To log in to Analytics, follow these steps:

1. Go to “analytics.asu.edu” and press enter or click on “Analytics” on the MyASU home page.
2. Click on “Log in” to log in to Analytics.
3. Click on “Faculty/Staff/Student Worker”. Note: this page can be bookmarked so steps 1 and 2 can be skipped next time access to Analytics site is needed.

4. Enter ASURITE User ID and Password and click on “Sign In”.
5. If Duo authentication is required, complete it.
6. Once logged into Analytics, the home page will be displayed. Click on user, then My Groups to view different reports. Click on Graduate Student progress to view Graduate College reports.
7. Once you click on Graduate Student Progress, you will see the screen below. Click on the “star” above the “Welcome” in order to add it as a favorite.
8. Next time you log in, you can click on “User” and “My Favorites” to go directly to the page above or you can simply click on your favorite(s).
Quick Reports – Current Term

These reports pull data and present it in tables that can be downloaded into Excel format. They provide you with data as of the current term that the report is being run and can be used to monitor current graduate student progress as of the current term.

Academic Integrity

This report displays the completion status of the Graduate College Academic Integrity Tutorial that students are required to complete during their first semester of graduate study. Students can locate the link to complete the Academic Integrity Tutorial on their MyASU page.

Report Use: This can be used to verify if a student has completed the Academic Integrity tutorial as part of their onboarding process into your graduate program.

Active and Eligible to Enroll

This report provides a list of students that are active and eligible to enroll in the current term. Students that appear on this report are eligible to enroll in courses, however, they may or may not have completed registration for the current term.

Report Use: This can be used to find all active students in your program, regardless of whether or not they have enrolled yet for the term. This data can be used to contact all of your active students, as opposed to an enrollment report that will not include students who are not enrolled in courses.

Anticipated Grad Term

This report displays students who have selected a particular anticipated graduation term on their iPOS. Use "anticipated graduation term" filter to select which anticipated graduation term you would like to view.

Report Use: This can be used to find all of your students who plan to graduate in a certain term, as shown on their iPOS. This can be used to send out reminders for students to apply for graduation or to update their anticipated graduation term.

Applied to Graduate

This report displays the graduation application status of students (Withdrawn, Applied, Approved, etc.), as well as the status of their iPOS (Approved, Not Submitted, etc.).

Report Use: This can be used to see which of your students have applied and were approved for graduation. It can also be used to see which of your students need to submit their iPOS.

Classic Dashboard View

This report mimics the old graduate student dashboard. It displays information for students that are active and eligible to enroll in the current term. It contains over 60 rows of data and provides information from the students’ iPOS and student profile data.

Report Use: This can be used to view a wide variety of student data in one report.

Culminating Doc Status
This report lists the type of culminating experience students have selected. It also provides the status of the culminating document with the date it was approved in the iPOS.

Report Use: This can be used to see which students are planning to complete thesis, dissertation, applied project, or capstone courses. It can also be used to find students who plan to present a thesis or dissertation and to send them reminders with scheduling and submission deadlines.

**Dropped All Classes**

This report provides a list of students that have dropped all classes for the current semester. The report also lists if the student that has dropped their classes is a provisional admit.

Report Use: This can be used to discover students who may have broken enrollment and should be contacted.

**Format Students**

This report lists the format status for the culminating document and includes defense and ProQuest submission dates.

Report Use: This can be used to monitor student progress towards graduation and to remind students of the defense, format, and ProQuest submission deadlines.

**Graduate Hours Enrolled**

This report indicates how many graduate hours a student is enrolled in the current term.

Report Use: This can be used to verify student graduate credit hours for the use/requirements of their visa status, TA/RA employment, or financial aid, etc.

**Not Registered for Graduate Credit**

This report provides a list of students that are not registered for graduate credit for the current semester. It also tells you if the student has an enrollment hold. It specifically looks for graduate credit registration, so students that are enrolled in undergraduate coursework only may appear on it.

Report Use: This can be used to identify students that might be in jeopardy of breaking the continuous enrollment policy. It can also be used to identify students to contact regarding registration options (595 course, leave of absence, discontinuation, etc.)

**Provisional Admits**

This report shows students that have been provisionally admitted and includes their admit term.

Report Use: This can be used to obtain student contact information in order to remind them of their provisional status and to check if they have met the provisions.

**Scheduled Defenses**

This report shows a student’s defense date (if scheduled), the culminating document type and status, and the format status.

Report Use: This report can be used to monitor the progress of students that need to meet defense and submission deadlines for graduation.
**Students in Deadline Term**

This report lists students that are in their last term to meet their graduation time limit, based on the term chosen.

Report Use: This can be used to proactively remind students that they are about to reach their maximum time limit to complete their degree requirements so that they can prepare accordingly.

**Students with Holds**

This report shows students that have a hold on their record that prevents enrollment.

Report Use: This can be used to reach out to students prior to course registration periods to remind them to schedule advising appointments.

**Students on Time Extension**

This report lists students that have received special approval for a one-time extension to their maximum time limit.

Report Use: This can be used to obtain the students that need to be closely monitored for progress towards degree completion or possible dismissal.

**Students under 3.0 GPA**

This report displays active students who have a cumulative Graduate GPA under 3.0.

Report Use: This can be used to view which students may need to be placed on probation. It shows the cumulative graduate GPA, but not the overall graduate gpa or iPOS gpa, which may or may not be below a 3.0. It could also be used to remind students of GPA requirements for graduation.

**Students with Incompletes**

This report shows students that have a grade of Incomplete on their record.

Report Use: This can be used to run a list of students with I grades and to help communicate to both students and faculty the one-year timeline to complete this grade and what happens if not completed (I grade becomes permanent).

**Students with “Z” Grades**

This report lists students that have Z grades.

Report Use: This can be used to see which students may need grade changes once their culminating experience has been completed.

**Total Active**

This report lists the name, ID, and email address for all active students in a program.

Report Use: This can be used to obtain a complete list of students who are active in degree programs within a department. This report will include both students enrolled and also eligible for enrollment in the unit.
**4+1 Students**

This report displays a list of all students currently active and admitted into the Graduate portion of the 4+1 degree program. The students that are enrolled in the undergraduate portion the 4+1 program can be viewed via the Accelerated Tracking Tool in PeopleSoft.

Report Use: This can be used to review students currently activated in the graduate portion of the 4+1 degree programs. It can be used to monitor these students and make certain they were activated and properly entered in the Accelerated Tracking Tool.

**Quick Reports - Previous Terms**

The only report available in this section is the “Completed Program” report. It allows you to see the list of students who have graduated in your programs beginning with fall 2010 admits.

**Completed Program**

Report Use: This can be used to review alumni data and completion numbers.

**Starter Reports – Tableau**

The reports in this section allow you to customize reports by adding or removing data columns. This gives you great flexibility because it gives you the option to include specific information in your report.

**Active Students**

This report displays the students currently active by College and Department. Many dimensions can be added in order to obtain more information.

**Active and Eligible**

This report displays the students currently active and eligible to enroll by College and Department. Many dimensions can be added in order to obtain more information.

**Completed Program**

This report displays the students that have completed their program by College, Department, and Completion Term. Many dimensions can be added in order to obtain more information.

**Enrolled - Previous terms**

This report using historical data, displays students who were enrolled in past terms.

**Discontinued**

This report displays students who have been discontinued from their degree program.

**Department Reports**

These are custom reports the IT team created at the request of the departments. Users can provide feedback and request custom reports by clicking on the link.
Follow these instructions to run a Quick Report.

1. Go to the Graduate Student Progress
2. Scroll down to the Quick Reports

3. Click on the button for a report you wish to generate.
   - After clicking on the Provisional Admits button, you will see the following (it may take 5-10 seconds to appear).

   ![Provisional Admits button]
   
   - Select your College (scroll down in the drop down if necessary) and then click outside the College selection drop down so that Analytics can process your selection.

   ![College selection drop down]

   - You will see a “Loading” message while Analytics is processing your request.
- When the new page has loaded, select one, several or all departments.

- Click on the “View Report” button on the right to generate the report.

- The report will appear (reports with more data take more time to generate).

- To view student information, click on the + in the Major/Plan Short Name column (first column).

- Some reports include additional drop down fields. You have to make a selection in the top row, left field, before you can make a selection in the next field. Start with the top row from left to right, then move on to the next row.

For example, in the settings for the Academic Integrity report, you first have to select a college before you can select a department. You then have to select a department before you can choose a setting for the Academic Integrity field.
4. Click on the “Save” icon and select Excel from the drop down.

5. When you save your report in Excel, you will be able to expand the rows to see individual student data by clicking on the + symbol.

Some reports will allow you to expand all rows by clicking on the number 2 in the upper left.
Chapter 4: How to Run and Save Reports in Tableau

1. To access Tableau, go to Graduate Student Progress and then click on “Sign in to ABOR BI”

2. Next, replace the username with your ASUrite ID (asurite\yourasurite), enter your password and click on “Sign in.”

3. Click on the report button of your choice (we will use “Active Students” for this instruction).
4. On the next page on the right, you will see a list of Colleges and Schools. **Attention:** do not click on the box next to your College or School! Instead, click on “Edit.”

5. If you have to sign in to Microsoft Analysis Services, do so.
6. You are now on the starter workbook for the report you selected (in this case, Active Students).
7. On the right, select your College or School.

8. After selecting the College/School, the Departments within the College/School will appear below the list of Colleges/Schools. Select one or several departments.

9. Tableau will then present you with a list of students (in this case, all active students in the School of Art) with preselected data.
10. To save the report in Excel:
   a. Click on Download

   ![Download button]

   b. Click on Crosstab

   ![Crosstab button]

   c. When you see the message “The crosstab has been generated,” click on “Download.”

   ![Download crosstab message]

   d. Click on “OK” to save the data in an Excel spreadsheet.

   ![Excel spreadsheet opening]

   e. Save the Excel spreadsheet under a different name in a location of your choice.
Tableau offers a lot of flexibility for your reports. You can, for example, rearrange columns, remove columns and add columns with different types of data. Throughout this chapter, we will use the Total Active Starter Report as the starting point.

1. The Undo icon

The Undo icon is located right under the word “File” in the top left corner of your screen.

2. Student data in rows or columns

The reports are preset to present student data in rows, as shown below. This means that each row contains student data about one particular student.

If needed, you can drag the column headings up so that the student data appears in column format. In that case, each column contains the data for one student. The screen will only display 6 columns of data, but all will appear in the Excel file that you download.
3. Rearrange Columns

The column headings show up in a preset order, but you can change the order by dragging the column heading to a different location. In the first screenshot below, the first column presents data on the major/plan short name. I then dragged this column heading to the right (between empl id and ASU email address). In the second screenshot the data on the major/plan short name is therefore found in the third column.

4. Remove Columns

To remove a column, you can drag a column heading down or you can right click on the column heading and then click on “Remove.”

5. Add Columns

For each Tableau report, you can add student data in addition to the columns that are already preset. The data to choose from is located on the left side of your screen, under “Dimensions.” A lot of data is available in these dimensions (especially “Information for Current Term). Take some time to become familiar with the data that is there, so that you know what can be added to your reports.
a. Click on a > to open a drop-down menu.

b. Drag the data title to the column headings. The data will automatically be added to your existing report.

Note: After adding multiple columns, it may be that there is more data than what can be displayed in the window in Tableau. Unfortunately, there is no scroll bar to view those columns. You will have to save the report in Excel to see those columns and work with the data.
Chapter 6: How to Request and Access Department Reports

How to Request Department Reports

1. Go to the Graduate Student Progress page
2. Scroll down until you see “Department Reports.”
3. Click on “Click Here.”
4. This will open an email in Outlook. Please provide a clear description of the type of report you need and include the data fields that should be included in the report. The IT team will communicate with you if they have any questions.

How to Access Department Reports

1. Go to the Graduate Student Progress page
2. Scroll down until you see “Department Reports.”
3. Click on the maroon text of your college/school.
   Note: if your college or school name is not in maroon, it means you have no department reports. To request department reports, see above.
4. If you clicked on college, next click on your department or school name
   If you clicked on school, skip this step and go to step #5.

   Department Reports - CLAS
   - American Indian Studies
   - Consortium for Science and Policy (PSM)
   - Department of Chemistry and Biochemistry
   - Department of English
   - Department of Liberal Studies
   - Department of Physics

5. You will now see a list of your department reports. Click on the title of the report.

6. The fields on the top will vary depending on the report. Select your preferred settings for each field and click on “View Report” on the right.
Chapter 7: Recommended Report Calendar

This calendar can be used as a reference for when it may be helpful to run certain types of quick reports. These recommendations are based on the academic calendar deadlines, which can defer year to year. Units can use these to amend to their own internal processes/deadlines.

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