

Advisor KNOW HOW : **COURSE DEMAND**

Office of Academic Advising

ITTC 007 / 319273-3406 / academic-advising@uni.edu

advising.uni.edu

Our focus will be on understanding and using Course Demand Dashboard Reports

- Sources of the data and how it translates into the Course Demand reports
- Overview of the dashboard and reports
- Scenarios for Using these reports

** This session will be recorded and posted on the Academic Advisor Portal website.*

UNI

University of
Northern Iowa.

Today's Agenda:

- **Background – Data Sources**
Using Advisement Reports
Accessing Course Demand Dashboard
Overview of Reports
Scenarios
Q&A

Data Sources for Course Demand Reports

Source: Enrolled Students

- **Current or Future Enrolled
First Degree Undergraduates
Based on “Course Demand” Advisement Reports**
 - Unsatisfied requirement lines
 - All coursework and exceptions
 - Updated weekly also snapshot

Source: Student Records

- **Student Declared Undergraduate Plans (Multiple catalogs)**
 - Majors
 - Minors
 - Certificates
 - General Education
 - Tracked in Advisement Report

Source: Advisement Report Rules




- Displayed Course Options
Based on rules for catalog year
Plans with Advisement Report Rules

▼ AND LANGUAGE ARTS: Literature Across Cultures

Not Satisfied: One Course Required. (LN-050)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Personalize | View All |  First  1 of 1  Last

Course	Description	Units	When	Grade	Status
ENGLISH2520	Multicultural Literature	3.00	Fall and Spring		

△ AND LANGUAGE ARTS: Literature Across Cultures
*****Not Satisfied:** One Course Required. (LN-050)
Courses: 0.0 used, 1.0 needed
Options: ENGLISH 2520

Source: Advisement Report Rules

- Does NOT include “Verify” Requirement Needs

Δ Jazz Guitar

Satisfied: 14 Units Required (LN-190)

MUS APPL	1530	Jazz Guitar	2.0	2018 FALL	A	EN
MUS APPL	1530	Jazz Guitar	2.0	2019 SPRG	A	EN
MUS APPL	1530	Jazz Guitar	2.0	2019 FALL	A	EN
MUS APPL	1530	Jazz Guitar	2.0	2020 SPRG	A	EN
MUS APPL	1530	Jazz Guitar	2.0	2020 FALL	A-	EN
MUS APPL	1530	Jazz Guitar	2.0	2021 SPRG	A	EN
MUS APPL	1530	Jazz Guitar	2.0	2021 FALL	A	EN

Δ VERIFY 3000/4000-level

*****Not Satisfied: 4 Units Required (LN-240)**

Units: 2.0 used, 2.0 needed

MUS APPL	3520	Guitar	1.0	2023 SPRG	A	EN
MUS APPL	3530	Jazz Guitar	1.0	2023 SPRG	A	EN

Δ Bachelor of Science

*****Not Satisfied: 120 Minimum Units Required (LN-010)**

Units taken, as indicated here, DOES NOT include current In-Progress, I or RC units.

Units: 16.0 used, 104.0 needed

Other Sources

● Course Pre-Requisites

- If student cannot self-register, recorded as does not meet requisites.
- Course need still counted, but reported as pre-requisites met or not met.

Course	Course Title	Meets Prereqs	10 Freshman	20 Sophomore	30 Junior	40 Senior	Count
POL AMER 3153	Leadership and Management in Public Service	N	2	5			7
	Leadership and Management in Public Service	Y			4		4

*Using Advisement
Reports to Understand
Course Demand*

PUBLIC ADMINISTRATION BA MAJOR (2023-present) 94XBA

*****Not Satisfied:** 36-41 Units Required. Note: Not more than 12 semester hours of political science taken for the Public Administration major can also be counted toward a Political Science major. (RG-61984)

Units: 0.0 used, 36.0 needed

REQUIRED COURSES

*****Not Satisfied:** 27 Units Required (RQ-64370)

Units: 0.0 used, 27.0 needed

[△ Power & Politics in the U.S.](#)

*****Not Satisfied:** 3 Units Required (LN-10)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1014

[△ Current and Emerging Issues in Public Administration](#)

*****Not Satisfied:** 3 Units Required (LN-020)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1048

[△ Public Budgeting](#)

*****Not Satisfied:** 3 Units Required (LN-030)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3172

[△ Leadership and Management in Public Service](#)

*****Not Satisfied:** 3 Units Required (LN-040)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3153

[△ Politics and Public Policy](#)

*****Not Satisfied:** 3 Units Required (LN-050)

Units: 0.0 used, 3.0 needed

Options: POL AMER 4173

[△ Seminar in Public Administration](#)

*****Not Satisfied:** 3 Units Required (LN-060)

Units: 0.0 used, 3.0 needed

Options: ANY POL AMER 4188 TOPIC

[△ Analyzing Politics](#)

*****Not Satisfied:** 3 Units Required (LN-070)

Units: 0.0 used, 3.0 needed

Options: POL GEN 2010

Options: POL GEN 2010

[△ Politics and Statistics](#)

*****Not Satisfied:** 3 Units Required (LN-080)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3111, SOC SCI 2020

[△ Internship in Politics](#)

*****Not Satisfied:** 3 Units Required (LN-090)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3181

ELECTIVES

*****Not Satisfied:** 9 Units Required (RQ-64291)

Units: 0.0 used, 9.0 needed

[△ Electives](#)

*****Not Satisfied:** Select at least 9 hours of the following (LN-010)

Units: 0.0 used, 9.0 needed

Options: ECON 1041, ECON 1051, ECON 3221, ECON 3229, ECON 3253, ECON 5221, ECON 5229, ECON 5253, POL AMER 2131, POL AMER 3112, POL AMER 3132, POL AMER 3151, POL AMER 3174, POL AMER 4130, POL AMER 5130, RTNL 3110, POL AMER 4176

MAJOR GRADUATION REQUIREMENTS

*****Overall Requirement Not Satisfied:** (RQ-62820)

[△ 10 UNIT 3000-/4000-LEVEL AT UNI IN MAJOR](#)

*****Not Satisfied:** (LN-010)

Units: 0.0 used, 10.0 needed

PUBLIC ADMINISTRATION BA MAJOR GPA

Satisfied: IN-PROGRESS COURSES NOT INCLUDED IN GPA UNTIL GRADED (RQ-900061984)

[△ MAJOR GPA, UNI](#)

Satisfied: (LN-010)

Units: 0.0 used

GPA: 0.000 actual

[△ MAJOR GPA, TOTAL](#)

Satisfied: MAJOR GPA, TOTAL (LN-020)

Units: 0.0 used

GPA: 0.000 actual

PUBLIC ADMINISTRATION BA MAJOR (2023-present) 94XBA

*****Not Satisfied:** 36-41 Units Required. Note: Not more than 12 semester hours of political science taken for the Public Administration major can also be counted toward a Political Science major. (RG-61984)

Units: 0.0 used, 36.0 needed

REQUIRED COURSES

*****Not Satisfied:** 27 Units Required (RQ-64370)

Units: 0.0 used, 27.0 needed

Δ [Power & Politics in the U.S.](#)

*****Not Satisfied:** 3 Units Required (LN-10)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1014

Δ [Current and Emerging Issues in Public Administration](#)

*****Not Satisfied:** 3 Units Required (LN-020)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1048

Δ [Public Budgeting](#)

*****Not Satisfied:** 3 Units Required (LN-030)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3172

Δ [Leadership and Management in Public Service](#)

*****Not Satisfied:** 3 Units Required (LN-040)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3153

Δ [Politics and Public Policy](#)

*****Not Satisfied:** 3 Units Required (LN-050)

Units: 0.0 used, 3.0 needed

Options: POL AMER 4173

Δ [Seminar in Public Administration](#)

*****Not Satisfied:** 3 Units Required (LN-060)

Units: 0.0 used, 3.0 needed

Options: ANY POL AMER 4188 TOPIC

Δ [Analyzing Politics](#)

*****Not Satisfied:** 3 Units Required (LN-070)

Units: 0.0 used, 3.0 needed

Options: POL GEN 2010

Options: POL GEN 2010

Δ [Politics and Statistics](#)

*****Not Satisfied:** 3 Units Required (LN-080)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3111, SOC SCI 2020

Δ [Internship in Politics](#)

*****Not Satisfied:** 3 Units Required (LN-090)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3181

ELECTIVES

*****Not Satisfied:** 9 Units Required (RQ-64291)

Units: 0.0 used, 9.0 needed

Δ [Electives](#)

*****Not Satisfied:** Select at least 9 hours of the following (LN-010)

Units: 0.0 used, 9.0 needed

Options: ECON 1041, ECON 1051, ECON 3221, ECON 3229, ECON 3253, ECON 5221, ECON 5229, ECON 5253, POL AMER 2131, POL AMER 3112, POL AMER 3132, POL AMER 3151, POL AMER 3174, POL AMER 4130, POL AMER 5130, RTNL 3110, POL AMER 4176

MAJOR GRADUATION REQUIREMENTS

*****Overall Requirement Not Satisfied:** (RQ-62820)

Δ [10 UNIT 3000-/4000-LEVEL AT UNI IN MAJOR](#)

*****Not Satisfied:** (LN-010)

Units: 0.0 used, 10.0 needed

PUBLIC ADMINISTRATION BA MAJOR GPA

Satisfied: IN-PROGRESS COURSES NOT INCLUDED IN GPA UNTIL GRADED (RQ-900061984)

Δ [MAJOR GPA, UNI](#)

Satisfied: (LN-010)

Units: 0.0 used

GPA: 0.000 actual

Δ [MAJOR GPA, TOTAL](#)

Satisfied: MAJOR GPA, TOTAL (LN-020)

Units: 0.0 used

GPA: 0.000 actual

Source: Advisement Report Rules

- Example – “Required” Class in Course Demand

△ AND LANGUAGE ARTS: Literature Across Cultures
*****Not Satisfied:** One Course Required. (LN-050)
Courses: 0.0 used, **1.0 needed**
Options: ENGLISH 2520

▼ AND LANGUAGE ARTS: Literature Across Cultures

Not Satisfied: One Course Required. (LN-050)

- Courses: 1 required, 0 taken, **1 needed**

The following courses may be used to satisfy this requirement:

Personalize | View All | First 1 of 1 Last

Course	Description	Units	When	Grade	Status
ENGLISH2520	Multicultural Literature	3.00	Fall and Spring		

PUBLIC ADMINISTRATION BA MAJOR (2023-present) 94XBA

*****Not Satisfied:** 36-41 Units Required. Note: Not more than 12 semester hours of political science taken for the Public Administration major can also be counted toward a Political Science major. (RG-61984)

Units: 0.0 used, 36.0 needed

REQUIRED COURSES

*****Not Satisfied:** 27 Units Required (RQ-64370)

Units: 0.0 used, 27.0 needed

Δ Power & Politics in the U.S.

*****Not Satisfied:** 3 Units Required (LN-10)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1014

Δ Current and Emerging Issues in Public Administration

*****Not Satisfied:** 3 Units Required (LN-020)

Units: 0.0 used, 3.0 needed

Options: POL AMER 1048

Δ Public Budgeting

*****Not Satisfied:** 3 Units Required (LN-030)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3172

Δ Leadership and Management in Public Service

*****Not Satisfied:** 3 Units Required (LN-040)

Units: 0.0 used, 3.0 needed

Options: POL AMER 3153

Δ Politics and Public Policy

*****Not Satisfied:** 3 Units Required (LN-050)

Units: 0.0 used, 3.0 needed

Options: POL AMER 4173

Δ Seminar in Public Administration

*****Not Satisfied:** 3 Units Required (LN-060)

Units: 0.0 used, 3.0 needed

Options: ANY POL AMER 4188 TOPIC

Δ Analyzing Politics

*****Not Satisfied:** 3 Units Required (LN-070)

Units: 0.0 used, 3.0 needed

Options: POL GEN 2010

Options: POL GEN 2010

Δ Politics and Statistics

*****Not Satisfied:** 3 Units Required (LN-080)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3111, SOC SCI 2020

Δ Internship in Politics

*****Not Satisfied:** 3 Units Required (LN-090)

Units: 0.0 used, 3.0 needed

Options: POL GEN 3181

ELECTIVES

*****Not Satisfied:** 9 Units Required (RQ-64291)

Units: 0.0 used, 9.0 needed

Δ Electives

*****Not Satisfied:** Select at least 9 hours of the following (LN-010)

Units: 0.0 used, 9.0 needed

Options: ECON 1041, ECON 1051, ECON 3221, ECON 3229, ECON 3253, ~~ECON 5221~~, ~~ECON 5229~~, ~~ECON 6223~~, POL AMER 2131, POL AMER 3112, POL AMER 3132, POL AMER 3151, POL AMER 3174, POL AMER 4130, ~~POL AMER 4133~~, RTNL 3110, POL AMER 4176

MAJOR GRADUATION REQUIREMENTS

*****Overall Requirement Not Satisfied:** (RQ-62820)

Δ 10 UNIT 3000-/4000-LEVEL AT UNI IN MAJOR

*****Not Satisfied:** (LN-010)

Units: 0.0 used, 10.0 needed

PUBLIC ADMINISTRATION BA MAJOR GPA

Satisfied: IN-PROGRESS COURSES NOT INCLUDED IN GPA UNTIL GRADED (RQ-900061984)

Δ MAJOR GPA, UNI

Satisfied: (LN-010)

Units: 0.0 used

GPA: 0.000 actual

Δ MAJOR GPA, TOTAL

Satisfied: MAJOR GPA, TOTAL (LN-020)

Units: 0.0 used

GPA: 0.000 actual

Source: Advisement Report Rules

- Example – Elective in Course Demand

INTERNSHIP IN COMMUNICATION STUDIES/POLITICAL SCIENCE

Not Satisfied: 3 Units Required (RQ-60743)

▼ Select one from the following:

Not Satisfied: (LN-010)

- Units: 3.00 required, 0.00 taken **3.00 needed**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COMM3900	Internship Communication	1.00 - 6.00	Fall, Spring, and Summer		
COMM5990	Internship Communication	1.00 - 6.00	Fall, Spring, and Summer		
POL GEN3181	Internship In Politics	3.00 - 8.00	Fall, Spring, and Summer		

INTERNSHIP IN COMMUNICATION STUDIES/POLITICAL SCIENCE

*****Not Satisfied:** 3 Units Required (RQ-60743)

△ Select one from the following:

*****Not Satisfied:** (LN-010)

Units: 0.0 used, **3.0 needed**

Options: COMM 3900, ~~COMM 5990~~, POL GEN 3181

Ignore Grad Classes

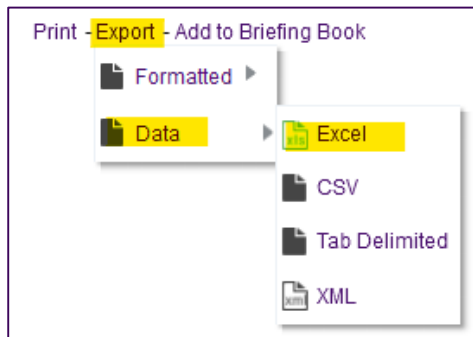
Data Formats

Course	Course Title	Meets Prereqs	10 Freshman	20 Sophomore	30 Junior	40 Senior	Count
POL AMER 3153	Leadership and Management in Public Service	N	2	5			7
	Leadership and Management in Public Service	Y			4		4
POL AMER 3172	Public Budgeting	Y ◀▶	2	4	2		8
POL AMER 3174	Management of Public Human Resources	Y				1	1
POL AMER 4173	Politics and Public Policy	N	2	5			7
	Politics and Public Policy	Y			6		6
POL GEN 2010	Analyzing Politics	Y	1	1			2
POL GEN 3111	Politics and Statistics	Y		1	3	4	8
POL GEN 3181	Internship in Politics	N	2	6	8	8	24
Grand Total			2	6	10	9	27

BIAA000002

Print - [Export](#) - Add to Briefing Book

Data Formats



SOC Term	Snapshot Type	Snapshot Datetime	Course	Course Title	Academic Plan Code	Academic Plan Desc	Meets Prereqs	Academic Level	Count
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3153	Leadership and Management in Public Service	94XBA	Public Administration	N	10 Freshman	2
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3153	Leadership and Management in Public Service	94XBA	Public Administration	N	20 Sophomore	5
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3153	Leadership and Management in Public Service	94XBA	Public Administration	Y	30 Junior	4
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3172	Public Budgeting	94XBA	Public Administration	Y	10 Freshman	2
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3172	Public Budgeting	94XBA	Public Administration	Y	20 Sophomore	4
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3172	Public Budgeting	94XBA	Public Administration	Y	30 Junior	2
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 3174	Management of Public Human Resources	94XBA	Public Administration	Y	40 Senior	1
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 4173	Politics and Public Policy	94XBA	Public Administration	N	10 Freshman	2
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 4173	Politics and Public Policy	94XBA	Public Administration	N	20 Sophomore	5
SPRING 2024	WEEKLY	11/30/2023 3:30	POL AMER 4173	Politics and Public Policy	94XBA	Public Administration	Y	30 Junior	6

Data Formats

94XBA Public Administration			10 Freshman	20 Sophomore	30 Junior	40 Senior	Count
Course	Course Title	Meets Prereqs					
POL AMER 3153	Leadership and Management in Public Service	N ◀ ▶	2	5			7
	Leadership and Management in Public Service	Y			4		4
POL AMER 3172	Public Budgeting	Y	2	4	2		8
POL AMER 3174	Management of Public Human Resources	Y				1	1
POL AMER 4173	Politics and Public Policy	N	2	5			7
	Politics and Public Policy	Y			6		6
POL GEN 2010	Analyzing Politics	Y	1	1			2
POL GEN 3111	Politics and Statistics	Y		1	3	4	8
POL GEN 3181	Internship in Politics	N	2	6	8	8	24
Grand Total			2	6	10	9	27

BIAA000002

Print - Export - Add to Briefing Book

Course	Course Title	Person Name	Person Id	Preferred Email Address	Meets Prereqs	40 Senior	Count
POL AMER 3174	Management of Public Human Resources	[REDACTED]	5[REDACTED]	co[REDACTED].edu	Y	1	1
POL AMER 3174 Total						1	1
POL GEN 3111	Politics and Statistics	[REDACTED]	5[REDACTED]3	bi[REDACTED].edu	Y	1	1
	Politics and Statistics	[REDACTED]y	5[REDACTED]6	[REDACTED].edu	Y	1	1
	Politics and Statistics	[REDACTED]el	5[REDACTED]	[REDACTED].edu	Y	1	1
	Politics and Statistics	K[REDACTED] [REDACTED]	[REDACTED]	K[REDACTED].edu	Y	1	1
POL GEN 3111 Total						4	4
POL GEN 3181	Internship in Politics	B[REDACTED]n [REDACTED]	5[REDACTED]	[REDACTED].uni.edu	N	1	1
	Internship in Politics	B[REDACTED]e	5[REDACTED]3	bi[REDACTED].edu	N	1	1
	Internship in Politics	B[REDACTED]y	5[REDACTED]	[REDACTED].edu	N	1	1
	Internship in Politics	[REDACTED]n	5[REDACTED]	[REDACTED].edu	N	1	1
	Internship in Politics	[REDACTED]	[REDACTED]	co[REDACTED]a@uni.edu	N	1	1
	Internship in Politics	C[REDACTED] [REDACTED]	5[REDACTED]3	g[REDACTED].uni.edu	N	1	1
	Internship in Politics	K[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]@uni.edu	N	1	1
	Internship in Politics	L[REDACTED]	7[REDACTED]	[REDACTED].uni.edu	N	1	1
POL GEN 3181 Total						8	8
Grand Total						13	13

BIAA000011

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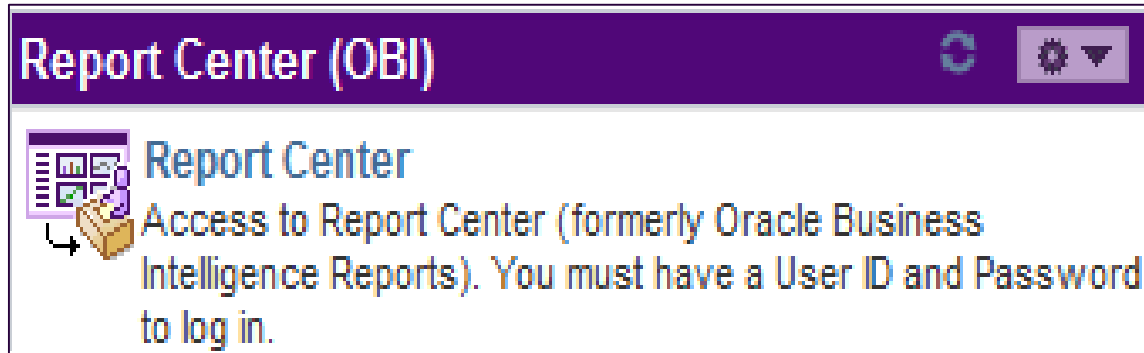
Download

Course	Course Title	Academic Plan Code	Academic Plan Desc	Meets Prereqs	Academic Level	Person Name	Person ID	Preferred Email Address	Count
POL AMER 3174	Management of Public	94XBA	Public Administration	Y	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3111	Politics and Statistics	94XBA	Public Administration	Y	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3111	Politics and Statistics	94XBA	Public Administration	Y	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3111	Politics and Statistics	94XBA	Public Administration	Y	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3111	Politics and Statistics	94XBA	Public Administration	Y	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1
POL GEN 3181	Internship in Politics	94XBA	Public Administration	N	40 Senior	<i>Name</i>	<i>ID</i>	<i>email @uni.edu</i>	1

Accessing Course Demand Dashboard

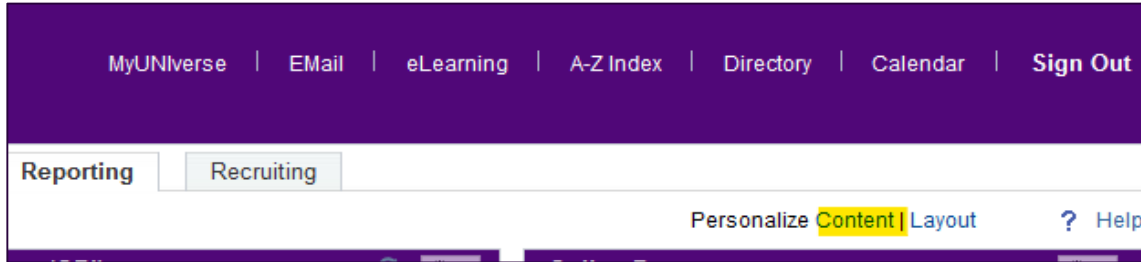
Report Center Navigation

- MyUNiverse / Reporting Tab / Report Center (OBI)

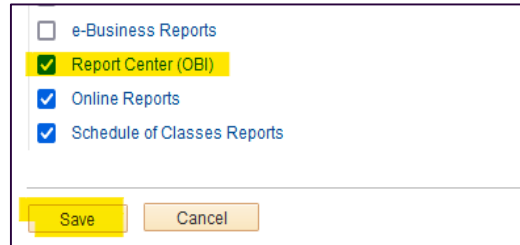


Report Center Navigation

- If Missing, check Portal Personalize “Content” on portal page

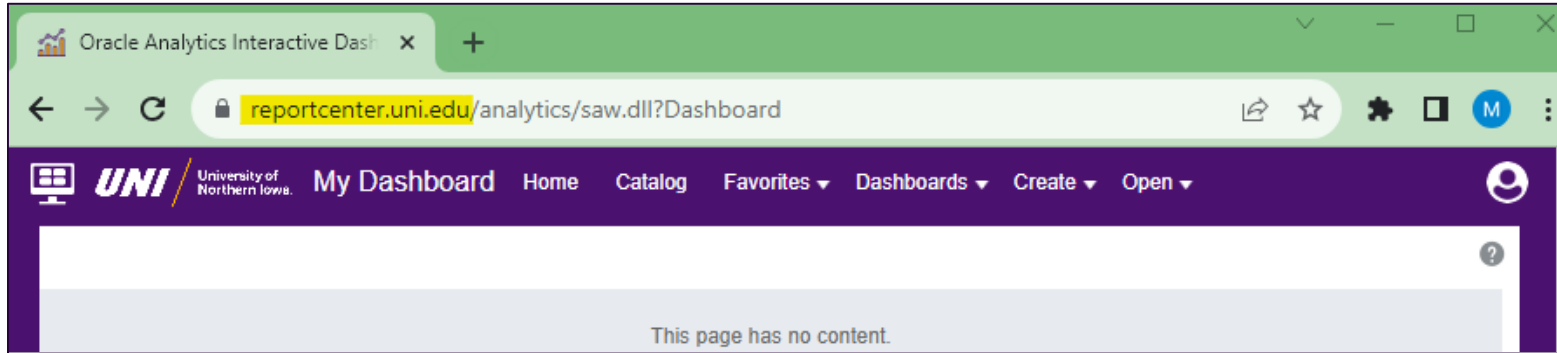


Check the Reporting Pagelet

A screenshot of a configuration window for the Reporting Pagelet. It contains a list of items with checkboxes: 'e-Business Reports' (unchecked), 'Report Center (OBI)' (checked and highlighted in yellow), 'Online Reports' (checked), and 'Schedule of Classes Reports' (checked). At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted in yellow.

Report Center Navigation

- Your Dashboard in Report Center



Tip: reportcenter.uni.edu

*Course Demand
Dashboard &
Reports
Demonstration*

Scenarios

Questions?

Working in Excel for Data Review and Evaluation

Coming in December 2023!! Members of the **Institutional Effectiveness & Planning Team** at UNI will be conducting 2 separate KNOW HOW sessions for academic advisors on **Working in Excel for Data Review and Evaluation**. These 90-minute sessions will be hands-on and focus on the tools and functions in the Formulas and Data tabs in Excel. **These sessions are scheduled at 2:30 - 4:00 p.m. on these days:**

/ Monday, December 4, 2023 - Using Functions

/ Including Vlookup | Concat | Count If/Sum IF | Trim | Combining Functions

/ Monday, December 11, 2023 - Sorting/Merging, Organization and Visualization of Data

/ Including Conditional Formatting | Highlighting Ideas and Cells | Filtering Data | Merging Data

Each session will be held in the Rod Library Scholar Space (LIB 301). Participants will be asked to either bring their own laptop or there will be 30 laptops available for participants to use at this hands-on session. **Please [complete the RSVP](#) to indicate if you will be needing a laptop or will be bringing your own.**

Additional KNOW HOW sessions on working in Excel and using data from our institutional dashboards is being planned for the Spring 2024 semester.

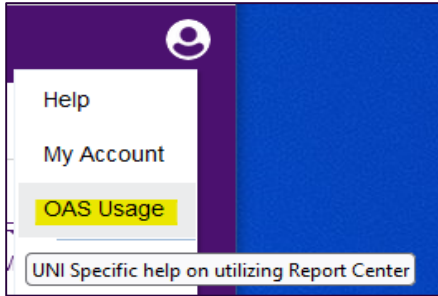
Academic Advisor Portal

<https://advising-portal.uni.edu/>



Report Center Additional Help

● Report Center (OBI) Usage Guide



A screenshot of a web browser displaying the 'Report Center (OBI) Usage Guide' page. The browser tabs show 'Oracle Analytics Home' and 'Report Center (OBI) Usage Guide'. The address bar shows the URL: [https://servicehub.uni.edu/docs/display/SH/Report+Center+\(OBI\)+Usage+G](https://servicehub.uni.edu/docs/display/SH/Report+Center+(OBI)+Usage+G). The page header includes the UNI University of Northern Iowa logo, a search bar, and a 'Log in' button. The main content area is titled 'Report Center (OBI) Usage Guide' and includes a list of links: 'Navigation', 'Exporting Data', 'Customizing Report Center - Favorites', 'Customizing Report Center - Saved Customizations', 'Report Information', and 'Related articles'. Below the links is a 'Navigation' section with the text: 'You may access Report Center from MyUNiverse / Reporting / Report Center or directly with this link: <https://reportcenter.uni.edu>'. The footer contains navigation links: 'MyUNiverse', 'Email', 'eLearning', 'A-Z Index', 'Directory', 'Calendar', 'Performance Trace', and 'Sign Out'.