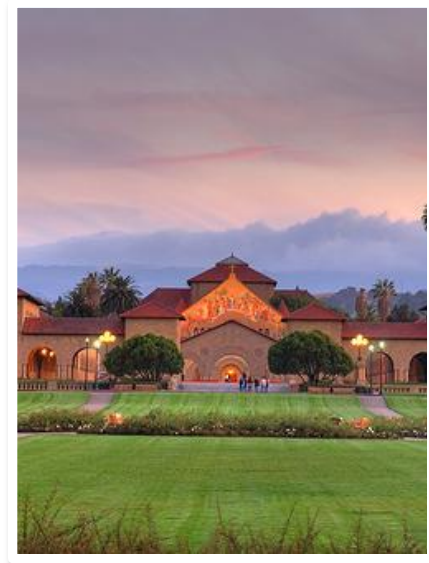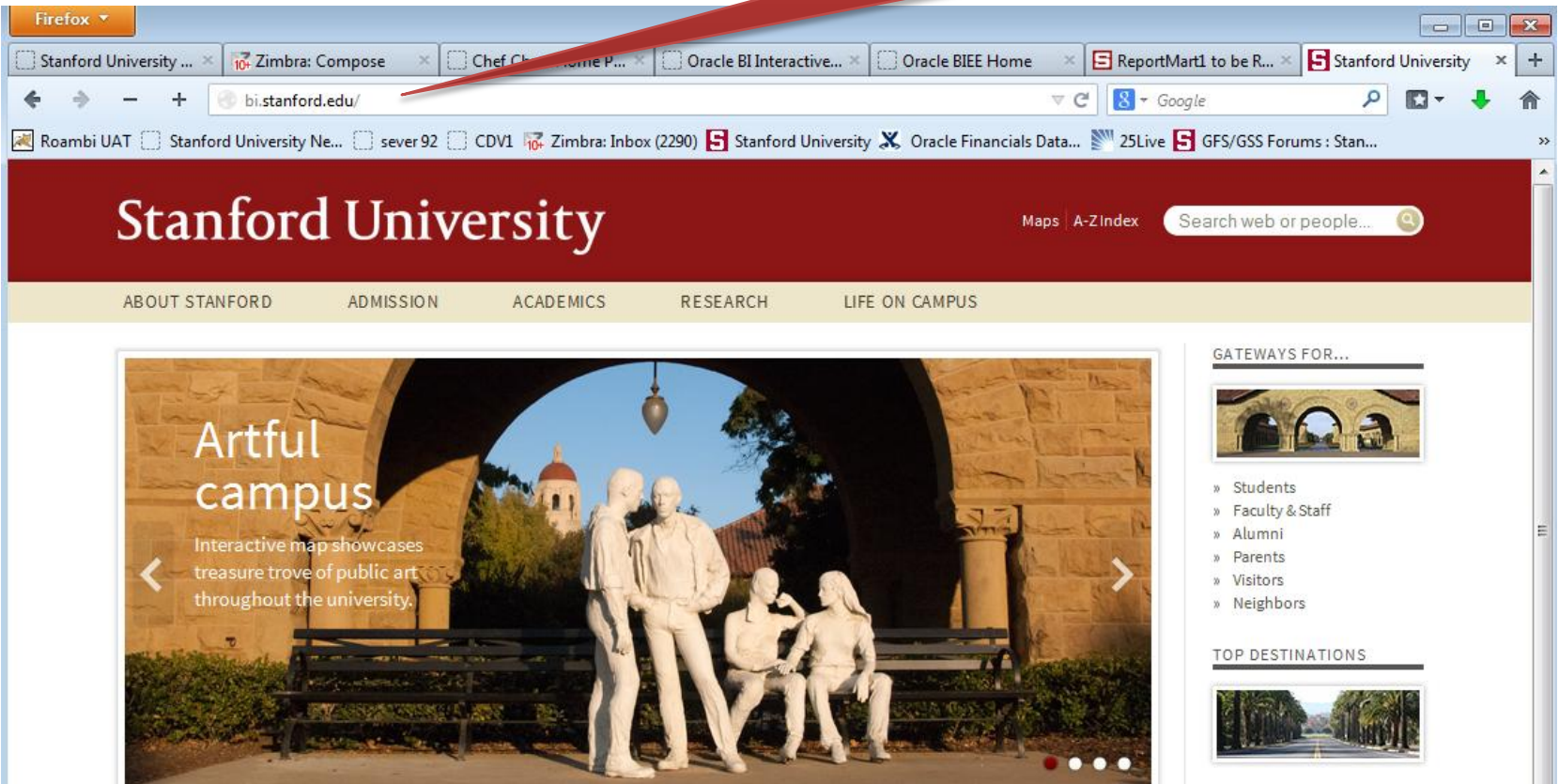# Quick Steps for running BI Reports

Log-in

-Go to bi.stanford.edu (webauth)
-Use Firefox/IE/Chrome on PC.
-Use Safari on Mac.
-For Mac no need to use Citrix Connect.

Home Page

Search | All

Advanced | Administration | Help ▾ | Sign Out

Home | Catalog | Favorites ▾ | Dashboards ▾ | ✷ New ▾ | 📁 Open ▾ | Signed In As

Create...

Analysis and Interactive Reporting
Analysis | Dashboard | More ▾

Published Reporting
Report Job

Actionable Intelligence
Agent | Action

Performance Management
Scorecard | KPI | KPI Watchlist

Marketing
Segment | Segment Tree | List Format

Browse/Manage...

All Content ▾
My Analyses
My Reports
My Scorecards
My Agent Subscriptions
My Agents
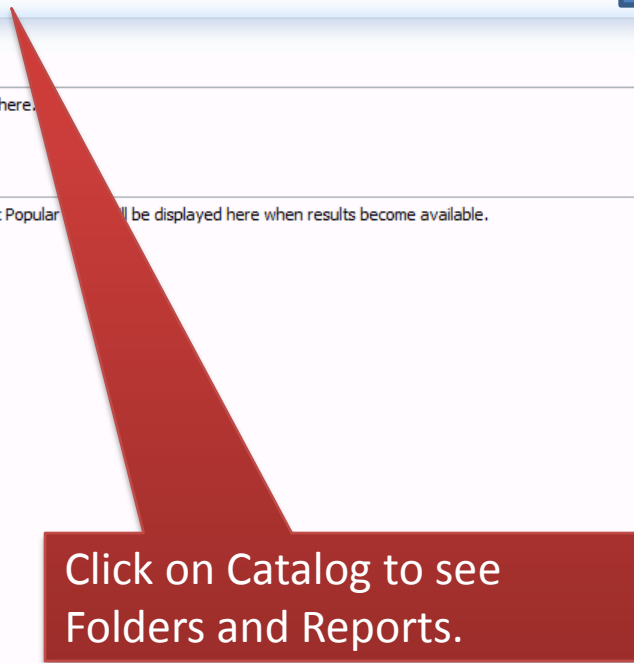Marketing Jobs

Get Started...

Introduction to Oracle BI

Oracle BI EE Documentation

Download BI Desktop Tools ▾

Help Contents ▾

Oracle Technology Network

🕐 **Recent**
ⓘ Recently opened or edited items will be display...re.

🔥 **Most Popular**
ⓘ No recommendations are currently available. Most Pop... ill be displayed here when results become available.

You will land on the Home page.

Home Page

Create...

Analysis and Interactive Reporting
Analysis | Dashboard | More ▾

Published Reporting
Report Job

Actionable Intelligence
Agent | Action

Performance Management
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box (2290) Stanford University Oracle Financials Data... 25Live

Recent

ℹ️ Recently opened or edited items will be displayed here.

Most Popular

ℹ️ No recommendations are currently available. Most Popular will be displayed here when results become available.

Click on Catalog to see Folders and Reports.

Expand Shared Folders by clicking on the Triangle.

Reports

Catalog

Home | **Catalog** | Favorites ▾ | Dashb... | Open ▾ | Signed In As

User View ▾ | Location /Shared Folders/Student Administration/Student R... and Grading | ☐ Show Hidden Items

Folders

- ▷ My Folders
- ▽ Shared Folders
  - ▷ Authority
  - ▷ Graduate Financial Support
  - ▽ Student Administration
    - ▷ Adhoc
    - ▷ Admissions
    - ▷ Emergency Data
    - ▷ Financial Aid
    - ▷ Student Financials
    - ▽ Student Records
      - ▷ Administrative Student Data
      - ▷ Course Scheduling
      - ▷ Degree Progress
      - ▷ **Enrollment and Grading**
      - ▷ Graduation
      - ▷ SR Athletics
      - ▷ SR Bechtel
      - ▷ SR Deans Office
      - ▷ SR Ethnic Centers
      - ▷ SR Law
      - ▷ SR Med
      - ▷ SR Overseas Studies
      - ▷ SR PO Box
      - ▷ SR Postdocs
      - ▷ SR SCPD
      - ▷ Student Admin Setup
  - ▷ Workgroup

Type All | Sort Name A-Z | ...ore Details

Data Model | Last Modified 11/4/2013 10:46:4... | ...Administrator Role
Expand | More ▾

Enroll and Grading - Reg Off... ...dified 11/4/2013 10:46:42 AM | Owner BI Administrator Role
Expand | More ▾

Class Lists an... ...ts Lists (PS_SR016a) | Last Modified 11/4/2013 10:46:41 AM | Owner BI Administrator Role
The Class ...ports provide official listings (rosters) of the students enrolled in a class for a given term. * Class information includes Subject, Title, Class Number, Grading Basis, and In...ctor(s). [Grade Proxies are excluded.] Grading Basis, Official Grade and Units Earned. Note: Classes with no students will not appear in the reports or results.
...n | More ▾

Class Lists(1990-2001)(PS_SR079) | Last Modified 11/4/2013 10:46:41 AM | Owner BI Administrator Role
The Class List reports provide listings of students enrolled in classes for a given... includes Course Id, Title, Class Number, NSI Department, Grading Basis, and In... Student Tuition Basis, and Units E
Open | More ▾

Enrollment(1990-2001)(PS_SR080) | Last Modified 11/4/2013 10:46:43...
The Enrollment reports provide counts of students enrolled in classes by quarte... Instructor Rank. * Student information can be found under Class Lists (1990-2...
Open | More ▾

Faculty Review Reports (PS_SR021) | Last Modified 11/4/2013 10:46:43 AM | ...or Role
The Faculty Review Reports (SR021) provide course and class lists by faculty m...ssisted data. The reports only display classes with enrollment and should be used only for Peoplesoft historical reporting, beginning with Fall term of the 2001 ... ...r (1022).
Open | More ▾

GNR Grades (PS_SR121) | Last Modified 11/4/2013 10:46:4... ...Administrator Role
The Class List reports provide official listings (rosters) of th... ...olled in a class for a given term, and have outstanding GNR grades. * Class information includes Subject, Title, Class Number, Grading Basis, and Instructor(s). [G... ...are excluded.] * Student information includes Name, ID, Academic Class, Cohort (undergrads only: refers to the year of entry), Active Plan(s), Units Enrolled, S... ...ng Basis, Official Grade and Units Earned. Note: Classes with no students will not appear in the reports or results.
Open | More ▾

Grade Roster Status report(PS_S... ...| Last Modified 11/4/2013 10:46:44 AM | Owner BI Administrator Role
The Grade Roster Status report w... ...he grade status of all generated course grade rosters. This report will be run by the Central Registrar's Office and Academic Departments. The information included in thi... ...is: Class Info(Subject, Catalog, Section, Number, and Title),Grade Status, Submit Date, Reg Grade Status, Reg Post Date, Posted (Y or N), Instructor Info, and Instru...rade Acc
Open | More ▾

Student Stu...y Lists(PS_SR037) | Last Modified 11/4/2013 10:46:44 AM | Owner BI Administrator Role
The Stud... List shows all the courses in which a student is enrolled for a term, grades received (if any), and basic academic information (e.g, Academic Class and all current Academic Plans). Advisor information is included for the plan(s) and role(s) selected when Processing the report.
Open | More ▾

Tasks

Student Study Lists(PS_SR037)

- Open
- Schedule
- History
- Delete
- Rename
- Add to Favorites
- Create Shortcut
- Archive
- Properties
- Permissions

▷ **Preview: Student Study Lists(PS_SR037)**

Instructions Page

Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In A

Process By* | Activation Term | Program Status All
Academic Plan | Academic Org (Dept/School) | Program Admit Term All
Advisor Role All | Apply

Introduction | Student Study Lists | Advisor: Student Study ... | No Grades - Student Stu... | Advisors Results | Enrolls Results | StudyList Results | StudyList Classes | StudyList Term Totals | Student Unit Totals no...
StudyList Advisors

For University Business Use Only

Stanford University Reporting: Student Study Lists

CONFIDENTIALITY AGREEMENT:

I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants; and I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

Description: (Rpt PS_SR037)

The Study List shows all the courses in which a student is enrolled for a term, grades received (if any) and basic academic information (e.g, Academic Class and all current Academic Plans). Advisor information is included for the plan(s) and role(s) selected when Processing the report.
Note: by default, the Study List report does not include courses in which a student is waitlisted - and it lists only students who are currently active or on leave.

Instructions for Processing:

Step 1. Select 'Process By' option.

Step 2. Select values(s) from the drop down list or enter value(s),separated by a comma without sp

Step 3. Click the 'Apply' button.

Step 4. Click on the tab to view the report.

To run the report again with different parameter values, change the values and click 'Apply' button. Then click the 'Refresh' (blue button on top right) in each tab.

Statement on Stanford Reporting Data

Information in the Reporting Database is updated at the end of each day. Reports produced today will reflect data changes made yesterday in the Production Database, excluding batch processing.

Follow instructions for processing.
Note that all prompts are at the top.

Search All | Advanced Administration Help ▾ Sign Out

Prompts/Parameters

herEntry&Action=open&itemType=.xdo&bipPath=%2FStudent Administratic

Search | All

Advanced   Administration   Help ▾   Sign Out

box (2290) Stanford University Oracle Financials Data... 25Live

Student Study Lists(PS_SR037).xdo

Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As

Process By*	Academic Plan	Activation Term	1136	Program Status	All
Academic Plan	AA-ENG	Academic Org (Dept/School)		Program Admit Term	All
Advisor Role	All	Apply			

Introduction | Student Study Lists | Advisor: Student Study ... | No Grades - Student Stu... | Advisors Results | Enrolls Results | StudyList Results | StudyList Classes | StudyList Term Totals | Student Unit Totals no...

StudyList Advisors

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Description: (Rpt PS_SR037)

The Study List shows all the courses in which a student is enrolled for a term, grades received (if any) and b... and all current Academic Plans). Advisor information is included for the plan(s) and role(s) selected when F... *Note: by default, the Study List report does not include courses in which a student is waitlisted - and it ... leave.*

Instructions for Processing:

Step 1. Select 'Process By' option.

Step 2. Select values(s) from the drop down list or enter value(s),separated by a comma without spac...

Step 3. Click the 'Apply' button.

Step 4. Click on the tab to view the report.

To run the report again with different parameter values, change the values and click 'Apply' button. Then click the 'Refresh' (blue button on top right) in each tab.

Statement on Stanford Reporting Data

Information in the Reporting Database is updated at the end of each day. Reports produced today will reflect data changes made yesterday in the Production Database, excluding batch processing.

-Pick the process by Prompt.
-Fill in the prompts that you would like to run the report for.
-Default 'All' will be equivalent to 'Ignore' in ReportMart1.
-Click on Apply button.

Report Output/Results

box (2290)   Stanford University   Oracle Financials Data...   25Live

Search   All

Advanced   Administration   Help ▾   Sign Out

Student Study Lists(PS_SR037).xdo

Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As

Process By*	Academic Plan	Activation Term 1136	Program Status All
Academic Plan	AA-ENG	Academic Org (Dept/School)	Program Admit Term All
Advisor Role	All	Apply	

Introduction | **Student Study Lists** | Advisor: Student Study ... | No Grades - Student Stu... | Advisors Results | Enrolls Results | StudyList Results | StudyList Classes | StudyList Term Totals | Student Unit Totals no...

StudyList Advisors

Page: − | + Automatic Zoom ⇅

Student St   **For University Business Use Only**

-Click on the relevant tab to see results.
-A clock icon 🕐 will appear in the middle to indicate report is running.
-If you don't see it, please scroll to the middle of the report tab.
-Please note that unlike in ReportMart1 each tab is independent.
-Apply button does not refresh all tabs.

12-13 Spr   Term Units in Progress: 1   Term Units Completed: 7

Tab Navigation

Student Study Lists(PS_SR037).xdo

| Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As |

Process By* | Academic Plan | Activation Term | 1136 | Program Status | All
Academic Plan | AA-ENG | Academic Org (Dept/School) | | Program Admit Term | All
Advisor Role | All | Apply

Introduction | Student Study Lists | Advisor: Student Study ... | No Grades - Student Stu... | Advisors Results | Enrolls Results | **StudyList Results** | StudyList Classes | StudyList Term Totals | Student Unit Totals no...

StudyList Advisors

Run Date	Cterm Term Cd	Cterm Term Sdesc	Emplid	Stf Pri Name	Advi...	Struc Acad Plan Sdesc	Struc Acad Sub Plan Sdesc	Struc Acad Prog Sdesc	Struc Prog Admit Term	Stf Acad C...
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1086	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1122	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1122	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1122	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1122	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1134	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1134	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1134	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1134	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1136	Grad Matr
11/11/13 09:56 AM	1136	12-13 Spr	0			AerAs-Eng		AeroAstro	1136	Grad Matr

-Click on another tab to see results on that tab.
-You will see the clock icon again before results are displayed

Printing/Exporting

-Click on Actions Button 📋 to Print and Export.
-For printing export to PDF and use PDF print functionality.
-Export to Excel or CSV for downloading data.

Running other reports

Catalog

Home | Catalog | Favorites ▾ | Dashboards ▾ | 🎀 New ▾ | 📂 Open ▾ | Signed In As

User View ▾ | 🞄 🞄 🞄 🞄 🞄 🞄 🞄 | 🞄 🞄 | 🞄 🞄 🞄 | Location | /Shared Folders/Student Administration/Student Records/Enrollment and Grading

Folders

- ▷ My Folders
- ▽ Shared Folders
  - ▷ Authority
  - ▷ Graduate Financial Support
  - ▽ Student Administration
    - ▷ Adhoc
    - ▷ Admissions
    - ▷ Emergency Data
    - ▷ Financial Aid
    - ▷ Student Financials
    - ▽ Student Records
      - ▷ Administrative Student Data
      - ▷ Course Scheduling
      - ▷ Degree Progress
      - ▷ **Enrollment and Grading**
      - ▷ Graduation
      - ▷ SR Athletics
      - ▷ SR Bechtel
      - ▷ SR Deans Office
      - ▷ SR Ethnic Centers
      - ▷ SR Law
      - ▷ SR Med
      - ▷ SR Overseas Studies
      - ▷ SR PO Box
      - ▷ SR Postdocs
      - ▷ SR SCPD
      - ▷ Student Admin Setup
  - ▷ Workgroup

Type All | **Sort** Name A-Z | ☐ Show More Details

📁 **Data Model** | Last Modified 11/4/2013 10:46:41 A... Owner BI Administrator Role
Expand | More ▾

📁 **Enroll and Grading - Reg Office** | Last Modified 11... 0:46:42 AM | Owner BI Administrator Role
Expand | More ▾

📊 **Class Lists and Grade Lists (PS_SR016a)** | Last Mo... 13 10:46:41 AM | Owner BI Administrator Role
The Class List reports provide official listings (rosters) of t... lled in a class for a given term. * Class information includes Subject, Title, Class Number, Grading Basis, and Instructor(s). [Grade Proxies are excluded.] Grading B... le and Units Earned. Note: Classes with no students will not appear in the reports or results.
Open | More ▾

📊 **Class Lists(1990-2001)(PS_SR079)** | Last Modified 11/... Owner BI Administrator Role
The Class List reports provide listings of students enrolled in cl... Note: Data source is NSI 1990-1991 through 2000-2001 academic years. * Class information includes Course Id, Title, Class Number, NSI Depart... nd Instructor(s). * Student information includes Name, ID, Academic Class , Degree-Majors, Units Enrolled, Student Tuition Basis, and Units E
Open | More ▾

📊 **Enrollment(1990-2001)(PS_SR080)** | Last Modified 11/4/20... Administrator Role
The Enrollment reports provide counts of students enrolled in classe... tion includes Course Id, Title, Class Number, Grading Basis, Instructor(s), and Instructor Rank. * Student information can be found under Class Lis...
Open | More ▾

📊 **Faculty Review Reports (PS_SR021)** | La...
The Faculty Review Reports (SR021) provide co... used only for Peoplesoft historical reporting, be...
Open | More ▾

📊 **GNR Grades (PS_SR121)** | Last Modified 11...
The Class List reports provide official listings (ro... ubject, Title, Class Number, Grading Basis, and Instruc... fers to the year of entry), Active Plan(s), Units Enrolled, Student Grading Basis, Official Grade and Units Earned. Note: Classes with no students will not appear in the reports or results.
Open | More ▾

📊 **Grade Roster Status report(PS_SR022a)** | Last Modified 11/4/2013 10:46:44 AM | Owner BI Administrator Role
The Grade Roster Status report will show the grade status of all generated course grade rosters. This report will be run by the Central Registrar's Office and Academic Departments. The information included in this report is: Class Info(Subject, Catalog, Section, Number, and Title),Grade Status, Submit Date, Reg Grade Status, Reg Post Date, Posted (Y or N), Instructor Info, and Instructor Grade Acc
Open | More ▾

📊 **Student Study Lists(PS_SR037)** | Last Modified 11/4/2013 10:46:44 AM | Owner BI Administrator Role
The Study List shows all the courses in which a student is enrolled for a term, grades received (if any), and basic academic information (e.g, Academic Class and all current Academic Plans). Advisor information is included for the plan(s) and role(s) selected when Processing the report.
Open | More ▾

Tasks

📄 **Faculty Review Reports (PS_SR021)**
- 🞄 Open
- 🞄 Schedule
- 🞄 History
- 🞄 Delete
- 🞄 Rename
- 🞄 Add to Favorites
- 🞄 Create Shortcut
- 🞄 Archive
- 🞄 Properties

⟩ **Preview: Faculty Review Reports (PS_SR021)**

-Click on Catalog for other folders and reports.

Adding Favorites to access frequently used reports

Time Schedule Archive(PS_SR010) | Last Modified 11/25/2013 2:33:43 PM | Owner BI Administrator Role

This report displays courses as they will appear in the printed Time Schedule. Use the report throughout the year to assist you in monitoring your course setup and verifying instructor and TA names for the printing of course evaluations.As it only contains the information displayed in the printed Time Schedule (e.g., only the 01 section of independent study courses), use the Individual Study Sections report to verify those courses.

Open | More ▾

Time Schedule (1072-Future) (PS_SR109a) | Last Modified 11/25/2013 2:33:43 PM | Owner BI Administrator Role

This report displays courses as they will appear in the printed Time Schedule. Use the report throughout the year to assist you in monitoring your course setup and verifying instructor and TA names for the printing of course evaluations. printed Time Schedule, use the Individual Study Sections report to verify those courses.

Open | More ▾

> Click on More.

- 🗓 Schedule
- 🕐 History
- ✖ Delete
- ⌨ Rename
- ⭐ Add to Favorites

Summ   **ered(PS_SR100)** | Last Modified 11/25/2013 2:33:43 PM | Owner BI Administrator Role

This re   listing of course offerings. It includes the lengthy description of the course that was published in the Stanford Bulleti   offered. Users may only pick one term at a time for which to run this report. The report will display the course title, a   in that term.

Open

> Click on Add to Favorites.

Summ   **ession Offered(PS_SR102)** |

This re   listing of course offerings. It includes the lengthy description of the course that was published in the Stanford

> Click on Favorites at anytime to see the list of reports added as Favorites.

> Click on report name to open report.

Catalog | Favorites ▾ | Dashboards ▾ | 🌟 New ▾ | 📂 Open ▾

lders/Student Adminis

📁 Manage Favorites…

- 🔲 Time and Leave - Home
- 🔲 CADMS - Project Cost
- 🔳 Time Schedule (1072-Future) (PS_SR109a).xdo

ied 11/27/2013 3:08:0

Getting Help

Please open a HelpSU ticket using the link
https://remedyweb.stanford.edu/helpsu/auth/helpsu?pcat=obiee