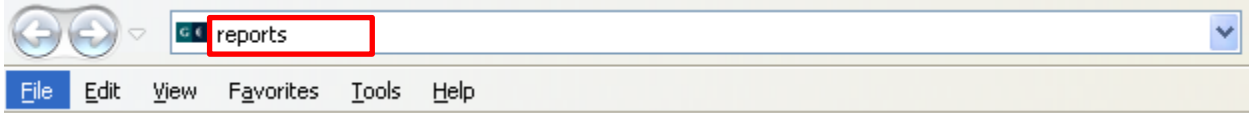


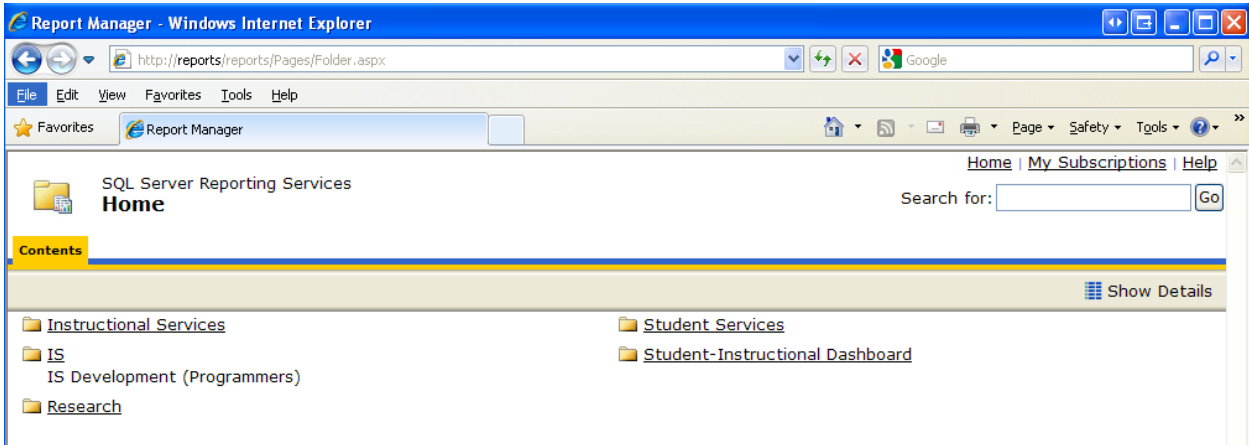
REPORTS FOR DEANS
Updated 8/22/12

The report data is compiled from the previous day's information.

Type 'reports' into the URL line in Internet Explorer:



The reports you see depend upon the permissions you have been given:




Some of the fields you will need to fill out for your report:

Field	What to enter	Examples
Academic Level	Select All, Credit (UG), or Cont.Ed. (CE)	All Credit (UG) Cont.Ed. (CE)
College School	Select the college name or 'Both' (if available) Or Enter the college initials	Cuyamaca Grossmont Both CC GC
Course	Enter % for All courses; enter the letter abbreviation for the department followed by % for the entire department. For specific courses, check the online instructions: Enter the letter abbreviation for the department followed by a hyphen and the course number or followed by just the course number	% MATH% MATH-110 MATH110
Division	Enter the first letter of the college followed by the 2-digit division number for a single division, the first letter of the college followed by % for all divisions within a college, or % if you want all divisions for both colleges	C01 (Division 1) C02 (Division 2) C03 (Division 3) C04 (Division 4) C05 (Division 5 - Library) G01 (Career & Technical Ed/Workforce Dev) G02 (Arts, Languages & Communication) G03 (Counseling & Student Development) G04 (English, Social/Behavioral Sciences) G05 (Learning Resources) G06 (Mathematics Natural Sciences Ex Sci) G08 (Allied Health & Nursing) C% (All Cuyamaca) G% (All Grossmont) % (All)
Enrollment Type	Select whether you want the data from the census date or the most current date	Census Current
Only show those whose difference is Greater Than or Equal to	Select the number of semesters remaining for an instructor to work to have employment preference.	0 -2 through -7
Subject	Enter the letter abbreviation for the department or % for all departments	BOT ENGL MATH %
Term Ending Term	Enter the year, followed by the 2-letter semester	2012SP 2012SU 2012FA

After you have filled out all fields, click the 'View Report' button:

The screenshot shows a web form titled "New Subscription" with a navigation bar containing "View", "Properties", "History", and "Subscriptions". The form includes fields for "Term (e.g. 2010FA)", "College" (with a dropdown menu showing "<Select a Value>"), "Division (e.g. C01, G04 or % for ALL) %", and "Enrollment Type" (with a dropdown menu showing "Census"). A "View Report" button is located in the top right corner and is highlighted with a red rectangular box.

The double title arrows  indicate fields that can be sorted. Just click on the arrows for the field you want sorted.

The screenshot shows a table header with the following columns: Div, Section, Title, Units, LED, Start, End, Cap, Enrollment, Fill %, and an unlabeled column. Red boxes highlight the double title arrows on the "Section", "Start", and "Fill %" columns.

The double heading arrows  will hide and display the two heading areas:

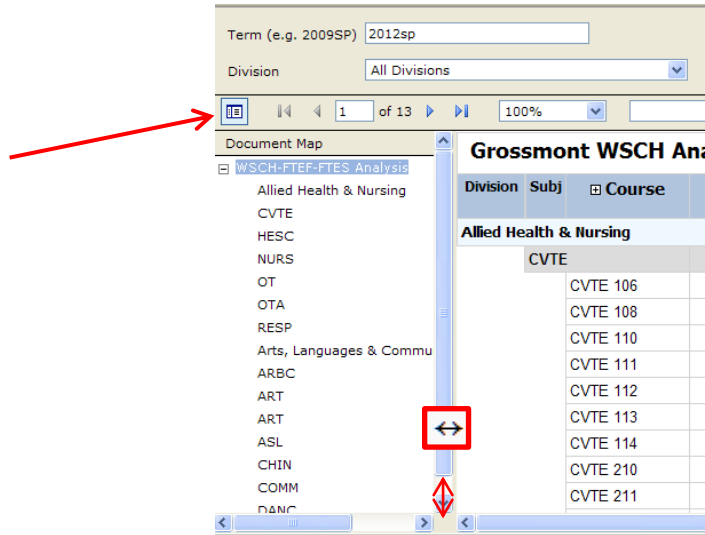
The screenshot shows a report titled "Section Standard Counts" with a navigation bar containing "View", "Properties", "History", and "Subscriptions". The report includes a search bar and a "View Report" button. Red arrows point to the double heading arrows icon in the top right corner and the double heading arrows icon in the bottom right corner, indicating how to collapse and expand the report content.

Navigate to additional web pages by clicking on the page arrows. Note: The number of printed paged pages differs from the number of web pages.

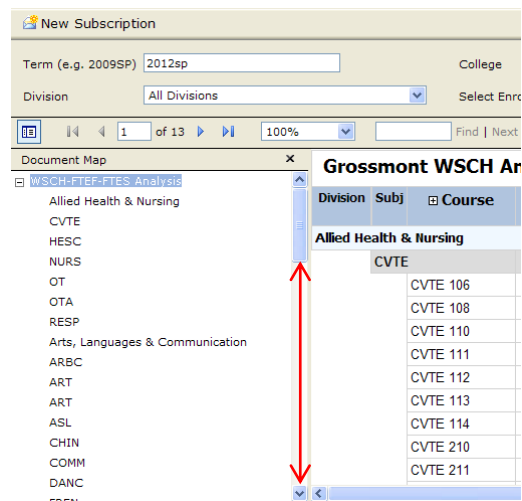
The screenshot shows the footer of the report, including a navigation bar with "View", "Properties", "History", and "Subscriptions". The footer contains a "New Subscription" section with fields for "Term (e.g. 2009SP)" set to "2012sp" and "Division" set to "All Divisions". A red box highlights the page navigation arrows at the bottom, showing "1 of 13" pages.

ACCESSING THE DOCUMENT MAP



The Document Map can be displayed/hidden by clicking on the button. You may not be able to see the entire list in a Document Map:





If that happens, widen the Document area by dragging the scroll bar to the right (your cursor will change to a double headed arrow \leftrightarrow) until the rest of the list becomes available.



SHOWING and HIDING SECTIONS


The plus/minus signs   indicate fields that can be shown or hidden. Just click on the sign for the field you want sorted.

Grossmont WSCH Analysis using Census Enrollment for 2012SU by Course/Section											
Division	Subj	 Course	Total FTEF	Max WSCH	Max WSCH/FTEF	Max Enroll	Earned WSCH	Earned WSCH/FTEF	Earned Enroll	% of Max	Approx FTES *
Allied Health & Nursing											
CVTE											
		CVTE 299B	0.300	47.00	156.67	47	46.00	153.33	46	97.87	1.53
		CVTE Total	0.300	47.00	156.67	47	46.00	153.33	46	97.87	1.53

Grossmont WSCH Analysis using Census Enrollment for 2012SU by Course/Section											
Division	Subj	 Course	Total FTEF	Max WSCH	Max WSCH/FTEF	Max Enroll	Earned WSCH	Earned WSCH/FTEF	Earned Enroll	% of Max	Approx FTES *
Allied Health & Nursing											
CVTE											
		CVTE-299B-0096	0.300	47.00	156.67	47	46.00	153.33	46	97.87	1.53
		CVTE 299B	0.300	47.00	156.67	47	46.00	153.33	46	97.87	1.53
		CVTE Total	0.300	47.00	156.67	47	46.00	153.33	46	97.87	1.53

SAVING REPORTS

To Save a Report, select the format you want, then click 'Export'.

Select a format  Export

- Select a format
- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

SUBSCRIBING TO REPORTS (Emailing and Scheduling Reports)

You can have a report emailed to you once or on a schedule by setting up a Subscription. Select the report you want, and then click New Subscription.

WSCH Analysis by Division and Subject using Census or Current Enrollment. Includes both FTEF and FTES information.

New Subscription

Term (e.g. 2009SP) College

Division Select Enrollment Type to report on:

1 of 2 100% Find | Next Select a format Export

Select the Render Format you prefer:

Report Delivery Options

Specify options for report delivery.

Delivered by:

To:

Subject:

Include Report Include Link

Priority: Render Format:

Web archive
XML file with report data
CSV (comma delimited)
TIFF file
Acrobat (PDF) file
Web archive
Excel

Subscription Processing Options

Specify options for subscription processing.

Click on Select Schedule, complete the schedule you want and click OK.

Subscription Processing Options

Specify options for subscription processing.

Run the subscription:

When the scheduled report run is complete

At 8:00 AM every Mon of every week, starting 8/9/2012

Fill out the remaining fields to specify what information you want to have emailed and click OK.

Report Parameter Values

Specify the report parameter values to use with this subscription.

Term (e.g. 2009SP)

College

Division Use Default

Select Enrollment Type to report on: Use Default

THE REPORTS

INSTRUCTIONAL SERVICES, CURRICULUM, SECTION STANDARD COUNT REPORTS

Notes:

- You may see enrollment larger than the Cap. This means there is another section tied to it with more Cap. The example below shows section 3316 with a Cap of 15 – the tied section has a Cap of 35, bringing the Enrollment total <= 50.
- If two sections are meeting at the same time with the same instructor – it’s counted as ONE section.
- X courses are not reported to the state.

Div	Section	Title	Units	LED	Start	End	Cap	Enrollment	Fill %
	HUM-110-3316	Honors-Principles Humanities	3.0	0.200	08/22	12/19	15	42	280.00

Section Standard Counts

This report provides a standard section count. It excludes Zero unit sections, 199's, Funding Accounting Method of 'X' (not eligible for state funding) and Secondary sections. Secondary section enrollment totals are carried in the Primary section for the group (cross listed/tied sections). User selects Term, College, Division, and enrollments from Census vs Current. The report also provides unit and LED totals.

Section Standard Counts - Term Comparison

This report provides a "side by side" Term Comparison of the "Standard" section counts. It excludes Zero unit sections, 199's, Funding Accounting Method of 'X' (not eligible for state funding) and Secondary sections. User selects Term(s), College, and Division. The report also provides unit and LED totals.

Section Standard Counts - Two Terms with Difference

This report provides a "side by side" Two Term Comparison of the "Standard" section counts. It excludes Zero unit sections, 199's, Funding Accounting Method of 'X' (not eligible for state funding) and Secondary sections. User selects Term(s), College, and Division. The report also provides unit and LED totals, with the right most column showing the differences between the two terms.

Section Standard Counts by Category with Difference

This report provides a "side by side" Two Term Comparison of the "Standard" section counts. It excludes Zero unit sections, 199's, Funding Accounting Method of 'X' (not eligible for state funding) and Secondary sections. User selects Term(s), College, and Division. The report also provides unit and LED totals, with the right most column showing the differences between the two terms.

[Note: a course can show in more than one category.](#)

INSTRUCTIONAL SERVICES, CURRICULUM, SECTION COUNTS

Section Count by Course with LED Totals Load totals for sections with assigned Faculty. If the section is TBA no LOAD will appear.

Section Counts by Division Active and Cancel - No 199's

Section Counts by Subject Active and Cancel - No 199's

INSTRUCTIONAL SERVICES, CURRICULUM

Course Prerequisites	This report shows all courses which have equate codes assigned along with the courses they are equated to.
Section Accounting Methods	Report is Grouped by Section Account Method and lists the Section Name.
Section Enrollment Detail	Includes all active sections. Census and Active enrollments are shown along with Section Name and Title. Primary sections will have a combined enrollment in the Global column .
Sections Cancelled	This report shows Cancelled Section, Instructor Name, Date Cancelled and section Start and End date. User selects Term, College, Division, and Academic Level. For Academic Level use UG for Credit, and CE for Continuing Ed.
Sections with TBA Faculty	Unstaffed Sections listing Section Name, Title and Division.
Wait List Section Report	Wait List enrollment counts. Select term, school, individual subject or all, and academic level. Report list students enrolled from the wait list, active on wait list, dropped from wait list. Total wait list by section is included, as well as report grand total. Notes: No one is moved from the WaitList after the Sunday before classes start. The Total Waitlisted Students column shows the total number of students who were ever on the list.
WSCH-FTEF-FTES Analysis	WSCH Analysis by Division and Subject using Census or Current Enrollment. Includes both FTEF and FTES information. Notes: This report will show tied courses. Numbers can be a little off for cross-listed courses as the data shows only in the primary course. The % of Max is the Fill Rate.

INSTRUCTIONAL SERVICES, FACULTY

Faculty Employment History

Faculty Employment History to determine Preferences for Part Time. Select by College, Course (or Subj), and Difference amount.
[Note: The number of Preferences needed for those who started teaching a class prior to Summer 1997 is 4, otherwise it is 8.](#)

Online Instructor History

[Notes: D49 < 50% online, D51 > 50% online, DINT = 100% online. This report is useful for showing the first time a class is offered online. D49 is not included, the state does not consider them to be online, nor does it count as an instructor's first online course.](#)

INSTRUCTIONAL SERVICES, PROGRAM REVIEW

Enrollment by Gender Age Ethnicity Requires: Starting Year, Ending Year, Term, College, Academic Level. Allows: Subject. Allows either single or multiple Terms: Spring, Summer or Fall. Returns Multiple tables and graphs.

Faculty Counts - Full Time and Part Time Count Full time and part time faculty by Subject/Department. A ratio is calculated.
[Note: There is a limitation to this report – if an instructor is FT and teaches outside the normal discipline, it will also show in the outside discipline as FT.](#)

Faculty FTE - Full Time and Part Time WSCH Analysis by Division and Subject using Census or Current Enrollment
[Note: The last page shows division totals. There is a limitation to this report – if an instructor is FT and teaches outside the normal discipline, it will also show in the outside discipline as FT.](#)

Grade Distribution by Division Grade Distribution by Division
[Note: ADA is Average Daily Attendance](#)

Headcount for Degrees and Certificates Shows the number of students that Graduated in the requested Term by awarded Degrees and Certificates.

Success and Retention by Gender Age Ethnicity User selected criteria (College, Subject, Terms)

WSCH-FTEF by TOPS Program Review report. Includes WSCH Analysis using either Census or Current Enrollment. There is a summary by TOP code at the end.

WSCH-FTEF-FTES Analysis WSCH Analysis by Division and Subject using Census or Current Enrollment. Includes both FTEF and FTES information.
[Note: Numbers can be a little off for cross-listed courses as the data shows only in the primary course.](#)

WSCH-FTEF-FTES Trending WSCH Analysis by Division and Subject using Census or Current Enrollment. Includes both FTEF and FTES information. Allows user to specify range of years and terms
