollments and wait lists for selected courses in a specific term. This data is refreshed each evening and reflects the status at the close of business the previous day.

Getting Started

See the document [Cognos Sign-On Instructions](#) for directions on how to sign on to Cognos and locate reports.

Report Location

Public Folders→UMSL_MyView_Reports→
UMSL_RP_SA_Class_Enrollment_Monitoring_Report

Customer-Specified Selection Criteria

There are seven possible selection criteria, of which one is required and six optional. The optional selection criteria allow more targeted reports.

- Required

Term – select the term of interest from dropdown box.

- Optional – use Ctrl+Click to select multiple values for an individual criterion.

Campus – choose the campus of interest, e.g., MAIN to report only on-campus courses. Off-campus courses include Advanced Credit and Extension courses.

Academic Group – select the academic group(s) of interest.

Academic Career – select the academic career(s) of interest, e.g., GRAD for graduate courses, PROF for Optometry courses, or UGRD for undergraduate courses.

Subject – choose the subject(s) of interest, e.g., ANTHRO for Anthropology courses.

Component – choose the course component(s), formerly called section types, of interest, e.g., INT for Internet courses. You can select all course types except IND to exclude independent study courses.

Session – choose the session(s) of interest. For example, 1 is the main session for fall and spring terms; S1-S6 are the various summer terms; OS1 and OS2 are off-schedule terms in fall and spring; and 8W1 and 8W2 are eight-week sessions in fall and spring.

Please note that all criteria are additive and must be consistent. If you select an academic group of College of Nursing with a subject of ANTHRO, no data will be returned.

An image of the selection criteria screen follows.

University of Missouri - St. Louis

Student Reports from MyView

delivered via Cognos®

Course Enrollment Monitoring Report

Note: This version will produce one row per course regardless of the number of rooms and/or time periods.
If downloaded to Excel, it cannot be sorted on meeting time, day, or room because of merged cells

Choose Term - Required

* STRM_SDESC

Optional Selection Criteria - Use CTRL+Click to select multiple values

Campus	Academic Group	Academic Career	Subject	Component	Session
MAIN OFF	College of Arts & Sciences College of Business Adminstrtn College of Education College of Fine Arts & Commun College of Nursing College of Optometry Graduate School UMSL/Wash Univ Engineering VC for Academic Affairs	GRAD PROF UGRD	ACCTNG ADULT ED AERO ANTHRO AP MUS ARABIC ART ED ART HS ASTRON BIOL BUS AD C I ST	FLD IND INT ITV LAB LEC LES RSD SEM STU VID	1 8W1 8W2 OS1 OS2 S1 S2 S3 S4 S5 S6 WI

[Select all](#) [Deselect all](#)
 [Select all](#) [Deselect all](#)
 [Select all](#) [Deselect all](#)
 [Select all](#) [Deselect all](#)
 [Select all](#) [Deselect all](#)
 [Select all](#) [Deselect all](#)

Then click the Finish button.

Choose the required field by clicking on the dropdown box to select the term for which you wish to view courses.

Select any optional criteria by clicking on the appropriate value(s). Use Ctrl+Click to choose multiple items within specific criteria.

Then click the Finish button to run the report.

While the report is running, you will see a rotating hourglass.

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.
[Select a delivery method.](#)

The results will display on your monitor, or, if you chose to have Excel 2002 output, a file download dialog box will open. If you choose Excel 2002 output, make sure the report server is

in your Local Intranet sites. See the [Cognos Sign-On Instructions](#) for directions on how to add the site and select Excel 2002 output.

Report Section Criteria

This report selects records meeting the following criteria:

1. Courses in the customer-specified term.
2. If specified, the selected campus(es).
3. If specified, the selected academic group(s).
4. If specified, the selected academic career(s).
5. If specified, the selected subject(s).
6. If specified, the selected component(s).
7. If specified, the selected session(s).

Notes

- The report heading includes the user-specified term.
- Output is sorted by campus, session, academic group, descending academic career (to put undergraduate courses first), subject, catalog number and class section.
- A count of the number of distinct course numbers, total enrollment, and total number of wait-listed students appears at the bottom of the report.
- If a course is cross-listed, the total capacity, total enrollment, total wait list capacity, and total wait list count for all cross-listed elements are reported in the last four columns. Report totals for total cross-listed enrollments and wait list counts appear at the bottom of the report.