



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Department of Institutional
Research and Analytics
(IRA)

PowerHEDA Training Guide

Department of Institutional
Research and Analytics

Date: May 2024



Title and Synopsis

Title PowerHEDA Institutional Analytics Dashboards

Date May 2024

Synopsis This document is used as course material for training UP staff members to implement a management information system that supports senior management in its strategic decision-making processes with the ability to review, analyse and track historical data across all main functionalities in an appropriate and meaningful context.

Copyright © University of Pretoria 2017. All rights reserved.
Information in this document is subject to change. No part of this document may be reproduced, or transmitted, in any form, or by any means, electronic or mechanical, for any purpose, without the express written permission of the University of Pretoria.

Table of Contents

Course Overview	4
Prerequisites	4
Objectives	4
Introduction	4
PowerHEDA.....	5
Activate PowerHEDA	5
Dashboards.....	6
UP Planning Dashboards.....	7
UP Students Dashboard	9
HEDA Reporting	12
Create Pivot Table Reports.....	12
Create Reports with Own Selection	16
Reports with Filter options	18
UP Cohort Analysis	19
Student Qualification Type Cohort.....	19
Exercises.....	21
Exercise One	21
Exercise Two	21
Exercise Three	21
Exercise Four.....	21
Results - Reports	22

Course Overview

PowerHEDA Dashboards are used to implement a management information system that supports senior management in its strategic decision-making processes with the ability to review, analyse and track historical data across all main functionalities in an appropriate and meaningful context.

PowerHEDA is a management information system with user-friendly reports and dashboards. The data used to compile these reports are extracted from PeopleSoft (PS) **every night**. The PowerHEDA system does not allow users to fix data but only displays what is captured on the PeopleSoft system.

Prerequisites

- ▶ Microsoft Windows.
- ▶ Access to PowerHEDA. Access requests: [IRA - SMAX](#)
- ▶ PowerHEDA is best viewed in Google Chrome.

Objectives

After completing this course you should be able to:

- ▶ Sign In to PowerHEDA
- ▶ View the different dashboards
- ▶ Export a table to Microsoft Excel
- ▶ Change dashboard filters
- ▶ Open related reports

Introduction

PowerHEDA Dashboards are used to implement a management information system that supports senior management in its strategic decision-making processes with the ability to review, analyse and track historical data across all main functionalities in an appropriate and meaningful context.

PowerHEDA is a management information system with user-friendly reports and dashboards. The data used to compile these reports are extracted from PeopleSoft (PS) every night. Staff information is updated once a month. The PowerHEDA system does not allow users to fix data but displays what is captured on the PeopleSoft system.

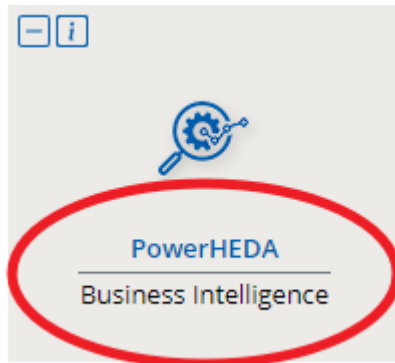
Due to the POPI act, you are not allowed to give out any information to a third party!

To gain access to PowerHEDA, log a call on the [IRA SMAX](#) system (<https://dip-ira.up.ac.za/saw/less>)

PowerHEDA

PowerHEDA can be accessed in the following two ways:

- ▶ From the **UP Staff Portal** ⇒ **Add/Remove Portlets** ⇒ **Business Intelligence**. Click on **PowerHEDA** link.



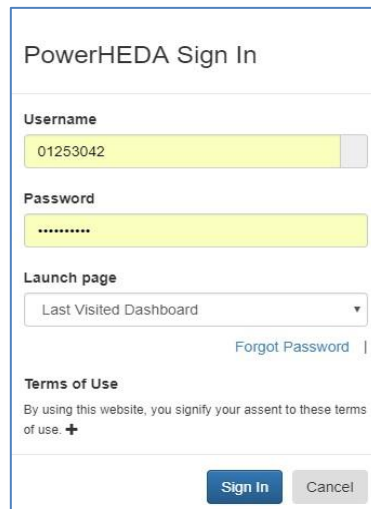
- ▶ Using the PowerHEDA web address: <https://pwrheda.up.ac.za/PowerHEDA/dashboard.aspx>

Access PowerHEDA through the web address

- ▶ Open Google Chrome.
- ▶ Enter the following URL: <https://pwrheda.up.ac.za/PowerHEDA/dashboard.aspx>
- ▶ The following screen will appear:



- ▶ In the top right-hand corner of the screen click on the **Sign In** button.
- ▶ Click in the **Username** box and enter your **UP-Staff Number** e.g. **01234567** (without the u or the p)
- ▶ Click in the **Password** box and enter your **UP Portal** password.
- ▶ Click on the **Sign in** button.



PowerHEDA Sign In

Username
01253042

Password

Launch page
Last Visited Dashboard

[Forgot Password](#)

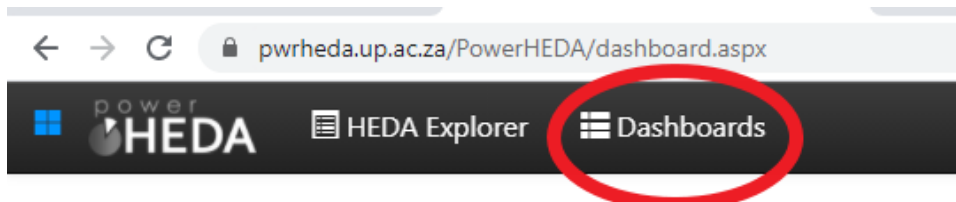
Terms of Use
By using this website, you signify your assent to these terms of use. [+](#)

Sign In Cancel

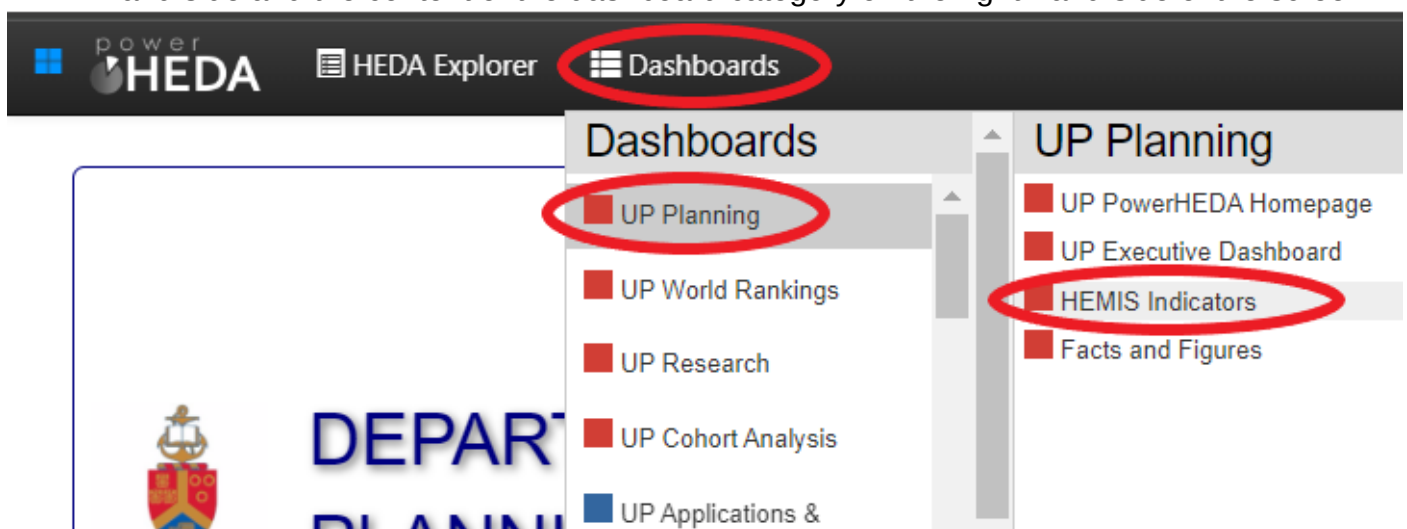
- ▶ The **Home** screen will appear.
- ▶ Your name will be displayed in the top right-hand corner of the screen.

Dashboards

- ▶ Click on the **Dashboards** hyperlink on the navigation bar at the top of the screen to view different dashboards.



- ▶ OR hover with the mouse on Dashboards to display the dashboard categories on the left-hand side and the content of the dashboard category on the right-hand side of the screen.



- ▶ Click on one of the Dashboard, on the right hand side, that you want to view.
- ▶ You can change between Tile view and User View by clicking on the Tile view button in the top right-hand corner.

Dashboard list

UP Planning Dashboards

The UP Planning Dashboard category displays the Home page, HEMIS Indicators, UP Executive Summary and UP Financials. (UP Financial Dashboard is only open to selective staff members.)

- ▶ Click on **HEMIS Indicators** to view the dashboard details. Note the different Related Reports on the left hand side.
- ▶ The Indicator definitions are available under the related reports in the Hemis Indicator Description box.
- ▶ Click on **HEMIS Faculty Indicators** related report
- ▶ Select the required Years, Faculty and/or Department and click on View Report

- Click on the + sign to drill down to Faculty and Department



HEMIS Faculty Indicators

Report Parameters	
Faculty	All Faculties
Department	All Departments
Download Date	07 May 2024

Indicator ► Faculty ► Department	2018	2019	2020	2021	2022
% Successful Contact FTE students to Total Enrolled Contact FTE students	83.53	83.81	86.81	85.87	83.83
Enrolled Contact FTE students per Teaching staff FTE (ratio)	25.60	24.69	23.76	24.30	22.97
First time entering UG headcount enrolment	9,182.00	9,072.00	8,336.00	9,517.00	8,632.00

- Click on the Indicator to view the Numerator and Denominator

Indicator ► Faculty ► Department	2018	2019	2020
% Successful Contact FTE students to Total Enrolled Contact FTE students	83.53	83.81	86.81
Enrolled Contact FTE students per Teaching staff FTE (ratio)	25.60	24.69	23.76
First time entering UG headcount enrolment	9,182.00	9,072.00	8,336.00

- Click on the blue arrow to go back

Year: 2018,2019,2020,2021,2022 ▼ Faculty: All Faculties ▼ Department: All Departments ▼

Show Trend: No ▼ View Report

1 of 1 ► Find | Next



Hemis Indicators Detail

Report Parameters	
Faculty	All Faculties
Department	All Departments
Download Date	07 May 2024

21 - % Successful Contact FTE students to Total Enrolled Contact FTE students	2018	2019	2020	2021	2022
Successful Contact FTE students	33,001.35	33,871.14	35,212.15	35,709.41	33,669.02
Enrolled Contact FTE students	39,510.02	40,414.21	40,564.03	41,583.09	40,162.09
Ratio	83.53	83.81	86.81	85.87	83.83

- If you have drilled down to Faculty or Department, you can also click on the Faculty or Department to see the numerator and denominator.

Goal 1. To be a leading research University in Africa

Indicator ► Faculty ► Department	2013	2014
01 - % Academic staff with Doctorate degrees as their highest qualification (2)	62.41	62.80
00001 - HUM	63.81	60.66
00002 - NAS	81.91	83.28
00004 - LAW	70.31	73.02
00402 - Mercantile Law	57.89	57.89
00403 - Procedural Law	66.67	71.43
00404 - Private Law	80.00	84.62

Report Parameters	
Faculty	00004 - Law
Department	00403 - Procedural Law
Download Date	05 Jul 2017

2 - % Academic staff with Doctorate degrees as their highest qualification	2013	2014
Number of Permanent Academic Staff with Doctorate degrees	4.00	5.00
Total number of Permanent Academic Staff	6.00	7.00
Ratio	66.67	71.43

UP Students Dashboard

- Click on Dashboards and then **UP Students category** on the left-hand side of the screen.
- A list of UP Students dashboard appears on the right-hand side of the screen.

Dashboard list

Type here to search

UP Planning

UP Research

UP Cohort Analysis

UP Students

UP Graduates

UP Students

UP Students

Progress: Student Registrations 2017 (Contact Education)

UP Student Registrations

UP Module Registrations

UP Undergraduate Student Success

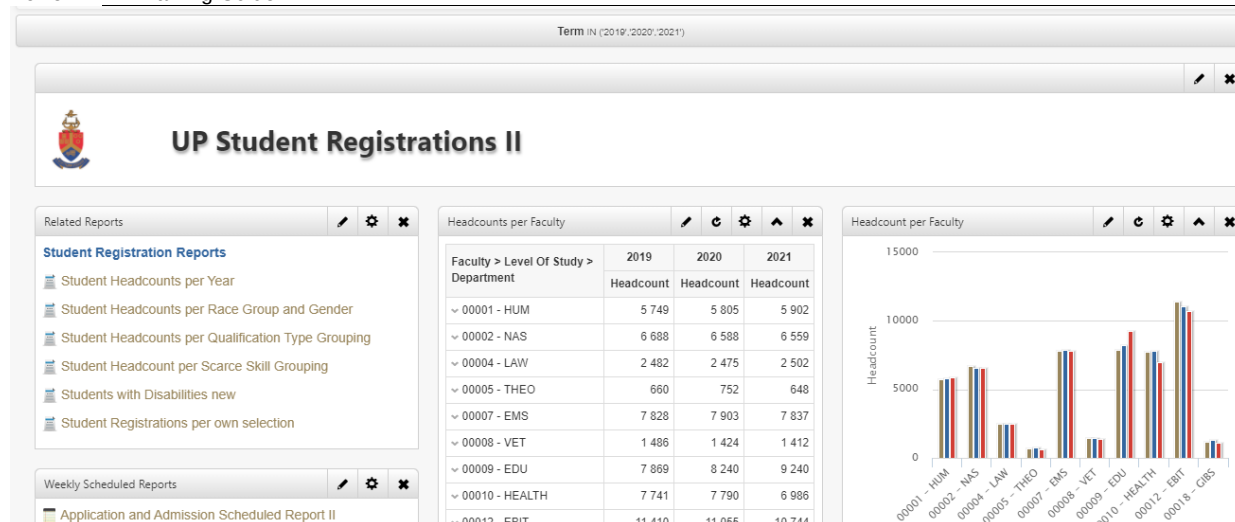
UP Residence Registration

UP Foundation Programmes (Mamelodi)

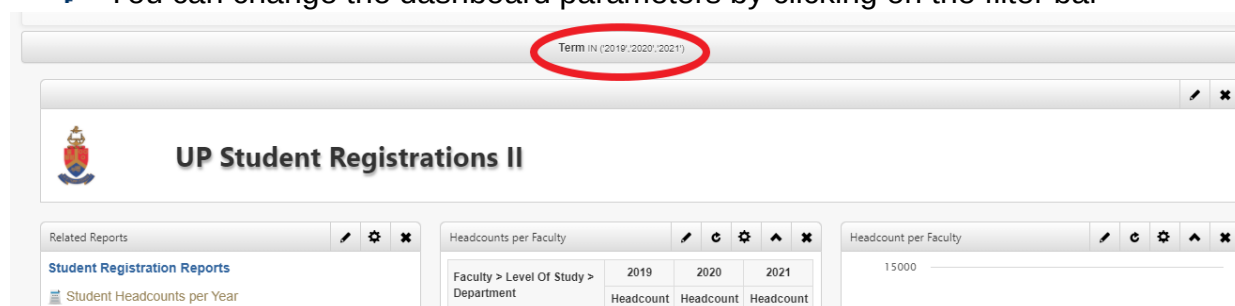
UP Profile - Students Statistics

Tile View

- Click on the **UP Student Registrations** dashboard.



► You can change the dashboard parameters by clicking on the filter bar



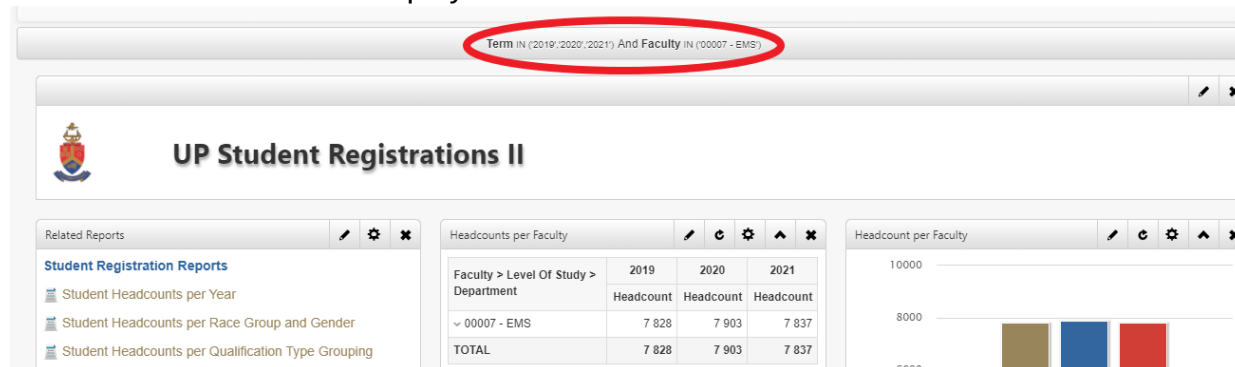
- Choose the years you want to see and/or a faculty
- Click on Apply
- The dashboard will display only the information that you have filtered on.

The filter bar contains four sections: Term, Faculty, Department, and Teaching Mode. Each section has a search box and a list of options with checkboxes. The following table shows the selected filters:

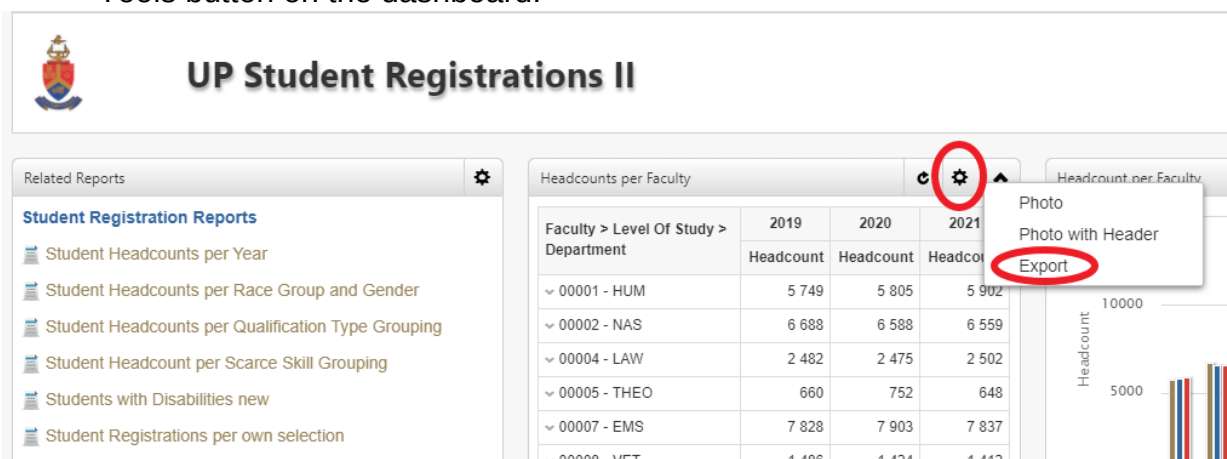
Term	Faculty	Department	Teaching Mode
☒ 2019	☒ 00007 - EMS	☐ 00001 - Humanities	☐ Contact
☒ 2020	☐ 00002 - NAS	☐ 00004 - Law	☐ Distance
☒ 2021	☐ 00004 - LAW	☐ 00007 - Economic and Management Sc	☐ Online

The 'Apply' button is highlighted with a red circle.

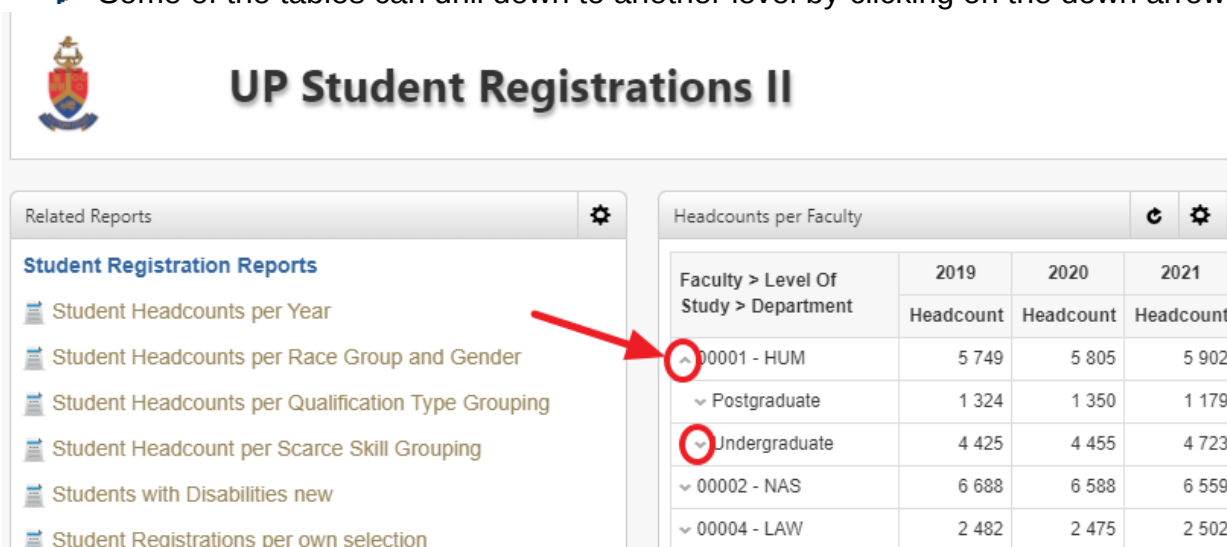
► Your filters will be displayed in the filter bar



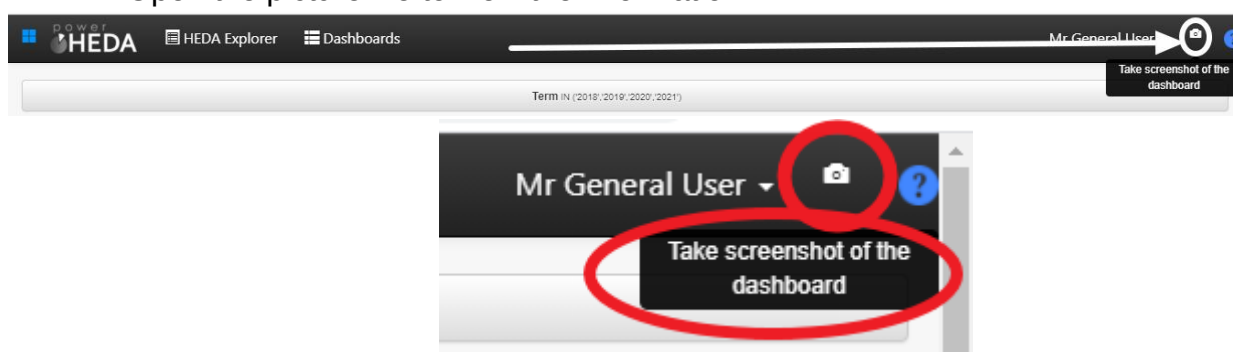
- ▶ You can take a photo of the graphs or export the information in a table by clicking on the Tools button on the dashboard.



- ▶ Some of the tables can drill down to another level by clicking on the down arrow.



- ▶ ▶ Click on **Take screenshot of the dashboard**.
- ▶ ▶ A **UP Student Registrations.jpeg** file will be displayed at the bottom left-hand side of the screen
- ▶ ▶ Open the picture file to view the information.



HEDA Reporting

Related Reports are related to the Dashboard information and are published on the left-hand side under the heading Related Reports. Click on the link to open these reports.

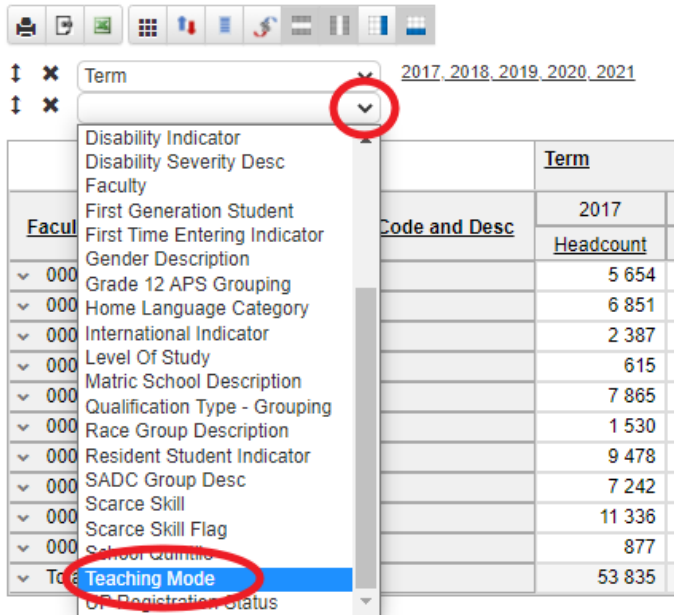
The descriptions on the left-hand side underneath the Related Reports gives a very useful description of the terminology used in these reports.

The screenshot displays the 'UP Student Registrations' dashboard. At the top left is the university crest. The main title 'UP Student Registrations' is centered. Below the title, there are two main sections on the left, each enclosed in a red rounded rectangle. The first section, titled 'Related Reports', lists six report links: 'Student Headcounts per Year', 'Student Headcounts per Race Group and Gender', 'Student Headcounts per Qualification Type Grouping', 'Student Headcount per Scarce Skill Grouping', 'Students with Disabilities new', and 'Student Registrations per own selection'. The second section, titled 'Student registration descriptions', includes an 'Update frequency' note stating 'Daily - figures presented are as on the the day before current date', a 'Data Definitions' link, and a link to 'View all the data definitions in this report: Student Registration Definitions'. To the right of these sections is a 'Headcounts' sidebar with a tree view showing 'Faculty > Department' and a list of department codes (00001 through 00008) with expand/collapse arrows.

Create Pivot Table Reports

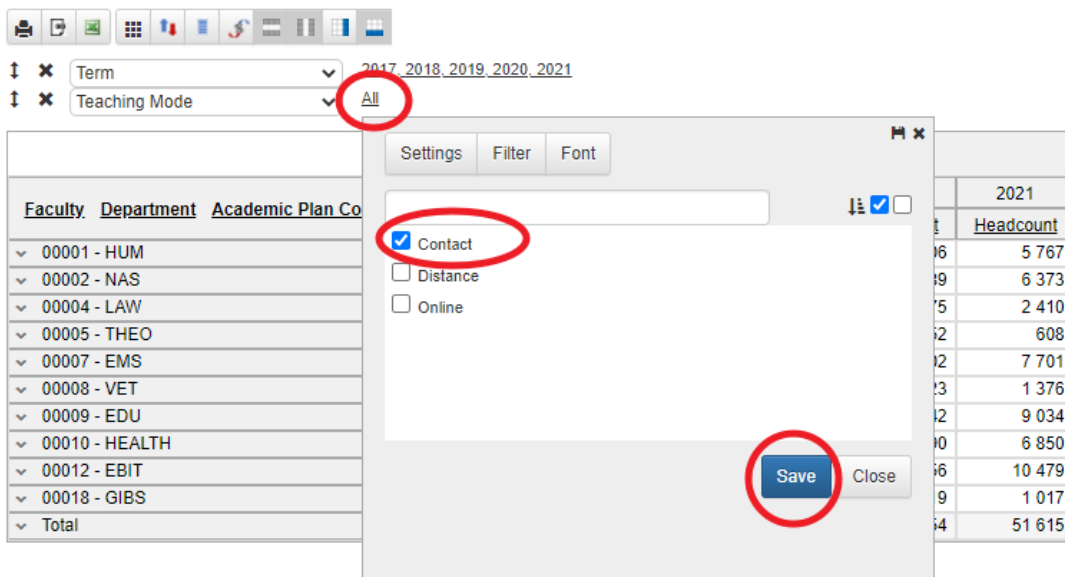
Student Headcounts per Year

- ▶ Navigate to the UP Student Registration Dashboard
- ▶ Under related reports click on “Student Headcounts per Year”
- ▶ Select the correct filters for your report.
 - Click on the down arrow then click on the value you want to filter on for example ‘Teaching Mode’

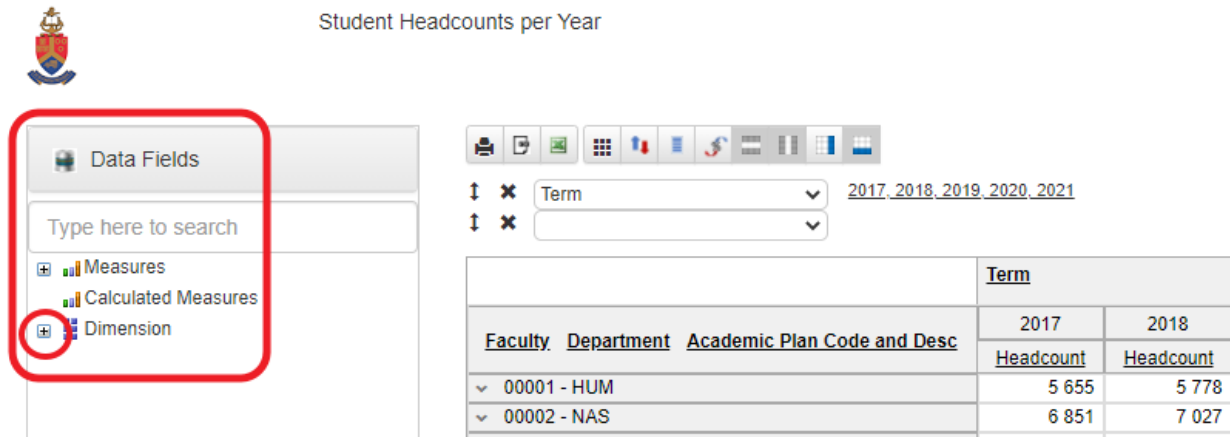


- Now click on the filter value “All” to filter your information.
- Tick the value that you want to filter on, for example ‘Contact’
- Click on Save

► If you want to remove a filter just click on the X on the left hand side of the filter name



- Data Fields are all the available fields that can be used in a report. You can change this report to show the information that you want.
- Click on the ‘+’ sign in the Data field box to see all the fields you can use in your report.



Student Headcounts per Year

Data Fields

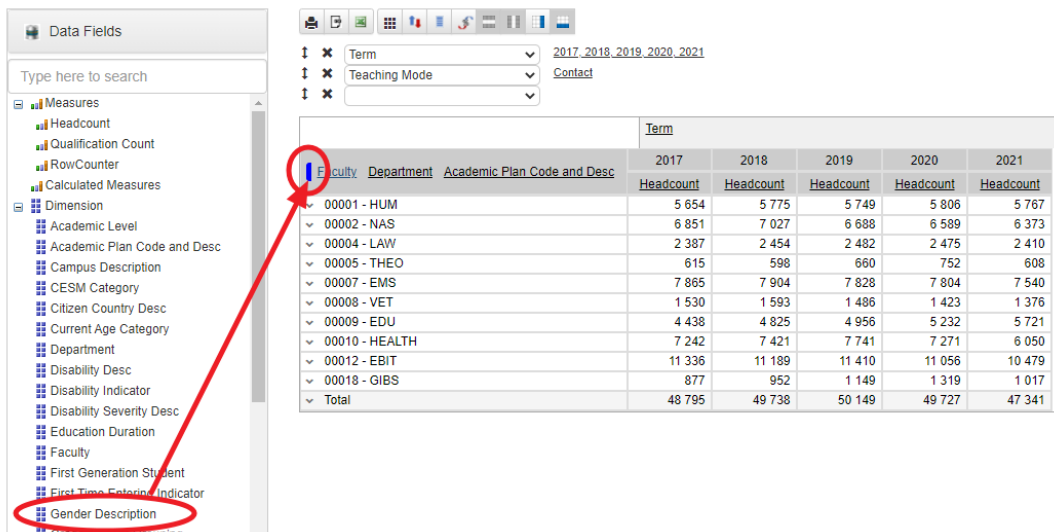
Type here to search

- Measures
- Calculated Measures
- Dimension**

Term: 2017, 2018, 2019, 2020, 2021

Faculty	Department	Academic Plan Code and Desc	2017 Headcount	2018 Headcount
00001	HUM		5 655	5 778
00002	NAS		6 851	7 027

► Choose a field you want to see in your report and drag it into the report.



Data Fields

Type here to search

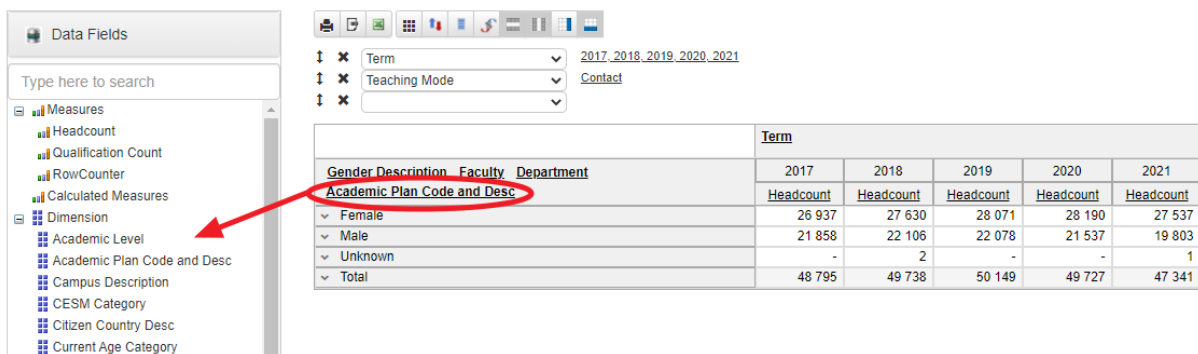
- Measures
- Calculated Measures
- Dimension**

Term: 2017, 2018, 2019, 2020, 2021

Teaching Mode: Contact

Faculty	Department	Academic Plan Code and Desc	2017 Headcount	2018 Headcount	2019 Headcount	2020 Headcount	2021 Headcount
00001	HUM		5 654	5 775	5 749	5 806	5 767
00002	NAS		6 851	7 027	6 688	6 589	6 373
00004	LAW		2 387	2 454	2 482	2 475	2 410
00005	THEO		615	598	660	752	608
00007	EMS		7 865	7 904	7 828	7 804	7 540
00008	VET		1 530	1 593	1 486	1 423	1 376
00009	EDU		4 438	4 825	4 956	5 232	5 721
00010	HEALTH		7 242	7 421	7 741	7 271	6 050
00012	EBIT		11 336	11 189	11 410	11 056	10 479
00018	GIBS		877	952	1 149	1 319	1 017
Total			48 795	49 738	50 149	49 727	47 341

► If you want to remove, some of the fields in your report just drag it to the Data Field list.



Data Fields

Type here to search

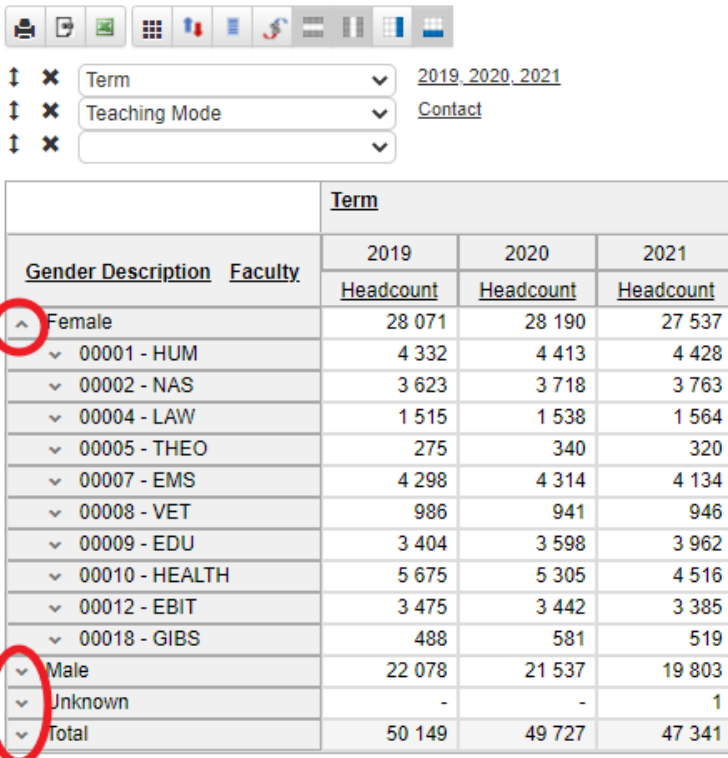
- Measures
- Calculated Measures
- Dimension**

Term: 2017, 2018, 2019, 2020, 2021

Teaching Mode: Contact

Gender Description	Faculty	Department	2017 Headcount	2018 Headcount	2019 Headcount	2020 Headcount	2021 Headcount
Female			26 937	27 630	28 071	28 190	27 537
Male			21 858	22 106	22 078	21 537	19 803
Unknown			-	2	-	-	1
Total			48 795	49 738	50 149	49 727	47 341

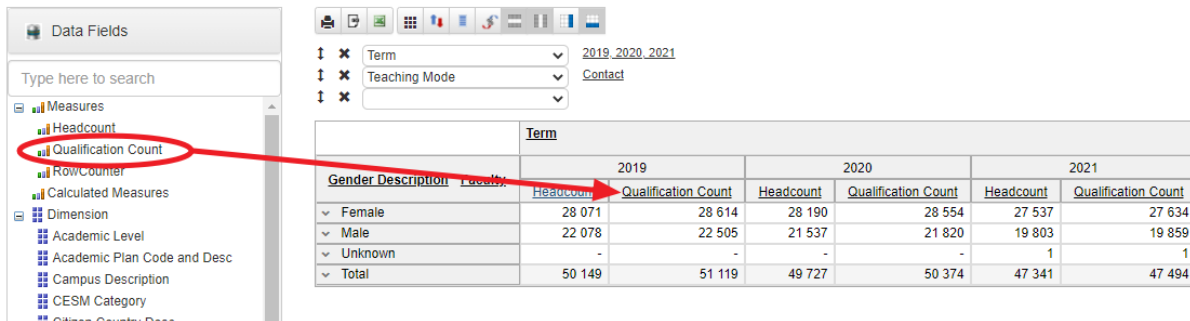
► Click on the down arrow to drill down to the next level.



		Term		
		2019	2020	2021
Gender Description	Faculty	Headcount	Headcount	Headcount
Female		28 071	28 190	27 537
00001 - HUM		4 332	4 413	4 428
00002 - NAS		3 623	3 718	3 763
00004 - LAW		1 515	1 538	1 564
00005 - THEO		275	340	320
00007 - EMS		4 298	4 314	4 134
00008 - VET		986	941	946
00009 - EDU		3 404	3 598	3 962
00010 - HEALTH		5 675	5 305	4 516
00012 - EBIT		3 475	3 442	3 385
00018 - GIBS		488	581	519
Male		22 078	21 537	19 803
Unknown		-	-	1
Total		50 149	49 727	47 341

► Changing or Adding a measure

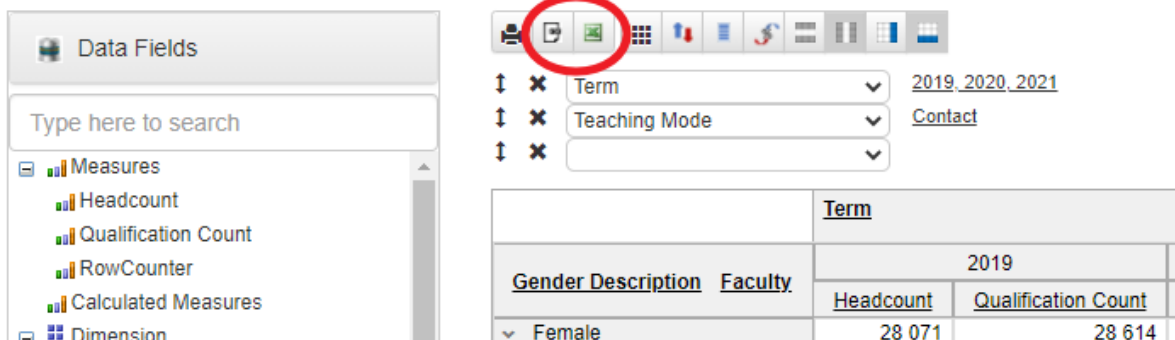
- Drag the measure you want into the report or drag a measure out if you do not want to see both measures



		Term					
		2019		2020		2021	
Gender Description	Faculty	Headcount	Qualification Count	Headcount	Qualification Count	Headcount	Qualification Count
Female		28 071	28 614	28 190	28 554	27 537	27 634
Male		22 078	22 505	21 537	21 820	19 803	19 859
Unknown		-	-	-	-	1	1
Total		50 149	51 119	49 727	50 374	47 341	47 494

► Save or Export your report

- If you want to save your report to PDF or to Export it to Excel you can click on one of these buttons.

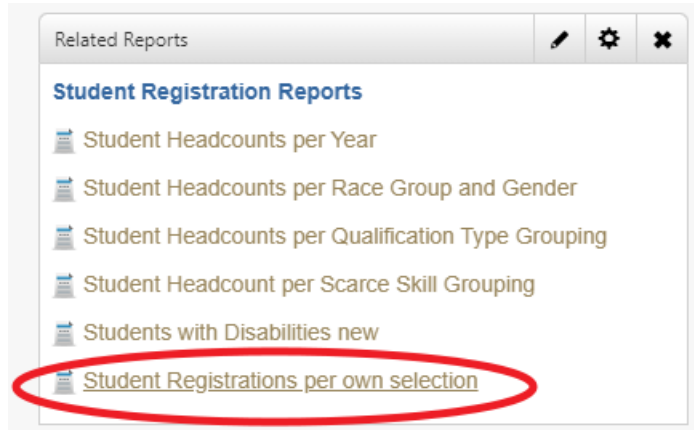


		Term	
		2019	
Gender Description	Faculty	Headcount	Qualification Count
Female		28 071	28 614

Create Reports with Own Selection

Student Registrations per own selection

- ▶ Navigate to the UP Student Registration Dashboard
- ▶ Under related reports click on “Student Registrations per own selection”



- ▶ Change the report according to your needs
 - **Rows** - are used to group your information (per Faculty, Department and Academic Plan)
 - **Columns** - choose what you want to show in the columns (e.g. Teaching Mode)
 - **Measures** – what will be counted or calculated. (Headcounts or Qualification count)
 - **Filters** – Filter the information to see only a specific Year or Department for example.

The screenshot shows the report configuration interface. It has several sections:

- Rows:** Row 1 is 'Faculty', Row 2 is 'Department', Row 3 is 'Academic Plan Code and Desc', Row 4 is 'None', and Row 5 is 'None'.
- Columns:** Column 1 is 'Teaching Mode' and Column 2 is 'None'.
- Measures:** Measure 1 is 'Headcount'.
- Filters:** There are five filter rows. The first filter is 'Term' with a value of '2021'. The other four filters are 'None' with a value of 'All'.

- ▶ Click on View Report in the Right hand corner to see the information according to your selection and filters.

This screenshot is identical to the previous one, showing the report configuration interface. The 'View Report' button in the top right corner is circled in red.

- The report will look like this.



Student Registrations per own selection

Report Filters				
Term: 2021				
Teaching Mode				Total
Faculty ► Department ► Academic Plan Code and Desc	Contact	Distance	Online	
☐ 00001 - HUM	5 767			5 767
☐ 00002 - NAS	6 373			6 373
☐ 00004 - LAW	2 410			2 410
☐ 00005 - THEO	608			608
☐ 00007 - EMS	7 540		161	7 701
☐ 00008 - VET	1 376			1 376
☐ 00009 - EDU	5 721	3 313		9 034
☐ 00010 - HEALTH	6 050		800	6 850
☐ 00012 - EBIT	10 479			10 479
☐ 00018 - GIBS	1 017			1 017
Total	47 341	3 313	961	51 615

- Export your report to save it on your PC
 - Click on the export button, just below the parameters and choose one of the formats you want to save your report.

Row 1

Faculty

Row 2

Department

Row 3

Academic Plan Code and Desc

Row 4

None

Row 5

None

Column 1

Teaching Mode

Column 2

None

Measure 1

Headcount

Filter

Term

Filter Values

2021

Filter

None

Filter Values

All

Filter

None

Filter Values

All

Filter

None

Filter Values

All

Filter

None

Filter Values

All

1 of 2

Find | Next

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

- ▶ The downloaded Report will show on the left-hand corner of your screen. If you click on the download, it will open in the format you have selected to export.
- ▶ This document can now be saved on your PC.

Reports with Filter options

Student Registrations per Race Group and Gender

- ▶ Navigate to the UP Student Registration Dashboard
- ▶ Under related reports click on “Student Registrations per Race Group and Gender”
- ▶ Choose the correct filters to get the information that you need.
 - Click on the Filter down-arrow and select the field you want to filter on.

Filter Term Filter Values 2021

Filter None Filter Values All

Filter Academic Level Filter Values All

Filter Academic Plan Code and Desc Filter Values All

Filter Campus Description Filter Values All

Filter CESM Category Filter Values All

Filter Citizen Country Desc Filter Values All

Filter Current Age Category Filter Values All

Filter Department Filter Values All

Filter Disability Desc Filter Values All

Filter Disability Indicator Filter Values All

Filter Disability Severity Desc Filter Values All

Filter Education Duration

Filter Faculty

Filter First Generation Student

Filter First Time Entering Indicator

Filter Gender Description

Filter Grade 12 APS Grouping

Filter Home Language Category

Filter International Transfer

Filter Level Of Study

Student Headcounts per Race Group and Gender

- ▶ Click on Filter Values and select the value to filter.

Filter Term Filter Values 2021

Filter Level Of Study Filter Values All

Filter None Filter Values (Select All)

Filter None Filter Values All

Filter None Filter Values Postgraduate

Filter None Filter Values Undergraduate

Filter None Filter Values Unknown

Filter None Filter Values All

Filter None Filter Values All

- ▶ After you have selected all your filters, click on View Report on the Top Right-hand corner.

Filter Term Filter Values 2021

Filter Level Of Study Filter Values Undergraduate

Filter None Filter Values All

View Report

- ▶ Your report will look like this.
- ▶ Note that your Filters will show under Report Filters on the report.

 **Student Headcounts per Race Group and Gender**

Report Filters

Term: 2021

Level Of Study: Undergraduate

Gender Description • Race Group Description Faculty • Department • Academic Plan Code and Desc	Female						Male					
	African	Coloured	Indian	Unknown	White	Total	African	Coloured	Indian	Unknown	White	Total
00001 - HUM	1 777	181	172	0	1 510	3 640	564	55	37	0	426	1 082
00002 - NAS	1 463	62	190	0	1 224	2 939	957	55	149	0	874	2 035
00004 - LAW	735	48	111	0	380	1 274	362	18	31	0	243	654
00005 - THEO	228	8	1	0	27	264	118	5			40	163
00007 - EMS	1 927	99	230	1	1 102	3 359	1 212	80	227	0	1 404	2 923
00008 - VET	134	49	136		479	798	91	8	40		193	332
00009 - EDU	2 437	92	103	3	1 026	3 661	1 532	48	13	0	243	1 836
00010 - HEALTH	1 913	124	220	0	1 397	3 654	655	42	129		381	1 207
00012 - EBIT	1 368	53	241	0	776	2 438	2 151	141	542	0	2 734	5 568
Total	11 982	716	1 404	4	7 921	22 027	7 642	452	1 168	0	6 538	15 800

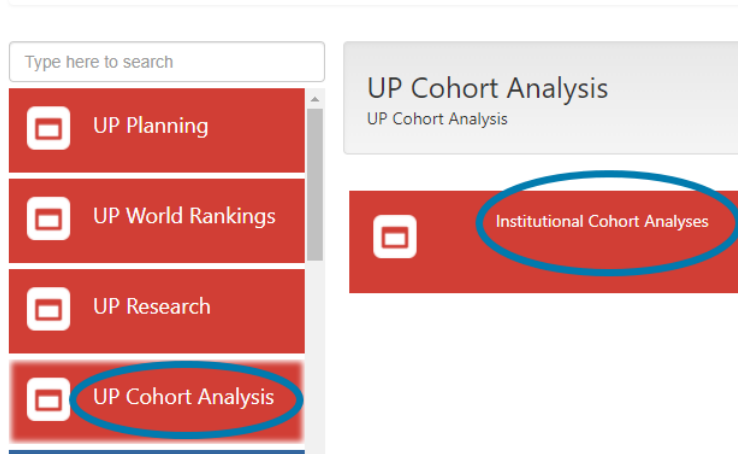
UP Cohort Analysis

A cohort is a group of people who share common characteristics over a certain period of time. At UP a group of students who started in 2017 is referred to as a cohort. All of the students registered in the same year – and this is their commonality. You can compare cohorts over a period of time. Students who registered in 2016 and students who registered in 2017.

Student Qualification Type Cohort

- Click on **Dashboards** on the navigation pane at the top of the screen.
- On the left-hand side of the screen click on **UP Cohort Analysis**.
- A list of dashboards will be displayed on the right-hand side of the screen.

Dashboard list



- Click on **Institutional Cohort Analysis**.
- Under **Cohort Analysis descriptions** read the explaining descriptions.
- Under **Related Reports** click on the **UP Cohort Statistics – Management Overview – Student Qualification Type Cohort** link.



Cohort Year: 2009 Number of Tracking Years: 4

Group 1: None Group 2: None

Group 3: None Group 4: None

Filter 1: Attendance mode description Filter 1 Values: Contact mode

Filter 2: Entrance category description Filter 2 Values: First-time entering student

Filter 3: Qualification Type - Post under graduate Filter 3 Values: Under Graduate

Filter 4: None Filter 4 Values: All

Filter 5: None Filter 5 Values: All

Show Definitions: Yes Display Charts: Yes

View Report

UP Cohort Statistics - Management Overview - Student Qualification Type Cohort

Report Parameters						
Cohort Year	2009					
Cohort Definition	Student - DHET Qual Type Grouping 2 level					
Attendance mode description	Contact mode					
Entrance category description	First-time entering student					
Qualification Type - Post under graduate	Under Graduate					
Institution: Total						
	1st Year	2nd Year	3rd Year	4th Year	5th Year	
	2009	2010	2011	2012	2013	
2009 Baseline Enrolment	8,238	8,238	8,238	8,238	8,238	
Enrolments (Retained)	8,238	6,367	4,328	2,188	1,049	
% Enrolments	100%	77%	53%	27%	13%	
Stop-outs (included in Enrolments)	0	127	89	73	63	
Drop-outs	0	1,837	582	317	180	
% Drop-outs	0%	22%	7%	4%	2%	
Cumulative Drop-outs	0	1,837	2,419	2,736	2,916	
% Cumulative Drop-outs	0%	22%	29%	33%	35%	
Graduates	0	34	1,457	1,823	959	
% Graduates	0%	0%	18%	22%	12%	
Cumulative Graduates	0	34	1,491	3,314	4,273	
% Cumulative Graduates	0%	0%	18%	40%	52%	

- Select the correct filters and then click on the **View Report** button.
- The report at the bottom section of the screen will be updated.
- Click on the drop down arrow of **Cohort Year** to choose the year the students enrolled
- Click on the drop down arrow of **Number of Tracking Years** to indicate the number of years you want to track the students.
- **Groups** are used to group information (per Academic Plan or per Department).
- **Filters** allows users to filter the information to see only a specific Department or a specific Academic Plan.

Exercises

You are appointed as a manager in the Faculty Economic and Management Science ⇨ Business Management department. The Dean of the faculty often requires management information reports regarding undergraduate, graduate headcounts, exam stats for the department, undergraduate cohort statistics and admissions per academic plan.

Use the PowerHEDA system and compile the following reports.

Exercise One

- ▶ Undergraduate contact student headcounts for EMS ⇨ Business Management department per Year. You can use any of the following options:
 - Student Headcounts per Year
 - Student Registrations per own selection
- ▶ In the report you need to use 3 filters, one to display only EMS, another filter to display only Business Management, then a filter for Undergraduate and a filter for Contact students
- ▶ Click on the Export drop down menu button and export the result as a Microsoft Excel file.

Exercise Two

- ▶ UG Module Exam stats for Humanities ⇨ English from the UG Contact Student Success Dashboard
- ▶ You can use the following option: UG Module Exam Stats
- ▶ In the report use a filter to display only Humanities and another filter for the English Department

Exercise Three

- ▶ 2017 Undergraduate First Time Entering Cohort statistics for EBIT per academic plan.

Exercise Four

- ▶ New Undergraduate Admissions with Targets for 2021

Results - Reports

Exercise 1.1: Headcounts per Year

Hints:

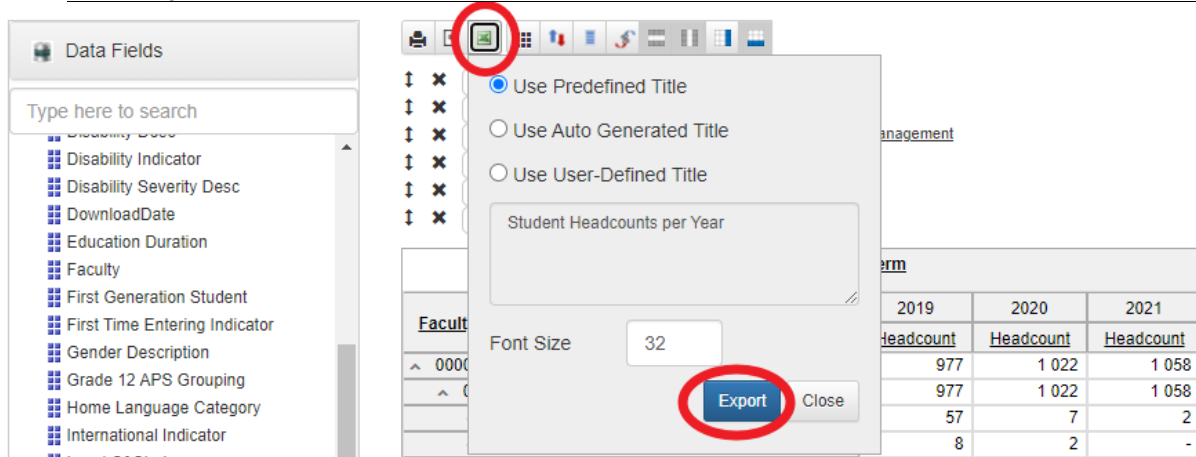
- Click on Dashboards.
- Click on the UP Students
- Click on UP Student Registrations.
- Under Related Reports click on Headcount per Year.
- It is important to read and understand the student registration descriptions. These descriptions will help you when you make use of filters and parameters.
- Drag the filters you want to filter on, in the filter section of the report, and then click on the filter values to select the correct options.



↑ ×	Term	2019, 2020, 2021
↑ ×	Faculty	00007 - EMS
↑ ×	Department	00701 - Business Management
↑ ×	Teaching Mode	Contact
↑ ×	Level Of Study	Undergraduate
↑ ×		

				Term		
				2019	2020	2021
Faculty	Department	Academic Plan Code and Desc		Headcount	Headcount	Headcount
^	00007 - EMS			977	1 022	1 058
^	00701 - Business Management			977	1 022	1 058
-	07130062 - BCom: Business Management			57	7	2
-	07130063 - BCom: Entrepreneurship			8	2	-
-	07130064 - BCom: Supply Chain Management			18	2	-
-	07130065 - BCom: Business Management			301	215	58
-	07130066 - BCom: Entrepreneurship			59	38	7
-	07130067 - BCom: Supply Chain Management			308	358	394
-	07130068 - BCom: Business Management			223	399	596
-	07130281 - BCom: Communication Management			3	1	1
∨	Total			977	1 022	1 058

- Export the report to Microsoft Excel. Save and close the workbook.
 - o Click on the excel button
 - o Choose one of the Title options and click on Export.



Exercise 1.2: Student Registrations per own selection

Hints:

- Click on Dashboards.
- Click on the UP Students
- Click on UP Student Registrations.
- Under Related Reports click on Student Registrations per own selection
- It is important to read and understand the student registration descriptions. These descriptions will help you when you make use of filters and parameters.
- Select the filters you want to use and choose the correct filter values.
- Remember: Click on the View button – far right-hand side of screen.

Your parameters will look like this:

Row 1	Faculty	Row 2	Department
Row 3	Academic Plan Code and Desc	Row 4	None
Row 5	None	Column 1	Term
Column 2	None	Measure 1	Headcount
Filter	Term	Filter Values	2019, 2020, 2021
Filter	Faculty	Filter Values	00007 - EMS
Filter	Department	Filter Values	00701 - Business Management
Filter	Level Of Study	Filter Values	Undergraduate
Filter	Teaching Mode	Filter Values	Contact

The Report will look like this:



Student Registrations per own selection

Report Filters
Term: 2019; 2020; 2021
Faculty: 00007 - EMS
Department: 00701 - Business Management
Level Of Study: Undergraduate
Teaching Mode: Contact
Data Download Date: 4/20/2021 3:44:00 AM

Faculty ► Department ► Academic Plan Code and Desc	Headcount		
	Term		
	2019	2020	2021
00007 - EMS	977	1 022	1 058
00701 - Business Management	977	1 022	1 058
07130062 - BCom: Business Management	57	7	2
07130063 - BCom: Entrepreneurship	8	2	0
07130064 - BCom: Supply Chain Management	18	2	0
07130065 - BCom: Business Management	301	215	58
07130066 - BCom: Entrepreneurship	59	38	7
07130067 - BCom: Supply Chain Management	308	358	394
07130068 - BCom: Business Management	223	399	596
07130281 - BCom: Communication Management	3	1	1
Total	977	1 022	1 058

Exercise 2: Module Exam Stats for Humanities ⇨ English

Hints:

- Click on Dashboards.
- Click on the UP Students
- Click on UG contact Student Success Dashboard.
- Under Related Reports click on UG Module Exam Stats.
- It is important to read and understand the student registration descriptions. These descriptions will help you when you make use of filters and parameters.
- Select your filters and then select the correct filter values.
- Remember: Click on the View button – far right-hand side of screen.

This is how your parameters will look like:

Filter	Teaching Mode	Filter Values	Contact
Filter	Term	Filter Values	2020
Filter	Faculty	Filter Values	00001 - HUM
Filter	Department	Filter Values	00109 - English
Filter	None	Filter Values	All
Show Report Definition	Yes		

This is the report detail:



UG Module Exam Stats

Report Filters	
Teaching Mode:	Contact
Term:	2020
Faculty:	00001 - HUM
Department:	00109 - English
Data Download Date: 4/20/2021 3:32:00 AM	

Faculty ► Department ► Module Code and Desc	2020				
	Module Enroll	Module Passed	Module Pass %	Module Exam Enrolled	Exam Pass %
00001 - HUM	6 393	5 231	81.8%	5 914	88.5%
00109 - English	6 393	5 231	81.8%	5 914	88.5%
ENG 110 - English 110	1 728	1 360	78.7%	1 576	86.3%
ENG 118 - Eng for specific purposes 118	1 130	1 009	89.3%	1 098	91.9%
ENG 120 - English 120	1 799	1 340	74.5%	1 561	85.8%
ENG 210 - English 210	702	620	88.3%	687	90.2%
ENG 220 - English 220	701	612	87.3%	673	90.9%
ENG 310 - English 310	173	156	90.2%	166	94.0%
ENG 320 - English 320	160	134	83.8%	153	87.6%
Total	6 393	5 231	81.8%	5 914	88.5%

Exercise 3:

2017 Undergraduate First Time Entering Cohort statistics for EBIT per academic plan

Hints:

- Click on Dashboards.
- Click on the UP Cohort Analysis Dashboard.
- Click on Institutional Cohort Analyses.
- Click on UP Cohort Statistics – Management Overview – Student Qualification Type Grouping Cohort.
- It is important to read and understand the Cohort Analysis descriptions. These descriptions will help you when you make use of groups and filters.

Your parameters will look like this:

Cohort Year	2017	Number of Tracking Years	4
Group 1	Qualification code	Group 2	None
Group 3	None	Group 4	None
Filter 1	Attendance mode description	Filter 1 Values	Contact mode
Filter 2	Entrance category description	Filter 2 Values	First-time entering student
Filter 3	Qualification Type - Post under graduate	Filter 3 Values	Under Graduate
Filter 4	Faculty (Only Academic)	Filter 4 Values	00012 - EBIT
Filter 5	None	Filter 5 Values	All
Filter 6	None	Filter 6 Values	All
Filter 7	None	Filter 7 Values	All
Show Definitions	Yes	Display Charts	Yes

The report detail will look like this:

- Please note that each Academic plan is displayed on its own page. (Note there are 35 pages in this report.)

1

of 35

Find | Next



UP Cohort Statistics - Management Overview - Student Qualification Type Grouping Cohort

Report Parameters

Cohort Year	2017
Cohort Definition	Student - Qualification Type - Cohort Analysis Grouping level
Attendance mode description	Contact mode
Entrance category description	First-time entering student
Qualification Type - Post under graduate	Under Graduate
Faculty (Only Academic)	00012 - EBIT

Qualification code: 02130082 - BIT: Information Technology

	1st Year 2017	2nd Year 2018	3rd Year 2019	4th Year 2020
2017 Baseline Enrolment	37	37	37	37
Enrolments (Retained)	37	33	30	11
% Enrolments	100%	89%	81%	30%
Stop-outs (included in Enrolments)	0	0	0	0
Drop-outs	0	4	2	4
% Drop-outs	0%	11%	5%	11%
Cumulative Drop-outs	0	4	6	10
% Cumulative Drop-outs	0%	11%	16%	27%
Graduates	0	0	1	15
% Graduates	0%	0%	3%	41%
Cumulative Graduates	0	0	1	16
% Cumulative Graduates	0%	0%	3%	43%
Average Time to Completion	0.00	0.00	3.00	3.94
Average Time to Drop-out	0.00	2.00	2.33	3.00

Exercise 4: New UG Admissions with targets for 2021

Hints:

- Click on Dashboards.
- Click on the UP Applications & Admissions (Daily updates) Dashboard.
- Under Related Reports click on New UG Admissions with targets.
- It is important to read and understand the definitions. These definitions will help you when you make use of filters and parameters.

The report detail will look like this:

Term Faculty
 Dept Par
 1 of 1 Find | Next



New Undergraduate Admissions with targets II

Report Parameters

Year	2021
Faculty	All Faculties
Department	All Departments

Faculty > Department > Academic Plan	2021		
	Admitted	Target	Exceeds / Under (-) Target
00001 - HUM	2835	2663	172
00002 - NAS	2943	3106	(163)
00004 - LAW	628	354	274
00005 - THEO	400	459	(59)
00007 - EMS	3425	3555	(130)
00008 - VET	173	175	(2)
00009 - EDU	2548	2207	341
00010 - HEALTH	1173	1112	61
00012 - EBIT	3090	3188	(98)
Total	17215	16819	396

The End